Ref No: - GJ/IQAC/2022/02   Date: 15/09/2022

Notice

The seventh meeting of IQAC is scheduled on 16/09/2022, at 2:00 p.m.in the Syndicate Room, GJIMT. The agenda of the meeting:

Agenda:

1. Confirmation and Review of the Meeting held on 17/02/2022
2. Action taken Report of the sixth IQAC meeting held on 17/02/2022
3. Review of Academic Audit
4. Plan for Industrial visits and field trips
5. Review of the Research Work
6. Other Issues with the permission of the Chair

Copy to: Coordinator, IQAC

PA to Director

Front Office

Heads of Department

Minutes of the Seventh IQAC Meeting held on 16/09/2022

The Chairperson - IQAC – Dr. Aneet Bedi occupied the Chair and welcomed all the members for the seventh meeting of IQAC.

Agenda 1: Confirmation and Review of the Meeting held on 17/02/2022

Resolution: After discussion the minutes of the meeting held on 17/02/2022 were accepted. Action taken report of the previous meeting was accepted after discussion

S No.	Resolution in the meeting	Action Taken for Implementation & Outcomes
1	Addition of new members in IQAC committee.	New members were added in IQAC to ensure smooth and efficient conduct of Institute Quality assurance process.
2.	GJ-IntConMITE International Conference – 16th Edition	16th edition of the GJ-IntConMITE International Conference was organised on "Challenges of Changing Patterns in a Borderless Word," scheduled to take place on July 29, 2022, at GJIMT. Multiple Seminars and Workshop were organized during this period.
3.	IT Summit: Spinning out the third web 3.0- May 6, 2022	IT Summit was organized by the Department of Computer Applications.
4	Infrastructure Requirement	HODs with the help of lab supervisors ensured that all facilities were in proper condition.
5.	Review of Academic Audit	HODs were asked to conduct the Academic Audit in their respective departments and submit it to the IQAC

Agenda 3: Review of the Academic Audit

Resolution: Thorough discussion was made and it was advised that to maintain the quality of teaching through the use of ICT Tools. It was advised to conduct regular FDP, workshops, seminars to improve the teaching learning environment in the Institute.

Agenda 4: Review the Research Work

Resolution: Thorough discussion was made and it was advised that all the faculty members shall publish their research articles and book chapters in UGC care listed journals and ISBN books respectively.

Agenda 5: Plan for Industrial Visits and Field trips

Resolution: Industrial trips were organised in IIM Amritsar and IIT Ropar

Agenda 6: Other Issues with the permission of the Chair

Resolution: As recommended by the female staff members and girl students, the IQAC decided to install a sanitary napkin vending machine in the girls' washroom for improved hygiene and convenience.

Action taken Report of the seventh IQAC meeting held on 16/09/2022

S No.	Resolution in the meeting	Action Taken for Implementation & Outcomes
1	Review of Academic Audit	Proposals for FDP, workshop, seminars were sought from respective HODs for current and upcoming semester.
2.	Industrial visits and field trips	Students were taken for a 3- days Industrial trips to IIM Amritsar.
3.	Review of Research Work	Faculty members shall publish their research articles and book chapters in UGC care listed journals and ISBN books respectively
4..	Installation of Sanitary Napkins Vending Machine in Girls Washroom	Sanitary Napkins Vending Machine was installed in the Girls Washroom

Coordinator - IQAC
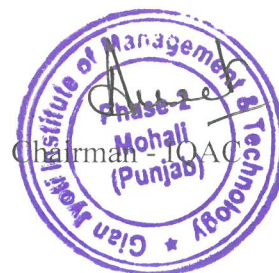
Chairman - IQAC

List of Conference/Webinar/Workshops/FDPs

Name of event	Category
SEO and Beyond: Mastering Digital Marketing Techniques September 21 2022	Workshop
Workshop on Emerging Technologies in Business-October 7 2022	Workshop

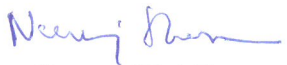Ref No: - GJ/IQAC/2023/01   Date: 06/02/2023

Notice

The Eighth meeting of IQAC is scheduled on 07/02/2023, at 2:00 p.m.in the Syndicate Room, GJIMT. The agenda of the meeting:

Agenda:

1. Confirmation and Review of the Meeting held on 16/09/2022
2. Action taken Report of the seventh IQAC meeting held on 16/09/2022
3. NAAC Preparedness
4. Initiation of NAAC work
5. Formation of NAAC Committee
6. Discussion about the NAAC Accreditation and Assessment Process
7. Conduct of National Conference
8. Review of Alumni Registration
9. Other Issues with the permission of the Chair

Copy to: Coordinator, IQAC

PA to Director

Front Office

Heads of Department

Minutes of the Eighth IQAC Meeting held on 07/02/2023

The Chairperson - IQAC – Dr. Aneet Bedi occupied the Chair and welcomed all the members for the eighth meeting of IQAC.

