

Minutes of the Meeting

A meeting of the Committee duly constituted by the Vice-Chancellor consisting of the following members was held on 16/04/2021 at 12:30 PM in the O/o the Chairperson, Department of Computer Science & Applications, KUK to frame a policy/procedure for maintaining proper records of the different activities/events of the University including geo-tagged photographs, detail report etc.

- (i) Prof. Rajender Nath (Convener), Department of Computer Science & Applications
- (ii) Prof. Anil K. Vashisth, Department of Mathematics
- (iii) Dr. Sandeep Gupta, Institute of Environmental Studies

The members of the committee discussed and framed policy/procedure for maintaining proper records of the department Activities of the events of the university as under: -

The Department/Institute/Directorate organizing any activity such as Seminar/Conference/Events/Sports Activities/Extension Activities etc. will be required to maintain the following information/records (physical and/or digital including email): -

1. Copy of circular/ Brochure/Flyer(s)/News Letters(s)/News
2. List of Resource Person(s)/Speaker(s)/Trainer(s) etc.
3. List of Participants/Students
4. In case of large gatherings then number of audience (approx.)
5. Geo tagged photographs of the event

To take the Geo-tagged photographs, the following Apps can be installed in the mobile phone

1. GPS Survey Cam
2. GPS Map Camera
3. Or any other App that supports Geo tagged photographs

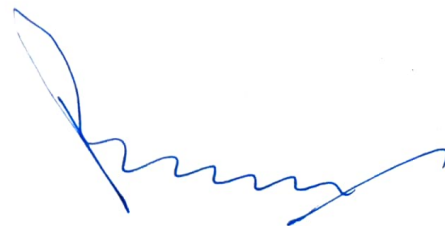
Note: The information should be indexed with date, event/activity name, creator/organizer, and location/venue(s) of the record etc.



(Sandeep Gupta)



(Anil K. Vashisth)



(Rajender Nath)

From Overleaf:-

Endst. No. IQAC/21/ 1025-1124 Dated:- 08-10-2021

Copy of the minutes at overleaf, duly approved by Hon'ble Vice-Chancellor is forwarded to following for information and further necessary action.

1. All the Chairperson/Directors/Principals of UTDs/Institution, KUK
2. All Heads of Branches/Offices, Kurukshetra University, Kurukshetra


Director,
Internal Quality Assurance Cell
Kurukshetra University, Kurukshetra