



# **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**

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### **Minutes of Meeting**

**Date: 27 May 2024**

#### **AGENDA:**

1. Confirmation of the Minutes of the previous meeting
2. Discussion on the Compilation of SSR for NAAC
3. Revision of Feedback forms
4. Revision of Audit forms
5. Draft of Common Grievance form
6. Faculty Development Programmes
7. Orientation Programmes for students
8. Any other issues with the permission of the Chair.

The meeting was attended by the following members:

1. Dr. Pritpal Singh, Vice- Chancellor
2. Dr. Sukhwinder Singh Billing, Dean Academic Affairs
3. Dr. Tejbir Singh, Registrar
4. Dr. Ramesh Arora, Director - IQAC
5. Dr. Ankdeep Kaur Attwal, Coordinator - IQAC
6. Dr. Kanchan Garg, Member- IQAC
7. Dr. Richa Brar, Member - Member SSR
8. Dr. Rahul Badru, Member - IQAC
9. Dr. Harneet Billing, Member - IQAC
10. Dr. Navshagan Deep Kaur, Member - IQAC
11. Ms. Jaspreet Kaur, Member - IQAC
12. Dr. Supreet Bindra, Member – IQAC
13. Dr. Monika Airi, Member SSR

#### **MINUTES:**

1. The minutes of the previous meeting held on 07 May 2024 were read and confirmed.
2. The Director IQAC informed about the filling of IQA which was filed on 22 May 2024.



3. The status of document uploaded was reviewed and update was taken from the criteria Incharges.
4. The feedback forms to be filled by different stakeholders were reviewed. It was observed that the forms need revision so that an extensive and more effective feedback can be collected. It was agreed upon that the Feedback form for the students should be aligned with the student satisfaction survey form drafted by NAAC, though not limited to it only. A committee of the following has been constituted to revise the feedback forms:
  - a. Dr. Kanchan Rani, Assistant Professor, Department of Commerce and Management.
  - b. Dr. Richa Brar, Assistant Professor and Head, Department of Mathematics.
  - c. Dr. Nav Shagan Deep Kaur, Assistant Professor and Incharge, Department of Sociology.

The committee will submit the forms by 26 July 2024.

5. The cell observes that the audit forms i.e academic audit, administrative audit and gender needs revision. These forms need to be aligned with the formats of Accrediting Agencies of the Government of India, so that the quality can be ensured in each and every department of the University. A committee of the following has been constituted to revise the Audit forms:
  - a. Dr. Rahul Badru, Assistant Professor and Head, Department of Chemistry
  - b. Dr. Harneet Billing, Assistant Professor and Incharge, Department of Education.
  - c. Ms. Jaspreet Kaur, Assistant Professor in English

The Committee will revise the formats in consultation with the Coordinator and Director of IQAC by 19 July 2024 and will get these approved by the Dean Academic Affairs before 26 July 2024.

6. It was suggested by the members of the IQAC that instead of different grievance forms, a Common Grievance form be drafted by the IQAC which should be available on website, to register any kind of grievance. The IQAC may later send the blindfolded (if necessary and demanded by the complainant) form to the concerned committee/cell for the necessary action. This will help to motivate the University community to share their grievances without any fear of reprisal. It was decided that Ms. Jaspreet Kaur, Assistant Professor in English will draft the grievance form in consultation with the Coordinator and Director of IQAC by 19 July 2024 and will get it approved by the Dean Academic Affairs before 26 July 2024.
7. The success of the Faculty Development Programmes (FDPs) held during the previous semester was reviewed. The FDPs to be organized in the ensuing semester were discussed, including potential topics and dates. It was observed that for the better conduct of these programmes a Teachers' Training Centre, which should essentially work in collaboration with IQAC, needs to be established in the University. Hence, all

the members strongly recommended the establishment of the Centre before the commencement of the new session.

8. Annual Orientation programmes and skill enhancement programmes for the students conducted during the entire session were evaluated. It was observed that sessions on National Education Policy, Artificial Intelligence, Sustainability, Environmental issues at global and regional levels, Indian Knowledge System and Gender Equality should be focused on, besides getting acquainted with the University system and, SPOs and POs of their particular programme during the Orientation Programme.
9. The tentative date for the next General House Meeting of IQAC is fixed.

The meeting was adjourned with a vote of thanks.



**Prof. (Dr.) Ramesh Arora**

Internal Quality Assurance Cell  
**Director IQAC**  
Sri Guru Granth Sahib World University  
Fatehgarh Sahib