

## Global Group of Institutes, Amritsar

## Circular


Dear Sir/ Madam,

The meeting of IQAC, GGI, Amritsar is scheduled to be held on 6<sup>th</sup> Aug, 2019 at 11 AM in Conference Room, Newton Block, 2<sup>nd</sup> Floor. The agenda is annexed herewith.

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

Thanking You,

Yours sincerely,

  
Member-Secretary

Encl: Agenda

Copy to:

1. Prof.(Dr.) Manohar Singh Saini, Campus Director GGI, Chairman
2. Prof.(Dr.) Maninder Singh, GGI, Member
3. Prof. DS Bhambra, HOD (ME) & Dean (Academics), Member
4. Prof. Meenakshi Sharma, HOD(CSE/IT), Member
5. Prof. (Dr.) Satyajit Singh, Principal, Pharmacy Wing, Member
6. Prof. Amit Hasija, Dean HMCT, Member
7. Prof. (Dr.) J.S.Bal, Dean Agriculture, Member
8. Prof. (Dr.) Akashdeep Singh, Dept of Management, Member
9. Dr. Shelly, Professor, MBA, Member
10. Mr. Satbir Singh, Member, Guru Har Rai Educational Society, Member
11. Col. (Retd.) Sudhir Bahel, Dean (T & P), Member
12. Prof. (Dr.) Subheet Jain, Dept of Pharmacy, GNDU Amritsar, Member
13. Prof. (Dr.) Rupinder Singh, Mechanical Engineering, NITTTR Chandigarh, Member
14. Mr. Ranjan Vashisth, CEO, Quantum Jump Consultancy Services, New Delhi, Member
15. Er. Hiba Tul Shakoor, B. Tech. (CE), Batch 2013-2017. Alumnus, Member
16. Er. Sudhanshu Sharma, B.Tech. (ME), Batch 2016-2020. Student, Member
17. Mr. Manpreet Singh, B.Sc(Agri), Batch 2016-20, Member
18. Prof. (Dr.) Leena Jain, HOD(CA), Member-Secretary

**Agenda of IQAC Meeting to be held on 06.08.2019**

- 10.1 To approve minutes of previous meeting held on 25th June, 2019.
- 10.2 To appraise the members about status of action taken on minutes of 9<sup>th</sup> meeting.
- 10.3 To discuss the status of merger of Institutes running in the same campus under AICTE scheme.
- 10.4 Discussion on Overall Result Analysis.
- 10.5 To plan about Induction Program for the newly admitted students.
- 10.6 To focus on the improvement areas pointed out in the quality profile.
- 10.7 Discussion on Feedback status of Students, Parents, Alumni, Employer etc.
- 10.8 To organize the Awareness Workshop on outcome based education NAAC/NBA
- 10.9 To discuss about the inclusion of more practical exposure to students & adherence to scheduled academic calendar.
- 10.10 To discuss reframed syllabus of IKGPTU.

*Leef*

GGI/IQAC/17/A

Dated: 6/8/19

**Global Group of Institutes, Amritsar**

**Subject: Proceedings of IQAC Meeting held on 6<sup>th</sup> August, 2019.**

The proceedings of IQAC meeting held on 06.08.2019 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,

  
Member-Secretary

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18. Prof. (Dr.) Leena Jain, HOD(CA), Member-Secretary

## **Global Group of Institutes, Amritsar**

### **(Internal Quality Assurance Cell)**

**The meeting was attended by following members:**

1. Prof.(Dr.) Manohar Singh Saini, Campus Director GGI, Chairman
2. Prof.(Dr.) Maninder Singh, GGI, Member
3. Prof. DS Bhambra, HOD (ME) & Dean (Academics), Member
4. Prof. Meenakshi Sharma, HOD(CSE/IT), Member
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15. Prof. (Dr.) Leena Jain, HOD(CA), Member-Secretary

*Leena*

**PROCEEDINGS OF IQAC MEETING HELD ON 06.08.2019 AT 11 AM IN CONFERENCE HALL, NEWTON BLOCK, 2<sup>ND</sup> FLOOR OF GLOBAL GROUP OF INSTITUTES, AMRITSAR**

The meeting started with the welcome by Chairman IQAC and followed by introduction of new members of IQAC composition. The following agenda items were discussed in the meeting:

