

 <b>BCIHMCT</b>	<b>QUALITY MANUAL</b>	Doc. No.BCIHMCT/MM/001
		Issue No.O1 Date
	<b>MINUTES OF THE MEETING</b>	Rev.No.00 Date: 15/02 /2022
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Agenda: **IQAC** *Commencement of Offline Classes*

1. A meeting was held on 15/02/2022 and was attended by all the members of IQAC team
2. It was directed by the Principal respective faculty members to involve students through respective clubs and committees and frame the guidelines as well. He also suggested them to keep the records for the same.
3. IQAC team discussed to make the Activities Calendar for the Academic Session 2022 in coordination with other staff members.
4. It was directed to all HODS's and coordinators to maintain the record of their department's documentation/ filing, reports/ activities, presentation, USP. Achievements/awards, Departmental maintenance calendar and records, quality policy, students handling and research activities etc.
5. IQAC team members suggested faculty members to encourage students for the use of Online Library. Class coordinator will help students for creating login id of GALE, Online Library. Faculties are advised to do mention these in faculty reports.
6. It was directed respective faculty members to start maintaining the record of mentoring as per the desired format.

  
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 Gagan Deep Soni  
 (IQAC Coordinator)

  
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 Rachna Chandan  
 (IQAC Co-coordinator)

  
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 Prof. R.K Bhandari  
 (Principal BCIHMCT)

**ACTION TAKEN REPORT (in lieu of 15/02/2022 meeting)**

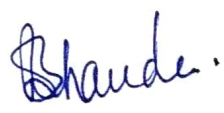

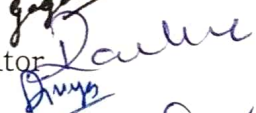


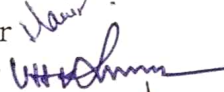
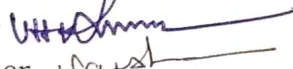


- All the faculty members are involving students in various club activities and maintaining record for the same.
- IQAC team is working upon making the activity calendar for the coming up Academic Year
- Faculty members are maintaining various departmental documents as directed.
- As per the suggestions by IQAC team, a digital library is being established and students have an access through the login credentials.
- Faculty members are also actively guiding their mentees and focusing upon their development

*gagan*


*Shashi Kumar*

## Members attended the meeting

### Members from Academics:

- 1) Mr. R. K. Bhandari-Principal, BCIHMCT 
- 2) Ms. GagandeepSoni- IQAC Coordinator 
- 3) Ms. RachnaChandan-IQAC Co-coordinator 
- 4) Ms. Divya Thakur- IQAC Team Member 
- 5) Mr. Mohan Jain- IQAC Team Member 
- 6) Mr. Manish Malhotra- IQAC Team Member 
- 7) Mr. Uttam Kr. Singh- IQAC Team Member 
- 8) Ms. Nausheen Siddiqui-IQAC Team Member 
- 9) Mr. Deepak Chikkara-IQAC Team Member 

### Members from Administration:

- 1) Mr. Vijay Narain (Treasurer-BCSSTC)
- 2) Mr. Ashish Ranga (Coordinator, Administration) 
- 3) Mr. Mohinder Pal Singh (Librarian)

### Members from the Industry:

- 1) Mr. RishabhTandon (Director of Human Resources-IHG)

### Student team members:

- 1) Ms. VibhutiChandwani (4<sup>th</sup> year)
- 2) Mr. Aditya Tiwari (4<sup>th</sup> year)
- 3) Mr. Aditya Mittal (3<sup>rd</sup> year)
- 4) Mr. Rishabh Chauhan (3<sup>rd</sup> year)
- 5) Ms. Pratishtha Joshi (2<sup>nd</sup> year)
- 6) Mr. MananPaulistya (2<sup>nd</sup> year)
- 7) Ms. Bani Jain ( 2<sup>nd</sup> year)
- 8) Mr. Nikhil Kushwaha (1<sup>st</sup> year)
- 9) Ms. ChahatSoni (1<sup>st</sup> Year)