 NAAC Grade 'A' 3 rd Cycle Autonomous College	Circular (Meeting of IQAC Coordinators)	Internal Quality Assurance Cell (IQAC)
	Ref. No. AGC/IQAC/030	

Meeting of the IQAC Coordinators has been scheduled as follows:


Date: 4th February, 2025

Time: 03:45 pm


Venue: HoD(EE) office

Agenda:

- 1.1 Review of IQAC External Peer Team Audit Report for Academic Years 2022-23 and 2023-24
- 1.2 Sharing of Detailed Audit Findings
- 1.3 Discussion on Key Observations and Gaps Identified
- 1.4 Formulation of Action Plan Based on Audit Recommendations
- 1.5 Preparation for Upcoming Academic Year (2024-25)
- 1.6 Any other agenda.



04/02/2025
Dr. Namarta Kad
Prof. Incharge (IQAC)



 <p>AMRITSAR GROUP OF COLLEGES</p> <p>NAAC Grade "A" 3rd Cycle Autonomous College Under Autonomous Category Since 2014 Credited by UGC</p>	Attendance Sheet	Internal Quality Assurance Cell (IQAC)
	Session: 2024 - 2025	

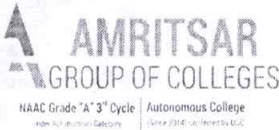
Date: 04-02-2025

S. No.	Name of Coordinator	Designation	Department	Contact No.	Signature
1	Er. Tejinder Sharma	Associate Professor	CSE	9878717667	X
2	Er. Bimal Kumar	Associate Professor	EE	9815511810	X
3	Er. Sandeep Sharma	Assistant Professor	CE / ME	9115602123	X
4	Dr. Neha Arora	Associate Professor	Appl. Sc.	9855234200	<i>Neha</i>
5	Ms. Gurveen Kaur	Assistant Professor	DMS	9501117076	X
6	Mr. Sahil Luthra	Assistant Professor	DCA	8558986286	<i>Sahil Luthra</i>
7	Mr. Abhishek Kundra	Assistant Professor	HMCT	9781448479	<i>Abhishek</i>
8	Ms. Pooja	Assistant Professor	FD	79860 27204	
9	Ms. Vanshika Bhatia	Assistant Professor	Pharmacy	8847300144	<i>Vanshika</i>
10	Ms. Sonali Devgan	Assistant Professor	Para – Medical	7399860006	<i>Sonali</i>
11	Mr. Pardeep Sharma	Supdt. Registrar	Registrar office	9501331381	<i>Pardeep</i>
12	Ms. Shruti Prashar	Asstt. Placement Officer	Placement Cell	8196900399	X
13	Mr. Rahul Sharma	Deputy CoE	Examination Cell	9988964304	X
14	Mr. Jaspreet Singh	Librarian	Central Library	9988000855	<i>Jaspreet</i>
15	Mr. Sanjeev Kumar	Manager Campus relation	Admission Cell	9988006660	X
16	Mr. Amandeep Sajjan	Assistant Registrar Head, IAC	IAC Cell	9878389014	<i>Amandeep</i>


 Dr. Namarta Kad
 Prof. Incharge(IQAC)

