

GIMET/IQAC/05

Dated:-24/11/17

Global Institute of Management & Emerging Technologies, Amritsar

Circular

Dear Sir/ Madam,

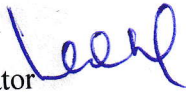
The meeting of IQAC, GIMET, Amritsar is scheduled to be held on 22 Nov, 2017 at 10 AM in Conference Room, Newton Block, 2nd Floor. The agenda is annexed herewith.

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

Thanking You,

Yours sincerely,

Coordinator



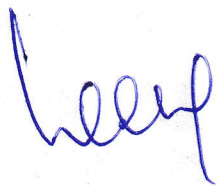
Encl: Agenda

Copy to:

1. Dr. Rajesh Goel, Director, GIMET, Amritsar (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. Prof. Meenakshi Sharma, 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 Educational Society

Agenda of IQAC Meeting to be held on 22.11.2017

- 3.1 To approve minutes of 2nd meeting held in April 2017.
- 3.2 To appraise the members about status of action taken on minutes of 2nd meeting.
- 3.3 To appraise students who got merit position in university exam.
- 3.4 Preparation of AQAR of academic year 2017-2018.
- 3.5 Discussion on Previous Result Analysis.
- 3.6 To report about the conduct of workshop on Outcome based Education.
- 3.7 Training and Placements of final and pre-final year students.
- 3.8 Focus on the improvement areas pointed out in the Quality Profile.
- 3.9 Student Feedback.
- 3.10 Internal Formulation and conduct of Internal as well as External Practical Viva-Voce.
- 3.11 IKG-PTU Examination Duties.



Global Institute of Management & Emerging Technologies, Amritsar

Subject: Proceedings of IQAC Meeting held on 22.11.2017

The proceedings of IQAC meeting held on 22.11.2017 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.

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Yours sincerely,

Coordinator

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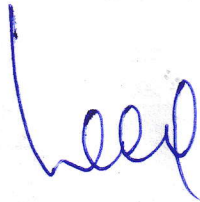
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12. Kulwinder Singh, Member, Guru Har Rai Educational Society

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. Prof. Meenakshi Sharma, HOD (CSE) (Member)
6. Er. Rasleen Kaur, Assistant Professor, CSE/IT (Member)
7. Col.(Retd) Sudhir Bahel,Dean Training and Placement Cell, (Member)



PROCEEDINGS OF IQAC MEETING HELD ON 22.11.2017 AT 10 AM IN CONFERENCE HALL, NEWTON BLOCK, 2ND FLOOR OF GLOBAL INSTITUTE OF MANAGEMENT AND EMERGING TECHNOLOGIES, AMRITSAR

The meeting started with the welcome by Chairman IQAC followed by introduction of all the members of IQAC composition. Chairman introduced Prof. Meenakshi Sharma as Head of CSE and a new member of IQAC. The following agenda items were discussed in the meeting:

3.1 To approve minutes of 2nd meeting held in April.

3.2 To appraise the members about status of action taken on minutes of 2nd meeting.

Sr.no	Reference in minutes	Action Related	Status
1	2.3	To address the improvement areas pointed out in the Quality Profile.	In Process
2	2.4	Student Feedback	Done
3	2.5	Internal Formulation and conduct of Internal as well as External Practical Viva-Voce.	Done
4	2.6	IKG-PTU Examination Duties.	Done
5	2.7	Preparation of Model Test Papers and Remedial/Repair Classes of weak students.	Done
6	2.8	Discussion of Previous Result Analysis	Done

3.3 To appraise the students who got merit position in university exam.

Secretary appraised various departments to secure merit position in university result.

3.4 Preparation of AQAR of academic year 2017-2018

Committee asked to collect the data from various departments for academic year 2017-2018 and start preparation of AQAR.

3.5 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 done on pass percentage. The HODs should inform the teachers who are having less pass percentage for improvement.

3.6 To report about the conduct of workshop/Seminar on Outcome based Education

Chairpersons of various departments were requested to propose a suitable date for the workshop/Seminar on outcome based education.

3.7 Training and Placements of final and pre-final year students

Committee asked to organize more industry academic interface programme for pre-final and final year students. The students scheduled to undergo Industrial/ Institutional Training

were given deadline to submit confirmation letters to the training and placement office, having details of the Name of the company/ institute and location of the place of training.

3.8 Focus on the improvement areas pointed out in the Quality Profile

Committee asked respective H.O.D's and Deans to focus on the improvement area suggested out in quality profile and implement in current academic year 2017-2018.

3.9 Student Feedback

House agreed to amend feedback Performa. House suggested taking feedback thrice in both verbal and written feedback mode.

1) First, verbal feedback by HOD's within 15 days of starting the semester, to ensure concerned subject is with right faculty and students are comfortable.

