



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: 23 September 2024

The meeting of Internal Quality Assurance Cell working committee was held on 23.09.2024 at 03.30 PM. The following members were present during the meeting:

Agenda:

1. Course of action for NAAC Peer Team Visit preparations.
2. Review of departmental and facility-specific progress.
3. Coordination of tasks assigned to committee members.
4. Addressing gaps in readiness for the visit.

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. Rahul Badru, Member - IQAC
5. Dr. Harneet Billing, Member - IQAC
6. Dr. Navshagan Deep Kaur, Member - IQAC
7. Ms. Jaspreet Kaur, Member - IQAC
8. Dr. Monika Airi, Member SSR

MINUTES

1. Progress Review and Updates

- The Chair emphasized the importance of adhering to timelines and ensuring quality across all aspects of the preparation.
- Members provided updates on their respective areas of responsibility:
 - **Dr. Kanchan Rani** reported on the state of infrastructure, including libraries, research labs, and hostels. Final touches were recommended for aesthetic appeal and functionality.
 - **Dr. Rahul Badru** informed about the status of files and documents at the Registrar and Alumni Offices, ensuring the updation of records and documentation in these offices.
 - **Dr. Harneet Billing** highlighted the preparation progress of academic departments and the Research Office. Additional mock reviews were suggested for research displays.

- **Dr. Navshagan Deep Kaur** outlined the plans for cultural events and student interaction sessions. Preparations for placement data and welfare facilities were underway.
- **Ms. Jaspreet Kaur** updated on the status of campus beautification and readiness of University Cells and Committees. Focus areas included cleanliness drives and decor enhancements.
- **Dr. Monika Airi** ensured all IQAC documentation are being organized and will be ready in time.

2. Addressing Identified Gaps

- Members discussed gaps noted in the readiness of certain departments and facilities. Action items were assigned to address these issues immediately.
- Follow-up meetings were scheduled with specific departments lagging in preparations.

3. Coordination and Strategy for the Visit

- A walkthrough of the Peer Team's itinerary was conducted, and mock interactions were planned for faculty, students, and administrative staff.
- All members were tasked to oversee their areas on the day of the visit to ensure smooth coordination.
- A checklist was prepared to monitor daily progress leading up to the visit.

The meeting concluded with a vote of thanks to the Chair and members for their diligence and commitment.



Prof. (Dr.) Ramesh Arora

Director IQAC

Director

Internal Quality Assurance Cell

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