

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/2021-22/03

Date:- 05-08-2021

MINUTES OF MEETING

Date & Time: July 31, 2021 03:00 PM

Venue: V Conference Hall, Dr. APJ Abdul Kalam Block

Agenda(s):

1. Review of the previous meeting
2. Report on event organized by Institution
3. Direction to conduct AAA
4. Events on World Students Day
5. Guidelines for calculation of attainment level
6. Proposal for new appraisal
7. Proposal to establish innovation lab
8. Review regarding the precautions regarding COVID19
9. NAAC progress report
10. NIRF progress report
11. Quality Audit
12. Use of hygienic instruments
13. Holistic development activities of institution level

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. Dr. Ankit Bansal, 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. Bharat Bhushan, ME
12. Er. Kulwinder Singh, ECE
13. Er. Gurkirat Singh, General Secretary, Gulzar Education & Charitable Trust
14. Sohan, Student ME
15. Ganesh, Student ME
16. Dr. K.K. Bhola Retired Professor
17. Er. Bhupesh Walia, Asst. Registrar

Following members couldn't attend the meeting:

1. Mr. Somesh Kumar, Sr. Manager, Spectrum Talent Management, Nodia
2. Mr. Manudeep Kaushal, MBA

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

The following Agenda items were discussed:

Sr. No.	Agenda Points	Resolution	Responsibility
1	Review of the previous meeting	The Chairperson welcomed all the members and reviewed the action points from the previous meeting.	
2	Report on event organized by institution	The committee desired that the members must submit the report on the events organized by the institution.	All Event Coordinators
3	Direction to conduct AAA	The committee analyzed the report of the last AAA. The committee decided to conduct the AAA twice in a semester (Mid Semester and after the completion of semester).	Director IQAC
4	Events on World Students day	The committee advised to organize the Technical and Literary events.	DSW
5	Guidelines for calculation of attainment level	The following committee is constituted to frame the guidelines and procedure to calculate the attainment level: <ol style="list-style-type: none"> 1. The Director IQAC 2. Assistant Registrar (Academics) 3. Chairperson Examination Cell 4. HOD ECE 5. HOD MBA The committee is requested to submit the same before the conduct of next IQAC meeting.	All concerned
6	Proposal of new Appraisal system	The HR Department submitted the new appraisal. The committee reviewed the same and forwarded to the BOG for approval.	Director IQAC
7	Proposal to establish Innovation Lab.	The committee unanimously decided to establish Innovation LAB in the campus to promote creativity among students and faculty. The request for the budget of rupees 2 lakh and uses of the existing infrastructure forwarded to the BOG for approval.	HOD ECE to Coordinate
8.	Review of the Precaution regarding Covid 19.	The committee reviewed the precautionary measures adopted during COVID-19 and found them satisfactory. However, the head of the institute will ensure the guidelines issued by the government from time to time.	Director

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

9.	NAAC Progress Report	The Director of IQAC presented the report prepared so far before the other committee members including special invitees. He further explored the point to be covered in the next 2 months. At the end he invited the comments from the other members. He also disclosed the final draft to the NAAC accreditation agency will certainly be submitted in the month of May, 2022.	IQAC Coordinator
10	NIRF Progress Report	The committee proposed to apply for the NIRF ranking also.	Coordinator IQAC
11	Quality Audit	The committee proposed the audit for the Green , Energy and Environment conservation.	Admin Office
12	Use of Hygienic Instruments	The Chairperson advised the faculty members to take feedback from the female students about the utility and services of the sanitary pad vending machine and incinerator deployed in the campus.	Faculty Members
13.	Holistic Development Activities at Institute Level	The committee advised Deputy Director, Student Welfare & HODs to plan 1. Social & Extension Activities. 2. Promote seminars and guest talks at least two in one semester. 3. Promote Entrepreneurship and Innovations. 4. Form centre of excellence. 5. Sign MOUs for skill development.	Deputy Director, Student Welfare, All HODs, NSS and NCC incharge.

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

sd
Director IQAC
Group of Institutions
Ludhiana-Ludhiana