



OFFICE ORDER

ACET/DAA/514

Date: 21/06/2018

In partial modification in the earlier office order, it has now become necessary to reconstitute the cell by appointing new members in place of the outgoing members.

The reconstitution of the IQAC cell is necessary to promote measures for institutional functioning towards quality enhancement through institutionalization of quality culture and best practices and also to prepare **Annual Quality Assurance Report** for its onward submission to NAAC for the Academic years **1st July 2018 to 30th June 2019** and **1st July 2019 to 30th June 2020**

The recomposition of **IQAC cell** for the above said period is as under:-

1). Chairperson

Dr. V.K Banga

2). Senior Administrative Officers

- i. Er. Sandeep Kad, Registrar
- ii. Dr. Upain Bhatia, HOD, CE
- iii. Dr. Gaurav Tejpal, Dean Admissions
- iv. Prof P.S. Pannu, HOD, ME
- v. Dr. M.S Gill, DSA, HOD, MBA

3). Teachers

- i. Dr. Narinder Sharma, HOD, EE
- ii. Ms Binod Kaur, HOD, AS
- iii. Er. Vinod Sharma, HOD, DCA
- iv. Er Sandeep Kaushal, HOD, EEE
- v. Er Amarpreet Singh, HOD, CSE/IT
- vi. Er. Ajay Sharma, Assoc. Prof. CSE

4). Management

Sh.Manoj Sharma, OSD to Chairman

5) a) Nominee from local society, Community Representative

Col. Gurmukh Singh, GOG, Amritsar, Punjab

b) Nominee From Students

i) Subir Magotra, 4th semester Department of Civil Engineering

ii) Ankesh Kumar, 4th semester Department of Computer Science.

c) Nominee from Alumni

i) Er Sumit Kumar

ii) Er Vickramjit Singh

6) a) Nominee from Employers

Ms Sonal Mehra, HR, Appirio

b) Nominee from Industries

Mr. Arun Mishra, VP, GVK Power and Infrastructure

7) Coordinator

Er. P.S. Sidhu, Dean Academics

The purpose and working of Internal Quality Assurance Cell (IQAC), constituted as above, will be as under:

- i. It shall help the institute in planning and monitoring and quality sustenance activities.
- ii. It gives stakeholders or beneficiaries a cross sectional participation in the institution's quality enhancement activities.
- iii. The committee constituted shall meet at least once in every quarter.
- iv. The quorum of meeting shall be two-third of the total number of members.
- v. The agenda, minutes and action taken reports are to be documented with official signatures and maintained in a retrieval format.
- vi. IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards.

- vii. The committee will have to establish procedures and modalities to collect data and information on various aspects of institutional functioning.
- viii. The role of coordinator will be to ensure effective functioning of all the members.
- ix. The operational features and monitoring mechanism are well defined in the guidelines and are to be followed strictly by all the members.
- x. The major assignment of IQAC is to submit Annual Quality Assurance Report (AQAR) to NAAC for the Academic Years starting from 1st July 2018 to 30th June 2019 and 1st July 2019 to 30th June 2020.
- xi. The membership of the nominated members for the composition of IQAC shall be for a period of two years.
- xii. The committee will have to submit AQAR in the form of soft copy only as word file (.doc/.docx) through email to NAAC on their email address (naac.aqar@gmail.com). The file name needs to be submitted with track id of the institution and college name in accordance with the revised guidelines of NAAC.
- xiii. The members of IQAC will have to shoulder the responsibilities of generating and promoting awareness in the institution and will have to devote time for working out the procedural details.
- xiv. IQAC will have to make arrangements for feedback from all the stakeholders i.e. students, parents, alumni, employers and faculty
- xv. The IQAC constituted will be responsible for the functions and benefits as detailed out in the revised guidelines of NAAC.



Dr. Vijay Kumar Banga
Chairman IQAC
Principal