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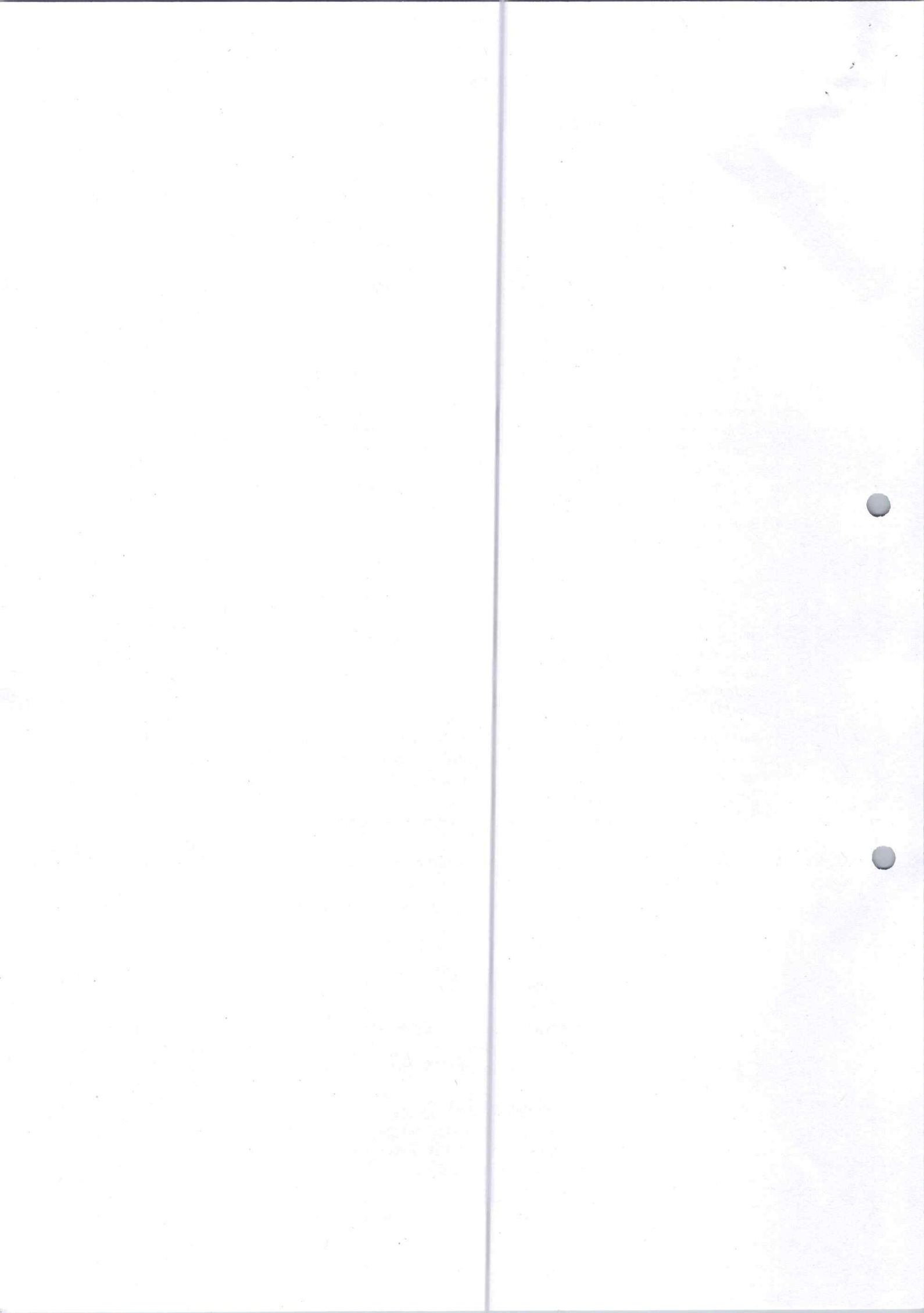
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 <p>AMRITSAR GROUP OF COLLEGES NAAC Grade 'A' 3rd Cycle Autonomous College Since 2016, Accredited by UGC</p>	Minutes of Meeting	Internal Quality Assurance Cell (IQAC)
	Ref. No. AGC/IQAC/031 Date- 04/02/2025	

Meeting Date & Time	4 th February, 2025 3:00 am - 4:00 pm	Meeting Location	AS-205
Minutes Drafted Date	10 th February, 2025	Meeting Chair	Dr. Namarta Kad Prof. Incharge (IQAC)
MoM Drafted by	Er. Amanjot Singh	Meeting Title	IQAC Meeting

Attendees	Absentees
Dr. Namarta Kad, Prof. Incharge (IQAC) Dr. Neha Wadhwa, App. Sc. Mr. Abhishek Kundra, HMCT Ms. Komal Purba, DCA Ms. Vanshika Bhatia, Pharmacy Ms. Sonali Devgan, Para-Med.Sc. Mr. Jaspreet Singh, Library Mr. Pardeep Kumar, Main office Mr. Sanjeev Bhalla, IAC	Ms. Gurveen Kaur, DMS Er. Tejinder Sharma, CSE Er. Sandeep Sharma, CE Ms. Shruti Prashar, Placement Cell Er. Bimal Kumar, EE Ms. Pooja, FD Mr. Rahul Sharma, Examination branch

S. No.	Agenda	Discussion Points
1.1	Review of IQAC External Peer Team Audit Report for Academic Years 2022-23 and 2023-24	The audit report was reviewed and discussed.
1.2	Sharing of detailed Audit findings / suggestions by IQAC external peer team	<ul style="list-style-type: none"> • NEP Integration: Ensure alignment with local, national, and global needs. • Non-credit Courses (IC & EIKT): Include formal assessments or exams. • Curriculum Flexibility: Encourage the inclusion of MOOCs in teaching methodologies. • Elective Course Flexibility: Study schemes should reflect electives & open electives. • Curriculum Enrichment: Ensure Professional Ethics is integrated into syllabi. • Gender Sensitivity: Include as a separate topic in a course, preferably in UHV. • Mentorship: Allocate a full day or a fixed schedule for mentoring in timetable. • Psychologist Visits: Arrange bi-monthly psychologist visits and nominate a counselor. • Feedback System: Maintain documented proof of academic improvements based on feedback. • LMS Student Records: Ensure parents have access to student attendance and awards. • Research Policy: Track and document incentives claimed for publications, patents, etc. - Open access SCI journals offer a 40% discount to Indian authors. - Encourage R&D project applications to boost publications (e.g., Indian Institution of Engineers, CSIR, ICSSR).

