

# 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/9QAC/2019-20/06

Date: 08-Nov-2019

## MINUTES OF MEETING

### Agenda:

1. Review of the previous meeting
2. Guidelines for the Minor and Major Project
3. Evaluation of Internship and Projects
4. Add-On programs
5. Green Campus Initiative
6. Institutional and Departmental academic calendar
7. Guidelines for Continuous Evaluation and Improvement of Students
8. Review of the existing intake

**Date & Time:** November 6, 2019 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. Mr. Mandeep Prabhakar, Administrative Officer
6. Er. Ankit Bansal, Professor, CSE
7. Dr. Sarbjeet Kaushal, ME
8. Dr. Deepti Sharma, Applied Sciences
9. Er. Ashu jaggi, ECE
10. Er. Kulwinder Singh, ECE
11. Er. Jai Prakash, CSE
12. Er. Gurkirat Singh, General Secretary, Gulzar Education & Charitable Trust
13. Ms. Garima Dhingra, Student CSE
14. Dr. K.K. Bholra Retired Professor
15. Er. Bhupesh Walia, Asst. Registrar

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

1. Dr. Jashandeep Singh, Applied Sciences
2. Mr. Somesh Kumar, Sr. Manager, Spectrum Talent Management, Nodia
3. Er. Amandeep Singh, CSE

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The following Agenda items were discussed:


Sr. No	Agenda	Resolution	Responsibility
1	Review of the previous meeting	1.The Chairperson welcomed all the members. 2.The Chairperson reviewed the action points from the previous meeting which was read aloud to all the members present.	
2	Guidelines for the Minor and Major Project	The committee passed the directions to the HODs as given in Annexure - I.	All HODs
3	Evaluation of Internship and Projects	The IQAC directed the Internal Examination Cell to prepare the Rubrics for Internship and projects within 60 days.	All concerned
4	Add-On programs	The committee approved the draft of Add-on programs and directed to implement the same. The committee further suggested to make it compulsory as a part of Time Table. The approved syllabus will be reviewed after three years.	HoDs and T&P
5	Green Campus Initiative	The committee proposed to take steps for the Green Campus initiative like replacing CFL lights to LED lights, Solar Panel, Biogas plant, rain water harvesting for recharging ground water through recharging wells. The matter will be submitted to the BOG for the final approval.	
6	Institutional and Departmental academic calendar	The committee directed all HODs to prepare their Departmental Academic Calendar including the Departmental level activities for the next semester and get approval from the Director.	All HODs

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7	Guidelines for Continuous Evaluation and Improvement of Students	The committee passed the directions to the HODs as Annexure - II.	All HODs
8	Review of the existing intake	Keeping in view of the admission of last two years committee suggested to make the following changes in the intake: 1. B. Tech. ECE from 60 to 30 2. Dip. ECE from 60 to 30 Proposals for the same be sent to the BOG for the final decision.	-

  
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  
Gulzar Group of Institutions  
Khanna-Ludhiana