**10.1 To approve minutes of previous meeting held on 25<sup>th</sup> June, 2019.**

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

**10.2 To appraise the members about status of action taken on minutes of 9<sup>th</sup> meeting.**

<b>Sr.No</b>	<b>Reference in minutes</b>	<b>Action Taken</b>	<b>Status</b>
1	9.3	Conduct of Internal Academic Audit for 2018-2019 session.	Done
2	9.4	To review the result analysis of final year students.	Done
3	9.5	To finalize AQAR for Academic year 2018-2019.	Done
4	9.6	To plan for upcoming Academic Session 2019-2020.	Done

**10.3 To discuss the status of merger of Institutes running in the same campus under AICTE scheme.**

Chairman appraises the whole team for their hard work and dedication to achieve the status of Global Group of Institutes. He shared approval letter issued in the name of Global Group of Institutes by AICTE

**10.4 To review the result analysis of final year students.**

Result Analysis was presented in the meeting. The committee members asked to improve the pass percentage of various Departments by taking appropriate steps like conduct of more lectures of low percentage result of particular subjects.

**10.5 To plan Induction Program for the students.**

The house agreed to conduct Induction Program for the newly admitted students by all departmental Heads, Deans/Principles and the Director.

#### **10.6 Focus on the improvement areas pointed out in the quality profile.**

Committee instructed to enhance the Workshops, Seminar, Expert Talks, Industrial Visits, Industry-Academic Interface Program, Value Added Courses etc. House also agreed to use advance tools in teaching.

#### **10.7 Discussion on Feedback status of Students, Parents, Alumni, Employer etc.**

Committee asked to increase the stakeholders in feedback system. House agreed to take Students, Parents, Alumni and Employers feedback in the academic session 2019-20 and finalize feedback Performa according to NAAC and handover to respective departments.

#### **10.8 To organize the Awareness Workshops on outcome based education NAAC/NBA**

Committee advised to organize One day Workshop on Outcome based education to all the departments. Dr. Leena Jain should plan the workshop accordingly.

#### **10.9 To discuss about the inclusion of more practical exposure to students & adherence to scheduled academic calendar.**

Committee asked to the respective Heads to focus more on practical exposure of the students through conducting more projects, performing laboratory practicals and industrial visits for improving their employability.

#### **10.10 To discuss reframed syllabus of IKGPTU.**

Committee discussed with the respective Heads about reframing of IKGPTU syllabus of various branches.

The meeting ended with vote of thanks to the chair.

  
Member-Secretary

## Global Group of Institutes, Amritsar

## Circular

Dear Sir/ Madam,

The meeting of IQAC, GGI, Amritsar is scheduled to be held on 19<sup>th</sup> Nov, 2019 at 10.30 AM in Conference Room, Newton Block, 2<sup>nd</sup> Floor. The agenda is annexed herewith.

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

Thanking You,

Yours sincerely,

  
Member-Secretary

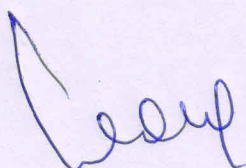
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18. Prof. (Dr.) Leena Jain, HOD(CA), Member-Secretary

## **Agenda of IQAC Meeting to be held on 19.11.2019**

- 11.1 To approve minutes of previous meeting held on 6<sup>th</sup> Aug, 2019.
- 11.2 To appraise the members about status of action taken on minutes of 10<sup>th</sup> meeting.
- 11.3 Preparation of AQAR of academic year 2019-2020.
- 11.4 Discussion on previous result analysis.
- 11.5 Training and Placements of final and pre-final year students.
- 11.6 Focus on the improvement areas pointed out in the quality profile.
- 11.7 Students, Parents, Alumni, Employers Feedback.
- 11.8 Internal Formulation and conduct of Internal as well as External Practical Viva-Voce.
- 11.9 Conduct of Internal Academic and Administrative Audit for 2019-2020 Session.



