

# 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/IQ AC/2020-21/06

Date: - 09-Nov-2020

## MINUTES OF MEETING

### Agenda:

1. Review of the previous meeting
2. Proposal for temporary reduction of seats.
3. Adoption of Dual mode of teaching
4. Guidelines for Department academic calendar
5. Requirement of new faculty for coming semester
6. Directions for Load Distribution
7. Research and Development

**Date & Time:** November 5, 2020, 02:30 am - 04:30 pm

**Venue:** Online Mode

**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. Mandeep Prabhakar, Administrative Officer
5. Mr. Rohit Malik, Accounts Dept.
6. Er. 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. Dr. K.K. Bholra Retired Professor
15. Mr. Somesh Kumar, Sr. Manager, Spectrum Talent Management, Nodia
16. Er. Bhupesh Walia, Asst. Registrar

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

1. Mr. Manudeep Kaushal, MBA
2. Ms. Garima Dhingra, Student CSE

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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 of the previous meeting.	—
2	Proposal for temporary reduction of Seats B.Tech Civil Engg	In the light of a decrease in the demand for the course, the committee proposed to the governing body to reduce the number of seats from 90 to 60 in B.Tech Civil Engg.	HOD Civil, Director GGI
3	Adoption of Dual mode of Teaching	Considering COVID-19 situation, the Punjab Government directions endorsed by PTU regarding dual mode of classes. The IQAC members directed all the HODs to assure the same	All HODs & Faculty
4	Guidelines for Department Academic Calendar	The committee suggested that all HODs should prepare the Departmental Academic Calendar for the next semester in line with the Institutional and University Calendar.	All HODs
5	Requirement of New Faculty for coming semester.	The committee members have suggested all HODs to submit the requirement of New Faculty for the coming semester to the HR.	HR
6	Directions for Load Distribution	The IQAC emphasized the strict adherence of the given guidelines (Annexure-I) during Load Distribution.	All HODs
7	Research & Development	The committee conveyed to the faculty members for ensuring their participation in the National and International Conferences.	All HOD's and Faculty

  
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