

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

96I/IQAc/2019-20/09

Date: 07-06-2020

MINUTES OF MEETING

Agenda:

1. Review of the previous meeting
2. Provision of E-Learning /Virtual Learning for students
3. Resources for the online Teaching
4. Online Examination
5. Training for online Teaching/Learning
6. Participation & Performance of Faculty in MOOCS's
7. Online Events

Date & Time: April 3, 2020, 02:00 p.m. - 04:00 p.m.

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. Rohit Malik, Accounts Dept.
5. Mr. Mandeep Prabhakar, Administrative Officer
6. Er. Ankit Bansal, Professor, CSE
7. Dr. Jashandeep Singh, Applied Sciences
8. Dr. Sarbjeet Kaushal, ME
9. Er. Amandeep Singh, CSE
10. Dr. Deepti Sharma, Applied Sciences
11. Er. Kulwinder Singh, ECE
12. Er. Jai Prakash, CSE
13. Er. Gurkirat Singh, General Secretary, Gulzar Education & Charitable Trust
14. Ms. Garima Dhingra, Student CSE
15. Dr. K.K. Bholra Retired Professor
16. Mr. Somesh Kumar, Sr. Manager, Spectrum Talent Management, Nodia
17. Er. Bhupesh Walia, Asst. Registrar

Following members couldn't attend the meeting:

1. Er. Ashu jaggi, ECE

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The following Agenda items were discussed:

| S.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 | Provision of E-Learning /Virtual Learning for students | Due to the COVID-19, every faculty is required to share the course material in the Google Classroom for their respective subject. To facilitate Online Learning , the faculty will use ZOOM meetings, Youtube channels etc. | All HODs and Faculty |
| 3 | Resources for the online Teaching | The college will provide the support in the terms of subscription required for Zoom/Google meeting. The college arranged the Pentabs required by the teachers for the numerical subjects. The ex-post facto approval will be sought from the BOG in the next meeting. | IT Administrator |
| 4 | Online Examination | The prevailing situation was discussed and the committee decided on account of COVID19, the examination should be conducted online as OBE or MCQs. | All HODs and Faculty |
| 5 | Training for online Teaching/Learning | The committee emphasize to create awareness among the faculty about the online teaching mode (Google Classroom, Google meet, Google Calendar, Google Docs, Google sheets, Zoom, Youtube) | |
| 6 | Participation & Performance of Faculty in MOOCs's | This agenda item was accorded approval by all the members of IQAC for pursuing short term courses of MOOCs . The course qualified through MOOC's shall be considered in Performance Appraisal. | All HODs |
| 7 | Online Events | The committee on the account of COVID19 suggested to organize the Cultural and Technical events in the Online mode. | ALL HODs and Student Welfare |

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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

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Director IQAC
Gulzar Group of Institutions
Khanna-Ludhiana