Minutes of the Meeting of the Steering Committee held on 06.07.2021 at 11.00 AM in the Office of IQAC, Ambedkar Bhawan, BBAU, Lucknow

The following were present:

1. Prof. R.P. Singh	-	Chairman
2. Prof. Priti Saxena	-	Member
3. Prof. Kaman Singh	-	Member
4. Prof. Shubhini A. Saraf	-	Member
5. Prof. Ram Chandra	-	Member
6. Prof. S.K. Dwivedi	-	Member
7. Prof. Shilpi Verma	-	Member Secretary

The Chairman welcomed all the members and apprised about the progress of NAAC accreditation of 2nd cycle. The following resolution was made.

Agenda Item No. 1: To discuss and finalize the AQAR for the year 2019-20 for onward to submission to NAAC.

Recommendations: **Members discussed about the AQAR data 2019-20 received from academic departments and other sections and finalized with the following suggestion.**

Point wise AQAR write up for 2019-20 wherever required, may be entrusted to concerned faculty members for finalizing the same.

In addition to above, the following recommendations were made:

1. To prepare for forthcoming NAAC visit, the information regarding AQAR data for the year 2014-15 to 2018-19 is already available on the BBAU website. The link of the same should be sent to all the Deans and Head of the Departments for necessary action.

2. Prof. Priti Saxena, Prof. Shubhini A Saraf and Prof. Shilpi Verma shall prepare the Power Point Presentation for University and IQAC to be presented before NAAC Team and they may take the assistance from others also.

3. To get the data for best practice for the year 2019-20, a mail to be sent to concerned activity In-charges, Heads and Deans.

4. An Email to be sent to Librarian to get the Scopus Data for the year 2019-20.

5. The Departments shall be informed through Email to organize periodically Conferences, Seminars and Workshops on the broad area of **Intellectual Property Rights (IPR).**

6. The committee members recommended to establish a University Training Centre (UTC) for Academic as well as Administrative training under aegis of IQAC.

7. In the light of NAAC guidelines, to organize the Seminars/webinar and other training programmes from time to time, a budget allocation of Rs. 5.0 Lac should be allocated to IQAC every year.

Meeting ended with vote of Thanks to the Chair.

(Shilpi Verma) (S.K. Dwivedi) (Shubhini A. Saraf) (Ram Chandra)

(Kaman Singh) (Priti Saxena) (R.P. Singh)