2) Second, written feedback within 3 to 4 weeks will give clear picture of student's satisfaction level-with faculty.

3) Third, by independent faculty nominated by Director for each department.

All class in-charges must collect feedback form from the IQAC cell and take the feedback from the students. The feedback analysis should be submitted to IQAC cell on or before 2nd week of Dec 2017.

3.10 Internal Formulation and conduct of Internal as well as External Practical Viva-Voce.

All HOD's must prepare internal assessment of odd Semester by considering Assignments, MST 1 Marks and MST 2 Marks, Attendance. HOD's must also conduct internal as well as external practical viva-voce according to the University prescribed dates. The internal marks of theory and practical must be uploaded on IKG-PTU exam web portal.

3.11 IKG-PTU Examination Duties.

The examination cell will be formed by following members:

- Prof. Parminderjit Singh (Exam Superintendent)
- Prof. Rajesh Sharma (Deputy Superintendent)

The examination cell will distribute the duty roster among faculty and all faculty members will give the duties accordingly.

The meeting ended with vote of thanks to the chair.


Coordinator

Global Institute of Management & Emerging Technologies, Amritsar
Circular

Dear Sir/ Madam,

The meeting of IQAC, GIMET, Amritsar is scheduled to be held on 10th Apr, 2018 at 10AM 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:

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12. Kulwinder Singh, Member, Guru Har Rai Educational Society

Agenda of IQAC Meeting to be held on 10.04.2018

- 4.1 To confirm the minutes of the previous meeting held on 22 Nov, 2017.
- 4.2 To appraise the members about the status of action taken on previous meeting of Minutes
- 4.3 Preparation of AQAR of academic year 2017-2018.
- 4.4 Conduct of academic audit (Internal)
- 4.5 Student Feedback
- 4.6 Internal Formulation and conduct of Internal as well as External Practical Viva-Voce
- 4.7 IKG-PTU Examination Duties.
- 4.8 Preparation of Model Test Papers and Remedial/Repair Classes of weak students
- 4.9 Discussion of Previous Result Analysis.

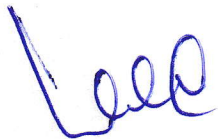


Global Institute of Management & Emerging Technologies, Amritsar

(Internal Quality assurance cell)

The meeting was attended by following:

1. Dr. Rajesh Goel, Director, GIMET, Amritsar (Chairman)
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4. Prof. DS Bhambra, HOD (ME) (Member)
5. Prof. Meenakshi Sharma, HOD (CSE) (Member)
6. Er. Rasleen Kaur, Assistant Professor, CSE/IT (Member)
7. Col.(Retd) Sudhir Bahel,Dean Training and Placement Cell, (Member)



GIMET/IQAC/08

Dated:-10/4/18

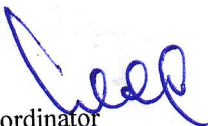
Global Institute of Management & Emerging Technologies, Amritsar

Subject: Proceedings of IQAC Meeting held on 10.04.2018

The proceedings of IQAC meeting held on 10.04.2018 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.

Thanking you,

Yours sincerely,



Coordinator

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**PROCEEDINGS OF IQAC MEETING HELD ON 10.04.2018 AT 10 AM IN
CONFERENCE HALL, NEWTON BLOCK, 2ND FLOOR OF GLOBAL INSTITUTE
OF MANAGEMENT AND EMERGING TECHNOLOGIES, AMRITSAR**

4.1 To confirm the minutes of the previous meeting held on 22Nov, 2017

Since no comments have been received as such, minutes are confirmed.

**4.2 To appraise the members about the status of action taken on previous meeting of
Minutes**

House appreciates the action taken and working of committee on previous meeting.

Sr.no	Reference in minutes	Action Related	Status
1.	3.1	To approve minutes of previous meeting held in April.	Done
2	3.2	To appraise the members about status of action taken on minutes of 2 nd meeting.	Done
3	3.3	Preparation of AQAR of academic year 2017-2018.	In Process
4	3.4	Discussion on Previous Result Analysis.	Done
5.	3.5	To report about the conduct of workshop/Seminar on Outcome based Education.	Done
5	3.6	Training and Placements of final and pre-final year	Done
6	3.7	Focus on the improvement areas pointed out in the Quality Profile.	In process
7	3.8	Student Feedback.	Done
8	3.9	Internal Formulation and conduct of Internal as well as External Practical Viva-Voce.	Done
9	3.10	IKG-PTU Examination Duties.	Done

4.3 Preparation of AQAR of academic year 2017-2018.

Strong concern was expressed by the chairman IQAC non-compliance of AQAR of academic year 2017-2018 report and the departments advised to take necessary action at the earliest and provide data to IQAC.

