

Ref No: QIF/IQAC/26

Date: 08/01/2024

MINUTES OF 13th IQAC MEETING HELD ON 08/01/2024

The 13th Internal Quality Assurance Cell meeting was held on 08/01/2024 in Seminar Hall at 1:00 PM. Following are the proceedings of the meeting:

Discussions and Decisions:

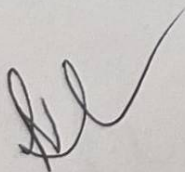
Agenda 1: To read and confirm minutes of the 12th IQAC meeting held on 03/07/2023.

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 12th IQAC meeting.

The director, IQAC presented the action taken report on the recommendation of the 12th IQAC meeting as below:

Recommendations	Action taken and outcomes
Student Induction Program for batch 2023	a) A well-structured Student Induction Program was conducted for the 2023 batch for both the colleges to introduce the students with the campus facilities, academic procedures, and student services. Sessions included interactions with faculty, alumni talks, motivational lectures, and ice-breaking activities. Orientation on institutional values, anti-ragging guidelines, and mentoring systems was provided. b) Fresher's party was also conducted to make the new students comfortable in the college.
Activities to be conducted in July-Dec 2023 Session	a) An activity calendar was planned and executed, including academic seminars, guest lectures, extension activities, and student competitions. IQAC ensured coordination between departments to avoid overlapping of events and to promote maximum participation. b) Monitoring mechanisms were established to ensure timely execution and documentation of all the planned activities.
Analysis and action plan on the feedback	Analysis and the action plan on the feedback as recommended by the IQAC were shared with the departments which were appropriately implemented by all the departments.
Conduct of the Annual Academic Audit	The Annual Academic Audit was carried out across all the departments highlighting strengths and areas for academic enhancement




Agenda 3: To organize Annual Sports Meet.

The committee discussed the planning and execution of the Annual Sports Meet SPARK 23 for the 2023-24 academic year. It was proposed that the Sports Meet be held under the supervision of Faculty sports coordinators, featuring a range of indoor and outdoor games including athletics, football, volleyball, badminton, table tennis, and other student-requested events. The importance of inclusive participation and fair play was emphasized.

Responsibilities for event coordination, logistics, equipment, medical support, and refreshments to be assigned for the successful conduct of the annual sports meet.

Agenda 4: To discuss about increasing the extension activities useful to nearby areas

The members of IQAC deliberated on the need to enhance the number and impact of extension activities that benefit the surrounding communities. Suggestions included organizing health camps, cleanliness drives, various awareness programs, environmental conservation, vocational training, and educational support activities in nearby villages and urban slum areas.

Agenda 5: Activities to be conducted in Jan-June 2024 Session

1. A comprehensive **Academic and Co-curricular Calendar** for Jan-June 2024 was finalized covering academic events, seminars, workshops, competitions, and community engagement activities.
2. Departments submitted their activity plans, which were reviewed and integrated into the institutional calendar.
3. IQAC will monitor the timely execution and documentation of all planned activities, ensuring alignment with institutional goals and NAAC quality benchmarks.

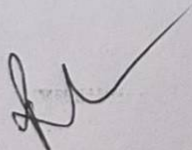
Agenda 6: To do the analysis of students' feedback to define the areas of improvements for the session July-Dec 2023.

The IQAC analysed the feedback data collected as per the revised online feedback proforma and recommended the action plan on the areas needing improvements. Departments have been instructed for the implementation of the action plan on the feedback analysis.

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



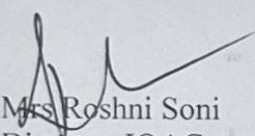
6. MsKrishmaSood, HOD, Liberal Arts, QCST, Member
7. MsMehakMahajan, HOD, Comp App, QCST, Member
8. Mr. ManeetDiwan, Director, PQMS Quality Services Pvt. Ltd (Industry Representative), Member
9. MrRakeshManchanda, Nominee from local Society, Member
10. Mr Ajay Sharma, Training & Placement Officer, Member
11. MrGursewak Singh, Administrative officer, Member
12. Sidharth Kumar Pandey, BBA 6thSem, Member
13. Damanjot Singh, B.Tech, ME 8thSem, Member(Joined Online)
14. Mr Maninder Singh, B.Tech CSE, Batch 2015, Alumni (QIFGOI)(Joined Online), Member

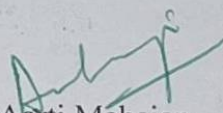
Members absent:

1. ArshdeepKaur, BCA Batch 2016, Alumni (QCST), 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