

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/2018-19/08

05-04-2019

MINUTES OF MEETING

Agenda:

1. Action taken report
2. Proposal for the Event Report
3. Accreditation and Ranking
4. Stakeholders Feedback
5. Guidelines for designing of Question papers and evaluation of MSTs
6. Mechanism to Handle the Internal Examination (Evaluation) Grievance
7. Faculty induction Programme
8. Add On Program

Date & Time: April 05, 2019, 03:00 pm – 04:45 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. Er. Jai Prakash, CSE
8. Er. Ashu jaggi, ECE
9. Ms. Jaskirat Kaur, Applied Sciences
10. Ms. Divya Jyoti, Applied Sciences
11. Er. Amandeep Singh, 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. Mr. Somesh Kumar, Sr. Manager, Spectrum Talent Management, Nodia

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The following Agenda items were discussed:

S. No.	Agenda	Resolution	Responsibility
1	Welcome Address	<ol style="list-style-type: none"> 1. The Chairperson welcomed all the members and appreciated their tiresome work. 2. The chairperson has confirmed the proceedings of the previous meeting. 	
2	Action taken report	The house unanimously ratified the action taken on the resolution of the previous meeting.	
3	Proposal for the Event Report	<p>The committee suggested that all the event coordinators will submit a One page event report after the completion of the event. Event report will include mainly the following:</p> <ul style="list-style-type: none"> ● Notice and Creative of the event ● Name, Date and Venue of the event ● Faculty/Student Coordinator ● Faculty/Student Attendance List ● Objectives ● The Context ● Outcomes ● Problem encountered if any ● Certificates ● Photographs 	Event coordinators, HODs and DSW
4	Accreditation and Ranking	The committee emphasize to get our institution accreditation from the NAAC/NBA/NIRF.	Campus Director/Director/Dean Academics
5	Stakeholders Feedback	The committee advised the HOD's to take feedback from stakeholders (students, parents, alumni members) through the approved forms & submit a report to the IQAC before 31st July 2019.	All HOD's
6	Guidelines for designing of Question papers and evaluation of MSTs	The IQAC advised the Internal Examination Cell to propose the guidelines for designing Question paper and evaluation of MSTs within 30 days.	All concerned

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7	Mechanism to Handle the Internal Examination (Evaluation) Grievance	The Committee approved the Mechanism to Handle the Internal Examination (Evaluation) Grievance as in Annexure - I.	All HODs to implement
8	Faculty induction Programme	The Committee decided to organize a Faculty Induction programme for the New Faculty to acquaint about the Academics and Administrative procedure of GGI.	HR Office
9	Add On Program	The committee decided that all the HoDs and T&P will prepare the draft of add-on programs of their respective departments to fill the gap between academia and industry. Add-on programs should be practical in nature and of minimum 30hrs duration.	HoDs and T&P
10	Any other Agenda point	The committee members emphasize to the Faculty members and students for enrolling in the MOOCs to enhance their knowledge and skills.	All HODs


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
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Khanna-Ludhiana