4.4. To Conduct of Academic audit (Internal)

Chairman appointed academic audit team to conduct audit and submit report in next meeting.

4.5. Student Feedback:

All class in-charges must collect feedback form from the IQAC cell and take the feedback from the students. The feedback analysis should be submitted to IQAC cell on or before 30th Apr, 2018.

4.6. Internal Formulation and conduct of Internal as well as External Practical Viva-Voce.

All HODs must prepare internal assessment of Even Semester by considering Assignments, Attendance, MST1 Marks and MST2 Marks. HODs must also conduct internal as well as external practical viva-voce according to the University prescribed dates. The internal marks of theory and practical must be uploaded on IKG-PTU exam portal.

4.7. IKG-PTU Examination Duties.

The examination cell will be formed by following members:

- Prof. Parminderjit Singh (Exam Superintendent)
- Prof. Rajesh Arya (Deputy Superintendent)

The examination cell will distribute the duty roster among faculty and all faculty members will give the duties accordingly.

4.8. Preparation of Model Test Papers and Remedial Classes of weak students.

Three Model test papers must be prepared by the faculty members of their respective subjects and forward it to the students before 15th Apr, 2018. All class in-charges must identify the weak students of their respective class and prepare time table of Remedial Classes.

4.9. Discussion of Previous Result Analysis.

The result analysis of various departments was put up in the meeting, which was seen by the members. All chairpersons agreed to submit solution of model test papers to improve pass percentage.

The meeting ended with vote of thanks to the chair.


Coordinator

Global Institute of Management & Emerging Technologies, Amritsar
Circular

Dear Sir/ Madam,

The meeting of IQAC, GIMET, Amritsar is scheduled to be held on 19th June, 2018 at 10AM 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

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Agenda of IQAC Meeting to be held on 19.06.2018

- 5.1 To confirm the minutes of the previous meeting held on 10th Apr, 2018.
- 5.2 To appraise the members about the status of action taken on previous meeting of Minutes
- 5.3 Preparation of AQAR of academic year 2017-2018.
- 5.4 Create web link for AQAR on college website
- 5.5 Start compilation of AQAR of Academic Year 2017-2018

GIMET/IQAC/10

Dated:- 19/6/18

Global Institute of Management & Emerging Technologies, Amritsar

Subject: Proceedings of IQAC Meeting held on 19.6.2018

The proceedings of IQAC meeting held on 19.6.2018 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.

Thanking you,

Yours sincerely,


Coordinator

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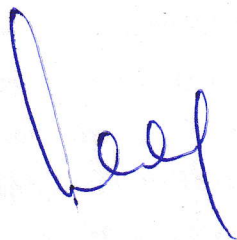
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Global Institute of Management & Emerging Technologies, Amritsar

(Internal Quality assurance cell)

The meeting was attended by following:

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6. Er. Rasleen Kaur, Assistant Professor, CSE/IT (Member)
7. Col.(Retd) Sudhir Bahel, Dean Training and Placement Cell, (Member)



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CONFERENCE HALL, NEWTON BLOCK, 2ND FLOOR OF GLOBAL INSTITUTE
OF MANAGEMENT AND EMERGING TECHNOLOGIES, AMRITSAR**

5.1 To confirm the minutes of the previous meeting held on 10 April, 2018

Since no comments have been received as such, minutes are confirmed.

5.2 To appraise the members about the status of action taken on previous meeting of Minutes

House appreciates the action taken and working of committee on previous meeting.

Sr.no	Reference in minutes	Action Related	Status
1	4.1	To confirm the minutes of the previous meeting held on 10 April, 2018.	Done
2	4.2	To appraise the members about the status of action taken on previous meeting of Minutes	Done
3	4.3	Preparation of AQAR of academic year 2017-2018.	In Process
4	4.4	To Conduct of Academic audit (Internal)	Done
5	4.5	Student Feedback	Done
6	4.6	Internal Formulation and conduct of Internal as well as External Practical Viva-Voce.	In process
7	4.7	IKG-PTU Examination Duties.	Done
8	4.8	Preparation of Model Test Papers and Remedial Classes of identified weak students.	Done
9	4.9	Discussion of Previous Result Analysis.	Done

5.3 Preparation of AQAR of academic year 2017-2018.

Data was collected from the entire concerned departments excluding MBA. Strong concern was expressed by the chairman IQAC due to non-compliance by MBA department, and asked to ensure that they submit the data before 22 June 2018.

5.4 Create web link for AQAR on college website

Chairman asked Mr. Amit Puri to create link on web site for AQAR uploading.

5.5 Start compilation of AQAR of Academic Year 2017-2018

IQAC coordinator deputed team to compile data according to NAAC format.

The meeting ended with vote of thanks.

Coordinator

