

**Dear Criterion Chairs & Conveners,
Dept. Criterion Coordinators &
Dept. NAAC Coordinators,**

I believe you have already started the process of data collection for the assigned criterion. Kindly refer to the documents (A. Criterion Framework, B. Data Template, C. Guidelines & SOP & Type of Years).

If you need any clarification regarding the same, then kindly consult your respective Criterion Chair/ Convener.

Further, Front end team has scheduled a meeting with each Criterion Team with following Agenda & Schedule.

Agenda:

- 1. An outline of Overall Process of NAAC & Strategies for SSR preparation at NMAMIT**
- 2. Initial level clarification with regard to data collection process.**
- 3. Demonstration of Google Drive system for data collection & processing.**

Schedule:

Venue: Shambhavi Seminar Hall

Criterion	Date	Time	Attendees
1	19 Apr 2021	2.00 pm – 2.45 pm	Criterion 1 (Chair, Convener, Dept. Coordinator) Dept. NAAC Coordinator
2	19 Apr 2021	3.00 pm – 3.45 pm	Criterion 2 (Chair, Convener, Dept. Coordinator) Dept. NAAC Coordinator
3	20 Apr 2021	9.15 AM – 10.00 AM	Criterion 3 (Chair, Convener, Dept. Coordinator) Dept. NAAC Coordinator
4	20 Apr 2021	10.15 AM – 11.00 AM	Criterion 4 (Chair, Convener, Dept. Coordinator) Dept. NAAC Coordinator
5	20 Apr 2021	11.15 AM – 12.00 AM	Criterion 5 (Chair, Convener, Dept. Coordinator) Dept. NAAC Coordinator
6	21 Apr 2021	9.15 AM – 10.00 AM	Criterion 6 (Chair, Convener, Dept. Coordinator) Dept. NAAC Coordinator
7	21 Apr 2021	10.15 AM – 11.00 AM	Criterion 7 (Chair, Convener, Dept. Coordinator) Dept. NAAC Coordinator

Kindly attend the same without fail as per schedule.

Thank you.