



## 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: 14.11.2023

The meeting of Internal Quality Assurance Cell was held on 14.11.2023 at 11.30 AM. The following members were present during the meeting:

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

#### AGENDA:

To discuss discrepancies and delays in the data provided by the departments to the IQAC for filling the SSR (Self-Study Report).

#### MINUTES:

1. The meeting began with a welcome address by the Hon'ble Vice- Chancellor and Chairman IQAC, Prof. (Dr.) Pritpal Singh who highlighted the importance of accurate and timely submission of data for the preparation of the SSR. The objectives of the meeting were stated, emphasizing the need to address the recurring issues related to data collection.
2. IQAC members presented a summary of the discrepancies found in the data submitted by various departments. These discrepancies included incomplete data entries,

inconsistencies in statistics, missing documents, and deviations from the prescribed format.

3. A discussion was held on how delays in data submission have affected the overall timeline for completing the SSR. It was emphasized that such delays could hinder the quality and accuracy of the report, potentially impacting institutional accreditation. The Heads/In-charges of teaching departments were given an opportunity to provide feedback on the challenges they faced in submitting accurate and timely data. Common issues raised included difficulty in gathering certain data, lack of clarity on submission formats, and the need for more training on the data requirements.
4. The following resolutions were made to address the identified issues:
  - o Regular guidance and training will be provided by the criteria In-charges to the dealing faculty of the departments on formats for data collection and submission protocols.
  - o IQAC will provide a detailed guideline document to ensure clarity on the type of data required.
  - o Deadline Enforcement: Stricter deadlines will be enforced with regular follow-up reminders from the IQAC.
  - o Departmental Coordinators: The departmental Coordinators will regularly remain in contact with IQAC members to have the updated information regarding SSR filing and for clearing any types of doubts for data accuracy and timely submission.
  - o Monthly Review Meetings: A monthly review meeting will be set up to monitor the progress of data collection and address any new challenges.

## 5. Concluding Remarks

The Chairperson concluded the meeting by emphasizing the importance of cooperation and coordination between IQAC and all departments. A request was made for the departments to be proactive in addressing the issues discussed. Appreciation was extended to the attendees for their participation and suggestions.

  
Prof. (Dr.) Ramesh Arora

Director IQAC  
Director  
Internal Quality Assurance Cell  
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