

Ref No: QIF/IQAC/18

Date: 08/07/2022

**MINUTES OF THE 9<sup>th</sup> IQAC MEETING HELD ON 08/07/2022**

The ninth Internal Quality Assurance Cell meeting was held on 08/07/2022 in the Seminar Hall at 11:00 AM. Following are the proceedings of the meeting:

**Discussions and Decisions:**

**Agenda 1: Introduction to new members of the IQAC**

The new Chairperson of the IQAC, Dr. Aarti Mahajan, welcomed all the members of the IQAC and introduced the new members.

**Agenda 2: To introduce the functions of the IQAC to the new members of the IQAC**

Director IQAC, read the functions of the IQAC for the knowledge and understandings of the new members.. The Chairperson, IQAC sought cooperation of all the members of the IQAC for the quality assurance of both the institutions to which the members promised to extend full support and cooperation.

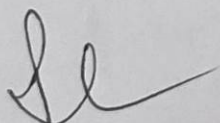
**Agenda 3: To read and confirm minutes of the 8<sup>th</sup> IQAC meeting held on 19/04/2022**

After reviewing, the minutes of the 8<sup>th</sup> IQAC meeting 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 8<sup>th</sup> IQAC meeting**

The director, IQAC presented the action taken report on the recommendation of the 8<sup>th</sup> IQAC meeting as below:

Recommendations	Action taken and outcomes
Encouraging Faculty to Engage in Research Activities	Regular sessions have been conducted for the knowledge of the faculty about research funding opportunities from agencies like UGC, DST, ICSSR, etc. Conducting workshop on research methodology, proposal writing, and publication ethics has been finalized.
To take the feedback from the students as per the revised Performa.	Annual Feedback was taken for the academic year 2021-22 by the departments and was submitted to IQAC for further analysis.
To take feedback from faculty	Annual feedback from faculty was taken and presented to the IQAC for its analysis and action plan on the weak areas.





**Agenda 3: To continue the Industry-Institute interaction through memberships and MOU's.**

The members discussed that ongoing efforts of strengthening ties with industry such as institutional memberships and MOUs with industry partners have been beneficial. The need to expand these partnerships and explore new opportunities was emphasized. It was decided to assign a committee to monitor the effectiveness of current MOUs and to increase the memberships.

**Agenda 4: To prepare students for IKGPTU Zonal Youth Festival 2022.**

The members discussed the upcoming IKGPTU Zonal Youth Festival 2022. IQAC recommended that timely preparation for zonal youth festival be ensured. It also recommended providing all sorts of support and facilities to the participants for preparation. The members reviewed the cultural, literary, and fine arts events and strategies for selection, training, and rehearsal were proposed.

**Agenda 5: To organize Annual Cultural Fest 2022.**

The discussions were made on the planning and organization of the Annual Cultural Fest 2022. It was emphasized that the fest should be student centric. The detailed plan should include the student involvement, event variety, budgeting, sponsorship, and logistics. Tentative date and theme of the fest was discussed. Names of the organizing committee with faculty and student representatives were suggested.

**Agenda 6: To decide the plan of action of NAAC SSR preparation.**

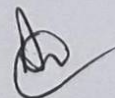

Dr Aarti Mahajan, Chairperson of IQAC suggested preparing a plan of action for NAAC SSR for the QCT College. It is suggested to form criteria wise dedicated team. The whole team will meet weekly to discuss the progress and further course of action. The Chairperson nominated Mrs Roshni Soni, Director, IQAC as the overall coordinator for the NAAC SSR preparation.

**Agenda 7: To conduct activities related to IPR, capacity building, cultural, and sports.**

A unanimous decision was taken to assign HODs the responsibility of organizing various activities within their respective departments related to IPR, capacity building, cultural, and sports.

**Agenda 8: To do the analysis of students' and faculty feedback for the academic year 2021-22 and propose action plan on the weak areas.**

The IQAC analysed the students' and faculty feedback data and recommended the action plan on the weak areas. Departments to be instructed for the implementation of the action plan on the feedback analysis.





**Agenda 9: To propose the closure of the BTMM and M.Sc (CS) academic programs**

- a) Despite all efforts, the admission seekers in the BTMM program have not increased even after the COVID-19 pandemic revival. Considering which the IQAC has the opinion that it is not viable for the institution to continue with this program for the best utilization of the resources.
- b) The admissions in the M.Sc (CS) program have been below 10 for the last few years. Considering which, the IQAC has proposed to close this program so that the resources can be utilized in other programs.

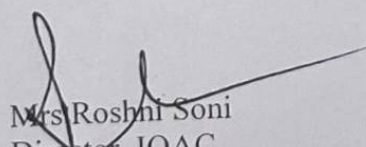
Having no other point to discuss, the meeting ended with thanks to the IQAC chairperson.

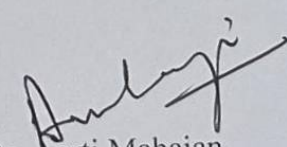
**Members Present:**

1. Dr. Aarti Mahajan, Director, QCST, Chairperson
2. Mrs Roshni Soni, HOD, Applied Sc, QIFGOI, Director
3. Ms Krishma Sood, HOD, Liberal Arts, QCST, Member
4. Ms Vivek Singh Sangwan, HOD, Mgmt, QCST, Member
5. Ms Mehak Mahajan, HOD, Comp App, QCST, Member
6. Mr Akash Doomra, HOD, ME, QIFGOI, Member
7. Ms Navdeep Kaur, AP, CSE, QIFGOI, Member
8. Mr J. P. S. Dhaliwal, VC, QIF, Management Representative, Member
9. Mr Gursewak Singh, Administrative officer, Member
10. Mr Rakesh Manchanda, Nominee from local Society, Member
11. Arshdeep Kaur, BCA Batch 2016, Alumni (QCST), Member
12. Damanjot Singh, B.Tech, ME 5<sup>th</sup> Sem, Member
13. Sidharth Kumar Pandey, BBA 3<sup>rd</sup> Sem, Member
14. Mr Ajay Sharma, Training & Placement Officer, Member
15. Mr. Maneet Diwan, Director, PQMS Quality Services Pvt. Ltd (Industry Representative), Member (Joined Online)
16. Mr Maninder Singh, B.Tech CSE, Batch 2015, Alumni (QIFGOI), Member (Joined Online)

**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. Aarti Mahajan  
Chairperson, IQAC