

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/2018-19/05

Date : 14-11-2018

MINUTES OF MEETING

Agenda:

1. Review of the previous meeting.
2. Stakeholders Feedback.
3. Proposal for the Research policy.
4. Constitution of various committees as per AICTE/UGC norms .
5. Directions for the course file.
6. Guidelines for Department Academic Calendar.
7. Guidelines regarding mentor mentee system.
8. Review of the existing intake.
9. Any other agenda point

Date & Time: November 12, 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. Kulwinder Singh, ECE
7. Ms. Jaskirat Kaur, Applied Sciences
8. Ms. Divya Jyoti, Applied Sciences
9. Er. Amandeep Singh, CSE
10. Er. Gurkirat Singh, General Secretary,
Gulzar Education & Charitable Trust
11. Ms. Garima Dhingra, Student CSE
12. Dr. K.K. Bholra Retired Professor
13. Er. Bhupesh Walia, Asst. Registrar

Following members couldn't attend the meeting:

1. Mr. Somesh Kumar, Sr. Manager, Spectrum Talent Management, Nodia
2. Er. Jai Prakash, CSE
3. Er. Ashu jaggi, ECE

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	1.The Chairperson welcomed all the members and appreciated their tiresome work and services rendered for the institution. 2.The Committee reviewed the action points from the previous meeting.	
2	Stakeholders Feedback	The discussion was held regarding the received draft of stakeholder feedback and same is approved by IQAC	
3	Proposal for the Research policy.	The IQAC appreciated the proposal of research policy and further directed to formulate the proforma bearing various components of research policy so that the proposal may be constituted. The following 3 member committee is directed to prepare the Research policy: 1. Dr. Sarabjeet Kaushal (HOD, ME) Chairperson 2. Dr. Deepti Sharma (HOD, Applied Science) 3. Dr. Sangram Singh (HOD, MBA) The committee will submit the draft of the Research policy to the IQAC, Chairperson within 60 days.	All concerned

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

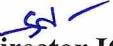
4	Constitution of various committees as per AICTE/UGC norms	<p>As per UGC/AICTE norms, the IQAC members advised to establish the following committees:</p> <ol style="list-style-type: none"> 1. Anti ragging Committee 2. Anti ragging squad 3. Discipline committee 4. SC/ST Cell 5. Examination Cell 6. Anti Women Harassment Cell 7. Grievance Cell <p>Any other committee as per the proposal of AICTE guidelines.</p>	Director/Dean Academics
5	Directions for the course file	<p>The committee proposed to constitute a high power 05 member committee chaired by a senior retired professor of the institute of repute (preferably from IITs, NITs). The internal members will be the following:</p> <ol style="list-style-type: none"> 1. The Director 2. The Dean Academics 3. The HOD of CSE and ME <p>The committee will submit the draft of the Course File to the IQAC Chairperson within 90 days.</p>	All concerned
6	Guidelines for Department Academic Calendar	<p>The committee suggested that all HODs should prepare the Departmental Academic Calendar for the next semester in-line with Institutional and University Calendar.</p>	All HODs
7	Guidelines regarding mentor-mentee system	<p>The committee finalized the guidelines for the mentor mentee system. The HODs are made responsible for the implementation of the same.</p>	All HODs
8	Review of the existing intake	<p>Keeping in view of the admission of last two years, the committee suggested to make the following changes in the intake:</p> <ol style="list-style-type: none"> 1. Civil from 120 to 90 2. Diploma ECE from 60 to 30 3. ECE from 60 to 30 <p>Proposals for the same be sent to the BOG for the final decision.</p>	

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	Any other agenda point	All the members of IQAC unanimously agreed to organize the International Conference in the month of July, 2019. The responsibility was given to the Department of Applied Sciences. The committee also recommended 50% sponsorship for the registration fees for internal faculty members.	Proposal for approval from BOG
---	------------------------	---	--------------------------------


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


Director IQAC
Director, IQAC
Gulzar Group of Institutions
Khanna-Ludhiana