

Ref. No. SGGSWU/IQAC/2024-

Dated 16.10.2024

Minutes of Meeting

Agenda: Preparedness for NAAC Peer Team Visit.

Members Present:

1. Prof. Prit Pal Singh, Vice Chancellor, Chairperson.
2. Prof. Sukhwinder Singh Billing, Dean Academic Affairs
3. Prof. Tejbir Singh, Registrar
4. Prof. Ramesh Arora, Director, IQAC
5. Dr. Ankdeep Kaur Attwal, Coordinator IQAC
6. Dr. Kanchan Rani, Member IQAC
7. Dr. Rahul Badru, Member, IQAC
8. Dr. Harneet Billing, Member, IQAC
9. Dr. Nav Shagan Deep Kaur, Member, IQAC
10. Dr. Jaspreet Kaur, Member, IQAC
11. Dr. Monika Airi, Member, IQAC
12. Mr. Jagjit Singh, Deputy Registrar (Examination, Registration and Accounts Branch)
13. Ms. Balwinder Kaur, Deputy Registrar (Establishment and Store Branch)

Proceedings:

The IQAC meeting commenced at 2:00 p.m., chaired by the Vice-Chancellor Prof. Prit Pal Singh. The main focus of the meeting was to discuss the preparedness for the upcoming NAAC Peer Team Visit. The working committee's observations, gathered during the campus audit, were presented for deliberation. The committee reviewed these observations and formulated recommendations to ensure timely action.

It was unanimously agreed that since all the branches where urgent action is required comes under the registrar office, these recommendations would be forwarded to the Registrar of the University to ensure compliance and immediate action, enhancing the campus infrastructure and ensuring a smooth and successful NAAC Peer Team Visit.

Key Recommendations:

1. Cleaning of Minar-e-Onkar Pathway:

The Minar-e-Onkar Pathway, an important section of the campus, requires thorough cleaning to enhance its appeal for visitors. It was suggested that this area should be well-maintained and aesthetically presented, given its central location.

2. Wall and Window Repairs across the Campus:

Cracks in the walls of the Syndicate Room and the connecting corridors as well as broken glass of windows and doors were noted. It was recommended that these repairs be made at



the earliest to improve the overall appearance and safety of these frequently used spaces. Immediate attention is required to avoid further deterioration.

3. Installation of Vision and Mission Statements:

Six sets of Vision and Mission statements need to be installed prominently in both academic buildings. This will serve as a visible reminder of the institution's values and objectives, ensuring that both faculty and students are constantly aligned with the academic mission.

4. Washroom Cleanliness and Accessories:

All washrooms on campus must be maintained to a high standard of cleanliness. They should be fully equipped with necessary accessories such as working latches, liquid soap dispensers, and tissue rolls. Washroom doors and walls also need repair to ensure the privacy of the user. The committee emphasized the importance of this, particularly for maintaining hygiene standards during the NAAC visit.

5. Dustbin Installation:

The installation of fixed dustbins (keeping in mind the colour code of the dustbins) on every floor of all campus buildings was deemed essential to maintain cleanliness and discourage littering. It was decided that the bins would be strategically placed in hallways and near high-traffic areas.

6. Sanitary Pad Incinerator Repair:

To ensure hygiene and proper disposal of sanitary products, it was recommended that sanitary pad incinerators be repaired at the earliest. This aligns with the institution's commitment to providing a clean and health-conscious environment for all students and staff.

7. Post-Paintwork Door Cleaning:

After recent paintwork on campus, it was noted that the doors of several buildings require additional cleaning. Removing paint marks and ensuring the doors are clean and polished will contribute to a professional and well-maintained look.

8. Canteen Cleanliness:

The campus canteen requires thorough cleaning to meet the health and safety standards expected. Special attention should be paid to food preparation areas, seating, and general hygiene.

