 AMRITSAR GROUP OF COLLEGES NAAC Grade "A" 3 rd Cycle Autonomous College 15th Nov 2014 (renewed by UGC)	Circular (Meeting of IQAC Coordinators)	Internal Quality Assurance Cell (IQAC)
	Ref. No. AGC/IQAC/018	

Meeting of the IQAC Coordinators from Academic Departments has been scheduled as follows:


Date: 3rd December, 2024

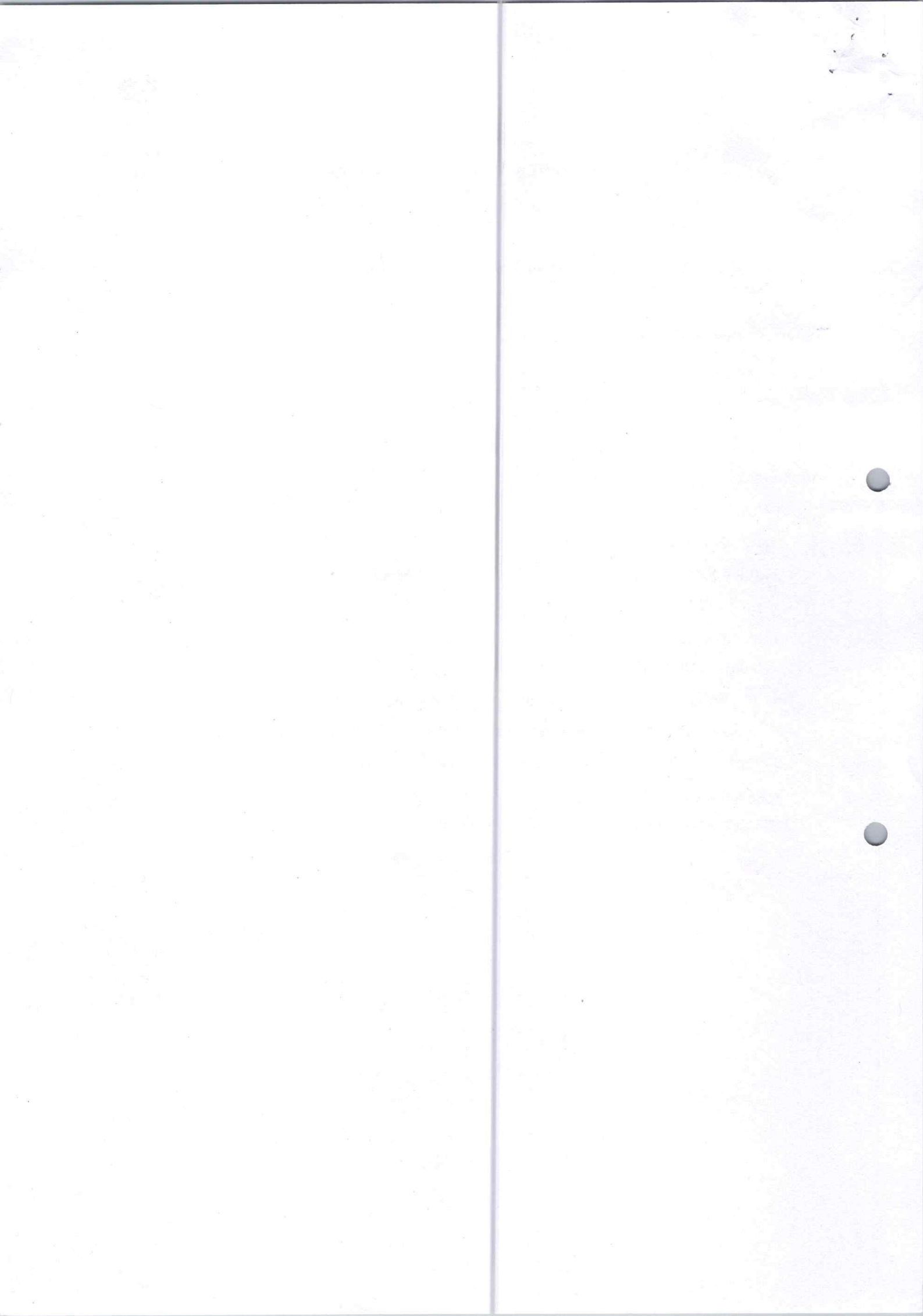
Time: 03:00 pm

Venue: HoD(EE) office


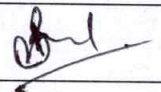
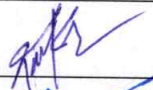
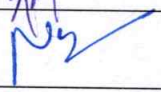
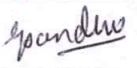
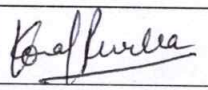

Agenda:


- 1.1 Review and approval of the minutes from the last meeting held on 20-11-2024.
(Ref. No. AGC/IQAC/016).
- 1.2 Policy for Not Eligible Students cases for Nov. ESEs 2024
- 1.3 Audit of Mentorship Meetings
- 1.4 Recording Lectures for Synchronized Classes
- 1.5 Review of Project and training evaluation
- 1.6 CO Compilation (Rubrics) for Labs, Project work and trainings
- 1.7 Value-added courses for imparting transferable and life skills
- 1.8 Preparation and adherence to Academic Calendar and Teaching Plans
- 1.9 Schedule of Next Meeting.
- 1.10 Any other agenda.

