



Ref No: - *GJ/IQAC/2020/03*

Date: 22/10/2020

Notice

The third meeting of the Internal Quality Assurance Cell (IQAC) is scheduled to be held on **23rd October 2020 at 2:00 p.m.** in the Syndicate Room, GJIMT. The agenda for the meeting is as follows:

Agenda:

1. **Confirmation and Review of the Minutes of the Meeting held on 25th February 2020.**
2. **Presentation of the Action Taken Report from the Meeting held on 25th February 2020.**
3. **Introduction Speech by the IQAC Coordinator.**
4. **Discussion on Contingency Planning for Conducting Classes in the Event of Another Lockdown.**
5. **Planning of Institutional Activities for the Upcoming Session.**
6. **Deliberation on the Organization of Conferences, Seminars, Webinars, Workshops, and Faculty Development Programs (FDPs).**
7. **Discussion on the Conduct of Online Classes and Examinations.**
8. **Finalization of the Academic Calendar for the Upcoming Semester.**
9. **Any Other Matters with the Permission of the Chair.**

All members are requested to make it convenient to attend the meeting.

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Heads of Department


Coordinator, IQAC

Minutes of the Third IQAC Meeting held on 23/10/2020

The Chairperson of IQAC, Dr. Aneet Bedi, occupied the Chair and welcomed all the members to the third meeting of IQAC.

The following points were discussed in the meeting:

Agenda 1: Confirmation and Review of the Meeting held on 17/03/2020

Resolution: The minutes of the previous meeting were thoroughly reviewed and confirmed.

Agenda 2: Action Taken Report of the Meeting on 17/03/2020

Resolution: The action taken on the resolutions from the previous meeting was discussed and documented. The table below summarizes the resolutions and corresponding actions taken:

S. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Discussion about the Situation arising Due to COVID-19	Zoom and MS Teams platforms subscription were purchased, and classes transitioned to online mode. An in-house FDP on "Online Teaching using Online Platforms" was conducted for all faculty members to ensure effective online teaching.
2.	Conduct of Conference/Seminar/Workshops/FDPs	The 14th GJ-IntConMITE 2020 conference, focusing on "Gearing up for the Black Swan: The New Normal in Management and Technology," was planned. Additionally, an FDP on ERP system training was conducted, along with multiple webinars and workshops during the lockdown period.
3.	Financial Support to Staff to Attend Conferences/Workshops and Towards Membership Fee of Professional Bodies	Financial support provisions were recommended and implemented for staff to attend conferences/workshops and towards their membership fees for professional bodies and associations, fostering professional development.

Agenda 3: Introduction Speech by Coordinator – IQAC

Resolution: The IQAC Coordinator provided an overview of the IQAC's goals, objectives, functioning, and monitoring mechanisms as per NAAC guidelines

Agenda 4: Discussion on the Conduct of Classes in Case of Another Lockdown

Resolution: The members expressed concern about the potential for another lockdown due to the rising number of COVID-19 cases. It was agreed that online classes should resume if a lockdown is imposed, following the SOP announced by the Education Department of the Govt of Punjab.



Agenda 5: Discussion on Conduct of Other Institutional Activities for the Upcoming Session

Resolution: The coordinator suggested that activities should be planned in phases, adhering to COVID-19 protocols. If physical events are not feasible, virtual events should be considered.

Agenda 6: Discussion on Conduct of Online Classes and Examination

Resolution: The continuation of online teaching was discussed due to ongoing restrictions on physical classes. The challenges of online teaching were acknowledged, and it was agreed to follow the SOP for online classes. Relevant information will be communicated to students via the college portal and class-wise WhatsApp groups.

Agenda 7: Discussion on Conduct of Conference/Seminar/Workshop/FDP

Resolutions:

1. **17th GJ-NatConMITE 2020:** The conference on "Rediscover Practices in the Epoch of COVID-19" was scheduled for December 16, 2020. The conference committee was formed, and tasks were delegated.
2. **Conference on Leadership in the Digital Age:** Plans were made to organize a conference titled "Leadership in the Digital Age: Navigating Change and Transformation."
3. **Multiple Webinars/Workshops:** Various webinars and workshops were conducted during the lockdown period.

Agenda 8: Finalizing the Academic Calendar for the Next Semester

Resolution: The Academic Affairs Committee prepared the academic calendar in synchronization with the affiliating university's calendar.

