



**CHANDIGARH  
ENGINEERING COLLEGE  
CGC, LANDRAN, MOHALI**  
Building Careers. Transforming lives.

***Chandigarh Engineering College-CGC  
Landran, Mohali, Punjab***

**INTERNAL QUALITY ASSURANCE CELL**

**Ref. No:** CEC-CGC/IQAC/2024-25/14

**Date:** 29/11/2024

**Notice**

It is hereby notified that a meeting of all IQAC members is planned to be held on 05/12/2024 at 10:00 am 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 11/09/2024.

Agenda 2: To discuss the academic calendar for the upcoming semesters.

Agenda 3: To plan the academic readiness for the upcoming semesters.

Agenda 4: To discuss the events to be organized by IQAC and Departments.

Agenda 5: Discussion regarding outcome of Placement Day.

Agenda 6: Discussion regarding planning of Convocation Day.

Agenda 7: Any other issue with the permission of the chair.

**IQAC Coordinator**

Copy to:  
Campus Director  
IQAC Chairperson  
All Concerned

**INTERNAL QUALITY ASSURANCE CELL**

**Ref. No:** CEC-CGC/IQAC/2024-25/15

**Date:** 05-12-2024

**Minutes of Meetings**

**CEC-CGC IQAC Meeting -**

**Date:** 05-12-2024

**Time:** 10:00 AM

**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 11/09/2024.

Agenda 2: To discuss the academic calendar for the upcoming semesters.

Agenda 3: To plan the academic readiness for the upcoming semesters.

Agenda 4: To discuss the events to be organized by IQAC and Departments.

Agenda 5: Discussion regarding outcome of Placement Day.

Agenda 6: Discussion regarding planning of Convocation Day.

Agenda 7: 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 11/09/2024**

- Thorough discussion made, review has been taken and Minutes of IQAC meeting held on 11/09/2024 have been unanimously approved.

#### **Agenda 2: To discuss the academic calendar for the upcoming semesters.**

##### **Discussion:**

- The tentative start date for the upcoming semester was discussed.
- Members recommended that the academic calendar should be prepared in strict compliance with University norms and the official academic schedule.
- It was emphasized that the finalized academic calendar should be shared with both students and parents.
- A decision was made to commence classes for various semesters promptly after the completion of their final exams to ensure the required number of teaching days for the next semester.
- It was suggested that all departments should adhere to the academic calendar as closely as possible, and any deviations should be documented and reported.

#### **Agenda 3: To plan the academic readiness for the upcoming semester.**

##### **Discussion:**

- It was discussed and decided that all departments should ensure the readiness of infrastructure, including classrooms, labs, internet and Wi-Fi, hostel facilities, transport services, medical facilities, and any new requirements should be promptly communicated to the concerned department.
- Course files, lab manuals, and question banks should be prepared in the prescribed standard format, and faculty members must have teaching materials, including notes for at least one unit, ready in advance.
- Any manpower requirements should be identified, discussed, and communicated to the HR department well ahead of time.

#### **Agenda 4: To discuss the events to be organized by IQAC and Departments.**

##### **Discussion:**

- A detailed discussion was held regarding the events to be organized by IQAC and individual departments in the upcoming semester.
- To enhance quality, all members were requested to plan and propose topics for various events to be conducted by IQAC in the next semester.

- Departments were instructed to share a list of planned or proposed activities, such as FDPs, conferences, summer courses, workshops, seminars, expert talks, etc., which can be conducted at departmental, college, or institutional levels.

**Agenda 5: Discussion regarding Outcome of Placement Day.**

**Discussion:**

- It was advised to review the total number of students placed, the participating companies, and the overall placement percentage, highlighting top recruiters and the highest salary packages offered.
- To discuss feedback from recruiters regarding candidate quality and skills, along with students' experiences during the placement process.
- To identify any challenges faced during the placement day, such as skill gaps or logistical issues, and suggest strategies for improvement in future placement drives.

**Agenda 6: Discussion regarding planning of Convocation Day.**

**Discussion:**

- A detailed discussion was done to finalize the date, venue, and detailed schedule for the ceremony, including arrangements for the academic procession, seating, and technical setup.
- It was also discussed to confirm invitations for dignitaries, guests, and graduates, and manage the registration and participation of students.
- To ensure the preparation and distribution of degree certificates and awards, and plan for catering and hospitality for attendees.

**Agenda 7: Any other issue with the permission of the chair.**

- 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**

**INTERNAL QUALITY ASSURANCE CELL**

**Ref. No:** CEC/IQAC/2024-25/16

**Date:** 13-12-2024

**ACTION TAKEN ON MINUTES OF MEETING OF IQAC ON 05/12/2024**

- **For Agenda 2:** The academic calendar has been prepared and shared with all the concerned departments.
- **For Agenda 3:** The Academic Readiness audit for the upcoming semesters has been planned.
- **For Agenda 4:** Departments have planned events as per the requirements of the coming semester. IQAC has also planned seminars/workshops on the topics related Quality assurance in Higher Education, Accreditation process etc.
- **For Agenda 5:** A detailed report mentioning all the discussed points are prepared by the respective departments and shared with higher authorities for further analysis.
- **For Agenda 6:** The convocation date, venue, and schedule were finalized, with arrangements for the procession, seating, and technical setup. Invitations were sent, registrations organized, certificates prepared, and hospitality plans completed for a seamless event.

**IQAC Coordinator**

**CEC-CGC, Landran, Mohali**

***Chandigarh Engineering College-CGC  
Landran, Mohali, Punjab***

**Attendance Sheet of IQAC Meeting held on 05-12-24**

| <b>Designation</b>            | <b>Name</b>                | <b>Signature</b> |
|-------------------------------|----------------------------|------------------|
| <b>Member from Management</b> | Campus Director            |                  |
| <b>Chairperson</b>            | Director Principal CEC-CGC |                  |
| <b>Special Invitee</b>        | Director Academics         |                  |
| <b>Coordinator</b>            | Dr. Sushil Kamboj          |                  |
| <b>Faculty Members</b>        | 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         |                  |
| <b>Administrative Officer</b> | Finance Manager            |                  |

***Chandigarh Engineering College-CGC  
Landran, Mohali, Punjab***

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