

Ref. No.: AGC/IQAC/2023/001

Date- 25/08/2023

A Meeting of IQAC members is scheduled to be held on 28<sup>th</sup> August, 2023 at 10:00 am in the Conference Room, Training & Placement Cell. The agenda is as follows:

- Implementation of categorization of contents in the syllabus.
- Revision of assignment pattern.
- Formation of department structure and student committees.
- Review of Student Mentorship Program (SMP) information booklet and mentor meeting agenda points.
- Any other as suggested by members and approved by Chairman, IQAC.

All the IQAC members are requested to kindly make it convenient to attend the meeting to share their valuable suggestions.



**Dr. Namarta Kad**  
IQAC Co-ordinator

**Approved by:**

**Dr. Gaurav Tejpal**  
Chairperson, IQAC  
(Principal)

**Cc: Members of IQAC**

<b>Meeting Date &amp; Time</b>	28 <sup>th</sup> August, 2023 10:00 am - 11:00 am	<b>Meeting Location</b>	Conference Room, Training & Placement Cell
<b>Minutes Drafted Date</b>	30 <sup>th</sup> August, 2023	<b>Meeting Chair</b>	Dr. Namarta Kad (IQAC Co-ordinator)
<b>MoM Drafted by</b>	Er. Amanjot Singh	<b>Meeting Title</b>	IQAC Meeting

Attendees	Absentees
<p>Dr. Gaurav Tejpal, IQAC, Chairman &amp; Principal            Dr. Paramjit Singh Pannu, Registrar            Dr. Namarta Kad, IQAC Co-ordinator &amp; HOD, EE            Dr. Narinder Sharma, Dean(R&amp;D)            Mr. Rakesh Jaitly, Dean(T&amp;P)            Dr. Sandeep Kad, HOD, CSE            Ms. Binod Kaur, HOD, AS            Dr. Kalpana Jaggi, HOD, Agriculture            Er. Tejinder Sharma, Assoc. Prof., CSE            Ms. Gurveen Kaur, Assoc. Prof., DMS            Er. Bimal Kumar, Assoc. Prof., EE            Ms. Anujeet Kamal, AP, Applied Science            Ms. Yadwinder Kaur, AP, HMCT            Ms. Ritika Saini, AP, Pharmaceutical Sciences</p>	<p>Dr. Upain Bhatia, DAA &amp; HOD, CE/ME            Dr. Sachin Khurana, HOD, DCA            Mr. Purshotam Kainth, HOD, HMCT            Ms. Pooja Puri, HOD, DMS            Dr. Sorabh Sehajpal, HOD, Pharmacy            Ms. Harmeet Kaur, HOD, DFD            Mr. Amit Singh, DSA</p>

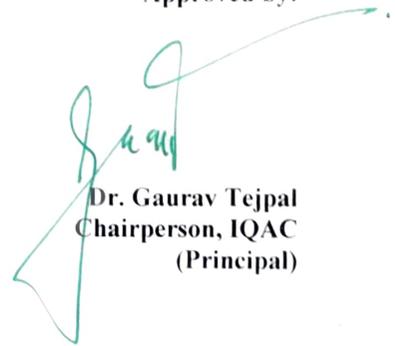
S. No.	Agenda	Decision
1	Implementation of Categorization of contents in syllabus.	<ul style="list-style-type: none"> <li>➤ To categorize the allotted subjects' contents as:               <ul style="list-style-type: none"> <li>• Participative (learners will be involved in the learning Process)</li> <li>• Problem Solving (project-based learning by working in the Group or individual)</li> <li>• Experiential Learning (engaged learning by doing or reflecting the experience)</li> </ul> </li> </ul>
2	Revision of Assignment Pattern	<ul style="list-style-type: none"> <li>• The assignments for internal assessment of theory subjects are to be designed to contain 40-50 questions.</li> <li>• The questions for each CO shall be framed for three categories of students i.e. Slow learners, Medium learners and Advance learners.</li> </ul>
3	Formation of department structure and student committees.	<ul style="list-style-type: none"> <li>➤ Prepare department structure and allocate responsibilities to faculty members in the department.</li> <li>➤ Formulate student committees in the department to engage them in different departmental and college activities as,               <ul style="list-style-type: none"> <li>• Academic Committee</li> <li>• Placement Committee</li> <li>• Cultural Committee</li> <li>• Sports Committee</li> <li>• IT and Social Media Committee</li> </ul> </li> </ul>

