

# 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/2020-21/09

Date :- 09-Apr-2021

## MINUTES OF MEETING

### Agenda:

1. Review of the previous meeting
2. Review of progress of Mentor-Mentee
3. Internship and Project
4. Convocation
5. NAAC Progress Report
6. Code of ethics in Research
7. Precautions regarding COVID-19
8. Regarding International Conference

**Date & Time:** 7th April 2021 02:30 pm - 04:40 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. Dr. Sarbjeet Kaushal, ME
7. Mr. Manudeep Kaushal, MBA
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. Ms. Garima Dhingra, Student CSE
15. Dr. K.K. Bhola Retired Professor
16. Er. Bhupesh Walia, Asst. Registrar

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

1. Er. Ankit Bansal, CSE
2. Mr. Somesh Kumar, Sr. Manager, Spectrum Talent Management, Nodia

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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	Review of Progress of Mentor - Mentee System	The IQAC members reviewed the progress of the mentor-mentee system and found it satisfactory.	All HOD's and Faculty
3	Internship and Projects	All HODs will make the necessary arrangements for the students Internships in line with the Training & Placement Department. The committee further directed that the HODs will assign the group of students to different faculty members for guiding them the Major Projects during the coming session.	All HOD's and Faculty
4	Convocation	The committee desired to maintain the conduct schedule of Convocation in the month of December 2021.	Director
5	NAAC Progress Report	The Chairperson advocated the IQAC Coordinator to review the progress made in the context of NAAC.	IQAC Coordinator
6	Code of Ethics in Research	The committee proposed the Code of Research Ethics as per Annexure - I. For creating awareness at least two talks should be organized for the faculty members.	R&D
7	Precaution regarding Covid 19.	The committee emphasized to follow the guidelines strictly as issued by the Ministry of Health. mainly focusing on - Use of sanitizer, follow up 6 feet distance, wear a mask, and measure the temperature at the entrance of the gate in each building. Another precautionary displayed on the walls. The institute should arrange the vaccination camp for the benefits of Staff, students and residents of the nearby villages.	Administrative Officer

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8.	Regarding International Conference	The IQAC committee appreciated the proposal and gave permission to organize an International Conference in the month of September - October, 2021.	Deputy Dean, Research
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*SI*  
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

*goney*  
Director IQAC  
Gulzar Group of Institutions  
Khanna-Ludhiana