

# Amritsar College of Engineering & Technology, Amritsar

## Internal Quality Assurance Cell (IQAC)

### OFFICE ORDER

ACET/PO/3957

Date: 22/06/2020

In continuation of the office order (ACET/DAA/514; Dated: 21/06/2018), office of the Principal is pleased to reconstitute the **Internal Quality Assurance Cell (IQAC)** with the following members. The tenure of these IQAC members is for two years i.e. **1<sup>st</sup> July 2020 to 30<sup>th</sup> June 2022**.

The reconstitution of the IQAC 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 **1<sup>st</sup> July 2020 to 30<sup>th</sup> June 2021** and **1<sup>st</sup> July 2021 to 30<sup>th</sup> June 2022**.

#### List of Members

<b>1. Chairperson</b>	Dr. V.K. Banga, Principal
<b>2. Senior Administrative Officers</b>	Dr. Sandeep Kad, Prof. & Registrar Dr. Upain Bhatia, DAA & HoD, CE Dr. Gaurav Tejpal, Prof. & Dean Admissions Dr. M.S. Gill, DSA & HoD, Agriculture Dr. Sachin Khurana, HoD, DCA
<b>3. Teachers</b>	Dr. Narinder Sharma, Prof. ECE Er. Simrandeep Singh Bindra, AP, CE Er. Amandeep Singh Gabbi, AP, ME Er. Tejinder Sharma, Asso. Prof., CSE Mr. Varun Mehra, AP, Applied Sciences Dr. Kalpana Jaggi, Assoc. Prof. Agriculture Ms. Yadwinder Kaur, AP, HMCT Mr. Amit Singh, AP, DCA Ms. Arjinder Kaur, Assoc. Prof., DMS Ms. Harmeet Kaur, AP, DFD
<b>4. Management</b>	Sh. Manoj Kumar, OSD to Chairman

5. (a) Nominee from local society, Community Representative	Col. (Retd.) Gurmukh Singh, GOG, Amritsar, Punjab
(b) Nominee From Students	Mr. Harbans Byala, 4 <sup>th</sup> Sem., Department of Mech. Engineering Mr. Gulshan Mehra, 4 <sup>th</sup> Sem., Department of Elect. & Communication Engineering
(c) Nominee from Alumni	Er. Deepak Luthra, Deptt. of CSE (BYJU) Er. Jayant Banjere, ME (Luminous Power)
6. (a) Nominee from Employers	Ms. Sonal Mehra, HR, Accenture
(b) Nominee from Industries	Mr. Anurag Tomar, Luminous Power Technologies
7. Coordinator of IQAC	Er. Paramjit Singh, HoD, ME

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 1<sup>st</sup> July 2020 to 30<sup>th</sup> June 2021 and 1<sup>st</sup> July 2021 to 30<sup>th</sup> June 2022.
- xi. The membership of the nominated members for the composition of IQAC shall be for a period of two years.

- xii. 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.
- xiii. IQAC will have to make arrangements for feedback from all the stakeholders i.e. students, parents, alumni, employers and faculty
- xiv. The IQAC constituted will be responsible for the functions and benefits as detailed out in the revised guidelines of NAAC.



Dr. V. K. Banga

Chairperson, IQAC  
(Principal)  
Principal  
Amritsar College of Engg. & Tech.  
AMRITSAR.

Copy of Information is forwarded to:

1. All members concerned
2. PA to Principal
3. Registrar
4. All Heads of Departments