Agenda 9: Discussion on Addressing Depression, Anxiety, and Stress Among Faculty Members Due to COVID-19

Resolution: Faculty members presented concerns about the rising levels of depression, anxiety, and stress during the ongoing COVID-19 pandemic. After a thorough discussion, it was resolved that a virtual coffee session would be organized to provide emotional support and a platform for open dialogue among the faculty members.

Agenda 10: Other Issues with the Permission of the Chair

Resolution: No other issues were raised.

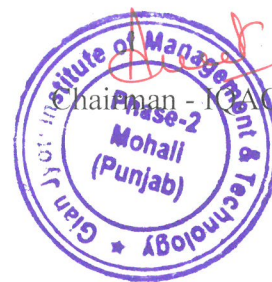
Adjournment: The meeting concluded with a vote of thanks.



Action Taken Report on Resolutions of the Third IQAC meeting held on 23/10/2020

S. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1	Discussion on the Conduct of Classes in Case of Another Lockdown	Online classes were resumed following the SOP announced by the Education Department of the Govt of Punjab in response to the lockdown. All faculty members were instructed to conduct classes online.
2	Discussion on Conduct of Other Institutional Activities for the Upcoming Session	Institutional activities were planned in phases, adhering to COVID-19 protocols. Virtual events were organized where physical gatherings were not feasible.
3	Discussion on Conduct of Online Classes and Examination	Online teaching continued, with challenges acknowledged and addressed. SOPs for online classes were followed, and relevant information was communicated to students via the college portal and WhatsApp groups.
4	15th GJ-IntConMITE 2021: Survive, Revive, Thrive: Key to Resilient Organizations	The conference was scheduled for May 14, 2021. A conference committee was formed, and tasks were delegated accordingly.
5	Conference on Leadership in the Digital Age: Navigating Change and Transformation	Plans were made to organize the conference, and the event was successfully scheduled and prepared.
6	Multiple Webinars/Workshops Conducted During the Lockdown Period	Several webinars and workshops were successfully conducted during the lockdown, contributing to continuous learning and professional development.
7	Finalizing the Academic Calendar for the Next Semester	The Academic Affairs Committee finalized the academic calendar, ensuring synchronization with the affiliating university's calendar.
8	Discussion on Addressing Depression, Anxiety, and Stress Among Faculty Members Due to COVID-19	A virtual coffee session was organized on October 28, 2020, to provide emotional support and a platform for open dialogue among faculty members. The session was well-received and beneficial.


Coordinator - IQAC



Ref No: -GJ/1QAC/2021/01

Date: 07/02/2021

Notice

The fourth meeting of the Internal Quality Assurance Cell (IQAC) is scheduled to be held on 8th February 2021 at 2:00 p.m. in the Syndicate Room, GJIMT. The agenda for the meeting is as follows:

Agenda:


1. **Confirmation of Minutes:** Confirmation and review of the minutes from the previous meeting held on 23/10/2020.
2. **Action Taken Report:** Review of the action taken on decisions made during the third IQAC meeting held on 23/10/2020.
3. **Institutional Activities:** Discussion on planning and conducting other institutional activities.
4. **Conference Conduct:** Discussion on the organization and management of upcoming conferences.
5. **IKGPTU University Process:** Overview and discussion on the processes related to IKGPTU University.
6. **Academic Calendar:** Review and approval of the academic calendar for the upcoming session.
7. **Other Business:** Discussion of any other issues with the permission of the Chair.

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Heads of Department


Coordinator, IQAC

Minutes of the Fourth IQAC Meeting

Date: 08/02/2021

Time: 2:00 p.m.

Venue: Syndicate Room, GJIMT

Attendees: All IQAC members

Chairperson: Dr. Anheet Bedi

The following points were discussed:

1. Confirmation and Review of the Previous Meeting (23/10/2020)

Resolution: The action taken report from the previous meeting held on 23/10/2020 was reviewed and accepted after discussion.

2. Action Taken Report of the Third IQAC Meeting (23/10/2020)

Resolution:

S. No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1	Discussion on the Conduct of Classes in Case of Another Lockdown	Online classes were resumed following the SOP announced by the Education Department of the Govt of Punjab in response to the lockdown. All faculty members were instructed to conduct classes online.
2	Discussion on Conduct of Other Institutional Activities for the Upcoming Session	Institutional activities were planned in phases, adhering to COVID-19 protocols. Virtual events were organized where physical gatherings were not feasible.
3	Discussion on Conduct of Online Classes and Examination	Online teaching continued, with challenges acknowledged and addressed. SOPs for online classes were followed, and relevant information was communicated to students via the college portal and WhatsApp groups.
4	15th GJ-IntConMITE 2021: Survive, Revive, Thrive: Key to Resilient Organizations	The conference was scheduled for May 14, 2021. A conference committee was formed, and tasks were delegated accordingly.
5	Conference on Leadership in the Digital Age: Navigating Change and Transformation	Plans were made to organize the conference, and the event was successfully scheduled and prepared.
6	Multiple Webinars/Workshops Conducted During the Lockdown Period	Several webinars and workshops were successfully conducted during the lockdown, contributing to continuous learning and professional development.