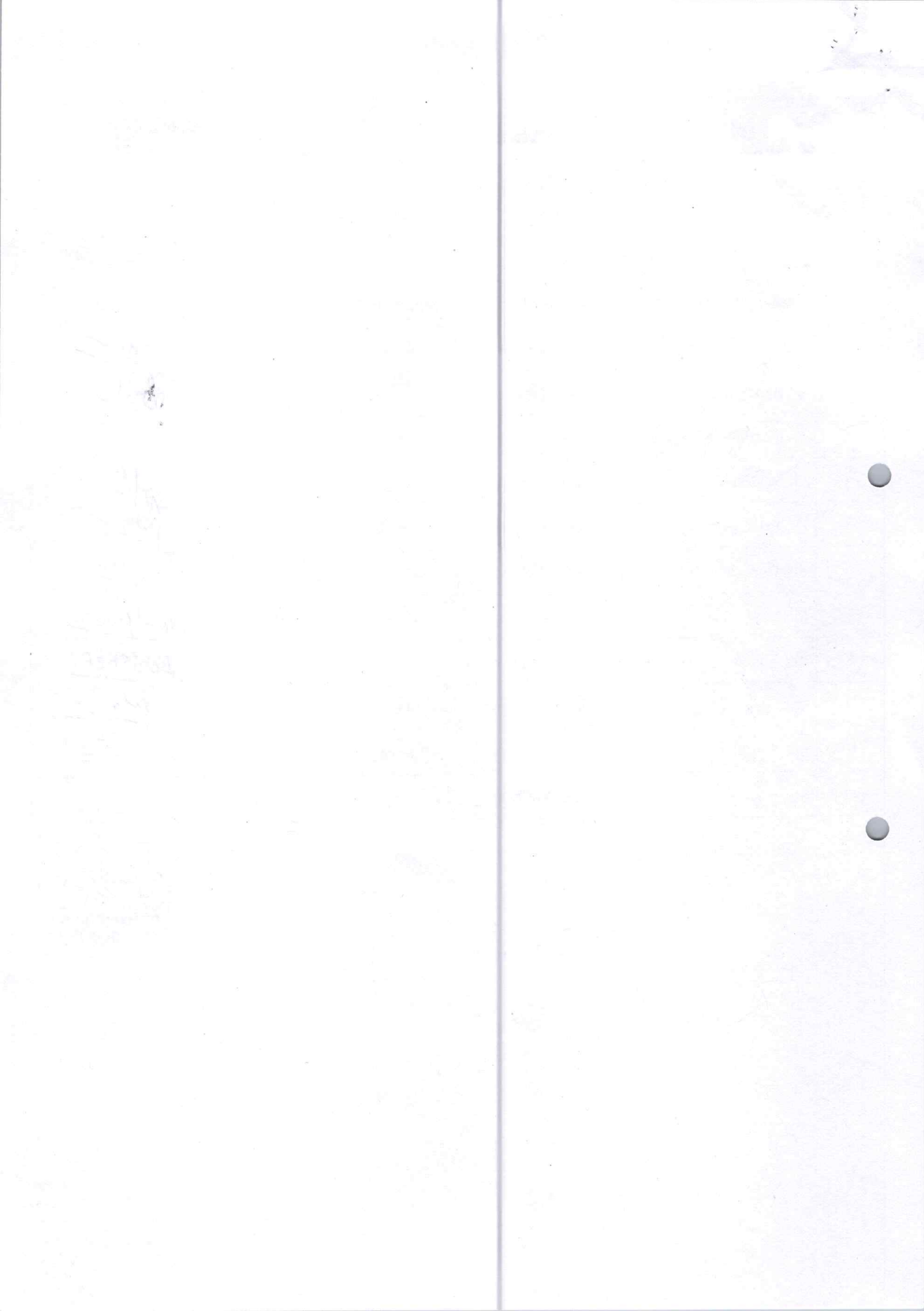

03/12/2024
Dr. Namarta Kad
Prof. Incharge (IQAC)

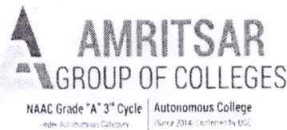


Date: 03-12-2024

S. No.	Name of Coordinator	Designation	Department	Contact No.	Signature
1	Er. Tejinder Sharma	Associate Professor	CSE	9878717667	
2	Er. Bimal Kumar	Associate Professor	EE	9815511810	
3	Er. Inderjit Singh Sodhi	Associate Professor	ME	8146114441	X
4	Er. Sandeep Sharma	Assistant Professor	CE	9115602123	
5	Dr. Neha Arora	Associate Professor	Appl. Sc.	9855234200	
6	Ms. Gurveen Kaur	Assistant Professor	DMS	9501117076	
7	Mr. Sahil Luthra	Assistant Professor	DCA	8558986286	
8	Mr. Abhishek Kundra	Assistant Professor	HMCT	9781448479	<u>Abhishek.</u>
9	Ms. Pooja	Assistant Professor	FD	79860 27204	
10	Ms. Vanshika Bhatia	Assistant Professor	Pharmacy	8847300144	X
11	Ms. Sonali Devgan	Assistant Professor	Para – Medical	7399860006	X


03/12/24
Dr. Namarta Kad
IQAC (PI)