4	Review of student Mentorship Program information booklet & mentor meeting agenda points	<ul style="list-style-type: none"><li>• A Booklet will be designed for each student.</li><li>• Booklet will contain the complete information regarding Academic/Co-curricular/Extra-curricular record of the student for entire duration of course.</li><li>• Discuss the agenda shared centrally with students during the meetings.</li></ul>
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30/8/23

**Dr. Namarta Kad**  
IQAC Co-ordinator

Approved by:



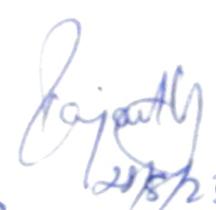
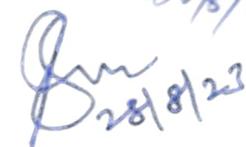
**Dr. Gaurav Tejpal**  
Chairperson, IQAC  
(Principal)

Cc: OSD to Chairman Sir (for information please)  
P.A. to MD Sir (for information please)  
Registrar  
Deans, HODs

## IQAC MEETING

28/08/2023

(ATTENDANCE SHEET)

<u>S.no.</u>	<u>Name</u>	<u>Deptt.</u>	<u>Signature</u>
1.	Dr. Navinder Shaema	R & D	
2.	BIMAL KUMAR	EE	
3.	Yadwinder kaur	HMCT	
4.	Pejinder Kaur	CSE	
5.	Ritiko Saini	Pharmaceutical Sciences	
6.	Dr. Parvati Singh Langer	Registrar's Office	 28.08.2023
7.	Rakesh Jaitly	Placement Office	 28/8/23
8.	Dr. Sandeep Kaur	CSE	 28/8/23
	Binod Kaur	App. Sc.	 28/8/23
	Dr. Kalpana Jaggi	Agriculture	
	Anujest Kamal	Applied Sci.	
	Gurveen Kaur	MBA	 Gandhu

 <b>AMRITSAR</b> <b>GROUP OF COLLEGES</b> <small>NAAC Grade "A" 3<sup>rd</sup> Cycle   Autonomous College  under Autonomous Category   (Since 2014) Conferred by UGC</small>	<b>NAAC Criteria Meetings</b>	<b>Internal Quality Assurance Cell (IQAC)</b>
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Ref. No.: AGC/IQAC/2023/003

Date- 13/12/2023

**Agenda:** To discuss NAAC Criteria for the upcoming NAAC cycle.

**Meetings are to be scheduled as,**

Task	Responsibility	Date	Timings
Criteria 1	HOD (EE), HOD (Pharmacy)	13-12-2023	2:30 pm
Criteria 2	Dean Academic Affairs, COE, Dean Admissions	15-12-2023	10:30 am
Criteria 3	Dean Research & Development, Dean Student Affairs, Dean Placements	15-12-2023	2:30 pm
Criteria 4	HOD (DCA), Head Library	18-12-2023	10:30 am
Criteria 5	HOD (CSE), Dean Student Affairs, Dean Placements, Head EDC	18-12-2023	2:30 pm
Criteria 6	HOD (DMS)	19-12-2023	10:30 am
Criteria 7	HOD (Applied Science)	19-12-2023	2:30 pm

HODs alongwith their NAAC coordinator are requested to attend the meeting.

**Venue:** Office of PI (IQAC)

  
13/12/2023  
**Dr. Namarta Kad**  
**IQAC Co-ordinator**

**Cc:** OSD to Chairman Sir (for information please)  
P.A. to MD Sir (for information please)  
Principal AGC  
Registrar  
Deans, HODs

<b>Meeting Date &amp; Time</b>	13 <sup>th</sup> December, 2023 02:30 - 04:00 pm	<b>Meeting Location</b>	Office of HoD (EE)
<b>Minutes Drafted Date</b>	14 <sup>th</sup> December, 2023	<b>Meeting Chair</b>	Dr. Namarta Kad Prof. Incharge (IQAC)
<b>MoM Drafted by</b>	Er. Amanjot Singh	<b>Meeting Title</b>	NAAC - Criteria I

