

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.

Manoj

Global Institute of Management & Emerging Technologies, Amritsar
(Internal Quality Assurance Cell)

The meeting was attended by following:

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)



GIMET/IQAC/02/A

Dated 12/12/16

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

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**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 about the outcome of NAAC visit and he thanked the entire faculty member 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 guide lines.

1.2. Proposal for setting up the office of IQAC .

It was informed to the members that office of IQAC cell is established in Newton 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 Time Table of the upcoming semester and 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 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 Behal,Dean Training and Placement Cell, (Member)

Leena Jain

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 HOD.

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 to 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 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.

The meeting ended with vote of thanks.


Coordinator

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

Dear Sir/ Madam,

The meeting of IQAC, GIMET, Amritsar is scheduled to be held on 9th Apr, 2017 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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Agenda of IQAC Meeting to be held on 9.04.2017

- 2.1 To confirm the minutes of the previous meeting held on 12 Dec, 2016.
- 2.2 To appraise the members about the status of action taken on 1st meeting of Minutes
- 2.3 To address the improvement areas pointed out in the Quality Profile.
- 2.4 Student Feedback
- 2.5 Internal Formulation and conduct of Internal as well as External Practical Viva-Voce.
- 2.6 PTU Examination Duties.
- 2.7 Preparation of Model Test Papers and Remedial/Repair Classes of weak students.
- 2.8 Discussion of Previous Result Analysis.

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Global Institute of Management & Emerging Technologies, Amritsar
(Internal Quality Assurance Cell)

The meeting was attended by following:

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)



GIMET/20 AC/04

Dated:- 9/4/17

Global Institute of Management & Emerging Technologies, Amritsar

Subject: Proceedings of IQAC Meeting held on 09.04.2017

The proceedings of IQAC meeting held on 09.04.2017 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.

Thanking you,

Yours sincerely,


Coordinator

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11. Sudhanshu Sharma, Student, B.Tech. (ME), Batch 2016-2020
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**PROCEEDINGS OF IQAC MEETING HELD ON 09.04.2017 AT 10 AM IN
CONFERENCE HALL, NEWTON BLOCK, 2ND FLOOR OF GLOBAL INSTITUTE OF
MANAGEMENT AND EMERGING TECHNOLOGIES, AMRITSAR**

2.1 To confirm the minutes of the previous meeting held on 4th Apr, 2017:

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

2.2 To appraise the members about the status of action taken on 1st meeting of Minutes

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

Sr.no	Reference in minutes	Action Related	Status
1.	1.2	Setting up the office of IQAC	Done
2	1.3	Lab serviceability and time table display	Done
3	1.4	Departmental Activities/ Events	Done
4	1.5	Departmental Activities/ Events.	Done
5	1.6	NAAC Awareness	In process
6	1.7	Subject Allocation and MST Planning	Done
7	1.8	Discussion on Previous Result Analysis	Done
8	1.9	Training and Placements of final and pre-final year	Done
9	1.10	Focus on Placement drives and Industrial Visits.	Done

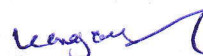
2.3. To address the improvement areas pointed out in the Quality Profile:

According to the Quality Profile given by NAAC, the institute needs improvement in the following areas:

- Curricular Aspects
- Teaching-Learning and Evaluation
- Research, Consultancy and Extension
- Infrastructure and Learning resources
- Student Support and Progression
- Governance, Leadership and Management
- Innovations and Best Practices

2.4. Student Feedback:

All class incharges 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 june, 2017.



2.5. 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, MST1 Marks and MST2 Marks, Attendance. 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 PTU exam portal.

2.6. PTU Examination Duties.

The examination cell will be formed by following members:

- Er. Parminderjit Singh (Exam Superintendent)
- Er. Jatinder Pal Sharma (Deputy Superintendent)

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

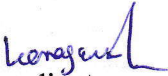
2.7. Preparation of Model Test Papers and Remedial/Repair Classes of weak students.

Three Model test papers must be prepared by the faculty members of their respective subjects and forwarded it to the students before 15th Apr, 2017. All class incharges must identify the weak students of their respective class and prepare time table of Remedial/Repair Classes.

2.8. Discussion of 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 to teachers who are having less pass percentage for improvement.

The meeting ended with vote of thanks.


Coordinator