

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle under Autonomous Category</small> <small>Autonomous College (Since 2014) Constituted by UGC.</small>	OFFICE ORDER	Internal Quality Assurance Cell (IQAC)
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Ref. No. AGC/PO/2024/00168

Dated: 30/09/2024

In continuation of the office order (AGC/PO/2023/00237; Dated: 13/10/2023), 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 the year i.e. **1st July 2024 to 30th June 2026**.

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.

List of Members

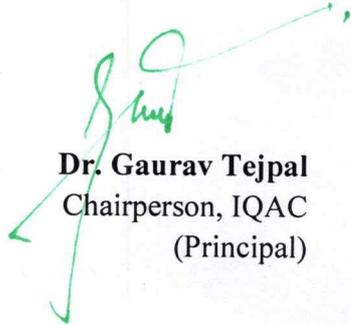
1. Chairperson	Dr. Gaurav Tejpal, Principal
2. Senior Administrative Officers	Dr. Paramjit Singh Pannu, Registrar Dr. Upain Bhatia, DAA & HOD, CE/ME Mr. Amit Singh, DSA Dr. Narinder Sharma, Dean(R&D) Mr. Rakesh Jaitly, Dean(T&P) Mr. H.S. Sarkaria, COE Dr. Pooja Puri, Dean (UG Courses) & HOD, DMS Dr. Sandeep Kad, HOD, CSE/CoE/AIML Dr. Sachin Khurana, HOD, DCA Dr. Sanjay Sharma, HOD, Para-Med. Sc. Ms. Binod Kaur, HOD, AS
3. Teachers	Er. Tejinder Sharma, DDAA & Assoc. Prof., CSE Ms. Yadwinder Kaur, HOD & AP, HMCT

	Ms. Harmeet Kaur, HOD & AP, FD Dr. Neha Arora, Assoc. Prof., AS Dr. Neha Pathak, AP, Pharm.Sc. Er. Bimal Kumar, Assoc. Prof., EE Er. Rajbir Singh, AP, ME Ms. Gurveen Kaur, AP, DMS Er. Sandeep Sharma, AP, CE/ME
4. Management	Mr. Manoj Sharma, Registrar (Finance)
5. (a) Nominee from local society, Community Representative	Col. (Retd.) Gurmukh Singh, GOG, Amritsar, Punjab
(b) Nominee from Students	Ms. Akshita Chadha, 5 th Sem., CSE Mr. Akash, 5 th sem., EE
(c) Nominee from Alumni	Er. Gautam Khanna, CSE (Visa) Er. Yati Rohella, CSE (Intel)
6. (a) Nominee from Employers	Ms. Sonal Mehra, HR, Accenture
(b) Nominee from Industries	Mr. Gurpreet Singh, HR, Sopra Steria
7. Coordinator of IQAC	Dr. Namarta Kad, HOD, EE

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 numbers 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 June 2024 to 30th May 2025 and 1st June 2025 to 30th May 2026.
- 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. Gaurav Tejpal
Chairperson, IQAC
(Principal)

Copy of Information is forwarded to:

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