



हरियाणा केंद्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF HARYANA

Jant-Pali, Mahendergarh (Haryana) – 123 031

IQAC OFFICE

MEETING ON PREPARATION OF CITIZEN CHARTER AND SOPs OF  
BRANCHES/SECTIONS/CELLS


A meeting to discuss on preparing Citizen Charter and SOPs of branches/sections/cells was held at IQAC Office on 23rd December at 10:00 am. The following members were present in the meeting:

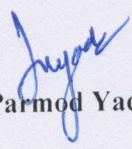
1. Prof. Sanjiv Kumar, Director, IQAC
2. Dr. Santosh C. H., Librarian
3. Dr. Parmod Yadav, Associate Professor
4. Dr. Pawan Maurya, Associate Professor


**Resolutions:**

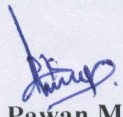
- It was resolved that a schedule of discussion sessions may be prepared to have detailed discussion with the branches Heads/officers and officials. Accordingly, the schedule of meetings was prepared during the meeting and the members finalized the same for necessary circulation (Annexure-1).
- It was also resolved that the heads of branches/sections may be informed about the schedule well in advance with the request to submit the draft SoPs before the meeting.

The meeting ended with proposing vote of thanks to the Office Bearers.

  
(Dr. Sanjiv Kumar)

  
(Dr. Parmod Yadav)

  
(Dr. Santosh C. H.)

  
(Dr. Pawan Maurya)