<b>Attendees</b>	<p><b>Dr. Namarta Kad, Prof. Incharge(IQAC) &amp; HOD, EE</b>  <b>Dr. P. S. Pannu, Registrar</b>  <b>Dr. Sourabh Sehajpal, HoD, Pharmaceutical Sciences</b>  <b>Er. Bimal Kumar, Assoc. Prof., EE</b>  <b>Mr. Ajay Sharma, MOOCs Coordinator</b>  <b>Ms. Manisha, AP, Pharmaceutical Sciences</b>  <b>Mr. Balwinder Singh, AP, Pharmaceutical Sciences</b>  <b>Mr. Amandeep Sajjan, IAC Cell</b></p>
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S. No.	Agenda	Decision	Responsibility
1	Compilation of NAAC Criteria-I data for the Academic year 2022-23	Compilation of data for Criteria -I	IAC Cell
2	Curriculum Design and Development	<ul style="list-style-type: none"> <li>Collecting information from respective departmental heads w.r.t. their POs, COs</li> <li>Any revision in syllabus carried out during 2022-23 from concerned academic departments</li> </ul>	IQAC Coordinators from EE and Pharmacy Deptt.
3	Academic Flexibility	<ul style="list-style-type: none"> <li>Number of new courses introduced during the session 2022-23 and 2023-24 as per required document from main office</li> <li>Number of Programs offered through CBCS/Elective Courses as per the format provided</li> </ul>	IQAC Coordinators from EE and Pharmacy Deptt., Registrar office
4	Curriculum Enrichment	<ul style="list-style-type: none"> <li>List of value-added courses for imparting transferable and life skills (as per excel format along with pdf proofs) – from all academic departments</li> <li>List of students undertaking field work/projects/internships / student projects (as per excel format along with pdf proofs) – from all academic departments</li> </ul>	MOOCs Coordinator  IQAC Coordinators from EE and Pharmacy Deptt.

5	Feedback System	Provide the feedback collected, analysed and action taken report from all academic departments	IQAC Coordinators from EE and Pharmacy Deptt.
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14/12/2023

**Dr. Namarta Kad**  
Prof. Incharge(IQAC)

**Cc: PA to Principal (for kind information)**  
**Registrar**  
**Deans, HODs (Teaching & Non-teaching)**  
**All IQAC Coordinators**

<b>Meeting Date &amp; Time</b>	15 <sup>th</sup> December, 2023 02:30 - 04:00 pm	<b>Meeting Location</b>	Office of HoD (FF)
<b>Minutes Drafted Date</b>	16 <sup>th</sup> December, 2023	<b>Meeting Chair</b>	Dr. Namarta Kad Prof. Incharge (IQAC)
<b>MoM Drafted by</b>	Er. Amanjot Singh	<b>Meeting Title</b>	NAAC - Criteria 2, 3

<b>Attendees</b>	<p><b>Dr. Namarta Kad, Prof. Incharge (IQAC)</b>  <b>Dr. P. S. Pannu, Registrar</b>  <b>Dr. Upain Bhatia, Dean Academic Affairs</b>  <b>Mr. H.S. Sarkaria, Controller of Examinations</b>  <b>Dr. Dipti Malhotra, Dean CCIE</b>  <b>Dr. Narinder Sharma, Dean Research &amp; Development</b>  <b>Mr. Amit Singh, Dean Student Affair</b>  <b>Mr. Rakesh Jaitly, Dean Training &amp; Placement</b>  <b>Mr. Anil Wadhwa, Accounts Deptt.</b>  <b>Mr. Atul Mahajan, Entrepreneurship Development Cell</b>  <b>Ms. Shruti Prashar, NSS/NCC Incharge</b>  <b>Mr. Amandeep Sajjan, IAC Cell</b></p>
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S. No.	Agenda	Decision	Responsibility
1	Compilation of NAAC Criteria-2 data for the Academic year 2022-23	Compilation of data for Criteria -2	IAC Cell
2	Compilation of NAAC Criteria-3 data for the Academic year 2022-23	Compilation of data for Criteria -3	IAC Cell
3	Student Enrollment and Profile	<ul style="list-style-type: none"> <li>Number of students admitted in 2022 (as per excel format)</li> <li>Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) (as per excel format)</li> </ul>	Registrar office
4	Catering to Student Diversity	<ul style="list-style-type: none"> <li>Provide data for students' learning levels and special programmes organised for both slow and advanced learners in academic year 2022-23</li> <li>Student - Teacher (full-time) ratio (as per excel format)</li> </ul>	DAA office Registrar office
5	Teaching-Learning Process	<ul style="list-style-type: none"> <li>Student-centric methods such as experiential learning, participative learning and problem-solving methodologies - Provide data from all academic deptts.</li> <li>Ratio of students to mentor for all deptts.</li> <li>Academic Calendar and Teaching Plans for all deptts.</li> </ul>	DAA office

