

# 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

To  
The Vice Chancellor  
Baba Mastnath University, Rohtak

Date: 24/11/2025

**Subject: Submission of Minutes of the Meeting Held on 22<sup>nd</sup> November 2025 for Kind Approval**


Respected Sir,

I am pleased to submit herewith the **Minutes of the Meeting held on 22<sup>nd</sup> November 2025 at 11:00 AM** in the Board Room, First Floor, Administrative Block, convened under your esteemed chairmanship in the gracious presence of Experts **Prof. J. P. Yadav** and **Prof. H. L. Verma**. The meeting comprehensively reviewed the progress of NAAC documentation under Criteria 1, Criteria 2 and 5.

The enclosed minutes encapsulate all discussions, directives, and action points assigned to the respective departments and responsible personnel for timely compliance. I humbly request your kind perusal and approval of the same so that the minutes may be formally circulated to all concerned for necessary action.

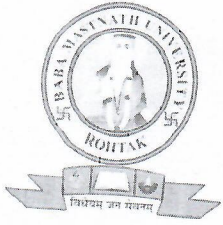
Submitted for your kind approval, please.

With highest regards,

  
(Dr Arup Giri)  
Director, IQAC  
Baba Mastnath University, Rohtak

  
(Approved/Not approved)

  
(Vice Chancellor)



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Minutes of the Meeting on "Compliance of 12(B) Documentation and NAAC Documentation Progress of Criteria 1, 2, and 5" held on 22<sup>nd</sup> November 2025 at 11:00 AM in the Board Room of the Administrative Block, Baba Mastnath University, under the esteemed chairmanship of Prof. J. P. Yadav (Former Vice Chancellor of Indira Gandhi University, Haryana) and Prof. H. L. Verma (Advisor to the Chancellor, BMU) to review the progress of NAAC documentation, finalize on-going compliance tasks, and provide directives for timely completion of institutional requirements.

## **Members Present:**

1. Prof. Vinod Kumar (Registrar)
2. Prof. Naveen Kapil (Dean Academic Affairs)
3. Mr. M. L. Batra (Deputy Registrar)
4. Prof S.C. Gakhar (Criteria Owner of 5)
5. Metric Owners of Criteria 1, 2, and 5
6. Dr. Arup Giri (Director, IQAC)

## **A. Review of 12B Documentation Process**

The first session focused for the completion of the 12B documentation process, with the Registrar, Dean Academic Affairs, Deputy Registrar, and IQAC Director.

The Chairpersons emphasized that the completion of the 12(B) status is of utmost urgency and must be finalized and submitted by Monday, 24<sup>th</sup> November 2025 upto 5:00 PM by the Registrar.

## **B. Criteria 2: Teaching-Learning and Staff Recruitment Documentation**

A detailed discussion was held on compliance with UGC and Apex Body requirements for recruitment, documentation, and faculty data as per NNAC requirements.

The following recommendations were made:

1. **Selection Committees** must be constituted strictly as per UGC/Apex Body regulations.
2. **Minutes of the meeting of selection committee** must be revised to align with UGC norms; this format is to be followed rigorously from the current academic year onward.
3. **Shortlisting of candidates and interview criteria** must be reviewed and rewritten as per UGC guidelines.
4. **All faculty categories**—Adjunct, Visiting, Emeritus, Distinguished Professors, Professors of Practice—must be included in the faculty list. The selection criteria to be prepared as per UGC/Respective Council/Regulatory bodies.
5. **Interview proceedings** should contain annexures with all marks awarded, and the final merit list.
6. Necessary corrections are required in the consolidated teaching staff list.
7. **MIS-based documentation** will be prepared under the supervision of *Mr. Inderpreet Singh (IT Head)*.
8. **FDP-related documents** must be collected from *Dr. Deepak Kumar* (Assistant Professor, English).
9. A comprehensive calendar for Act, Statute, Ordinance, and Regulations must be completed separately within one month by the Registrar.
10. All pending work under Criteria 2 must be completed on or before 8<sup>th</sup> December 2025.
11. Data collection for 2025–26 must begin immediately for all criteria.

The Chairpersons reiterated the importance of procedural correctness, documentary evidence, and strict adherence to regulatory norms. The above pointed out work to be ensured by Criteria 2 Owner.

### **C. Criteria 1: Curriculum Design, BOS Requirements & Academic Reforms**

The following recommendations were made:

1. MOOCs courses must be updated in the syllabi from the beginning of the upcoming session.
2. Credit transfer mechanisms must be activated, and transferred credits must appear on the DMC (Detailed Marks Certificate). *Prof. Mukesh Singla (Controller of Examination)* committed to completing this process by December 2025.
3. Industry representatives must be included in all Boards of Studies (BOS).
4. Stakeholders' feedback form analysis must include a well-written Outcome-Based paragraph before submission of the same to IQAC.
5. All feedback from departments must be submitted to IQAC for processing and onward submission to the BOS with required inputs.
6. All academic proformas must obtain IQAC recommendation before implementation. All the academic co-curricular, sports, NSS, NCC, outreach program, etc. activities must be submitted to IQAC Director within 5 days by the concerned Convener/Organizing Secretary.
7. NSQF-related documentation must be prioritized beginning this session. *Prof. J. P. Yadav* strongly recommended for establishing MOUs with external institutions to effectively implement NSQF frameworks.
8. All pending tasks under Criterion 1 must be completed on or before 6<sup>th</sup> December 2025. The Criteria 1 Owner, *Prof Naveen Kapil, DAA*, will ensure the above.