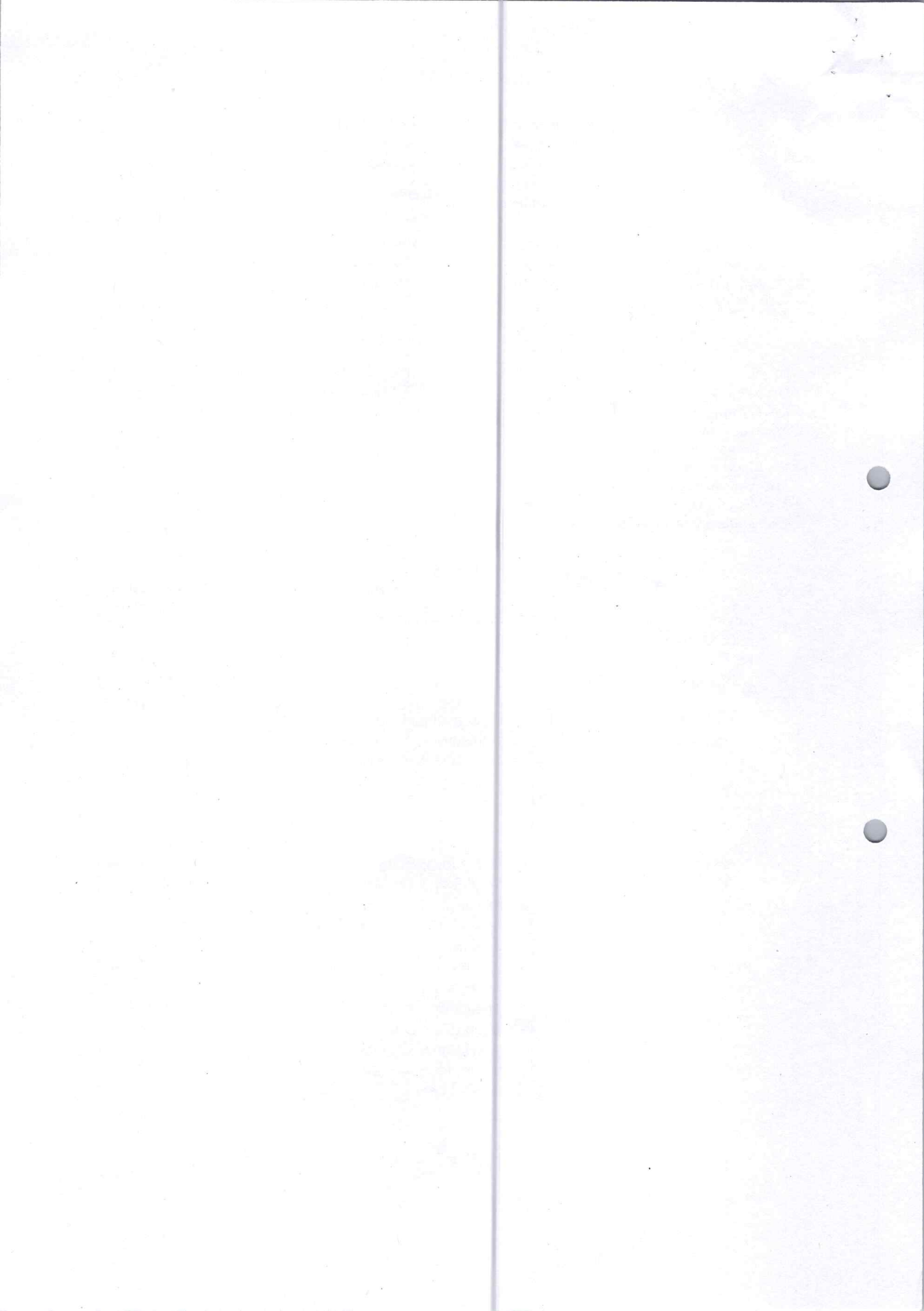


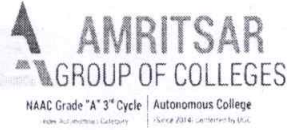
 <p>AMRITSAR GROUP OF COLLEGES</p> <p>NAAC Grade "A" 3rd Cycle Autonomous College Since 2014, Certified by UGC</p>	Minutes of Meeting	Internal Quality Assurance Cell (IQAC)
	Ref. No. AGC/IQAC/019 Date- 04/12/2024	

Meeting Date & Time	3 rd December, 2024 3:00 am - 4:00 pm	Meeting Location	HoD(EE) office
Minutes Drafted Date	4 th December, 2024	Meeting Chair	Dr. Namarta Kad Prof. Incharge (IQAC)
MoM Drafted by	Er. Amanjot Singh	Meeting Title	IQAC Meeting