6	Teacher Profile and Quality	Number of full-time teachers against sanctioned posts and teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc /D.lit with their total teaching experience in separate excel files	Registrar office
7	Evaluation Process and Reforms	<ul style="list-style-type: none"> <li>Number of days from the date of last semester-end/ year- end examination till the declaration of results (as per excel format)</li> <li>Data for number of students' complaints/grievances against evaluation</li> </ul>	Examination branch
8	Student Performance and Learning Outcomes	<ul style="list-style-type: none"> <li>Attainment of Programme Outcomes and Course Outcomes from all academic deptts.</li> <li>Pass Percentage of students (as per excel format)</li> </ul>	DAA office  Examination branch
9	Promotion of Research and Facilities	<ul style="list-style-type: none"> <li>Minutes of meetings conducted in R&amp;D and policy for research</li> <li>Seed money provided to teachers for research (as per excel format and related proof documents)</li> </ul>	R&D Cell
10	Resource Mobilization for Research	<ul style="list-style-type: none"> <li>Grants received from Government and Non-Governmental agencies for research (as per excel format and related proof documents)</li> <li>List of teachers recognised as research guides (as per excel format and related proof documents)</li> </ul>	R&D Cell
11	Innovation Ecosystem	<ul style="list-style-type: none"> <li>List of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development (as per excel format and related proof documents)</li> </ul>	R&D Cell ED Cell
12	Research Publications and Awards	<ul style="list-style-type: none"> <li>List of research papers per teacher in CARE Journals notified on UGC website, books and chapters (as per excel format and related proof documents)</li> <li>Total number of Citations in Scopus, h-index of Scopus</li> </ul>	R&D Cell
13	Consultancy	Detail of revenue generated from consultancy and corporate training and detail of total amount spent on developing facilities, training teachers and clerical project staff for undertaking consultancy	R&D Cell
14	Extension Activities	<ul style="list-style-type: none"> <li>List of Extension activities carried out along with number of awards and recognition received from Government / Government-recognised bodies (as per excel format and related proof documents)</li> </ul>	NSS/NCC Incharge

		<ul style="list-style-type: none"> <li>List of extension and outreach programmes conducted through NSS/NCC/Red Cross/YRC. etc. (as per excel format and related proof documents)</li> </ul>	
15	Collaboration	<ul style="list-style-type: none"> <li>Number of collaborative activities for research/ faculty exchange/student exchange/ internship/ on-the-job training/ project work (as per excel format and related proof documents)</li> <li>Number of functional MoUs (as per excel format and related proof documents)</li> </ul>	T&P Cell  R&D Cell

*Namarta Kad*  
16/12/2023

**Dr. Namarta Kad**  
Prof. Incharge (IQAC)

Cc: **PA to Principal (for kind information)**  
**Registrar**  
**Deans, HODs (Teaching & Non-teaching)**  
**All IQAC Coordinators**

<b>Meeting Date &amp; Time</b>	18 <sup>th</sup> December, 2023 02:30 - 04:00 pm	<b>Meeting Location</b>	Office of HoD (EE)
<b>Minutes Drafted Date</b>	19 <sup>th</sup> December, 2023	<b>Meeting Chair</b>	Dr. Namarta Kad Prof. Incharge (IQAC)
<b>MoM Drafted by</b>	Er. Amanjot Singh	<b>Meeting Title</b>	NAAC - Criteria 4, 5

