

GULZAR GROUP OF INSTITUTIONS

AFFILIATED TO I.K.G PUNJAB TECHNICAL UNIVERSITY JALANDHAR | APPROVED BY AICTE
NEW DELHI

Campus address : G.T Road Khanna, Ludkhiana , Punjab , tel: 01628521400

14-October-2019

Ref. No: GGI/9QAC/2019-20/05

Internal Quality Assurance Cell (IQAC) Action Taken Report

Followings are the action taken report of the IQAC meeting held on 05 Aug, 2019.

Agenda Number	Agenda Point	Resolution	Action taken
Agenda No. 4	Proposed Academic & Administrative Audit	The BOG approved the AAA and IQAC to make the AAA as a regular feature. The committee decided to conduct the First AAA in the last week of December, 2019.	Director IQAC formulated the committee to conduct the AAA.
Agenda No. 5	Load Distribution	The committee issued the directions to HODs for academic Load Distribution among the faculty members for the coming semester. The Committee approved the guidelines for Load Distribution as given in Annexure - I.	
Agenda No. 6	Code of Conduct for Faculty, Staff and Students	The IQAC acknowledged the need for a Code of conduct for Faculty, Staff and Students. The following 03 member committee is directed to prepare the draft of Code of Conduct: <ol style="list-style-type: none">1. The Director2. Administrative Officer3. HOD Mechanical4. Student Welfare5. Assistant Registrar	The committee has submitted the draft of the Code of Conduct to the IQAC office. The same will be put up in the next BOG for approval.

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		The committee will submit the draft of the Code of Conduct to the IQAC, Chairperson within 60 days.	
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Rwaha
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g p o n e
Director IQAC
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