GGI/IQAC/18/A

Dated:-19/11/19

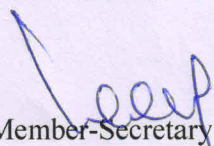
## Global Group of Institutes, Amritsar

**Subject: Proceedings of IQAC Meeting held on 19.11.2019**

The proceedings of IQAC meeting held on 19.11.2019 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,

  
Member-Secretary

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## **Global Group of Institutes, Amritsar**

### **(Internal Quality assurance cell)**

**The meeting was attended by following:**

1. Prof.(Dr.) Manohar Singh Saini, Campus Director GGI, Chairman
2. Prof.(Dr.) Maninder Singh, GGI, Member
3. Prof. DS Bhambra, HOD (ME) & Dean (Academics), Member
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**PROCEEDINGS OF IQAC MEETING HELD ON 19.11.2019 AT 10.30 AM IN  
CONFERENCE HALL, NEWTON BLOCK, 2<sup>ND</sup> FLOOR OF GLOBAL GROUP OF  
INSTITUTES, AMRITSAR**

The meeting started with the welcome by Chairman IQAC and followed by introduction of all members of IQAC composition. The following agenda items were discussed in the meeting:

**11.1 To approve minutes of previous meeting held on 6<sup>th</sup> August, 2019.**

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

**11.2 To appraise the members about status of action taken on minutes of 5<sup>th</sup> meeting.**

Sr.no	Reference in minutes	Action Taken	Status
1	10.3	To discuss the status of merger of Institutes running in the same campus under AICTE scheme.	Done
2	10.4	Discussion on Overall Result Analysis	Done
3	10.5	To plan Induction Program for the students.	Done
4	10.6	Focus on the improvement areas pointed out in the quality profile.	In Process
5	10.7	Discussion on Feedback status of Students, Parents, Alumni, Employer etc.	Done
6	10.8	To organize the Awareness Workshop on outcome based education NAAC/NBA	Done
7	10.9	To discuss about the inclusion of more practical exposure to students & adherence to scheduled academic calendar.	Done
8	10.10		

**11.3 Preparation of AQAR for academic year 2019-20**

Committee asked to collect the data from various departments for academic year 2019-20 and start preparation of AQAR.

**11.4 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. House was appraised for the result analysis.

#### **11.5 Training and Placements of final and pre-final year students**

House was appraised about the initiative taken by Training and Placement Cell to conduct Industrial Academic Interface program for pre final and final year students. The students scheduled to undergo Industrial/ Institutional Training were asked to submit confirmation letters to the Training and Placement office, having details of the name of the organization, location etc.

To motivate the students for appearing in the competitive exam like GATE, CAT etc. It was decided to conduct frequent mock tests for the students to familiarize them with the exam pattern.

#### **11.6 Focus on the improvement areas pointed out in the Quality Profile**

Committee asked to respective HODs and Deans to conduct Expert Talks, Seminar, Workshop, Industry Academic Interface program, Certificate and value added courses and to work on the improvement area suggested out in quality profile and implement them in current academic year 2019-20.

The committee further stressed to increase the number of Smart Classrooms as it aids in better teaching and learning process.

#### **11.7 Feedback**

Committee has conveyed to the respective Heads to do the analysis of feedback taken from Students, Parents, Alumni and Employers and it should be submitted to IQAC cell before 3<sup>rd</sup> week of Dec, 2019.

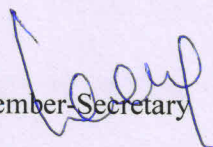
#### **11.8 Internal Formulation and conduct of Internal as well as External Practical Viva-Voce.**

All HODs must prepare internals assessment of odd Semester by considering Attendance, Assignments, MST 1 Marks and MST 2 Marks. HODs have to 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 IKGPTU exam portal.

#### **11.9 Conduct of Internal Academic and Administrative Audit for 2019-2020 Session.**

It was decided to conduct the Internal Academic and Administrative Audit by a committee constituted by the Director. The report of Internal Academic Audit should be submitted to IQAC office within two weeks.

The meeting ended with vote of thanks to the chair.

  
Member-Secretary

## Global Group of Institutes, Amritsar

## Circular

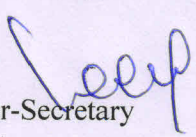
Dear Sir/ Madam,

The online meeting of IQAC, GGI, Amritsar is scheduled to be held on 8<sup>th</sup> April, 2020 at 10.15 AM. The agenda is annexed herewith.