<b>Attendees</b>	<p>Dr. Namarta Kad, Prof. Incharge (IQAC)          Dr. P. S. Pannu, Registrar          Mr. H.S. Sarkaria, Head Library          Dr. Sachin Khurana, Head DCA          Dr. Sandeep Kad, Head CSE          Mr. Amit Singh, Dean Student Affairs          Mr. Rakesh Jaitly, Dean Training &amp; Placement          Mr. Anil Wadhwa, Accounts Deptt.          Mr. Atul Mahajan, Head EDC          Mr. Ajaypal Singh, Incharge Sports          Mr. Ajay Sharma, Prof. CSE          Mr. I.J.S. Sodhi, Incharge Infrastructure          Mr. Pavittar Singh, Incharge IT Facilities          Mr. Amandeep Sajjan, IAC Cell</p>
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S. No.	Agenda	Decision	Responsibility
1	Compilation of NAAC Criteria-4 data for the Academic year 2022-23	Compilation of data for Criteria -4	IAC Cell
2	Compilation of NAAC Criteria-5 data for the Academic year 2022-23	Compilation of data for Criteria -5	IAC Cell
3	Physical Facilities	<ul style="list-style-type: none"> <li>Detail of infrastructure and physical facilities for teaching-learning along with their photographs</li> <li>Detail of facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.) along with their photographs</li> <li>Detail of classrooms and seminar halls with ICT-enabled facilities</li> </ul>	<p>Incharge Infrastructure Registrar office</p>

4	Library as a Learning Resource	<ul style="list-style-type: none"> <li>Expenditure for infrastructure augmentation, excluding salary</li> </ul>	Head Library
		<ul style="list-style-type: none"> <li>Detail of Integrated Library Management System (ILMS)</li> <li>Details of subscriptions like ejournals, e-books, e-Shodh-Sindhu, Shodhganga membership</li> <li>Details of annual expenditure for purchase of books/e-books and journals/e- journals</li> <li>Details of library usage by teachers and students</li> </ul>	Accounts branch
5	IT Infrastructure	<ul style="list-style-type: none"> <li>Budget for updating its IT facilities</li> <li>List of facilities for e-content development</li> </ul>	Incharge Facilities Accounts branch
6	Maintenance of Campus Infrastructure	<ul style="list-style-type: none"> <li>Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component</li> <li>Details of maintaining and utilizing physical, academic and support facilities classrooms, laboratory, library, sports complex, computers, etc.</li> </ul>	Incharge Infrastructure Accounts branch
7	Student Support	<ul style="list-style-type: none"> <li>Detail of students benefitted by scholarships and freeships provided by the Government (as per excel format)</li> <li>Detail of students benefitted by scholarships and freeships provided by the institution and non-government agencies (as per excel format)</li> <li>Details of capability development and schemes (as per excel format)</li> <li>Detail of students benefitted by guidance for competitive examinations and career counselling</li> </ul>	Accounts branch    Head DCA
8	Student Progression	<ul style="list-style-type: none"> <li>List of students placed</li> <li>Details of students who went for higher education</li> <li>List of students who qualified in state/national/ international examinations (as per excel format)</li> </ul>	T & P Cell

9	Student Participation and Activities	<ul style="list-style-type: none"><li>List of awards/medals and their e-copies for outstanding performance in sports and/or cultural activities at inter-university / state / national / international events</li><li>List of students in academic and administrative bodies/committees</li><li>List of sports and cultural events / competitions organised</li></ul>	DSA
10	Alumni Engagement	<ul style="list-style-type: none"><li>Detail of the Alumni Association and its Chapters</li><li>Detail and proofs of Alumni's financial contribution</li></ul>	T & P Cell

  
19/12/2025  
Dr. Namarta Kad  
Prof. Incharge (IQAC)

Cc: PA to Principal (for kind information)  
Registrar  
Deans, HODs (Teaching & Non-teaching)  
All IQAC Coordinators

<b>Meeting Date &amp; Time</b>	19 <sup>th</sup> December, 2023 02:30 - 04:00 pm	<b>Meeting Location</b>	Office of HoD (EE)
<b>Minutes Drafted Date</b>	20 <sup>th</sup> December, 2023	<b>Meeting Chair</b>	Dr. Namarta Kad Prof. Incharge (IQAC)
<b>MoM Drafted by</b>	Er. Amanjot Singh	<b>Meeting Title</b>	NAAC - Criteria 6, 7

