

Ref No: QIF/IQAC/22

Date: 26/04/2023

MINUTES OF THE 11th IQAC MEETING HELD ON 26/04/2023

The eleventh Internal Quality Assurance Cell meeting was held on 26/04/2023 in the Seminar Hall at 2:00 PM. Following are the proceedings of the meeting:

Discussions and Decisions:

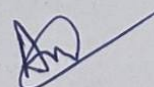
Agenda 1: To read and confirm minutes of the 10th IQAC meeting held on 06/01/2023.

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 10th IQAC meeting

The director, IQAC presented the action taken report on the recommendation of the 10th IQAC meeting as below:

Recommendations	Action taken and outcomes
Review the preparation of SSR of QCST college	After reviewing the progress, more team members have been assigned for the documentation of criteria wise SSR of the QCST college
Increase in extension activities	Additional extension activities were planned and conducted in local NGOs and community groups such as Placement Drive, Blood Donation Camp, Free Medical Camp, and Informative Session on common Gynecological problems.
To discuss the academic calendar and upcoming activities	The academic calendar as well as activity calendar were finalized and displayed on Notice boards as well as shared in class chat groups, and upcoming events were conducted accordingly.
Engagement of faculty in research	A number of workshops were conducted on Research & Innovation, Writing a Quality Research Paper and basics of Research Methodology. Faculties were informed about available workshops on the research methodology and paper writing.
Review the status of Eco-friendly measures	Energy conservation awareness programs have been conducted.
To analyse the students feedback for the Jul-Dec 2022 session	The feedback data received from the students for the Jul-Dec 2022 session has been analyzed. The actions have been planned on the weak areas for the implementation at the department level.



Agenda 3: To review the preparation of SSR for NAAC of QCST college

The Chair emphasized the importance of adhering to the NAAC guidelines and timelines. Departments were advised to verify the accuracy and consistency of uploaded data and ensure that all supporting documents are properly compiled as per NAAC format.

Agenda 4: To conduct activities related to IPR and capacity building

The committee discussed the need to organize structured activities aimed at enhancing awareness of Intellectual Property Rights (IPR) and strengthening faculty and student capacity in research and innovation. It was unanimously agreed that more initiatives in this area are essential for promoting a research-driven academic environment.

Agenda 5: To review the academic performance of the students.

The committee reviewed the academic performance of the students based on the results of the internal assessments. It was noted that while overall performance was satisfactory in most departments, certain subjects required focused intervention. The need for remedial classes and mentoring sessions for academically weaker students was emphasized.

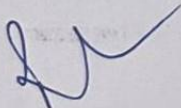
Agenda 6: To take the feedback from the students, faculty, alumni and employer

The members proposed that apart from the students and faculty, we should also take feedback from the alumni and employers. The feedback from alumni and employers will be taken annually at end of the academic year.

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 RoshniSoni, HOD, Applied Sc, QIFGOI, Director
3. MsVivek Singh Sangwan, HOD, Mgmt, QCST, Member
4. Mr AkashDoomra, HOD, ME, QIFGOI, Member
5. MsNaveep Kaur, AP, CSE, QIFGOI, Member
6. Mr J. P. S. Dhaliwal, VC, QIF, Management Representative, Member
7. Mr Gursewak Singh, Administrative officer, Member
8. Mr Rakesh Manchanda, Nominee from local Society, Member
9. Ms Krishma Sood, HOD, Liberal Arts, QCST, Member
10. Mr Ajay Sharma, Training & Placement Officer, Member
11. Damanjot Singh, B.Tech, ME 6thSem, Member
12. Sidharth Kumar Pandey, BBA 4thSem, Member

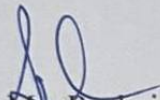


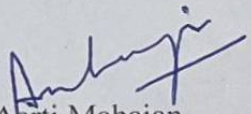
Members absent:

1. MsMehakMahajan, HOD, Comp App, QCST, Member
2. ArshdeepKaur, BCA Batch 2016, Alumni (QCST), Member
3. Mr. ManeetDiwan, Director, PQMS Quality Services Pvt. Ltd, (Industry Representative), Member
4. MrManinderSingh, B.Tech CSE, Batch 2015, Alumni (QIFGOI), 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.Aarti Mahajan
Chairperson, IQA