

Global Institute of Management & Emerging Technologies, Amritsar**Circular**

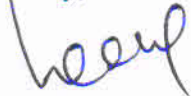
Dear Sir/ Madam,

The first meeting of IQAC, GIMET, Amritsar is scheduled to be held on 12th Dec, 2016 at 10 AM in Conference Room, Newton Block, 2nd Floor. The agenda is annexed herewith.

You are requested to make it convenient to attend to same.

Thanking You,

Yours sincerely,



Coordinator

Encl: Agenda

Copy to:

1. Dr. Rajesh Goel, Director, GIMET, Amritsar (Chairperson)
2. Dr. Leena Jain ,H.O.D, M.C.A, Secretary and Coordinator.
3. Dr. Maninder Singh, Principal GIMET (Member)
4. Prof. DS Bhambra, HOD (ME) (Member)
5. Dr. Sandeep Singh Kang, Professor & HOD (CSE) (Member)
6. Er. Rasleen Kaur, Assistant Professor, CSE/IT (Member)
7. Col.(Retd) Sudhir Bahel,Dean Training and Placement Cell, (Member)
8. Mr. Bunny Bhullar, Member, Rotary Club,Civil Lines, Amritsar
9. Mr. Ranjan Vashisth, CEO, Quantum Jump Consultancy Services, New Delhi
10. Gursherbir Singh, B. Tech. (ME), Batch 2011-2015
11. Sudhanshu Sharma, Student, B.Tech. (ME), Batch 2016-2020
12. Kulwinder Singh, Member, Guru Har Rai Society

Agenda of IQAC Meeting to be held on 12.12.2016

- 1.1 To appraise the members about setting up of IQAC as per UGC guidelines.
- 1.2 Proposal for setting up the office of IQAC
- 1.3 Admission interaction with students.
- 1.4 Lab serviceability and time table display.
- 1.5 Departmental Activities/ Events.
- 1.6 NAAC Awareness
- 1.7 Subject Allocation and MST Planning
- 1.8 Discussion on Previous Result Analysis
- 1.9 Training and Placements of final and pre-final year students.
- 1.10 Focus on Placement drives and Industrial Visits.

Handwritten signature

Global Institute of Management & Emerging Technologies, Amritsar**Subject: Proceedings of IQAC Meeting held on 12.12.2016**

The proceedings of IQAC meeting held on .12.12.2016 are sent herewith for your information and comments, if any. In case your good self wish to suggest anything, you are requested to send the same within fortnight from the date of issue of proceeding.

Yours sincerely,

Coordinator



Copy to:

1. Dr. Rajesh Goel, Director, GIMET, Amritsar (Chairperson)
2. Dr. Leena Jain ,H.O.D, M.C.A, Secretary and Coordinator.
3. Dr. Maninder Singh, Principal GIMET (Member)
4. Prof. DS Bhambra, HOD (ME) (Member)
5. Dr. Sandeep Singh Kang, Professor & HOD (CSE) (Member)
6. Er. Rasleen Kaur, Assistant Professor, CSE/IT (Member)
7. Col.(Retd) Sudhir Bahel,Dean Training and Placement Cell, (Member)
8. Mr. Bunny Bhullar, Member, Rotary Club,Civil Lines, Amritsar
9. Mr. Ranjan Vashisth, CEO, Quantum Jump Consultancy Services, New Delhi
10. Gursherbir Singh, B. Tech. (ME), Batch 2011-2015
11. Sudhanshu Sharma, Student, B.Tech. (ME), Batch 2016-2020
12. Kulwinder Singh, Member, Guru Har Rai Society

Global Institute of Management & Emerging Technologies, Amritsar

(Internal Quality Assurance Cell)

The meeting was attended by following:

1. Dr. Rajesh Goel, Director, GIMET, Amritsar (Chairman)
2. Dr. Leena Jain ,H.O.D, M.C.A, Secretary and Coordinator.
3. Dr. Maninder Singh, Principal GIMET (Member)
4. Prof. DS Bhambra, HOD (ME) (Member)
5. Dr. Meenakshi Sharma, Professor & HOD (CSE) (Member)
6. Er. Rasleen Kaur, Assistant Professor, CSE/IT (Member)
7. Col.(Retd) Sudhir Bahel,Dean Training and Placement Cell, (Member)

Leena

PROCEEDINGS OF IQAC MEETING HELD ON 12.12.2016 AT 10 AM IN CONFERENCE HALL, NEWTON BLOCK, 2ND FLOOR OF GLOBAL INSTITUTE OF MANAGEMENT AND EMERGING TECHNOLOGIES, AMRITSAR

- **Chairman of IQAC welcomed all the committee members.**
- **Chairman in Front of all the members discussed about the outcome of NAAC visit and he thanked the entire faculty members involved.**
- **Chairman asked to the Secretary for agenda of Meeting**

1.1 To appraise the members about setting up of IQAC as per UGC guidelines

The members were appraised about the setting up of IQAC and broad areas covered under it as per UGC guidelines.

1.2. Proposal for setting up the office of IQAC .

It was informed to the members that office of IQAC cell will established in Newton's block.

1.3. Lab serviceability and time table display:

All HODs are instructed to check the availability of lab equipments as per stock register and also check its serviceability. All departments must prepare the Time Table of the upcoming semester and it should be displayed on Class Notice board as well as labs. Academic Calendar as well as Students list must also be displayed on the notice boards.

1.4. Departmental Activities/ Events:

All HODs will plan their departmental activities/ events and submit the same to IQAC team on or before 27th Dec, 2016.

1.5. NAAC Awareness:

For NAAC Awareness, Workshop on Internal Quality Assurance will be organized by IQA Committee in the year of 2016-2017. The organizing committee will consist as follows:

1. Dr. Rajesh Goel, Director, GIMET, Amritsar (Chairperson)
2. Dr. Leena Jain ,H.O.D, M.C.A, Secretary and Coordinator.
3. Dr. Maninder Singh, Principal GIMET (Member)
4. Prof. DS Bhabra, HOD (ME) (Member)
5. Dr. Sandeep Singh Kang, Professor & HOD (CSE) (Member)
6. Er. Rasleen Kaur, Assistant Professor, CSE/IT (Member)

7. Col.(Retd) Sudhir Behal ,Dean Training and Placement Cell, (Member)

1.6. Subject Allocation and MST Planning:

All HODs are instructed to allocate subjects as per the teaching load to teachers. All subject in-charges must prepare Course files, Notes files and Lab Manuals and get it checked by the respective HODs.

1.7. Discussion on Previous Result Analysis:

The result analysis of various departments was put up in the meeting, which was seen by the members. The discussion was taken on pass percentage. The HODs should inform the teachers who are having less pass percentage for improvement.

1.8. Training and Placements of final and pre-final year students:

The students scheduled to undergo Industrial/ Institutional Training and submit confirmation letters to the training and placement office. These letters give details of the Name of the company/ institute and location of the place of training.

1.9. Focus on Placement drives and Industrial Visits:

All HODs should encourage or motivate the students to attend the placement drives and take one industry visit per semester.

The meeting ended with vote of thanks.

Coordinator

