



# 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: 29 October 2024**

The meeting of Internal Quality Assurance Cell working committee was held on 29.10.2024 at 11.00 am. The following members were present during the meeting:

#### **Agenda:**

1. Finalization of the schedule for the mock visit to the departments and presentations by Heads of Departments (HODs) to check departmental readiness for the NAAC Peer Team visit.
2. Assigning the duties to the members for the visit.
3. Confirmation of dates and schedule for the Mock Peer Team Visit.

The meeting was attended by the following members:

1. Dr. Ramesh Arora, Director - IQAC
2. Dr. Ankdeep Kuur 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. Dr. Jaspreet Kaur, Member - IQAC
9. Dr. Supreet Bindra, Member – IQAC
10. DR. Monika Airi, Member SSR

#### **MINUTES**

1. The meeting began with a warm welcome by the IQAC Director, Prof. (Dr.) Ramesh Arora, who appreciated the ongoing efforts in preparing for the upcoming NAAC Peer Team visit.
2. **Review of Preparations:**
  - o Progress on departmental readiness and submission of PowerPoint presentations was reviewed.
  - o HODs were instructed to fine-tune their presentations and ensure alignment with the claims made in the SSR.
3. **The schedule for the Mock Visit Schedule:**

The finalized schedule for the Mock Peer Team Visit, which aims to simulate the actual NAAC Peer Team interactions, was confirmed as follows:



**04 November 2024:**

**9:30 AM:** Examination Branch and Registration Branch

**10:30 AM:** Establishment Branch

**11:30 AM:** Accounts Branch

**12:00 PM:** Registrar Office

**1:00 PM:** Lunch and Discussion with the Vice Chancellor and University authorities

**2:00 PM:** Office of Dean Students' Welfare and Dean Alumni

**2:40 PM:** Minar, Botanical Garden, STP, Grounds, and facilities under Criterion 7

**05 November 2024:**

**9:30 AM:** Presentation by the Vice Chancellor

**1:00 PM:** Lunch and Discussion with University authorities

**2:00 PM:** IQAC Office and Presentation by the Director, IQAC

**06 November 2024:**

**9:30 AM:** Academic Departments, Cells, and Labs (Emerging Technology Block)

**1:00 PM:** Visit to Hostel and Lunch in the mess

**2:30 PM:** Academic Departments, Cells, & facilities in the Gurdas Academic Block

**4. Duties for the Mock Visit:**

**04 November 2024:** Dr. Rahul Badru (Convener)

Morning session:

Dr. Harneet Billing & Dr. Navshagan Deep Kaur

Evening Session:

Dr. Navshagan Deep Kaur & Ms. Jaspreet Kaur

**05 November 2024:** Dr. Monika Airi (Convener)

**06 November 2024:** Dr. Kanchan Garg (Convener)


Both the sessions: Dr. Harneet Billing & Ms. Jaspreet Kaur

It was decided that the convener of the committees will submit a written report on the preparation of the Departments and suggestions of the team, by 10 a.m. the very next day.

**5. Action Points:**

- All concerned branches and departments must ensure readiness of facilities, documents, and supporting evidence by 03 November 2024.
- The IQAC team will conduct a final inspection prior to the mock visit to verify compliance with the scheduled requirements.

6. The meeting concluded with a vote of thanks to all members.

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

**Director IQAC**

Director  
Internal Quality Assurance Cell  
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