

Ref No: QIF/IQAC/10

Date: 20/4/2021

MINUTES OF THE 5th IQAC MEETING HELD ON 19/04/2021

The fifth Internal Quality Assurance Cell meeting was held on 19/4/2021 in Seminar Hall at 11:00 AM. Following are the proceedings of the meeting:

Discussions and Decisions:

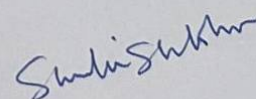

Agenda 1: To read and confirm minutes of the 4th IQAC meeting held on 12/01/2021

After reviewing, the minutes were unanimously confirmed and approved by all members present without any modifications.

Agenda 2: To present the action taken report on the recommendations of the 4th IQAC meeting

The Director, IQAC presented the action taken report on the 4th IQAC meeting as below:

Recommendations	Action taken and outcomes
To decide on Eco-friendly measures to reduce consumptions of electrical energy	(a) Incandescent lamps and fluorescent tubes have been replaced with LED lights (b) Poster and notices for switching off the lights and fans displayed at several places in the campus.
Installation of CCTV cameras to enhance Campus Security	CCTV cameras have been installed at prominent places, like Hostel, Library, corridors, and Main gate.
To review the conduct of online classes	Feedback taken from faculty and students, the online classes has been conducted smoothly.
To discuss the applicability of conduct of classes in blended mode	The classes in blended mode could not be conducted because the parents and the students did not agree for the same due to fear of Covid-19.



Agenda 3: Ensuring academic continuity through online platforms

1. The members were apprised that online teaching is being done successfully using MS Teams platform. Feedback was regularly collected from students to assess effectiveness and address challenges.
2. The members decided to continue with the conduct of classes and other activities using MS team.

Agenda 4: Faculty training on digital tools and pedagogy

The members emphasised to conduct online Faculty Development Programs (FDPs) and workshops using the following tools:

- a. Use of MS Teams, Google Meet, Zoom
- b. Creating e-content and video lectures
- c. Online assessment tools (e.g., Google Forms, Kahoot, Mentimeter)
- d. To form peer support groups for on-going technical assistance.

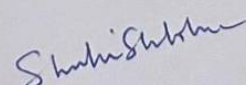
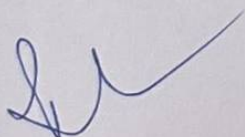
Having no other point to discuss, the meeting ended with thanks to the IQAC chairperson.

Members Present:

1. Dr Shashi Shekhar, Director, QCST, Chairperson
2. Mrs Roshni Soni, HOD, Applied Sc, QIFGOI, Director
3. Ms Kamalpreet Kaur HOD, Liberal Arts, QCST, Member
4. Ms Vivek Singh Sangwan, HOD, Mgmt, QCST, Member
5. Mr Jaswinder Singh, AP-CE, QIFGOI, Member
6. Ms Jasbir Kaur, HOD, Comp App, QCST, Member
7. Mr Vaneet Garg, AP-CSE, QIFGOI, Member
8. Mr J. P. S. Dhaliwal, VC, QIF, Management Representative, Member
9. Aabid Hussain Mir, BCA 6th Sem, Member
10. Damanjot Singh, B.Tech ME 4th Sem, Member
11. Mr Gursewak Singh, Administrative officer, Member

Members Absent:

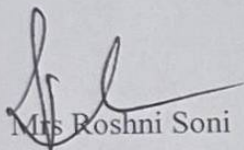
1. Mr Rakesh Manchanda, Nominee from local Society, Member
2. Arshdeep Kaur, BCA, Batch 2016, Alumni (QCST), Member

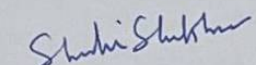


3. Mr Maninder Singh, B.Tech, CSE, Batch 2015, Alumni (QIFGOI), Member
4. Mr. Maneet Diwan, Director, PQMS Quality Services Pvt. Ltd (Industry Representative), Member
5. Mr Ajay Sharma, Training & Placement Officer, Member

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