



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)
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Ref. No. - GUG/IQAC/2024/62-74

Date:-25-01-2024

To

The Chairpersons/Incharges,
University Teaching departments,
Gurugram University, Gurugram

Subject:- Approved MOM of IQAC with the Chairpersons/Incharges of UTDs

Sir/Madam,

With reference to letter no. GUG/IQAC/2024/4-16, dated: 09-01-2024, regarding meetings of Director, IQAC with all the Chairperson/Incharges of UTDs were held on 15-01-2024, 16-01-2024, 18-01-2024 and 19-01-2024. The minutes of meeting, as approved by Hon'ble Vice Chancellor, is attached for your information & necessary action.

Director,
Internal Quality Assurance Cell
Dated: 25-01-2024

Endst. No. GUG/IQAC/2024/75-78

A copy of the above is forwarded to the following: -

1. PA to VC/ Registrar (for kind information) GUG.
2. All members of IQAC-Cum- NAAC Core team.
3. Incharge, UCDAC, GUG.

Director,
Internal Quality Assurance Cell



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Meetings

Ref. No. GUG/IQAC/2024/4-16

Date: 09-01-2024

Minutes of Meeting

Minutes of the meetings of IQAC with reference to letter no. GUG/IQAC/2024/04-16, dated: 09-01-2024, with all the Chairpersons/Incharges and their support staffs of UTDs which was held on the following dates:

Department	Date	Time	Place/Held in
Department of Psychology	15-01-2024	2:30	Board Room
Department of Public Policy, Administration and Governance	15-01-2024	3:00	Board Room
Department of Political Science	15-01-2024	3:00	Board Room
Department of Economics	16-01-2024	11:00	Room No. # 206
Dept. of Engineering & Technology	16-01-2024	11:30	Room No. # 206
Department of mathematics	16-01-2024	12:15	Room No. # 206
Department of Physics	16-01-2024	12:30	Room No. # 206
Department of Chemistry	16-01-2024	12:50	Room No. # 206
Dept of Indian and Foreign language	18-01-2024	2:30	Room No. # 206
Department of Media Studies	18-01-2024	3:00	Room No. # 206
Department of Commerce	18-01-2024	3:30	Room No. # 206
Department of Management	19-01-2024	12:00	Room No. # 206
Dept. of Pharmaceutical Science	19-01-2024	1:00	Room No. # 206
Dept. of Environmental Science	19-01-2024	1:15	Room No. # 206
Department of Physiotherapy	19-01-2024	2:00	Room No. # 206
Department of Law	19-01-2024	2:30	Room No. # 206

The following members were present during these meetings:

1. Prof. Gayatri Raina
Director, Internal Quality Assurance Cell
2. Prof. Abhay Singh Yadav
Chairperson, Department of Pharmaceutical Sciences & Environmental Sciences
3. Prof. Neera Varma
Chairperson, Department of Economics
4. Prof. Amarjeet Kaur
Chairperson, Department of Management
5. Dr. Partap Singh
Chairperson, Department of Physics
6. Prof. M.D. Rafique
Chairperson, Department of Mathematics
7. Prof. Dhirender Kaushik
Department of Pharmaceutical Science
8. Dr. Sarala Balachandran
Chairperson, Department of Chemistry

9. Dr. Mukesh Kumar	Chairperson, Department of Engineering & Technology
10. Dr. Annapurna Sharma	Chairperson, Department of Political Sciences
11. Dr. Seema Mahalawat	Chairperson, Department of Commerce
12. Dr. T. Karthikeya	Chairperson, Department of Physiotherapy
13. Dr. Renu Chaudhary	Incharge, Department of Law
14. Ms. Nisha Malik	Technical Assistant (UCDAC)
15. Ms. Sagarika Phogat	Department of Psychology
16. Mr. Kuldeep	Department of Political Sciences
17. Ms. Vashudha Jolly	Department of Economics
18. Ms. Anshuka	Department of Mathematics
19. Dr. Deepak Yadav	Department of Chemistry
20. Dr. Ankita	Department of Chemistry
21. Dr. Atul Sharma	Department of Chemistry
22. Dr. Mona Hooda	Department of Chemistry
23. Dr. Sanjana	Department of Indian & Foreign Languages
24. Mr. Deepak	Department of Media Studies
25. Dr. Sandeep Shukla	Department of Environmental Sciences

The meeting was convened with the primary objective of discussing and disseminating the prescribed format with all the Chairpersons/Incharges of UTDs for updating the department pages on the website of GUG. The following points were deliberated upon and resolved:

1. The Chairpersons/Incharges were urged to review and discuss the prescribed format previously shared by IQAC via email on 20-11-2023 and hard copy of its shared in the meetings which were held on 03-01-2024 to 04-01-2024 in the Board Room.
2. Chairpersons/Incharges were requested to fill up the data and forward hard copies of the updated format to IQAC at their earliest possible.
3. Submission of Departmental Development Plans:
 - With reference to letter no. GUG/IQAC/2023/1306-1319, dated: 06-12-2023, a meeting of IQAC-cum NAAC Core team with all the chairpersons/ Incharge which was held on 07-12-2023 at 2:30 PM in the Board Room, the Chairpersons/Incharge were mandated to submit their Departmental Development Plans within a week.

- The Departmental Development plans should include
 - (i) Vision and Mission of the department
 - (ii) SWOC Analysis of their respective departments
 - (iii) Long and short-term goals and strategic developmental plans for the individual departments:
 - 2018-2023 (Departmental journey and progression so far)
 - 2023-2028 (Departmental plans and aspirations for growth in the next five years)

4. The Director, IQAC interacted individually with all the Chairpersons/Incharges of UTDs and their support staff to ensure consistency in data presented on the departments' pages of GUG Website.

5. The aim is to align data on the website of University with the relevant information for accuracy and uniformity on Website.

Feedback from Chairpersons/Incharges:

- The Chairpersons and Incharges of UTDs shared their feedback with Director, IQAC related to their department page on the website of University.
- The process of uploading the data of all the departments will be conducted by the UCDAC team under the supervision of Chairpersons/Incharges in approved formats.

The meeting ended with a vote of thanks to the Chair.



Prof. Gayatri Raina

Director, IQAC & Deputy Coordinator,
IQAC-Cum NAAC Core Team