



# GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: [www.gurugramuniversity.ac.in](http://www.gurugramuniversity.ac.in) e-mail: [director.iqac@gurugramuniversity.ac.in](mailto:director.iqac@gurugramuniversity.ac.in)

## Minutes of Meeting on Binary NAAC Accreditation Attributes

Date: 13 September 2024, Time: 3:30 p.m.

Venue: Board Room, Gurugram University

With reference to letter no. GUG/IQAC/2024/635-650, dated 10-09-2024, regarding the meeting of all the chairpersons of UTDs for Binary NAAC Accreditation, a meeting of the all the chairpersons for Attributes, feedbacks, AAA, updation of information on university's website was held on 13-09-2024 at 3:30 PM in the board room.

The following members were present during this meeting:

1. Prof. Dharminder Kumar, Coordinator, NAAC
2. Prof. Gayatri Raina, Dean, F/o Social Sciences and Education
3. Dr. Mukesh Kumar, Director, IQAC
4. Dr. Gulshan Singh Deputy Director, IQAC
5. Dr. Manoj Shukla, Adjunct Professor, IQAC
6. Dr. Sarla Balachandran, Chairperson, Dept. of Chemistry
7. Prof. S.S. Tyagi, Chairman, Department of Engg. & Technology
8. Prof. Bhupesh Sharma, Chairperson, Dept. of Pharmaceutical Sciences
9. Dr. Seema Mehlawat, Chairperson, Dept. of Commerce
10. Dr. Archana Dixit, Chairperson, Dept. of Mathematics
11. Dr. Ranjeet, Chairperson, Dept. of Physics
12. Dr. Kanupriya, Chairperson, Dept. of Law
13. Dr. Sonal Bansal, Chairperson, Dept. of Education
14. Dr. T. Kartikeyan, Dept. of Physiotherapy
15. Dr. Vashudha Jolly, Dept. of Economics

### Agenda of the meeting:

The meeting of all the above-mentioned members was convened with the primary objectives as follows:

- (i) Discussion and progress on new Binary NAAC Accreditation Attributes.
- (ii) Compilation of existing data related to AAA and feedbacks.
- (iii) Collection and compilation of remaining data according to Binary NAAC Accreditation Attributes



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## Deliberation of the Meeting

The meeting was to discuss the shared updated templates with the attributes' Conveners and Chairpersons/Incharges of UTDs for compilation of data related to the all ten attributes for Binary NAAC Accreditation process. The following points were deliberated upon and unanimously resolved:

1. After deliberating upon the agenda items the Coordinator & Director, IQAC interacted with all above mentioned Chairpersons to encourage the prompt compilation of data.
2. **Scheduled Academic Administrative Audits (AAA):** After the discussion with the all present members during the meeting, Coordinator, NAAC & all concerned resolved and finalized the following dates for departmental visit for Academics Administrative Audit (AAA):-

Department Name	Date for AAA
Physics	18-09-2024
Chemistry	18-09-2024
Psychology	19-09-2024
Economics	19-09-2024
MSW	19-09-2024
Commerce	20-09-2024
Management	20-09-2024
Physiotherapy	20-09-2024
Mathematics	24-09-2024

Date for the remaining departments will be confirmed soon after consultation from their chairperson by Director, IQAC.



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3. **Website Updates:** All departments were requested to update their information in all sections on the University website as per the prescribed format, including time-tables for all three academic years i.e. 2021-22, 2022-23, and 2023-24 including current academic year i.e. 2024-25. Chairpersons were also requested to update faculty and staff profiles as per already circulated format and provide an undertaking regarding the accuracy of department information on the website.
4. **Vidhvan ID:** Vidhvan ID should also be included in the information of all faculty members listed on the University Website.
5. **IQAC Communication:** Departments should keep IQAC and UCDAC in loop for information update about all the activities and any additional charges assigned to faculty members, if any from time to time.
6. **Data Quality and Compliance:** Data should be compiled at the earliest possible and ensuring that it meets the quality standards outlined in the Binary NAAC Accreditation Attributes which were previously mailed to all the Conveners and Chairpersons in .pdf format on 14 August, 2024.
7. After detailed deliberation on one and each attribute (total ten attributes) in meeting which was held on 28-09-2024, all Attributes' Conveners and/or chairpersons also suggested compiling data as per the format which was already shared by IQAC in excel sheets to all the attributes' Conveners.
8. **Adherence to Accreditation Attributes:** The Coordinator, NAAC, stressed the importance of adhering to the Binary NAAC Accreditation Attributes when providing data with evidences. Chairpersons are also requested to validate the data previously shared by IQAC.
9. **Feedbacks:** All Chairpersons were requested for timely submission of feedback data in excels sheets along with its analysis with possible corrective actions to be taken for continuous improvement.



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10. **Attainment of COs and POs & PSOs:** All Chairpersons were requested for timely submission of data in excels sheets towards attainment of COs and POs & PSOs for the academic years particularly of AY 2023-24 along with its analysis with possible corrective actions to be taken for continuous improvement.
11. After deliberating upon the agenda items, the Coordinator interacted with all above-mentioned members and emphasized the importance of timely data compilation and adherence to the prescribed format.

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



(Dr. Makesh Kumar)  
Director, IQAC

**Endst. No. GUG/IQAC/2024/**

**Dated:**

A copy of the above is forwarded to the following with the request to ensure the requisite necessary actions/Submission of action taken reports at their ends:-

1. PA to VC (for kind information of VC sir) GUG.
2. PA to Registrar (for kind information of Registrar) GUG.
3. Dean Academic Affairs, GUG.
4. All Deans and Chairpersons, UTDs, GUG.
5. All members of IQAC-cum-NAAC Core team, GUG
6. Controller of Examinations, GUG.
7. Superintending Engineer, GUG.
8. Finance Officer, GUG.
9. D.R. (Academics), GUG
10. All Attributes Conveners, GUG.
11. Incharge, UCDAC (for uploading on website), GUG
12. Training & Placement Officer, GUG.



Director, IQAC