



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)
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Ref. No. - GUG/IQAC/2023/1250-1266

Date:-01-12-2023

To,

The Branch Heads,
Gurugram University, Gurugram

Subject: Approved minutes of meeting of IQAC-Cum NAAC Core Team with Branch Heads held on 28-11-2023.

Sir/Madam,

With reference to letter no. GUG/IQAC/2023/1167-1184, dated: 20-11-2023, regarding meeting of all Branch heads with IQAC-cum-NAAC Core team, the minutes of meeting, as approved by Hon'ble Vice Chancellor, is attached for your information & necessary action.

Director,
Internal Quality Assurance Cell
Dated: 01-12-2023

Endst. No. GUG/IQAC/2023/1267-1270

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

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

Director,
Internal Quality Assurance Cell



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Ref.No. GUG/IQAC/2023/

Dated:

Minutes of Meeting

Minutes of the meeting of IQAC-Cum-NAAC Core Team with the branch heads held on 28-11-2023 at 3:00 PM in the Board room. The meeting was presided over by Hon'ble Vice Chancellor and was chaired by Prof. Dharminder Kumar, Coordinator, NAAC. Firstly Director, IQAC, welcomed all the following members who were present during the meeting:-

- | | |
|---------------------------|--|
| 1. Prof. Dinesh Kumar | Hon'ble Vice Chacellor |
| 2. Dr. Rajeev Kumar | Registrar |
| 3. Prof. Dharminder Kumar | Coordinator, NAAC Core Team |
| 4. Dr. Mukesh Kumar | Asst. Coordinator, NAAC Core team |
| 5. Dr. Naveen Goyal | Academic Branch |
| 6. Mrs. Vandana Handa | Purchase Store & General Branch |
| 7. Dr. T. Karthikeyan | Physiotherapy |
| 8. Dr. Bhoop Singh | NSS |
| 9. Dr. Naveen Kumar | Library |
| 10. Mr. Ajay Sharma | TPO |
| 11. Dr. Shweta Bajaj | Legal Cell |
| 12. Dr. Rajbir Singh | Examination Branch |
| 13. Dr. Jitender Khurana | Engineering Branch |
| 14. S.K. Taneja | Account Branch |
| 15. Prof. Amarjeet kaur | Dean Student Welfare |
| 16. Dr. Ashok Khanna | Proctor, Security and Estate Officer |
| 17. Dr. Suman Vashistha | Establishment Branch |
| 18. Dr. Neelam Vashisth | Youth Red Cross |
| 19. Dr. Subham Gandhi | College Branch |
| 20. Prof. Gayatri Raina | Director, IQAC & Deputy
Coordinator, NAAC Core Team |

The following Agenda items were deliberated upon and unanimously resolved by the members present in the meeting related to NAAC preparations :-

I. Establishment Branch: -

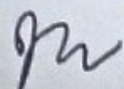
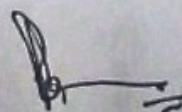
- Coordinator for NAAC Prof. Dharminder Kumar stressed upon the need to organise training programmes on university procedures for teaching and non-teaching staff, and for operational excellence in MS Office and Google tools for non-teaching staff. Establishment branch to conduct these sessions in coordination with UCDAC with intimation to IQAC.
- Seniority list of teaching and non-teaching staff need to be put in place and circulated among all concerned by Establishment branch in coordination with DAA and Registrar with intimation to IQAC.

II. Academic Branch &/or COE (secrecy, conduct, results:-

- (i) The MoMs of all the meetings of Staff Councils, DRCs (wherever applicable), BOS, Faculties and important statutory committees alongwith their constitution, members details be uploaded on the university website with intimation to IQAC.
- (ii) Availability of Program Scheme and Syllabus of all programmes with incorporation of OBE (PEOs, POs, PSOs, COs, their mappings through BOS after involvement of stakeholders specially teachers, alumni etc.) be on the University website with intimation to IQAC.
- (iii) Hard and soft copies of Act and Statutes, Ordinances and Policies with amendments, if any to be shared with all the Chairperson(s), Deans &/or Directors and be uploaded on the university website.
- (iv) All the statutory bodies (for institutional Governance) like University Court, the EC, the AC, the Finance Committee, the Faculties, the Academic Planning Board, as per act & statutes, with their constitutions, members, functions, MoMs (in pdf format only) and Budgets (year wise allocation and utilization, audited statements), be uploaded on the university website to ensure transparency in governance with copy to IQAC.
- (v) University Academic Calendar be updated with UTD Examination schedule (dates of conduct of exams (Theory and Practical), evaluation (&/or re-evaluation cases, if any) & dates of declaration of results and distribution of DMCs) and the revised university academic calendar be uploaded on university website in coordination with COE.
- (vi) Strengthen the existing university grievance redressal system to resolve student's grievances on priority and be available on university website and be managed and monitored by a dedicated official with necessary solutions (MoMs) in coordination with COE and DSW.
- (vii) A helpline line be made available 24x7 for addressing the issues of all concerned and be put on university website and all notice boards.