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

Thanking You,

Yours sincerely,

  
Member-Secretary

Encl: Agenda

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18. Prof. (Dr.) Leena Jain, HOD(CA), Member-Secretary

## **Agenda of IQAC online Meeting to be held on 8.04.2020**

- 12.1 To confirm the minutes of the previous meeting held on 19.11.2019.
- 12.2 To appraise the members about the status of action taken on previous Minutes of meeting.
- 12.3 To appraise the members about the initiatives taken for online classes
- 12.4 Preparation of AQAR of Academic year 2019-2020.
- 12.5 Create web link for AQAR on college website.
- 12.6 Need for more interaction of students to the industrial environment.
- 12.7 Implementation of student satisfaction survey as per NAAC guidelines.
- 12.8 Training and Placements of final and pre-final year students.
- 12.9 Focus on the improvement areas pointed out in the Quality Profile.
- 12.10 Students, Parents, Alumni and Employers Feedback.
- 12.11 Internal Formulation and conduct of Internal as well as External Practical Viva-Voce.
- 12.12 Preparation of Model Test Papers and Remedial Classes for weak students.

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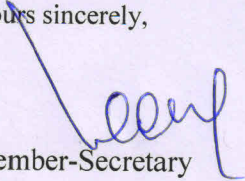
**Global Group of Institutes, Amritsar**

**Subject: Proceedings of IQAC online Meeting held on 8.4.2020.**

The proceedings of IQAC online meeting held on 8.04.2020 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,

  
Member-Secretary

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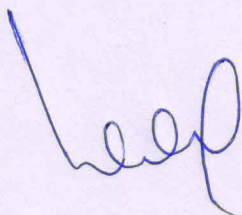
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## **Global Group of Institutes, Amritsar**

### **(Internal Quality Assurance Cell)**

**The online meeting was attended by the following member:**

1. Prof.(Dr.) Manohar Singh Saini, Campus Director GGI, Chairman
2. Prof. Meenakshi Sharma, HOD(CSE/IT), Member
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**PROCEEDINGS OF IQAC ONLINE MEETING HELD ON 08.04.2020 AT 10 AM.  
GLOBAL GROUP OF INSTITUTES, AMRITSAR**

**12.1 To confirm the minutes of the previous meeting held on 19<sup>th</sup> Nov, 2019.**

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

**12.2 To appraise the members about the status of action taken on previous minutes of meeting.**

House appreciated the action taken and working of committee on previous meeting and welcomed Prof. (Dr.) Manbir Kaur vice Prof. (Dr.) Satyajit Singh as Principal Pharmacy Wing.

<b>Sr. No</b>	<b>Reference in minutes</b>	<b>Action Taken</b>	<b>Status</b>
1	11.3	Preparation of AQAR of Academic year 2019-2020.	In Process
2	11.4	Discussion on previous result analysis.	Done
3	11.5	Training and Placements of final and pre-final year students.	Done
4	11.6	Focus on the improvement areas pointed out in the quality profile.	Done
5	11.7	Students, Parents, Alumni, Employers Feedback.	Done
6	11.8	Internal Formulation and conduct of Internal as well as External Practical Viva-Voce.	Done
7.	11.9	Conduct of Internal Academic and Administrative Audit for 2019-20120 Session.	In Process
8	11.10	To discuss reframed syllabus of IKGPTU.	Done

**12.3 To appraise the members about the initiatives taken for online classes.**

Chairman apprised all the members of house for taking initiative of online classes during pandemic situation. House agreed to conduct online practical classes also. House also agreed

that subject in-charge should make video of practicals and share with students. Committee has decided that subject teacher must prepare power point presentation and class notes in PDF. After the approval by HOD, same to be used for online teaching using digital platforms like ZOOM, Google Meets, WEBEX. It was further decided to make email group classwise, for sending the PPT's and notes in PDF to the students as per the Time Table.

#### **12.4 Preparation of AQAR of academic year 2019-2020.**

House decided that all departments must send data to Dr. Leena for preparation of AQAR of Academic Year 2019-2020.

#### **12.5 Create web link for AQAR on college website.**

Committee asked Prof. Amit Puri to ensure regular updation of AQAR and all related content on institute web site.

#### **12.6 Need of more interaction of students with industrial environment.**

House agreed to organize at least one webinar by experts per class in every semester. It was also stressed to have more frequent talks by industry experts.

