



# **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: 20 August 2024**

#### **Agenda:**

1. Information on the submission of the final SSR.
2. Discussion on the next course of action for the DVV process.
3. Review of the Orientation Programs conducted by departments for newly admitted students.
4. Recommendation to introduce new Value-Added Courses by the departments.

The meeting was attended by the following members:

1. Dr. Ramesh Arora, Director - IQAC
2. Dr. Ankdeep Kaur Attwal, Coordinator - IQAC
3. Dr. Kanchan Garg, Member- IQAC
4. Dr. Richa Brar, Member - Member SSR
5. Dr. Rahul Badru, Member - IQAC
6. Dr. Harneet Billing, Member - IQAC
7. Dr. Navshagan Deep Kaur, Member - IQAC
8. Ms. Jaspreet Kaur, Member - IQAC
9. Dr. Supreet Bindra, Member – IQAC
10. Dr. Monika Airi, Member SSR

#### **MINUTES**

##### **1. Submission of the Final SSR**

The Chair informed the members that the final Self-Study Report (SSR) has been successfully submitted to NAAC on 16 August 2024. Members congratulated the team for their dedicated efforts in ensuring a comprehensive and timely submission.

##### **2. Discussion on the Next Course of Action for the DVV Process**

The Chair highlighted the importance of proactive preparation for the Data Validation and Verification (DVV) process. After a detailed discussion, the following action plan was outlined:

- A dedicated team comprising the IQAC Coordinator and Criteria In-charges will address any queries raised during the DVV process.
- Departments are instructed to ensure that all supporting documents for claims made in the SSR are readily available and accessible.
- A mock DVV review should be conducted internally by the IQAC to preempt potential queries and prepare appropriate responses.
- The team must adhere strictly to the NAAC's timeline for responding to DVV queries.

### **3. Review of Orientation Programs Conducted by Departments**

The IQAC reviewed the orientation programs conducted in August for newly admitted students. It was observed that in some of the programmes having PG courses are yet to organise the orientation programme. Most departments have successfully covered the University's vision, mission, and other key policies.

It was recommended that the Departments should incorporate student feedback from orientation programs to improve future sessions.

### **4. Recommendation to Introduce New Value-Added Courses**

The IQAC discussed the importance of offering value-added courses to enhance student skill sets and employability. The following recommendations were made:

- Departments are advised to design and propose value-added courses for approval.
- IQAC will provide a framework to standardize the structure and evaluation of these courses.
- Departments are encouraged to collaborate with industry experts and external organizations for course development and delivery.

The meeting concluded with a vote of thanks to the Chair and members.

  
Prof. (Dr.) Ramesh Arora

Director **Director IQAC**  
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