

Ref No: QIF/IQAC/02

Date: 20/01/2020

MINUTES OF THE 1ST IQAC MEETING HELD ON 16/01/2020

The first Internal Quality Assurance Cell meeting was held on 16/01/2020 in the Seminar Hall at 2:00 PM. The proceedings of the meeting are placed below:

Discussions and Decisions:

1) **Welcome and Introduction:** The Chairperson IQAC, Dr. Shashi Shekhar welcomed all the members of the IQAC and thanked the Chairman QIF and BOG for the constitution of the IQAC formed for the quality assurance of both the colleges of the group, QCST and QIFGoI. The Chairperson introduced all the members of the IQAC.

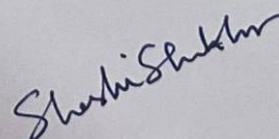
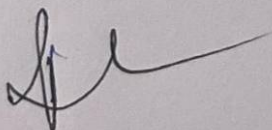
2) **Agenda of the Meeting:** The Director, IQAC, Mrs. Roshni Soni read the agenda of the meeting and requested the members to deliberate on the agenda points one by one and present the consensus decision.

3) **Functions of the IQAC:** The members discussed and finalized the following functions that the IQAC will perform for the overall academic excellence, quality assurance and holistic development of both the colleges:

1. Developing best practices for curriculum delivery
2. Monitoring and filling the gaps in the curriculum delivery
3. Monitoring the performance of the students from the attainment matrix and suggest corrective measures for improvement
4. Plan for the introduction and conduct of Value-Added Courses
5. Plan for the introduction of training on advance and upcoming technologies and business practices beyond the curriculum
6. Collection, Analysis, action plan of Feedback from Students at the end of the semester and from Faculty, Alumni and Employers at the end of each academic year
7. Form a team for annual academic audit and analyse its report
8. Plan training on soft skill, communication skill, aptitude and technical skill to increase the employability of the students
9. To develop strategies for Faculty, Develop Programs

4) **Academic Calendar for the Session Jan-Jun 2020:** The IKGPTU Academic Calendar was presented by the Director, IQAC. The members discussed and decided to include the following activities in the institute's Calendar for the Jan-Jun 2020 session for both the colleges.

1. Conduct of outreach activities under the NSS wing.
2. Conduct of Cleanliness drive and Tree Plantation drive to promote and clean and green initiatives.
3. Conduct of regular Yoga sessions for staff and students to ensure mental and physical fitness.



5) **Value added Courses:** The members discussed and decided that it will be made mandatory for the students to complete at least one VAC course of at least 30 Hour duration in one semester out of the VAV courses already proposed for the academic year 2019-20. The members also decided to conduct the following VAC courses during the Jan-Jun 2020 session.

1. Hospitality Management, Principles and Practices
2. Green HRM
3. Introduction to Canva Design
4. Mathematics for Economics
5. Digital Marketing Techniques
6. Applied Business Calculus
7. Financial Management for IT projects

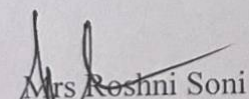
6) Having no other point to discuss, the meeting ended with thanks to the IQAC chairperson.

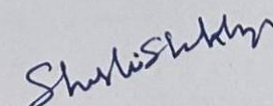
Members Present:

1. Dr Shashi Shekhar, Director, QCST & Chairperson IQAC
2. Mrs Roshni Soni, HOD, Applied Sc, QIFGOI & Director, IQAC
3. Ms Kamalpreet Kaur, HOD, Liberal Arts, QCST
4. Ms Vivek Singh Sangwan, HOD, Mgmt, QCST
5. Ms Jasbir Kaur, HOD, Comp App, QCST
6. Mr Jaswinder Singh, AP-CE, QIFGOI
7. Mr Vaneet Garg, AP-CSE, QIFGOI
8. Mr J. P. S. Dhaliwal, Vice Chairman, QIF
9. Mr Gursewak Singh, Administrative officer
10. Mr. Maneet Diwan, Industry Representative (Joined virtually)
11. Mr Ajay Sharma, Training & Placement Officer
12. Mr Rakesh Manchanda, Nominee Local Society
13. Mr Maninder Singh, Alumni QIFGoI
14. Arshdeep Kaur, Alumni QCST (joined virtually)
15. Aabid Hussain Mir, Student Representative
16. Damanjot Singh, Student Representative

Distribution of MoM:

1. IQAC members
2. Chairman & Vice Chairmen, QIF
3. Director, QCST and QIFGoI
4. HoDs, Faculty & Staff of QCST and QIFGoI
5. Student Notice Board


Mrs Roshni Soni
Director, IQAC


Dr. Shashi Shekhar
Chairperson, IQAC