

Ref No: QIF/IQAC/24

Date: 03/07/2023

MINUTES OF 12th IQAC MEETING HELD ON 03/07/2023

The 12th Internal Quality Assurance Cell meeting was held on 03/07/2023 in Seminar Hall at 1:00 PM. Following are the proceedings of the meeting:

Discussions and Decisions:

Agenda 1: To read and confirm minutes of 11th IQAC meeting held on 26/04/2023.

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 11th IQAC meeting.

The director, IQAC presented the following action taken report on the recommendation of the 11th IQAC meeting:

Recommendations	Action taken and outcomes
Review the preparation of SSR for NAAC	The SSR was thoroughly reviewed by the IQAC. Necessary revisions were suggested and incorporated to improve quality and compliance.
Conduct the activities related to IPR, capacity building, cultural, sports	A series of activities were organized including IPR awareness sessions, skill development workshops, cultural programs, and sports events to enhance student engagement.
Review the academic performance of the students	Remedial classes and mentoring sessions for the academically weaker students (Category-A & B) were conducted. Solution of University Question papers were discussed by the faculty in the classes.
To take the feedback from the students, faculty, alumni and employer	Feedback from the students for the Jan-Jun 2023 session and from the faculty, alumni and employers for the academic year 2022-23 has been taken.

Agenda 3: Student Induction Program for Batch 2023

The committee discussed the planning and organization of the Student Induction Program for the incoming Batch of 2023 separately for both the colleges. It was proposed that the orientation program should include sessions on campus tour, interaction with faculty and senior students, sessions on mental wellness, academic expectations, and co-curricular opportunities, NPTEL, training and placement, extracurricular & sports activities etc. Departments were advised to



actively contribute by planning department-specific orientations and engaging students through interactive sessions.

Agenda 4: Activities to be conducted in July – Dec 2023 Session

The committee discussed the academic, co-curricular, and extra-curricular activities planned for the July–December 2023 session. Proposed activities included workshops, seminars, guest lectures, industrial visits, community outreach programs, sports events, cultural programs, and awareness campaigns. Emphasis was also placed on integrating activities related to research, innovation, and sustainability. IQAC recommended ensuring timely execution, wide participation, and proper documentation of all events for quality assurance and accreditation purposes.

Agenda 5: To do the analysis of students', faculty, alumni and employers feedback and suggest actions to be taken on the weak areas

The IQAC analysed the feedback data and recommended the action plan on the areas of improvements. Departments were instructed for the implementation of the action plan on the feedback analysis. The members decided to take online feedback as per NAAC questionnaire for the students from the next Jul-Dec 2023 session onwards.

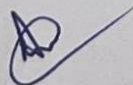
Agenda 6: To conduct Annual Academic Audit.

It was decided by IQAC to conduct Annual Academic Audit for the academic year 2022-23 to assess the academic performance of the departments and faculties and to ensure compliance with academic policies and NAAC standards. Audit Committee members were nominated by the IQAC.

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. Mr. Akash Doomra, HOD, ME, QIFGOI, Member
4. Ms. Naveep Kaur, AP, CSE, QIFGOI, Member
5. Mr. J. P. S. Dhaliwal, VC, QIF, Management Representative, Member
6. Mr. Maneet Diwan, Director, PQMS Quality Services Pvt. Ltd (Industry Representative), Member (joined virtually)
7. Mr. Rakesh Manchanda, Nominee from local Society, Member (joined virtually)
8. Ms. Krishna Sood, HOD, Liberal Arts, QCST, Member
9. Mr. Ajay Sharma, Training & Placement Officer, Member
10. Mr. Gursewak Singh, Administrative officer, Member
11. Sidharth Kumar Pandey, BBA 5th Sem, Member

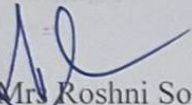


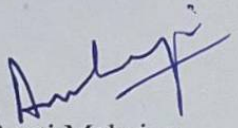
Members absent:

1. MsMehakMahajan, HOD, Comp App, QCST, Member
2. ArshdeepKaur, BCA Batch 2016, Alumni (QCST), Member
3. Damanjot Singh, B.Tech, ME 7th Sem, Member
4. MrManinder Singh, 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, IQAC