

Ref. No.: AGC/IQAC/2023/001

Date- 25/08/2023

A Meeting of IQAC members is scheduled to be held on 28th August, 2023 at 10:00 am in the Conference Room, Training & Placement Cell. The agenda is as follows:

- Implementation of categorization of contents in the syllabus.
- Revision of assignment pattern.
- Formation of department structure and student committees.
- Review of Student Mentorship Program (SMP) information booklet and mentor meeting agenda points.
- Any other as suggested by members and approved by Chairman, IQAC.

All the IQAC members are requested to kindly make it convenient to attend the meeting to share their valuable suggestions.



Dr. Namarta Kad
IQAC Co-ordinator

Approved by:

Dr. Gaurav Tejpal
Chairperson, IQAC
(Principal)

Cc: Members of IQAC

Minutes of Meeting

Internal Quality Assurance Cell (IQAC)

Meeting Date & Time	28 th August, 2023 10:00 am - 11:00 am	Meeting Location	Conference Room, Training & Placement Cell
Minutes Drafted Date	30 th August, 2023	Meeting Chair	Dr. Namarta Kad (IQAC Co-ordinator)
MoM Drafted by	Er. Amanjot Singh	Meeting Title	IQAC Meeting

Attendees	Absentees
Dr. Gaurav Tejpal, IQAC, Chairman & Principal Dr. Paramjit Singh Pannu, Registrar Dr. Namarta Kad, IQAC Co-ordinator & HOD, EE Dr. Narinder Sharma, Dean(R&D) Mr. Rakesh Jaitly, Dean(T&P) Dr. Sandeep Kad, HOD, CSE Ms. Binod Kaur, HOD, AS Dr. Kalpana Jaggi, HOD, Agriculture Er. Tejinder Sharma, Assoc. Prof., CSE Ms. Gurveen Kaur, Assoc. Prof., DMS Er. Bimal Kumar, Assoc. Prof., EE Ms. Anujet Kamal, AP, Applied Science Ms. Yadwinder Kaur, AP, HMCT Ms. Ritika Saini, AP, Pharmaceutical Sciences	Dr. Upain Bhatia, DAA & HOD, CE/ME Dr. Sachin Khurana, HOD, DCA Mr. Purshotam Kainth, HOD, HMCT Ms. Pooja Puri, HOD, DMS Dr. Sorabh Sehajpal, HOD, Pharmacy Ms. Harmeet Kaur, HOD, DFD Mr. Amit Singh, DSA

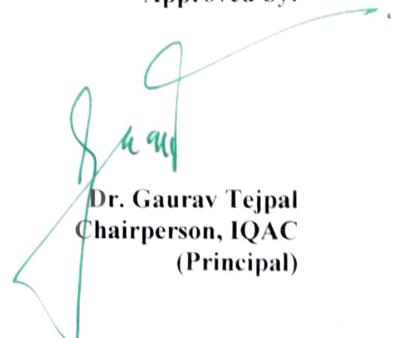
S. No.	Agenda	Decision
1	Implementation of Categorization of contents in syllabus.	<ul style="list-style-type: none"> ➢ To categorize the allotted subjects' contents as: <ul style="list-style-type: none"> • Participative (learners will be involved in the learning Process) • Problem Solving (project-based learning by working in the Group or individual) • Experiential Learning (engaged learning by doing or reflecting the experience)
2	Revision of Assignment Pattern	<ul style="list-style-type: none"> • The assignments for internal assessment of theory subjects are to be designed to contain 40-50 questions. • The questions for each CO shall be framed for three categories of students i.e. Slow learners, Medium learners and Advance learners.
3	Formation of department structure and student committees.	<ul style="list-style-type: none"> ➢ Prepare department structure and allocate responsibilities to faculty members in the department. ➢ Formulate student committees in the department to engage them in different departmental and college activities as, <ul style="list-style-type: none"> • Academic Committee • Placement Committee • Cultural Committee • Sports Committee • IT and Social Media Committee

4	Review of student Mentorship Program information booklet & mentor meeting agenda points	<ul style="list-style-type: none">• A Booklet will be designed for each student.• Booklet will contain the complete information regarding Academic/Co-curricular/Extra-curricular record of the student for entire duration of course.• Discuss the agenda shared centrally with students during the meetings.
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Dr. Namarta Kad
IQAC Co-ordinator

Approved by:



Dr. Gaurav Tejpal
Chairperson, IQAC
(Principal)

Cc: OSD to Chairman Sir (for information please)
P.A. to MD Sir (for information please)
Registrar
Deans, HODs

IQAC MEETING

28/08/2023

(ATTENDANCE SHEET)

<u>S.no.</u>	<u>Name</u>	<u>Dept.</u>	<u>Signature</u>
1.	Dr. Navinder Shaeme	R & D	Atmaan
2.	BIMAL KUMAR	EE	Sur
3.	Yadvinder Kaur	HMCT	YB
4.	Rejinder Singh	CSE	PC
5.	Hitika Saini	Pharmaceutical Sciences	Rein
6.	Dr. Parveen Singh Panesar	Registers Office	Parveen 28/08/2023
7.	Rakesh Tathy	Placement Office	Rakesh 28/08/23
8.	Dr. Sandeep Kaur	CSE	Sur 28/08/23
9.	Bindu Kaur	App. Sc.	Bindu 28/08/23
10.	Dr. Kalpana Jaggi Anujit Kamal Gurveen Kaur	Agriculture Applied Sci. MBA	Kalpana Anujit Gurveen Jaggi Gandha