

GULZAR GROUP OF INSTITUTIONS

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

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

GGI/IQAC/2018-19/02

Date: 06/08/2018

MINUTES OF MEETING

Agenda:

1. Proposal for the Stakeholder's Feedback Form
2. Proposal for Administrative and Academic Audit (AAA)
3. Techfest Events in the Campus
4. Induction Program for the new session
5. Implementation & requirements for the new syllabus introduced by PTU

Date & Time: August 3, 2018, 03:00 pm - 05:00 pm

Venue: Conference Hall, Dr. APJ Abdul Kalam Block

Chaired By: Chairman IQAC

Following members attended the meeting:

1. Dr. Honey Sharma
2. Dr. M. S. Gill, Director
3. Mr. Sanjay Arora, Director Admission
4. Mr. Rohit Malik, Accounts Dept.
5. Er. Ankit Bansal, CSE
6. Er. Jai Prakash, CSE
7. Ms. Jaskirat Kaur, Applied Sciences
8. Ms. Divya Jyoti, Applied Sciences
9. Er. Amandeep Singh, CSE
10. Er. Ashu jaggi, ECE
11. Er. Gurkirat Singh, General Secretary, Gulzar Education & Charitable Trust
12. Ms. Garima Dhingra, Student CSE
13. Dr. K.K. Bhola Retired Professor
14. Er. Bhupesh Walia, Asst. Registrar

Following members couldn't attend the meeting:

1. Mr. Somesh Kumar, Sr. Manager, Spectrum Talent Management, Nodia
2. Er. Kulwinder Singh, ECE

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The following Agenda items were discussed:

Sr. No	Agenda Points	Resolution	Responsibility
1	Welcome Address	The chairperson welcomed and introduced the house about the objectives and functioning of the IQAC.	—
2	Proposal for the Stakeholder's Feedback Form	The chairperson constituted the following 3 member committee to prepare the feedback form for the stakeholders (students, industry, alumni and parents): 1. Er. Ankit Bansal (HOD, CSE) Chairperson 2. Dr. Sarbjeet Kaushal (HOD, ME) 3. Mr. Amandeep Singh (AP, CSE) The committee will submit the draft of Feedback form to the IQAC, Chairperson within 45 days.	Committee Members
3	Proposal for Administrative and Academic Audit (AAA)	The chairperson constituted the following 3 member committee to prepare the Administrative and Academic Audit Form: 1. Dr. Nishi Bala (HOD, MBA) Chairperson 2. Er. Kulwinder Singh (HOD, ECE) 3. Er. Ashish Bhateja (AP, ME) The committee will submit the draft of the AAA form to the IQAC, Chairperson within 60 days.	Committee Members
4	Techfest Events in the Campus	The committee suggested that the institute should celebrate the annual events such as World Student Day, National Science Day, College Annual Techfest (Robomania), Sports Day for the holistic development of the students on the days members invite the entries for participation on World Student Day.	Student Welfare

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5	Induction Program for the new session	The Head of Department of Applied Science and Master of Business Administration are advised to plan the Induction Program for the Ist year students.	Head of Department of Applied Science and Master of Business Administration
6	Implementation & requirements for the new syllabus introduced by PTU	All HODs should ensure the smooth implementation of the new syllabus introduced by PTU.	All HOD's and Faculty

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Director IQAC

Cc:

1. General Secretary, GECT
2. Chairperson, IQAC
3. All members of IQAC
4. Head of Departments
5. Website incharge to uploading the same on website.

For their kind information please

[Signature]
Director IQAC
Director IQAC
Gulzar Group of Institutions
Khanna-Ludhiana