

INTERNAL QUALITY ASSURANCE CELL

Ref. No: CEC-CGC/IQAC/2024-25/8

Date: 06/06/2024

Notice

It is hereby notified that a meeting of all IQAC members is planned to be held on 19/06/2024 at 2:30 pm in Conference Hall, Block 3. The members of IQAC are requested to attend the meeting.

Agenda of the meeting would be as follows:

Agenda 1: Confirmation and Review of Minutes of IQAC meeting held on 14/03/2024.

Agenda 2: To discuss the academic calendar for upcoming odd semester.

Agenda 3: To plan the readiness audit for upcoming odd semester.

Agenda 4: To discuss feedback given by Stakeholders.

Agenda 5: To discuss orientation program for 1st year students.

Agenda 6: Any other issue with the permission of the chair.

IQAC Coordinator

Copy to:
Campus Director
IQAC Chairperson
All Concerned



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INTERNAL QUALITY ASSURANCE CELL

Ref. No: CEC-CGC/IQAC/2024-25/9

Date: 19-06-2024

Minutes of Meetings

CEC-CGC IQAC Meeting -

Date: 19-06-2024

Time: 2:30 PM

Location: Conference Hall, Block 3

Agenda:

Agenda of the meeting would be as follows:

Agenda 1: Confirmation and Review of Minutes of IQAC meeting held on 14/03/2024.

Agenda 2: To discuss the academic calendar for upcoming odd semester.

Agenda 3: To plan the readiness audit for upcoming odd semester.

Agenda 4: To discuss feedback given by Stakeholders.

Agenda 5: To discuss orientation program of 1st year students.

Agenda 6: Any other issue with the permission of the chair.

The Meeting was chaired by Hon'ble Chair Person, IQAC –Chandigarh Engineering College-CGC. The discussion on Agendas was initiated by IQAC Coordinator to begin the further discussion on the following points:

Discussion

The following discussion was held on the agenda points:

Agenda 1: Confirmation and Review of Minutes of IQAC meeting held on 14/03/2024.

Discussion:

- Thorough discussion made, review has been taken and Minutes of IQAC meeting held on 14/03/2024 have been unanimously approved.

Agenda 2: To discuss the academic calendar for upcoming odd semester.

Discussion:

- All the members contributed their valuable suggestions for the preparation of the academic calendar as per the requirement of different programs of the institution, in reference to the academic calendar of University.
- It was also suggested that all the departments should strictly adhere to the academic calendar as far as possible and in case of any deviation report should be prepared.

Agenda 3: To plan the readiness audit for upcoming odd semester.

Discussion:

- IQAC coordinator shared the point of discussion related to the Academic Readiness of the upcoming odd semester.
- It was decided to conduct Readiness Audit and action taken before the commencement of semester.
- Suggestions were asked from the members to plan the Schedule & the list of Auditors.

Agenda 4: To discuss feedback given by Stakeholders.

Discussion:

- It has been suggested to encourage faculty and students to share innovative ideas that can lead to transformative changes in an educational environment.

Agenda 5: To discuss orientation program for 1st year students.

Discussion:

- Discussion was done about planning and preparation of Orientation programs for 1st year students.

Agenda 6: Any other issue with the permission of the chair.

Discussion:

- As there were no issues to discuss, the meeting was concluded with a vote of thanks to all present.

IQAC Coordinator

CEC-CGC, Landran, Mohali



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INTERNAL QUALITY ASSURANCE CELL

Ref. No: CEC/IQAC/2024-25/10

Date: 28-06-2024

ACTION TAKEN ON MINUTES OF MEETING OF IQAC ON 19/06/2024

- **For Agenda 2 & 3:** It was decided that the Academic Calendar and Academic Readiness audit schedule to be prepared and shared with all the Departments for the compliance of the same.
- **For Agenda 4:** The members have shared the decided points with their respective departments.
- **For Agenda 5:** Planning and preparation of Orientation Programs for both faculty and students has been started.

IQAC Coordinator

CEC-CGC, Landran, Mohali



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Attendance Sheet of IQAC Meeting held on 19-06-24

Designation	Name	Signature
Member from Management	Campus Director	
Chairperson	Director Principal CEC-CGC	
Special Invitee	Director Academics	
Coordinator	Dr. Sushil Kamboj	
Faculty Members	HoD CSE	
	HoD IT	
	HoD ME	
	HoD ECE	
	HoD Applied Science	
	HoD MBA	
	HoD MCA	
	Dr. Gagandeep Jindal	
	Mr. Rajeev Sharma	
	Dr. Pooja Sahni	
	Dr. Bhawna Tandon	
	Dr. Sanjeev Sharma	
	Dr.Harsimran Kaur	
	Dr. Amanpreet Kaur	
	Mr.Gurveer Singh	
	Dr.Shivani	
Mr.Navneet Katoch		
Administrative Officer	Finance Manager	



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Member from Society	Dr. Balwinder Singh(Joint Director & Head (ACSD), C-DAC, Mohali	
Students	Ms. Manmeet Kaur (Roll No. 2337776, M.Tech. CSE)	
Alumni	Mr. Shamsher Singh	
Employer / Industry	Mr. Noordeep Singh	