



# SRI GURU GRANTH SAHIB WORLD UNIVERSITY

Fatehgarh Sahib - 140406

Established under Punjab State Act 20 of 2008, Approved by U.G.C. under Section 22 of U.G.C. Act

## Internal Quality Assurance Cell

### Minutes of Meeting

Date: 12.09.2023

The meeting of Internal Quality Assurance Cell was held on 12.09.2023 at 4.00 PM. The following members were present during the meeting:

1. Prof. (Dr.) Sukhwinder Singh Billing, Dean Academic Affairs
2. Prof. (Dr.) Ramesh Arora, Director, IQAC
3. Dr. Ankdeep Kaur Attwal, Coordinator, IQAC
4. Dr. Kanchan Garg, Assistant Professor, Department of Commerce & Management Member IQAC
5. Dr. Supreet Bindra, Assistant Professor, Department of Physiotherapy, Member IQAC
6. Dr. Rahul Badru, Assistant Professor, Department of Chemistry, Member IQAC
7. Dr. Harneet Billing, Assistant Professor and In-charge, Department of Education, Member IQAC
8. Dr. Nav Shagan Deep Kaur, Assistant Professor and In-charge, Department of Social Sciences, Member IQAC
9. Dr. Navneet Kaur, Assistant Professor, University School of Law, Member IQAC
10. Ms. Jaspreet Kaur, Assistant Professor, Department of English, Member IQAC

#### MINUTES:

1. The meeting was taken by Dean Academic Affairs Prof. (Dr.) S.S. Billing. Dr. Ankdeep Coordinator IQAC informed about details regarding the availability of data.
2. Criteria in-charges were told to provide the format to the department NAAC coordinators.
3. It was decided that a meeting of the Heads/In-Charges along with the NAAC coordinators of the departments must be called up wherein the orientation regarding the compilation of data (Criteria wise) must be provided.
4. It was decided in the meeting that after orientation a specific deadline would be given to the departments for the compilation of data at the department level and forwarding it to IQAC in the prescribed time period.
5. The Dean Academic Affairs discussed the resources available to support the SSR preparation process. This included:
  - Allocation of administrative staff for data compilation and report drafting.

- Availability of a dedicated workspace for SSR preparation.
- Access to digital resources for data collection.

IQAC members were encouraged to communicate additional support needs promptly.

6. The floor was opened for questions and feedback. The Dean agreed to arrange sessions for staff to ensure data is gathered accurately and consistently.

7. The IQAC Director thanked the Dean Academic Affairs and members for their dedication and collaboration. The meeting was adjourned with the commitment to maintain regular updates and adhere to the established timeline.

  
Prof. (Dr.) Ramesh Arora  
Director  
Internal Quality Assurance Cell  
Sri Guru Granth Sahib World University  
Fatehgarh Sahib