Attendees	Absentees
Dr. Namarta Kad, PI(IQAC) Dr. Neha Arora, App. Sc. Er. Tejinder Sharma, CSE Ms. Gurveen Kaur, DMS Ms. Komal, DCA Er. Bimal Kumar, EE Mr. Abhishek Kundra, HMCT Ms. Pooja, FD Er. Sandeep Sharma, CE	Er. I.J.S. Sodhi, ME Ms. Sonali Devgan, Para-Med.Sc. Ms. Vanshika Bhatia, Pharmacy

S. No.	Agenda	Decision	Responsibility
1.1	Review and approval of the minutes from the last meeting held on 20-11-2024. (Ref. No. AGC/IQAC/016).	Reviewed and approved	-
1.2	Policy for Not Eligible Students cases for Nov. ESEs 2024	Reviewed and approved by all IQAC coordinators and forwarded to the office of Dean Academic Affairs.	-
1.3	Audit of Mentorship Meetings	<ul style="list-style-type: none"> Dates for the audit: 16th to 18th Dec., 2024, as per the plan shared. Departmental Mentor coordinators to report with mentor booklets and related data in the IQAC office. 	All academic department coordinators.
1.4	Recording Lectures for Synchronized Classes	<ul style="list-style-type: none"> All Ph.D. faculty members to record lectures for assigned subjects for the upcoming semester. Recorded lectures to be used in synchronized classes and made accessible to students for better understanding. 	All academic department coordinators.

