

# GULZAR GROUP OF INSTITUTIONS

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

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

Ref. No: GGI/IQAC/2019-20/03

Date - 07/08/2019

## IQAC MINUTES OF MEETING

### Agenda:

1. Review of the previous meeting
2. Stakeholders feedback
3. Guidelines for designing of Question papers and evaluation of MSTs
4. Academic & Administrative Audit
5. Load Distribution
6. Code of Conduct for Faculty, Staff and Students

**Date & Time:** August 5, 2019, 03:15 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. Mr. Mandeep Prabhakar, Administrative Officer
6. Er. Ankit Bansal, Professor, CSE
7. Dr. Sarbjeet Kaushal, ME
8. Dr. Deepti Sharma, Applied Sciences
9. Dr. Jashandeep Singh, Applied Sciences
10. Er. Amandeep Singh, CSE
11. Er. Ashu Jaggi, ECE
12. Er. Kulwinder Singh, ECE
13. Er. Jai Prakash, CSE
14. Er. Gurkirat Singh, General Secretary, Gulzar Education & Charitable Trust
15. Mr. Somesh Kumar, Sr. Manager, Spectrum Talent Management, Nodia
16. Er. Bhupesh Walia, Asst. Registrar

### Following members couldn't attend the meeting:

1. Ms. Garima Dhingra, Student CSE
2. Dr. K.K. Bhola Retired Professor

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The following Agenda items were discussed:

Sr. No	Agenda	Resolution	Responsibility
1	Review of the previous meeting	The Chairperson welcomed all the members and reviewed the action points from the previous meeting.	
2	Stakeholders feedback	The committee reviewed the action taken on the stakeholder feedback and approved the contents.	
3	Guidelines for designing of Question papers and evaluation of MSTs	The committee discussed the proposal received and approved the same. All head to improve the same in the coming MSTs	All HODs
4	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.	All HODs
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.	All HOD's
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"><li>1. The Director</li><li>2. Administrative Officer</li><li>3. HOD Mechanical</li><li>4. Student Welfare</li><li>5. Assistant Registrar</li></ol> The committee will submit the draft of the Code of Conduct to the IQAC, Chairperson within 60 days.	

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*Sd*  
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

*9/08/2019*  
Director IQAC  
Gulzar Group of Institutions  
Khanna-Ludhiana