Agenda 1: Confirmation and Review of the Meeting held on 16/09/2022

Resolution: Action taken report of the previous meeting held on 16/09/2022 was accepted after discussion

Agenda 2: Action taken Report of the seventh IQAC meeting held on 16/09/2022

Resolution:

S No.	Resolution in the meeting	Action Taken for Implementation & Outcomes
1	Review of Academic Audit	Proposals for FDP, workshop, seminars were sought from respective HODs for current and upcoming semester.
2.	Industrial visits and field trips	Students were taken for a 2- days Industrial trips to IIM Amritsar.
3.	Review of Research Work	Faculty members shall publish their research articles and book chapters in UGC care listed journals and ISBN books respectively

Agenda 3: About Initiating the NAAC Work

Resolution: Discussion was carried out regarding the NAAC requirements and processes through the presentation. The NAAC Manual was distributed for thorough understanding.

Agenda 4: NAAC Preparedness

Resolution: The criterion In-charges presented a progress report of the NAAC work done so far to the Chairman – IQAC for assessment of NAAC preparedness.

Agenda 5: Discussion about the NAAC Accreditation and Assessment Process

Resolution: Keeping in mind the vision for NAAC Accreditation in coming year, discussion was made on process and framework of NAAC which constitute the following three stages.

The new NAAC process has three stages:

1. Institutional Information for Quality Assessment (IIQA) Submission

2. Self-Study Report (SSR) Submission
3. Data Validation & Verification (DVV) and Student Satisfaction Survey (SSS)
4. Peer Team Visit (PTV)

Agenda 6: Formation of NAAC Committee

Resolution: It was unanimously discussed that a NAAC committee has to be constituted which will prepare the IIQA and SSR for the Institute.

The Committee was formed under the supervision and Guidance of IQAC Chairperson – Dr. Aneet Bedi and will be headed by Dr. Neeraj Sharma, Dean – Academics.

Agenda 7: Conduct of National Conference/Seminar

Resolution: 19th GJ-NatConMITE 2023: Embracing Change and Transformation,

Resolution: Seminar on Quality Assurance

Agenda 8: Conduct of other Institutional activities

Resolution: Sodashi: A Women's Day event, Shoe donation drive, Awareness on Traffic rules,

Agenda 9: Registration of GJIMT Alumni Association

Resolution: After thorough discussion, it was decided to register the Alumni Association under Society Registration Act.

Agenda 10: Installation of a water harvesting system for rainwater conservation and to address ground marshiness caused by water accumulation during the rainy season.

Resolution: The IQAC recommended the installation of a water harvesting system to conserve rainwater and prevent the ground from becoming marshy due to water accumulation during the rainy season.

Agenda 11: Other Issues with the permission of the Chair

As there was no other issue to be discussed, so the meeting was concluded with a vote of thanks.

NAAC COMMITTEE

S No.	Name	Designation	Role
1.	Dr. Neeraj Sharma	Dean Academics	Coordinator- IQAC
2.	Dr. Tarandeep Singh	HOD, Department of Computer Applications	Criteria In-charge-1 Criteria In-charge-2
3.	Dr. Rakhee	HOD, Department of Management and Commerce	Criteria In-charge-5 Criteria In-charge-6
4.	Ms. Archan	Assistant Professor	Criteria In-charge-7
5.	Dr. Nibha	Assistant Professor	Criteria In-charge-5
6.	Dr. Shiv	Associate Professor	Criteria In-charge-2
7.	Dr. Bushra S.P. Singh	Assistant Professor	Criteria In-charge-3 Criteria In-charge-4
8.	Mr. Shammi Bhatia	Training and Placement officer	Criteria In-charge-5
9.	Dr. Iram Khan	Assistant Professor	Criteria In-charge-3
10.	Mrs. Neelam Sharma	Assistant Professor	Criteria In-charge-1
11.	Ms. Simrat	Assistant Professor	Criteria In-charge-1
12..	Mr. Vivek Sharma	Associate Professor	Criteria In-charge-7
13	Mr. Aditya	Assistant Professor	Criteria In-charge-6
14.	Dr. Zeba	Assistant Professor	Criteria In-charge-4
15.	Dr. Dipneet Saini	Assistant Professor	Criteria In-charge-3
16.	Mrs. Neha	Assistant Professor	Criteria In-charge-2 Criteria In-charge-4
17.	Ms. Sunita	Assistant Professor	Criteria In-charge-6