III. Dean Students' Welfare:-

- (i) Institutional Student's Council needs to be constituted ASAP and needs to ^{be} uploaded on university website and to be shared with stakeholders from the ongoing academic session with a copy of it to be submitted to IQAC.
- (ii) Documentation of all the activities conducted by DSW be put in place as per pre-defined calendar and the desired reports be uploaded on university website &/or with a copy of it to be submitted to IQAC.
- (iii) Strengthen the existing student's clubs and their activities with maximum participation of students from all programmes &/or departments.



(viii) Coordinators of NSS, YRC, DYW and NCC need to coordinate their all pre-scheduled student welfare activities and their reports with glimpses of the events with date be uploaded on university website with intimation to IQAC.

IV. Library:-

- (i) Identity cards to first semester students be provided within a week after the admission process (at least during induction programme) is over. Hon'ble Vice Chancellor proposed to issue Digital Identity Cards to students by the library.
- (ii) It was unanimously agreed by all the members present in the meeting that Identity cards should be issued to all teaching and non-teaching staff as well students and it should be mandatory for everyone to wear the same all the time at campus and at hostels. All Chairpersons &/or branch officers to ensure timely distribution of identity cards (students, teachers and staff) and to wear the same during office hours.

V. UCDAC: -

- (i) UCDAC official and the department/branch/cell concerned to visit university website on regular basis on regular intervals for updation and validation of their respective information.
- (ii) It was also resolved that there should be a dedicated team in UCDAC of specific persons for website designing and updation of information from time to time on regular intervals in the University, and for maintenance of Computer related equipments in various computer labs along with maintenance of internet connectivity.

VI. Proctor, Security and Estate Officer:-

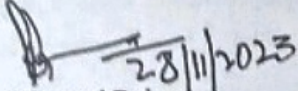
- (i) To be displayed the distribution of work in all branches and cells preferably by using flexes.
- (ii) To be installed the name plates of officials outside of their rooms.
- (iii) Racks or cabinets for storage purposes and notice boards need to be provided to departments and cells as per their requirements for dissemination of information.

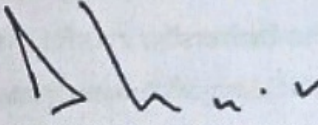
VII. Under any other items (Misc.):

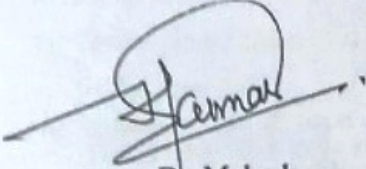
1. E&T Dept.: More Digital Podiums need to be procured and made available to the departments as per their need (at least one for each department). Training for using the digital podiums by the faculties be rendered and coordinated by Dept of Engineering and Technology.

2. **SE office:** Engineering and construction branch to conduct different necessary audits (e.g. energy and green audit, safety audit, structural audit, etc) and upload the relevant certificates on university website with copy to IQAC.
3. **Professional Society Chapters &/or Branches:** Hon'ble Vice Chancellor stressed that Chairpersons should encourage the faculty members and students to take membership of National and International professional society chapters &/or branches for faculty and students related to their respective disciplines on sharing of some portion of fee by university towards institutional memberships.
4. **Wellness Centre at campus:** It was also resolved to establish a Wellness Centre at campus (covering OPD at Health centre and Physiotherapy dept., Naturopathy, Yoga and student counseling etc.) based on the concept of AYUSH.
 - (i) Cell for rendering coaching classes to students for preparing for different competitive examinations (NET/JRF, GATE/GRE, UPSC, HCS) will be set up soon in the university.
 - (ii) Career counselling cell to be constituted so that students can get the guidance to make appropriate career choices

Meeting ended with a vote of thanks to VC sir and the Chair.


28/11/2023
Prof. Gayatri Raina
Director, IQAC & Deputy
Coordinator, NAAC Core Team


Prof. Dharminder Kumar
Coordinator, NAAC Core Team ~~Deputy~~


Dr. Mukesh
Chairperson, E&T Dept. &
Asst. Coordinator, NAAC Core team