



BABA MASTNATH UNIVERSITY

Asthal Bohar, Rohtak, NH-10, NCR, Haryana-124021(India)

Established under Haryana Private Universities Act, 2006

Recognized by the UGC u/s 2(f) and Member, Association of Indian Universities

Website: www.bmu.ac.in

Minutes of the Meeting on "Introduction of Experts for NAAC Documentation Process and Strategic Planning for Documentation"

Topic: Introduction of Experts for NAAC Documentation Process and Strategic Planning for Documentation

Date: 19th November 2025

Time: 3 pm

Venue: Board Room, Administrative Block, Baba Mastnath University

Chairperson: *Mahent Balaknath Yogi Ji*, Hon'ble Chancellor, Baba Mastnath University

Present Members: Registrar, Controller of Examinations, Déan Academic Affairs, Dean Student Welfare, All Criteria Owners', and Metric Owners'

Organized by: Internal Quality Assurance Cell (IQAC), Baba Mastnath University

Proceedings of the Meeting

The meeting commenced under the chairmanship of *Hon'ble Chancellor Mahent Balaknath Yogi Ji* in the Board Room of the Administrative Block, BMU. The Hon'ble Chancellor extended a warm welcome to all present and emphasized the importance of institutional progress for the forthcoming NAAC accreditation process. He highlighted that the success of accreditation depends upon systematic documentation, timely coordination, and collective responsibility across all academic and administrative units. The Hon'ble Chancellor instructed all concerned departments to thoroughly review,

finalize, and assemble all requisite documents in advance. A detailed discussion was held regarding the remaining components of 12B submission, and concerned officers were directed to ensure error-free compliance.

Introduction of Experts

At the outset, the Hon'ble Chancellor formally introduced the distinguished experts to guide the NAAC documentation activities and 12B compliance:

- **Prof. J. P. Yadav**, Former Vice Chancellor, Indira Gandhi University, Haryana
- **Prof. H. L. Verma**, Advisor to Chancellor, Baba Mastnath University

He appreciated their long-standing academic leadership and expressed confidence that their expertise would significantly strengthen the university's present status.

Compilation of NAAC Status Report

The Hon'ble Chancellor directed the IQAC Director to compile a comprehensive NAAC Status Report after conducting presentations by all Criteria Owners in the presence of the Experts. He emphasized the importance of:

- **Identifying major gaps** in documentation and aligning them with NAAC's latest guidelines.
- **Preparing the roadmap** to bridge these gaps within defined timelines.
- **Setting submission deadlines** for Criteria Owners' and ensuring that each submits their respective status update to the IQAC Director via official email.

The IQAC Director was instructed to maintain meeting-wise compilation of progress and prepare comparative datasets to track improvement across all criteria.

Nature of NAAC Work and Documentation Requirements

It was noted that NAAC-related work is broad in nature, primarily centered on:

- Academic documentation within the University and tied up with third parties.
- Involvement and approvals from the Management

The Hon'ble Chancellor emphasized that the integrity and completeness of documentation would be the primary determinant of accreditation outcomes.

Presentation of Work Progress

Prof. J. P. Yadav advised that Criteria Owners should prepare PowerPoint presentations showcasing their progress, gaps, supporting evidence, and future action points. He stated that uniform presentation templates may be considered to maintain consistency and completeness.

The Hon'ble Chancellor endorsed this recommendation and instructed that it be incorporated in the Minutes for mandatory implementation.

Official Communication Protocol

The Hon'ble Chancellor reiterated that all Criteria Owners, Metric Owners, and responsible personnel must adhere strictly to official communication procedures, using email for all data requisitions, submissions, confirmations, and documentation exchanges. This is essential for maintaining verifiable institutional records. The IQAC Director suggested to all Metric Owners to first consult their respective Criteria Owners in case of any confusion, discrepancy, or difficulty regarding documentation. Criteria Owners must ensure that consolidated reports are submitted to IQAC strictly within the stipulated deadlines.

Record-Keeping and Accountability

The IQAC Director was instructed to maintain official documentation of any delay, pendency, or non-compliance from any department or individual. This record will form part of the internal monitoring mechanism for accountability and timely completion of tasks.

Upcoming Presentation Schedule

The Hon'ble Chancellor announced that on Saturday, 22nd November 2025, the following Criteria Owners must present their work progress before the Experts through PowerPoint presentations:

- Criterion 1
- Criterion 2
- Criterion 5

The detailed schedule and timing of the presentations shall be circulated in advance by the IQAC.

The meeting concluded with the Hon'ble Chancellor urging all members to demonstrate commitment, discipline, and teamwork in completing the NAAC documentation process. He emphasized that the institution is at a crucial stage and that meticulous preparation is essential for securing a positive accreditation outcome.

The IQAC Director extended a formal vote of thanks to the Hon'ble Chancellor, the invited Experts, and all attendees for their valuable guidance and presence.

Date: 20 / 11 / 2025

Place: BMU


(Dr. Arup Giri)

Director

Internal Quality Assurance Cell

BMU, Rohtak

Director, IQAC
Baba Mastnath University
Asthal Bohar, Rohtak