#### **12.7 Implementation of student satisfaction survey as per NAAC guidelines.**

It was felt that to make the survey more conclusive, the sample size of survey should be increased, so efforts must be made by all the departments to increase the participation of students in the survey. It was also felt that, there is a need to increase the interaction of Faculty with Students considering the current scenario of COVID-19 Pandemic.

#### **12.8 Training and Placements of final and pre-final year students.**

House was apprised of the initiative taken by Training and Placement Cell to conduct Industrial Academic Interface Program for pre final and final year students during Covid-19. House agreed to conduct more online interactive session and train students for interviews. The students scheduled to undergo Industrial/ Institutional Training should submit confirmation letters to the Training and Placement office giving details of the name of the organization, location etc.

#### **12.9 Focus on the improvement areas pointed out in the Quality Profile.**

It was decided to ask the respective H.O.Ds to focus on the improvement in the areas such as conduct of at least one online Expert Talk/Seminar/Workshop in a semester and implement the same in current academic year 2019-2020. House also agreed to add more smart class rooms.

#### **12.10 Feedback of Students, Parents, Alumni, Employers.**

The committee asked to collect online feedback according to NAAC format and take suitable measures. The feedback analysis should be submitted to IQAC cell by 29<sup>th</sup> April, 2020.

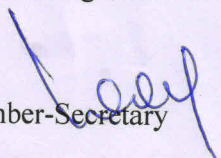
#### **12.11 Internal Formulation and conduct of Internal as well as External Practical Viva-Voce.**

All HODs must prepare internal assessment of Even Semester by considering Attendance, Assignments, MST 1 Marks and MST 2 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 IKGPTU exam portal in time.

#### **12.12 Preparation of Model Test Papers and online Remedial Classes of weak students.**

All Heads were instructed to send 3 Model Test Papers to the students according to pattern of University exam in order to prepare the students well for the upcoming IKGPTU final exams. They were also asked to prepare list of weak students and subsequently arrange for conduct of online remedial classes.

The meeting ended with vote of thanks to the chair.

  
Member-Secretary

GGI/IQAC/20

Dated:- 20/7/20

## Global Group of Institutes, Amritsar

### Circular

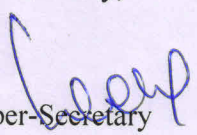
Dear Sir/ Madam,

The meeting of IQAC, GGI, Amritsar is scheduled to be held on 20<sup>th</sup> July, 2020 at 10.30 AM,  
The agenda is annexed herewith.

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

Thanking You,

Yours sincerely,

  
Member-Secretary

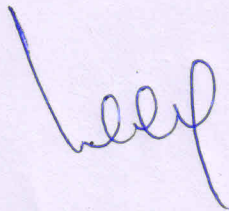
Encl: Agenda

Copy to:

1. Prof.(Dr.) Manohar Singh Saini, Campus Director GGI, Chairman
2. Prof.(Dr.) Maninder Singh, GGI, Member
3. Prof. DS Bhambra, HOD (ME) & Dean (Academics), Member
4. Prof. Meenakshi Sharma, HOD(CSE/IT), Member
5. Prof. (Dr.) Manbir Kaur, Principal, Pharmacy Wing, Member
6. Prof. Amit Hasija, Dean HMCT, Member
7. Prof. (Dr.) J.S.Bal, Dean Agriculture, Member
8. Prof. (Dr.) Akashdeep Singh, Dept of Management, Member
9. Dr. Shelly, Professor, MBA, Member
10. Mr. Satbir Singh, Member, Guru Har Rai Educational Society, Member
11. Col. (Retd.) Sudhir Bahel, Dean (T & P), Member
12. Prof. (Dr.) Subheet Jain, Dept of Pharmacy, GNDU Amritsar, Member
13. Prof. (Dr.) Rupinder Singh, Mechanical Engineering, NITTTR Chandigarh, Member
14. Mr. Ranjan Vashisth, CEO, Quantum Jump Consultancy Services, New Delhi, Member
15. Er. Hiba Tul Shakoor, B. Tech. (CE), Batch 2013-2017. Alumnus, Member
16. Er. Sudhanshu Sharma, B.Tech. (ME), Batch 2016-2020. Student, Member
17. Mr. Manpreet Singh, B.Sc(Agri), Batch 2016-20, Member
18. Prof. (Dr.) Leena Jain, HOD(CA), Member-Secretary