### **D. Criteria 5: Student Support and Progression**

1. Extensive discussion was held regarding the restructuring and updating of course work files, LMS activation, academic calendars, and annual reports 2022-23, 2023-24, and 2024-25 latest by 15<sup>th</sup> December, 2025.

2. The length and format of course work files should be optimized to include only essential components. The Metric Owners for 5.1 (Dr. Meenakshi and Dr. Sonia) must finalize a standardized course work file format, including the Eight-Approach-Based Lesson Plan, by 26<sup>th</sup> November 2025. Final verification will be done by *Prof. S. C. Gakhar*, after which the file will be circulated to all departments.
3. The Eight-Approach-Based Lesson Plan must be uploaded on the NAAC ERP portal by the Director IQAC.
4. Metric Owners must prepare a list of faculty who fail to submit course files on time. The university authorities must be apprised accordance by criteria owner.
5. LMS Portal activation must be completed immediately. All faculties must upload required documents as per different teaching pedagogy given in the criteria. If any faculty does not do the same, the IT Head will prepare a list of such faculty to submit to Director, IQAC.
6. Departments must prepare Academic Activities Calendars for 2022-23, 2023-24, 2024-25, and 2025-26 using the template provided by the IQAC Director, to be submitted on or before 26<sup>th</sup> November 2025.
7. All documentation must include geotagged photographs.
8. The Registrar's Office must issue a Notification for the Annual Report Committee. The committee should submit the Annual Report for the session 2022-23, 2023-24, 2024-25 by 15<sup>th</sup> December 2025.
9. All tasks under Criterion 5 must be completed on or before 6<sup>th</sup> December 2025.

#### **E. General Instructions and Administrative Directions**

1. All Criteria Owners and Metric Owners must follow the official communication protocol, using email for data sharing and documentation.
2. Director of IQAC must maintain official records of pendency, delays, and non-compliance for accountability.
3. Criteria Owners must ensure timely submission and coordination with Metric Owners to avoid any delay.

4. NAAC and 12(B) documentation must proceed simultaneously with strict adherence to deadlines by the Registrar.

The time for the different activities by criteria wise attached as Annexure 1. The meeting concluded with the direction of Chairpersons to all present to work with urgency, precision, and accountability. They emphasized that the

upcoming deadlines are critical for both NAAC and statutory compliance. The cooperative efforts of all departments, timely documentation, and

adherence to guidelines will determine the university's institutional success. A formal vote of thanks was extended by Dr Arup Giri (Director, IQAC) to the

Chairpersons.

Date: 24/11/2025

  
24/11/2025

(Dr. Arup Giri)

Director

Internal Quality Assurance Cell

BMU, Rohtak

**A copy is forwarded to the following persons:**

1. PA to Chancellor (for Information).
2. PA to Vice-Chancellor (for Information).
3. Prof. J. P. Yadav (Former Vice-Chancellor, IGU)
4. Prof. H.L. Verma (Advisor to the Chancellor)
5. Registrar.
6. Dean Academic Affairs.
7. Controller of Examinations.
8. All Deans/Principals of the Faculties.
9. All Criteria Owners.
10. Prof J K Sharma (Professor, Faculty of Humanities).
11. Prof Devender Kumar (Professor, Faculty of Management and Commerce).
12. Mr Inderpreet Singh (Head, IT Cell).

**Deadlines of Different Activities as per the Meeting held on  
22<sup>nd</sup> November 2025**

Sl. No.	Particulars	Deadline	Responsible persons
1.	12B documentation process	24 <sup>th</sup> November 2025	Prof Vinod Kumar
2.	Pending works of Criteria 2 completion	8 <sup>th</sup> December 2025	Prof Vinod Kumar
3.	Credit transfer and DMC updation	31 <sup>st</sup> December 2025	Prof Mukesh Singla
4.	Pending works of Criteria 1 completion	6 <sup>th</sup> December 2025	Prof Navin Kapil
5.	Sample copy of Course work file preparation (Metric 5.1)	26 <sup>th</sup> November 2025	Dr Meenakshi Dr Sonia
6.	Academic Activities Calendar of all Departments	26 <sup>th</sup> November 2025	All Deans
7.	Annual Report Modification	15 <sup>th</sup> December 2025	Prof Manoj Verma Prof J K Sharma Dr Devender Kumar
8.	Pending Works of Criteria 5 Completion	6 <sup>th</sup> December 2025	Prof SC Gakhar
9.	Activity Calendar by different Cells	1 <sup>st</sup> December 2025	All Conveners of Different Cells

*Arup Giri*  
24/11/2025

**(Dr Arup Giri)**

**Director, IQAC**

**Baba Mastnath University, Rohtak**