

Ref No: QIF/IQAC/12

Date: 29/07/2021

**MINUTES OF THE 6<sup>th</sup> IQAC MEETING HELD ON 28/07/2021**

The Sixth Internal Quality Assurance Cell meeting was held on 28/07/2021 in the Seminar Hall at 11:00 AM. Following are the proceedings of the meeting:

**Discussions and Decisions:**

**Agenda 1: To read and confirm the minutes of the 5<sup>th</sup> IQAC meeting held on 28/07/2021**

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

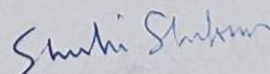
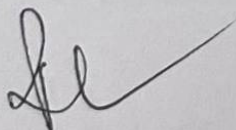
**Agenda 2: To present the action taken report on the recommendations of the 5<sup>th</sup> IQAC meeting.**

Director, IQAC presented the following action taken report on the recommendations of the 5<sup>th</sup> IQAC meeting:

Recommendations	Action taken and outcomes
Ensuring academic continuity through online platforms	The online classes are being conducted smoothly using MS-Team platform.
Faculty training on digital tools and pedagogy	A training program has been conducted for the faculty to use the following online teaching-learning platforms effectively: a. MS Teams, Google Meet, Zoom b. Creating e-content and video lectures c. Use of Google Forms, Kahoot, Mentimeter online assessment tools

**Agenda 3: To deliberate on faculty development through training in digital tools and teaching methodologies.**

The members suggested organising Faculty Development Programs (FDPs) in online mode focusing on tools such as Google Classroom, Zoom, and content creation techniques. Members also suggested organising peer training and in-house workshops to boost digital teaching skills.





**Agenda 4: To discuss student support initiatives including academic counselling, mental health, and career guidance.**

In this regard the members suggested the following:

- a. To conduct online counselling sessions and webinars on mental health.
- b. To setup a dedicated email helpline for students.
- c. To conduct career guidance webinars and alumni interactions virtually.

**Agenda 5: To ensure the safety measures for upcoming session.**

The members suggested to conduct safety inspection of the campus to identify any potential risks in classrooms, lecture halls, and common areas for the conduct of physical classes and activities in the campus adhering the Covid-19 guidelines.

**Agenda 6: To conduct extension and outreach activity while adhering to Covid-19 safety protocols.**

The members suggested continuing conducting outreach and extension activities by following the Covid-19 protocols strictly.

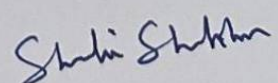
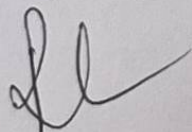
**Agenda 7: To assess the current status of industry internships and Memorandums of Understanding (MOUs)**

The committee reviewed the existing industry internship arrangements and the status of active MOUs with various organizations. The need for consistent follow-up and engagement with industry partners was emphasized.

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. Mr Jaswinder Singh, AP-CE, QIFGOI, Member
5. Ms Jasbir Kaur, HOD, Comp App, QCST, Member
6. Mr Vaneet Garg, AP-CSE, QIFGOI, Member
7. Mr Rakesh Manchanda, Nominee from local Society, Member
8. Damanjot Singh, B.Tech ME 7th Sem, Member



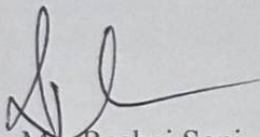
9. Mr Gursewak Singh, Administrative officer, Member

**Members Absent:**

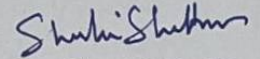
1. Mr J. P. S. Dhaliwal, VC, QIF, Management Representative, Member
2. Ms Vivek Singh Sangwan, HOD, Mgmt, QCST, Member
3. Arshdeep Kaur, BCA, Batch 2016, Alumni (QCST), Member
4. Mr Maninder Singh, B.Tech, CSE, Batch 2015, Alumni (QIFGOI), Member
5. Mr. Maneet Diwan, Director, PQMS Quality Services Pvt. Ltd (Industry Representative), Member
6. 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