<b>Attendees</b>	<p>Dr. Namarta Kad, Prof. Incharge (IQAC)          Dr. P. S. Pannu, Registrar          Dr. Narinder Sharma, Dean(R&amp;D)          Dr. Sandeep Kad, Head CSE          Ms. Binod Kaur, HoD(Appld.Sc.)          Mr. Amit Singh, Dean Student Affairs          Mr. Rakesh Jaitly, Dean Training &amp; Placement          Mr. Anil Wadhwa, D.R.Finance          Ms. Gurveen Kaur, (AP, DMS)          Ms. Shruti Prashar, Incharge NSS          Mr. Ajay Sharma, Prof. CSE          Mr. Amandeep Sajjan, IAC Cell</p>
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S. No.	Agenda	Decision	Responsibility
1	Compilation of NAAC Criteria-6 data for the Academic year 2022-23	Compilation of data for Criteria -6	IAC Cell
2	Compilation of NAAC Criteria-7 data for the Academic year 2022-23	Compilation of data for Criteria -7	IAC Cell
3	Institutional Vision and Leadership	<ul style="list-style-type: none"> <li>Effective leadership reflected in various institutional practices data finalized and checked</li> </ul>	Ms. Gurveen Kaur IAC
4	Strategy Development and Deployment	<ul style="list-style-type: none"> <li>Strategic Plan and deployment documents</li> <li>Organogram on the institution webpage</li> <li>Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination (Screen shots)</li> </ul>	Ms. Gurveen Kaur IAC

5	Faculty Empowerment Strategies	<ul style="list-style-type: none"> <li>• Document of welfare measures for teaching and non-teaching staff and avenues for their career development/ progression</li> <li>• Details of teachers provided with financial support to attend conference, workshops etc. (as per excel format)</li> <li>• Detail of professional development / administrative training programmes organized for teaching and non-teaching staff</li> <li>• Detail of teachers who have undergone online/ face-to-face Faculty Development Programmes (as per excel format and proofs)</li> </ul>	Dean(R&D) & D.R.Finance
6	Financial Management and Resource Mobilization	<ul style="list-style-type: none"> <li>• Detail of internal and external financial audits</li> <li>• Funds / Grants received from non-government bodies, individuals, and philanthropists (as per excel format and proofs)</li> <li>• Detail of mobilisation of funds and the optimal utilisation of resources</li> </ul>	Dean(R&D) & D.R.Finance
7	Internal Quality Assurance System	<ul style="list-style-type: none"> <li>• Contribution of IQAC</li> <li>• Document to review teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals</li> <li>• e-copies of accreditations and certification</li> </ul>	IQAC
8	Institutional Values and Social Responsibilities	<ul style="list-style-type: none"> <li>• Document related to measures initiated for the promotion of gender equity</li> <li>• Geotagged Photographs and document of facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/power-efficient equipment</li> <li>• Geotagged Photographs and document of management of the following types of degradable and non-degradable waste</li> <li>• Geotagged Photographs and document of Water conservation facilities available</li> <li>• Geotagged Photographs and document of Green campus initiatives</li> </ul>	HoD (Applied Sc.)

		<ul style="list-style-type: none"> <li>• Reports and certification on environment and energy audits</li> <li>• Geotagged Photographs and document on disabled-friendly and barrier-free environment</li> <li>• Geotagged Photographs and document on Institutional efforts/initiatives in providing an inclusive environment</li> <li>• Details of activities that inculcate values necessary to transform students into responsible citizens</li> <li>• Document on Code of Conduct</li> <li>• Annual report of the celebrations and commemorative events</li> </ul>	NSS Incharge
9	Best Practices	<ul style="list-style-type: none"> <li>• Document on Best Practices</li> </ul>	HoD (Applied Sc.)
10	Institutional Distinctiveness /	<ul style="list-style-type: none"> <li>• Plan of action for the next academic year discussed and finalised</li> </ul>	HoD (Applied Sc.)

  
20/12/2023

**Dr. Namarta Kad**  
Prof. Incharge (IQAC)

Cc: PA to Principal (for kind information)  
Registrar  
Deans, HODs (Teaching & Non-teaching)  
All IQAC Coordinators