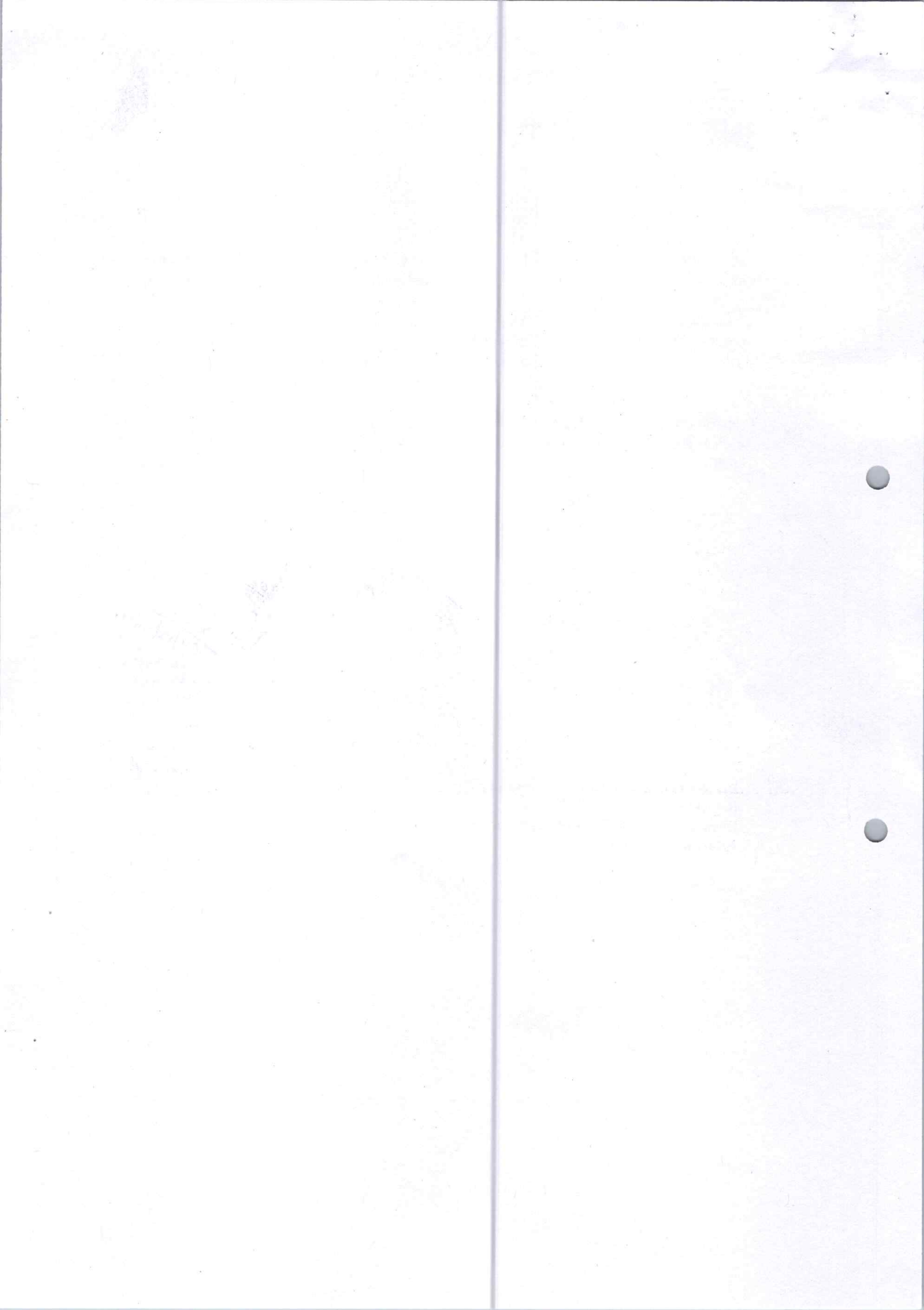



 <small>NAAC Grade "A" 3rd Cycle Autonomous College</small>	Minutes of Meeting	Internal Quality Assurance Cell (IQAC)
	Ref. No. AGC/IQAC/019 Date- 04/12/2024	

1.5	Review of Project and training evaluation	Reviewed external and internal bifurcation of total marks for various courses	All academic department coordinators.
1.6	COs attainment (Rubrics) for Labs, Project work and trainings	All coordinators to attend online/offline FDP on OBE or visit reputed institutes to understand COs attainment for labs and training.	All academic department coordinators.
1.7	Value-added courses for imparting transferable and life skills	Maintain department-wise record in proper Excel format and related proofs in a single PDF for AY-2023-24.	All academic department coordinators submit the data by 10 th dec.,24
1.8	Preparation and adherence to Academic Calendar and Teaching Plans	Maintain department-wise records of MSTs and exam datesheet in a single PDF for AY-2023-24.	All academic department coordinators submit the data by 10 th dec.,24


 04/12/2024
Dr. Namarta Kad
Prof. Incharge (IQAC)

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



 <p>AMRITSAR GROUP OF COLLEGES</p> <p>NAAC Grade "A" 3rd Cycle Autonomous College Under Autonomous Category (Since 2014) Conferred by UGC</p>	Mentorship Meetings Audit	Internal Quality Assurance Cell (IQAC)
	Session: Aug.-Dec., 2024	


