

# Christ Church College, Kanpur

## NAAC STEERING COMMITTEE MEETING

11/04/2025

A meeting of the NAAC Steering Committee was held on Monday, September 9, 2024, at 11:00 a.m. in the IQAC Conference Room. The primary agenda included discussion on the action plan, timeline establishment, and finalization of the submission date for the Annual Quality Assurance Report (AQAR-2) for the academic session 2023–2024, as part of NAAC Cycle-1.

The meeting commenced with a cordial welcome by Prof. Satya Prakash Singh, Coordinator of the NAAC Steering Committee, who introduced the agenda and highlighted its significance.

Prof. Joseph Daniel, Principal of Christ Church College, addressed the committee, stressing the importance of NAAC accreditation and the detailed documentation required. He motivated the members to present the institution's achievements effectively and enhance its standing.

Prof. Sujata Chaturvedi, IQAC Coordinator, urged the members to initiate preparations without delay, noting that the AQAR submission deadline is set for December. She extended her best wishes, encouraging members to fulfill their responsibilities with commitment.

Prof. Sanjay Saksena presented the documentation deadlines and expressed his continued support in facilitating a smooth workflow for the committee.

Prof. Satya Prakash Singh then outlined a comprehensive roadmap for the criteria heads and committee members. He advised them to refer to previously submitted reports and follow the Standard Operating Procedures (SOPs) as prescribed in the official guidelines.

Following detailed discussions, the committee agreed upon the following deadlines for documentation submission:

S. No.	Particulars	Deadline
1.	Submission of filled Performance Appraisal Forms and Dept./Committee Reports to Criteria Members	21/09/2024
2.	Submission of all criteria in 'Ready to Upload' format to IQAC/NAAC	21/10/2024
3.	Commencement of criteria upload on the NAAC portal	10/11/2024
4.	Final submission of NAAC documents	30/11/2024

The meeting concluded with final remarks from Coordinator, who emphasized the need for commitment and adherence to the established guidelines. He reiterated the value of teamwork and thorough preparation in successfully achieving the institution's accreditation goals.

(Prof. Satya Prakash Singh)  
Coordinator, NAAC Steering Committee