

GURUGRAM UNIVERSITY, GURUGRAM

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Minutes of Meeting

Minutes of the meetings of IQAC-cum NAAC Core team with reference to letter no. GUG/IQAC/2024/131-137, dated: 01-03-2024, with all the following committees which was held on the following dates:

Committee	Date	Time	Place
Advisory Committee for Library	14-03-2024	2:00 PM	Boardroom
Career Counselling Committee	14-03-2024	2:15 PM	Boardroom
Competitive Examination Committee	14-03-2024	2:30 PM	Boardroom
Personality Development Committee	14-03-2024	2:45 PM	Boardroom
Student's Training Committee	14-03-2024	3:00 PM	Boardroom
Research & Innovation Committee	14-03-2024	3:15 PM	Boardroom
Alumni Relations Committee	14-03-2024	3:30 PM	Boardroom
Website up-grading & Management Committee	14-03-2024	3:45 PM	Boardroom
"Quest Forum" Committee for Technical Skill Development of Students (Engineering)	14-03-2024	4:00 PM	Boardroom

The following members were present during these meetings:

1. Prof. Dharminder Kumar Dean, F/O Science and Technology & Coordinator, NAAC
2. Prof. Gayatri Raina Director, Internal Quality Assurance Cell
3. Prof. Neera Varma Chairperson, Department of Economics
4. Dr. Mukesh Kumar Chairperson, Department of Engineering & Technology
5. Dr. Manoj Shukla Adjunct Professor
6. Prof. Ajay Sharma T..P. O. (Training & Placement Cell)
7. Dr. Sumit Chaudhary Department of Engineering & Technology
8. Mr. Amit Kumar Assistant Librarian
9. Dr. Mahima Department of Engineering & Technology

10. Dr. Saakshi Singhal	Dept. of Commerce
11. Dr. Deepak Yadav	Dept. of Chemistry
12. Dr. Puneet Jain	Dept. of Commerce
13. Dr. Navdeep	Dept. of Computer Engineering
14. Dr. Gyan Prakash Mishra	Dept. of Engineering & Technology
15. Dr. Sheetal Punia	Dept. of Physics
16. Dr. Isha Nadal	Dept. of Commerce
17. Dr. Sanjana Antil	Dept. of English
18. Dr. Bhupender Singh	Dept. of Physics
19. Dr. Ankita	Dept. of Chemistry
20. Mr. Hemant Kumar	Dept. of Mathematics
21. Mr. Himanshu	Dept. of Electronics Engineering
22. Ms. Sagarika Phogat	Department of Psychology
23. Mr. Anniruddh Shubhedar	Dept. of Media Studies

Agenda of the meeting

The meetings of all the above mentioned committee members were convened with the primary objectives to discuss the details of events that the respective committees plan to take up in the ongoing semester.

The following points were deliberated upon and resolved:

Advisory Committee for Library

- Information chart should be displayed on the notice board of every department for checklist of Library facilities.
- Researchers/students will be roped in for “Earn while you learn” scheme for doing work on barcode model of classification.
- There should be attendance registrars to recognize the footfall of faculties, research scholars and students in library.
- Requirement of equipment for library: 5 desktops, one all in one printer/scanner with Wi-Fi connection.

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- Arrange Journals for each and every department in library through institutional vendors.
- There should be a separate section/partition for faculty and research scholars.
- Coordinator, NAAC suggested to schedule a workshop for Deans/Chairpersons/Incharges in which they will be sensitized about the new software of library.

Career Counselling Committee

- Proposal to rename TPO Cell to Career Development Cell.
- They planned to arrange a meeting with all the Chairpersons/Incharges of UTDs regarding circulation of link/Google form for registration of Students to get knowledge of career options/higher education and internship.
- Organize a career fest and exhibition in University for job, placements of Students.
- Organize Higher Education fest for the students of the university where representatives from domestic and international universities can come and interact directly with the students.
- Prepare a list of industry partners for future planning of students for placements and share it with Chairpersons/Incharges.

Competitive Examination Committee

- Coordinator, NAAC, suggested to share the constitution of Institutional Competitive Examination Cell, Minutes of meetings, Google form link of registration for students with UCDAC to put it on Website.

Personality Development Committee

- Share the Impact analysis about Personality Development Committee from June to February with IQAC.
- Prepare activities reports with attendance, Minutes of meeting and share the same with IQAC.
- There should be a weekly exercise to enhance students' soft skills.

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- Arrange aptitude training for academic grooming of students.

Student's Training Committee

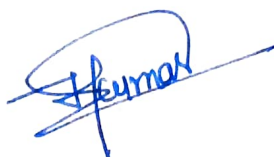
- Prepare a list of companies that offer training and placement to students.
- Frequently arrange some industrial visits for students with onsite & offsite training program.
- Share a report of an industrial training programme which the TPO Cell conducted.
- Schedule a meeting with Chairpersons/Incharges for details of MOUs signed by the departments of University.
- Question Bank of open ended question and Multiple choice question should be prepared as an assessment test of students' aptitude.

Research & Innovation Committee

- Prof. Ajay Sharma must be associated with Research and Innovation Committee.
- Focus on exploration of sponsors/ consultancy from outside.
- Increase collaborative research in local areas.

Alumni Relations Committee

- Dr. Mukesh Kumar represents Alumni Relation Committee and shared the details of following:
- Registered Alumni Association Society.
- Committee sent a letter to all the departments to organize alumni on 12-05-2023. Chemistry, Economics, Physics, Commerce and Management dept. organized alumni and F/o of Law and Humanities proposed to be organizing it in March, 2024.



Website up-grading & Management Committee

- Dr.Mukesh briefed about the work that he and his team are doing to upgrade the university website.
- The members shared the discrepancies that they have noticed on the website with the convenor.

“Quest Forum” Committee for Technical Skill Development of Students (Engineering)

- Increase the activities to enhance soft skills of students and prepare the reports of activities.

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



Dr. Mukesh Kumar

Asst. Coordinator, IQAC-cum NAAC Core team



Prof. Dharminder Kumar

Coordinator, NAAC



Prof. Gayatri Raina

Director, IQAC & Deputy Coordinator,

IQAC-cum NAAC Core team