Ref. No. AGC/IQAC/020

Date: 04/12/2024

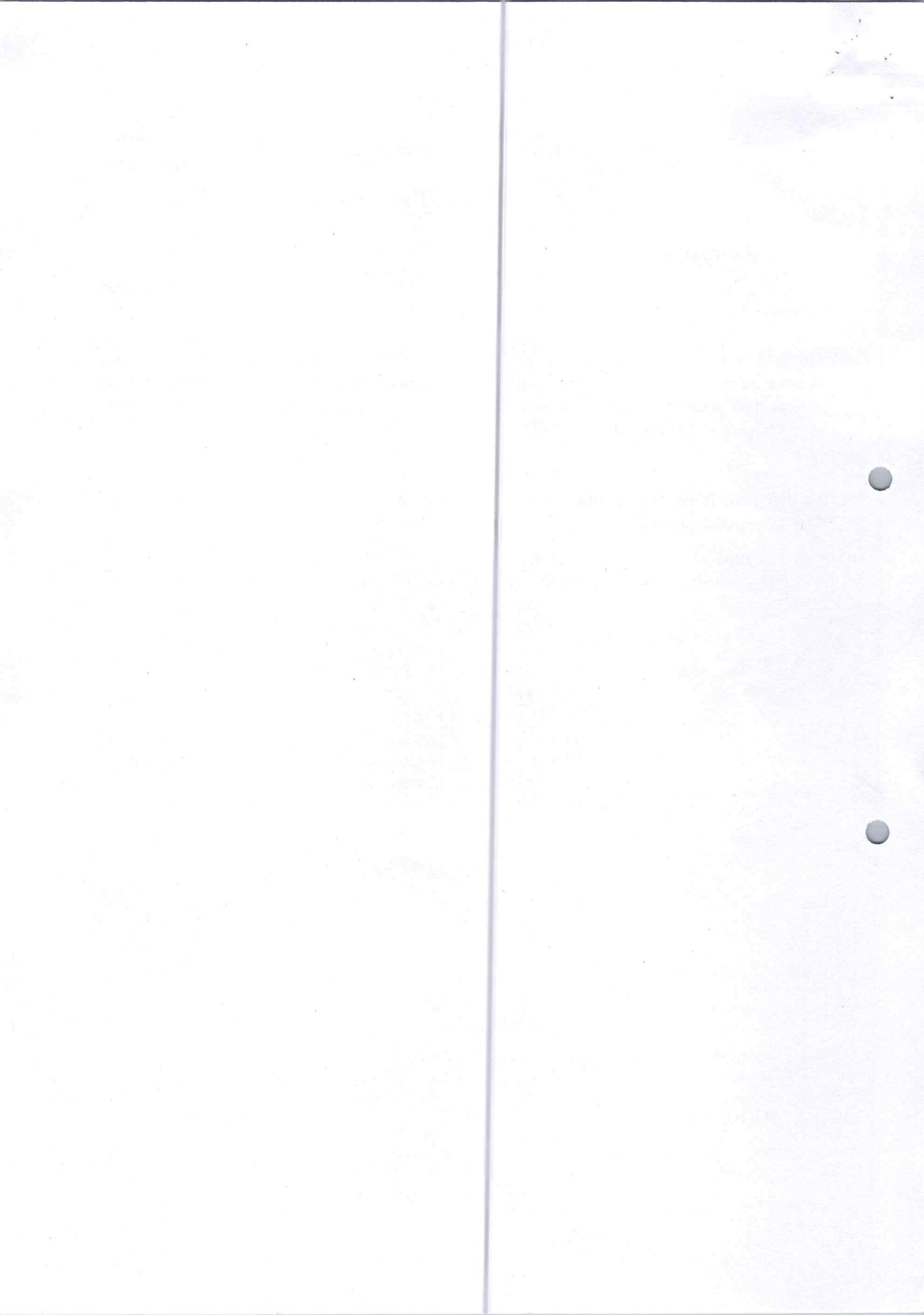
The IQAC will conduct an audit of mentorship meetings from **16th to 18th December** in the **office of Prof. Incharge (IQAC)** to review the documentation and effectiveness of the mentorship process. This audit is a part of our continuous quality improvement process to ensure compliance with academic and administrative standards.