7	Finalizing the Academic Calendar for the Next Semester	The Academic Affairs Committee finalized the academic calendar, ensuring synchronization with the affiliating university's calendar.
8	Discussion on Addressing Depression, Anxiety, and Stress Among Faculty Members Due to COVID-19	A virtual coffee session was organized on October 28, 2020, to provide emotional support and a platform for open dialogue among faculty members. The session was well-received and beneficial.

3. Discussion on Plan and Conduct of Institutional Activities

Resolution: Given the pandemic's impact on club activities, it was agreed to increase activities as conditions improve. The health of students and staff will remain a priority, with all activities conducted under COVID-19 protocols. Club Coordinators and NCC/NSS Coordinators were requested to submit a list of planned events and activities to IQAC. Upcoming events include:

1. Career Readiness Program
2. Declamation Contest
3. Power Capsule - Webinar organized by GJIMT
4. World Environment Day
5. Health and Happiness
6. COVID-19 Vaccination Camp
7. Fit India Freedom Run

4. Discussion on Conduct of International Conference

Resolution: The 18th National Conference, GJ-NatConMITE 2021, focused on 'Navigating the New Normal: Rethinking Business in a Changing World.'

5. IKGPTU University Process

Resolution: HODs were instructed to make necessary arrangements for the inspection by the affiliating university.

6. Other Issues with the Permission of the Chair

Resolution: There were no additional issues. The meeting was concluded with a vote of thanks.

Meeting Adjourned.

Action Taken Report of the Fourth IQAC meeting held on 08/02/2021

S. No.	Resolution in the meeting	Action Taken for Implementation & Outcomes
1	Plan and conduct of other Institutional activities	The Club Coordinators submitted the schedule of activities to be conducted for the current semester.
2	Conduct of International Conference	International Conference – 15 th GJ IntConMITE – 2021 was organised successfully on May15, 2021 on the theme ‘Survive, Revive, Thrive – Key to Resilient organizations. National Conference: 18th GJ-NatConMITE 2021: Navigating the New Normal: Rethinking Business in a Changing World
2	Preparation for Affiliating University Inspection	HODs were asked to ensure that all the documents are in order for the smooth conduct of inspection by the affiliating university.
3	Academic Calendar for the next semester	HODs were asked to prepare the academic calendar in alignment with the affiliating university calendar. In addition, the dates for conduct of MSTs, FDPs, Workshops and Club Activities were earmarked.

Schedule of Events organised and conducted (March 2021 – August 2021)

- Career Readiness Program:** The program has been designed in collaboration with Bulls Eye, a leading name in institutions imparting training for competitive exams.
Date: March 4,2021
- Declamation Contest:** NCC unit, GJIMT Mohali organized Declamation Competition on the Theme “The Second Wave Impact of Coronavirus in India”. This event was done under the able leadership of Col. Siddharth Chaudhary, Commanding Officer 3 PB (Indp.) Coy NCC Ropar, Punjab.
Date: May20, 2021
- Power Capsule- Webinar organized by GJIMT:** The key note speaker of the webinar was Ms. Monica Sodhi, International Certified NLP Trainer (NFNLP USA). Prof. A.K. Vashisht, Professor at University Business School, Punjab University discuss about major components of International Financial Market International Financial System, Foreign exchange market, Euro currency market, Euro bond market and international stock market.
Date: May 27,2021



1. **World Environment Day:** Virtual session was organised to discuss about the environment related concerns and how to save planet and initiatives to be taken to create a sustainable environment.
Date: June 5,2021
2. **Health and Happiness:** Virtual workshop on the Health & Happiness for students and staff was organised.
Date: June 12,2021
3. **COVID-19 Vaccination Camp:** Free Camp organized for students, Faculty and people of Community in and around.
Date: July 10 & July 17,2021
4. **Fit India Freedom Run:** Organized by NCC Unit, Red Ribbons Club and Rotary Club
Date: August13,2021


Coordinator - IQAC




Chairman - IQAC