## **Agenda of IQAC Meeting to be held on 20.07.2020**

- 13.1 To confirm the minutes of the previous meeting held on 09<sup>th</sup> April, 2020.
- 13.2 To appraise the members about the status of action taken on previous minutes of meeting.
- 13.3 Conduct of online Internal and external viva of practical for even semester of 2019-2020 session.
- 13.4 To finalize AQAR for Academic year 2019-2020.
- 13.5 To plan for upcoming Academic Session 2020-2021.

A handwritten signature in blue ink, appearing to be 'V. S. S.', is located in the lower-middle section of the page.

## **Global Group of Institutes, Amritsar**

### **(Internal Quality Assurance Cell)**

**The meeting was attended by following members:**

1. Prof.(Dr.) Manohar Singh Saini, Campus Director GGI , Chairman
2. Prof.(Dr.) Maninder Singh, GGI, Member
3. Prof. DS Bhambra, HOD (ME) & Dean (Academics), Member
4. Prof. Meenakshi Sharma, HOD(CSE/IT), Member
5. Prof. (Dr.) Manbir Kaur, Principal, Pharmacy Wing, Member
6. Prof. Amit Hasija, Dean HMCT, Member
7. Prof. (Dr.) J.S.Bal, Dean Agriculture, Member
8. Prof. (Dr.) Akashdeep Singh, Dept of Management, Member
9. Dr. Shelly, Professor, MBA, Member
10. Col. (Retd.) Sudhir Bahel, Dean (T & P), Member
11. Prof. (Dr.) Subheet Jain, Dept of Pharmacy, GNDU Amritsar, Member
12. Prof. (Dr.) Rupinder Singh, Mechanical Engineering, NITTTR Chandigarh, Member
13. Er. Hiba Tul Shakoor, B. Tech. (CE), Batch 2013-2017. Alumnus, Member
14. Er. Sudhanshu Sharma, B.Tech. (ME), Batch 2016-2020. Student, Member
15. Prof. (Dr.) Leena Jain, HOD(CA), Member-Secretary



**PROCEEDINGS OF IQAC ONLINE MEETING HELD ON 20.07.2020 AT 10 AM.  
GLOBAL GROUP OF INSTITUTES, AMRITSAR**

**13.1 To confirm the minutes of the previous meeting held on 08<sup>th</sup> April, 2020.**

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

**13.2 To appraise the members about the status of action taken on previous minutes of meeting.**

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

Sr. No.	Reference in minutes	Action Taken	Status
1	12.3	To appraise the members about the initiatives taken for online classes	Done
2	12.4	Preparation of AQAR of Academic Year 2019-2020	In Process
3	12.5	To Create web link for AQAR on college website	Done
4	12.6	Need for more interaction of students to the industrial environment.	Done
5	12.7	Implementation of student satisfaction survey as per NAAC guidelines.	Done
6	12.8	Training and Placements of final and pre-final year students.	Done
7	12.9	Focus on the improvement areas pointed out in the Quality Profile.	In Process
8	12.10	Students, Parents, Alumni and Employers Feedback.	Done
9	12.11	Internal Formulation and conduct of Internal as well as External Practical Viva-Voce.	Done
10	12.12	Preparation of Model Test Papers and Remedial Classes for weak students.	Done

**13.3 Conduct of online Internal and External viva of practical for Even semester of 2019-2020 session.**

It was decided to conduct the online Internal and External viva voce of Practical and Industrial training according to latest university guidelines.

**13.4 To finalize AQAR for Academic year 2019-2020.**

The Dean Academics illustrated all the parameters required to be filled in AQAR and submitted it for consideration. The committee approved it.

### **13.5 To plan for upcoming Academic Session 2020-2021.**

The committee asked to finalize the work load distribution considering both Online as well as On-Campus mode of teaching. It was instructed to prepare Time Table for both options. Finalization will be done subject to Government Instruction prevailing at that time. Heads were also asked to raise the requirement for deficient if any.

The meeting ended with vote of thanks to the chair.

Member-Secretary 