

Ref No: QIF/IQAC/32

Date: 06/01/2025

**MINUTES OF 16<sup>th</sup> IQAC MEETING HELD ON 06/01/2025**

The 16<sup>th</sup> Internal Quality Assurance Cell meeting was held on 06/01/2025 in the Seminar Hall at 2:30 PM. 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. H C Mohindroo, 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 explained the functions of the IQAC and sought cooperation of all the members of the IQAC for the quality assurance and improvement of both the institutions to which the members promised to extend full support and cooperation.

**Agenda 3: To read and confirm minutes of 15<sup>th</sup> IQAC meeting held on 01/07/2024.**

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

**Agenda 4: To present the action taken report on the recommendations of the 15<sup>th</sup> IQAC meeting.**

The director, IQAC presented the following action taken report on the recommendation of the 15<sup>th</sup> IQAC meeting:

Recommendations	Action taken and outcomes
Orientation Program for batch 2024	a) One week Induction Program was held for the 2024 batch for both the colleges separately to introduce the students with the campus facilities, academic procedures, and student services. Sessions included interactions with faculty, alumni talk, motivational lectures, and ice-breaking activities. Orientation on institutional values, anti-ragging guidelines, and mentoring systems was provided. b) Fresher's party has also been organized to create healthy and friendly atmosphere amongst fresh and old students.
Academic and Activity Calendar for July – Dec 2024 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.

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	<p>b) Institutional level academic Calendar has been prepared mentioning Commencement and conclusion of classes, Mid-semester and end-semester examinations, and internal assessment timelines aligning with the IKGPTU academic calendar.</p> <p>c) Monitoring mechanisms has been established to ensure timely execution and documentation of all the planned activities.</p>
Analysis of students, faculty, alumni and employers feedback	Feedback from the students for the July-Dec 2024 session has been taken. 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
Annual Academic Audit	The Annual Academic Audit was carried out across all the departments highlighting strengths and areas for academic enhancement
Explore new training companies for advanced training programs	<p>a) Training on the advanced technologies such as Digital Marketing, UI Design and Web Designing using Wordpress has been provide to the students of both the colleges through CDAC, Mohali.</p> <p>b) MoU signed with Pune Institute of Business Management (PIBM) to provide training on Aptitude and placement.</p>

#### Agenda 5: Activities to be conducted in Jan – June 2025 Session

1. A comprehensive **Academic and Co-curricular Calendar** for Jan–June 2025 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: Annual Sports Meet 2025

The committee deliberated on the planning and execution of the Annual Sports Meet *SPARK 25* for the academic year 2024–25. IQAC suggested nominating department wise faculty and students sports coordinators to help the overall sports coordinator for maximum participation and smooth conduct of the sports event. A variety of indoor and outdoor games such as athletics, football, volleyball, badminton, table tennis, chess, carom, etc have been planned to organise in the sports meet. The committee also suggested the participation of faculty members in the sports meet. The committee emphasized the importance of promoting inclusive participation, team spirit, and adherence to the principles of fair play throughout the event.

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**Agenda 7: Analysis of students' feedback and suggest action plan on the weak areas for the session July-Dec 2024**

The IQAC analysed the feedback data collected as per the feedback proforma and recommended the action plan on the areas needing improvements. The action plan shall be forwarded to the departments for its effective implementation.

**Agenda 8: To discuss about the new scholarships, Saraswati and Yashaswi, offered by the AICTE**

The director, IQAC apprised the members that the AICTE has two new scholarships. The Saraswati scholarship is applicable for the girl students of BBA and BCA programs of the QCST collgel. The Yashaswi scholarship is applicable for the students of core engineering branches of CE and ME of the QIFGoI. The IQAC emphasized wide publicity of these two scholarships to ensure maximum benefit to the eligible students. The IQAC suggested to nominate faculty coordinators, one each, for both the scholarships for guiding the students for application.

**Agenda 9: To explore more industries and agencies for collaborations regarding training, placement and internship**

The IQAC appreciated the efforts of signing MoUs with the industries and other organisations. However, the IQAC emphasised to put up more efforts to collaborate with industries.

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

**Members Present:**

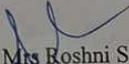
1. Dr. H.C. Mohindroo Director, QIFGOI, Chairperson
2. Dr. Roshni Soni Associate Director, QIFGOI, Director
3. Ms. Geetika Singh HOD, Mgmt, QIFGOI, Member
4. Mr. Pankaj Rana HoD, ME, QIFGOI, Member
5. Ms Arvinder Kaur HoD, Comp App, QGI, Member
6. Ms. Amanjaot Kaur AP, CSE, QIFGoI, Member
7. Mr J. P. S. Dhaliwal VC, QIF, Management Representative, Member
8. Mr. Varinder Singh Dy Manager (Operations), Member
9. Ms Ramanpreet Kaur AP, Mgmt, QGI, Member
10. Mr Rakesh Manchanda Nominee from local Society, Member
11. Mr. Maneet Diwan Director, PQMS Quality Services Pvt. Ltd (Industry Representative), Member (Joined virtually)
12. Mr Maninder Singh B.Tech CSE Batch 2015, Alumni (QIFGOI) , Member
13. Ms. Vanshika B.Tech CSE 5<sup>th</sup> Sem, Member
14. Mr. Shakti Singh AP, CE, QIFGOI, Membe
15. Ms. Rabia Narang AP, Mgmt, QGI, Member
16. Ms. Dilpreet Kaur BCA 3<sup>rd</sup> Sem, Member


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**Distribution of MoM:**

1. IQAC members
2. Chairman & Vice Chairmen, QIF
3. Director, QGI and QIFGoI
4. HoDs, Faculty & Staff of QGI and QIFGoI
5. Student Notice Board

  
Mrs Roshni Soni  
Director, IQAC

  
Dr. H C Mohindroo  
Chairperson, IQAC