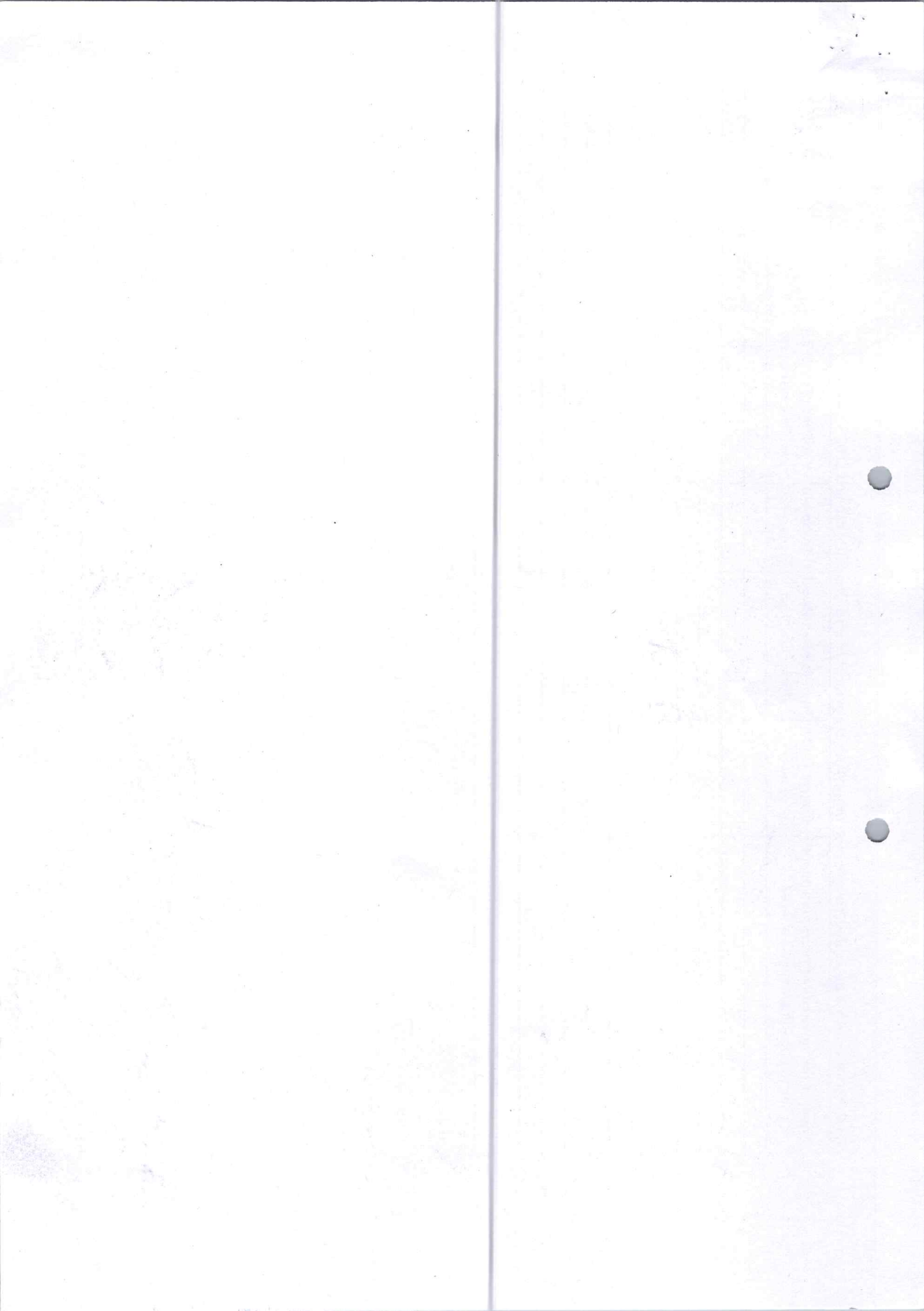
All department mentor coordinators are required to report at the designated time slots along with the **selected mentor booklets** for review. The schedule is as follows:

Date	Time	Department
16th December	10:00 AM	Electrical Engineering
	11:30 AM	Mechanical Engineering
	02:00 PM	Civil Engineering
	03:30 PM	Computer Science & Engineering
17th December	10:00 AM	Department of Management Studies
	11:30 AM	Department of Computer Applications
	02:00 PM	Pharmacy
	03:30 PM	Paramedical Sciences
18th December	10:00 AM	Hotel Management & Catering Technology
	11:30 AM	Fashion Designing


 04/12/2024
Dr. Namarta Kad
Prof. Incharge (IQAC)

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







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