9. Repair of Electric Switches and Sockets:

Several electric switches and sockets across campus are broken or malfunctioning. It was recommended that these be repaired immediately to prevent safety hazards and ensure the proper functioning of equipment in various rooms and halls.



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10. Repair of Floor Tiles and Granite:

Damaged floor tiles and granite in key areas such as corridors and classrooms need to be repaired or replaced. This will not only improve the visual appeal of the campus but also ensure the safety of students, faculty, and visitors.

11. Infrastructure Improvements in Head Offices:

The infrastructure of some of the Head Offices requires a thorough review and necessary improvements. This includes furniture, lighting, and the general state of the offices to ensure they reflect the professionalism and efficiency of the institution.

12. Projector Installation:

Projectors need to be mounted and fully functional in various seminar halls and classrooms to facilitate smooth presentations during the Peer Team Visit. Some of the Departments need new projectors; the requisition should be invited by the central store to avoid any delay and mismanagement. Ensuring the technology works seamlessly will be crucial during the evaluation.

13. Seminar Hall Chair Repairs:

Several chairs in the seminar halls are damaged or in poor condition. The committee recommended immediate repair or replacement to ensure comfortable seating for both students and visitors.

14. Painting of Lab Tables:

The lab tables in various departments are in need of repainting. This is important for maintaining the labs' professional appearance, especially as these are critical areas that will be inspected by the NAAC team.

15. Ground Floor Security and Discipline:

The committee stressed the importance of maintaining discipline and security, particularly around Reception 1, Office of Pro-Chancellor, Vice Chancellor, Dean Students' Welfare and Dean Alumni on the Ground Floor of Emerging Technology Block, to create an orderly and disciplined environment for all campus users.

16. Art Gallery Beautification:

It was recommended that the Art Gallery be enhanced using focus lights and the addition of new photographs and sceneries. This would increase the aesthetic value of the gallery, making it a key attraction during the visit.



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17. Campus Landscaping and Cleaning:

Landscaping around the campus needs serious improvement, with particular attention to cleaning green spaces, removing litter specifically plastic, and ensuring that gardens and pathways are well-kept.

18. Removal of Unused Projectors:

If any projector in seminar hall is no longer in use, it should be removed to declutter the space and avoid confusion. This will ensure that only fully functional equipment is present.

19. Whitewashing the Center Pillar in the Emerging Technologies Block:

The central pillar and the parapet of the Emerging Technologies block requires whitewashing/cleaning to enhance its visual appeal. This is part of a broader effort to beautify the block ahead of the visit. Display Flexes may be used to beautify this area. Also, the areas inside the academic blocks marked for landscaping, need immediate action.

20. Cobweb Removal from All Buildings:

Cobwebs in various buildings were noted as an issue. A full cleaning should be carried out to ensure that all rooms, corridors, and open areas are cobweb-free and presentable.

21. Duties for NAAC Peer Team Visit:

Specific responsibilities were assigned to faculty members to ensure the smooth NAAC Peer team Visit.

Dr. Harneet Billing is entrusted with organizing the Exhibition of the University Achievements, showcasing the institution's academic and infrastructural milestones.

Dr. Kanchan Rani is assigned the task of overseeing the Hospitality (on campus) for the Peer Team, ensuring their overall experience is smooth and comfortable.

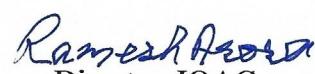
Dr. Nav Shagan Deep Kaur took charge of coordinating the Cultural Function, which would highlight the University's rich heritage and student talents.

Dr. Rahul Badru is given the responsibility of managing the Reception Arrangements for the NAAC Peer Team, ensuring their stay throughout the time period is well-organized and welcoming.

These assignments were made to ensure a seamless and well-coordinated NAAC visit.

Action Plan:

- These recommendations will be forwarded to the Registrar of the University for immediate implementation.
- A follow-up meeting is scheduled on 10 November 2024 to review the progress and ensure that all areas are adequately prepared ahead of the NAAC Peer Team Visit.


Ramesh Rajora
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