S. No	Criterion	In-Charge
1.	**CURRICULAR ASPECTS** ❖ Strategic planning of curriculum delivery. ❖ Ensuring high-quality assessment tools and evaluation processes. ❖ Maintaining the quality of student projects by identifying relevant projects and monitoring team performance. ❖ Industry involvement in course delivery ❖ Analysis of Industry-academia interaction. ❖ Value-added courses/certification. ❖ Skill-oriented training ❖ Process for Post training assessment. Analysis of training. ❖ Student Feedback and analysis.	**1.Dr. Tarandeep Singh** **2. Mrs. Neelam Sharma** **3. Ms. Simrat**
2.	**TEACHING LEARNING AND EVALUATION** ❖ Honours and recognition received by the faculty ❖ Faculty participation in training, STTP, and FDP ❖ Innovations in teaching and learning by the faculty ❖ Evaluation process, including continuous internal evaluation ❖ Students' performance and learning outcomes, ❖ Success rate of students with and without backlogs ❖ Academic performance in each year	**1.Dr. Tarandeep Singh** **2.Dr. Shiv** **3.Mrs. Neha**
3.	**RESEARCH INNOVATION AND EXTENSION** ❖ Academic research ❖ Sponsored Research from industry/ organization. ❖ Workshops/seminars/Conference/Symposium	**1.Dr. Bushra S.P Singh** **2.Dr. Iram Khan** **3.Dr. Dipneet Saini**

No.		Members
	participation.	
4.	**INFRASTRUCTURE AND LEARNING RESOURCE** ❖ Infrastructure facilities – (CD, Wi-Fi/LAN, Labs, seminar halls classrooms) ❖ Library - Books, Journal, Digital Data, CD and Video, ❖ IT — Bandwidth.	1.**Dr. Bushra S.P. Singh** 2.**Dr. Zeba** 3.**Mrs. Neha**
5.	**STUDENT SUPPORT AND PROGRESSION** ❖ Scholarship ❖ Students' participation and activities. ❖ Anti-ragging and student's grievance redressal. ❖ Guidance for competitive examinations ❖ Higher education ❖ Sports and cultural participation ❖ Alumni Engagement ❖ Soft skill development, remedial coaching, ❖ Language lab, Bridge courses, Personal Counselling and Mentoring, etc.,	1.**Dr. Rakhee** 2.**Dr. Nibha** 3.**Mr. Shammi Bhatia**
6.	**GOVERNANCE AND LEADERSHIP** ❖ Institutional Vision and Leadership ❖ Financial management and resource mobilization. ❖ Plan for the Next Semester	1.**Dr. Rakhee** 2.**Mr. Aditya** 3.**Ms. Sunita**
7.	**INNOVATION AND BEST PRACTICES** ❖ Environment Consciousness ❖ Innovation and Best Practices	1.**Ms. Archan** 2. **Mr. Vivek Sharma**

Action taken Report of the Eighth IQAC meeting held on 07/02/2023

S No.	Resolution in the meeting	Action Taken for Implementation & Outcomes
1,	Initiation of NAAC work	The latest Manual was provided to all the faculty members to study and understand the requirements.
2.	NAAC preparedness	NAAC work was started with a vision for next year submission of first cycle SSR
3.	Discussion about the NAAC Accreditation and Assessment Process	All the Committee members discussed on process and framework for NAAC Accreditation and Assessment
4.	Formation of NAAC Committee	Under the Supervision of IQAC –Chairperson, NAAC Committee was constituted
5.	Conduct of National Conference/Seminar	19th GJ-NatConMITE 2023: Embracing Change and Transformation Seminar on Quality Assurance
6.	Conduct of other Institutional activities	Industrial Visit at CDAC- IT Research Centre (12th April 2023) Excursion Trip to Kurukshetra- (3rd May 2023) Workshop on AI and Python by HDFC Bank "Parivartan" (5th April-5th May 2023) Decathlon- Health and Fitness Day- (27th April 2023)
7.	Review of Alumni Registration	Registration of Alumni members and review was done.
8.	Installation of Water Harvesting System	Water Harvesting System was installed

Coordinator - IQAC

Chairman - IQAC