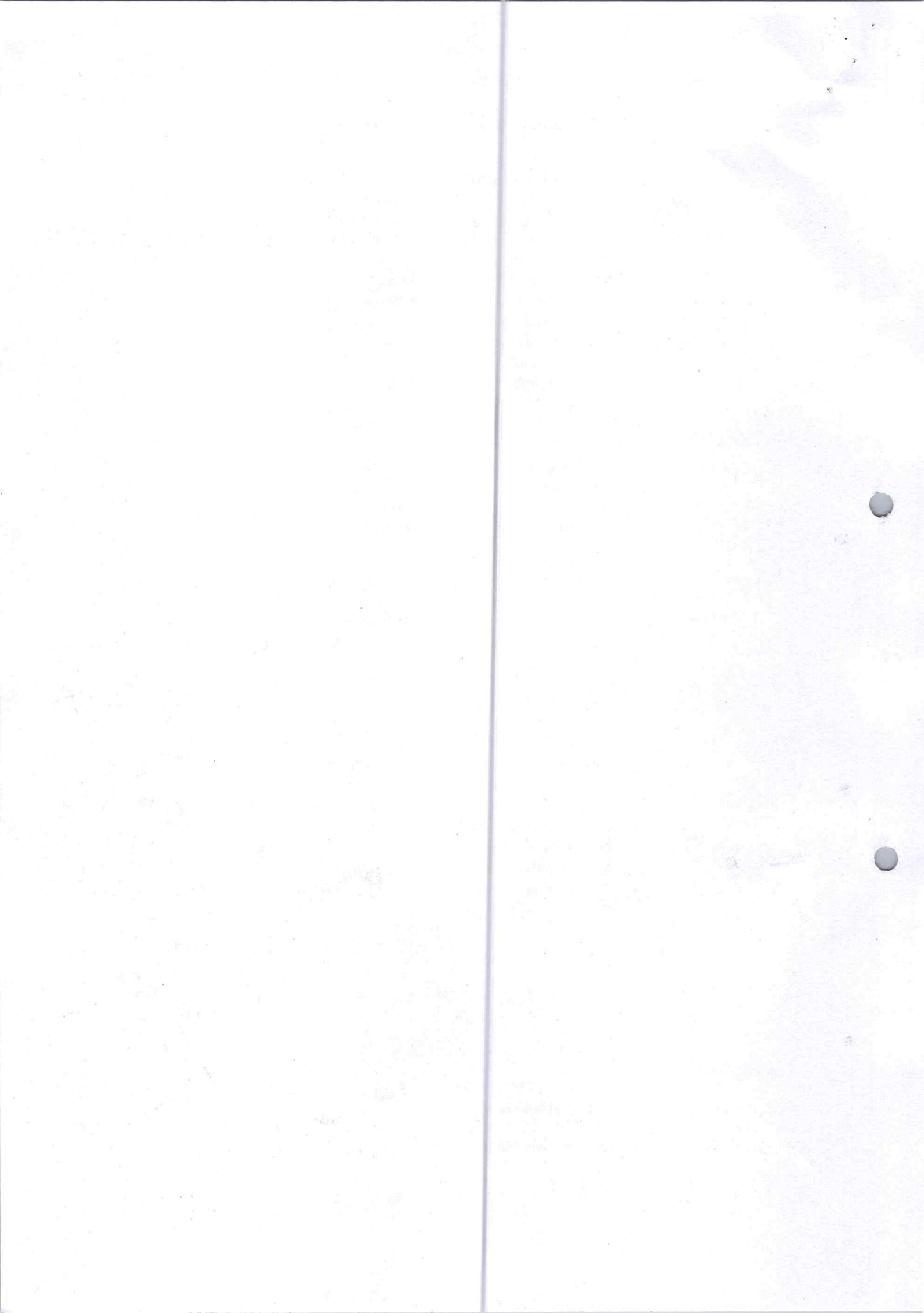


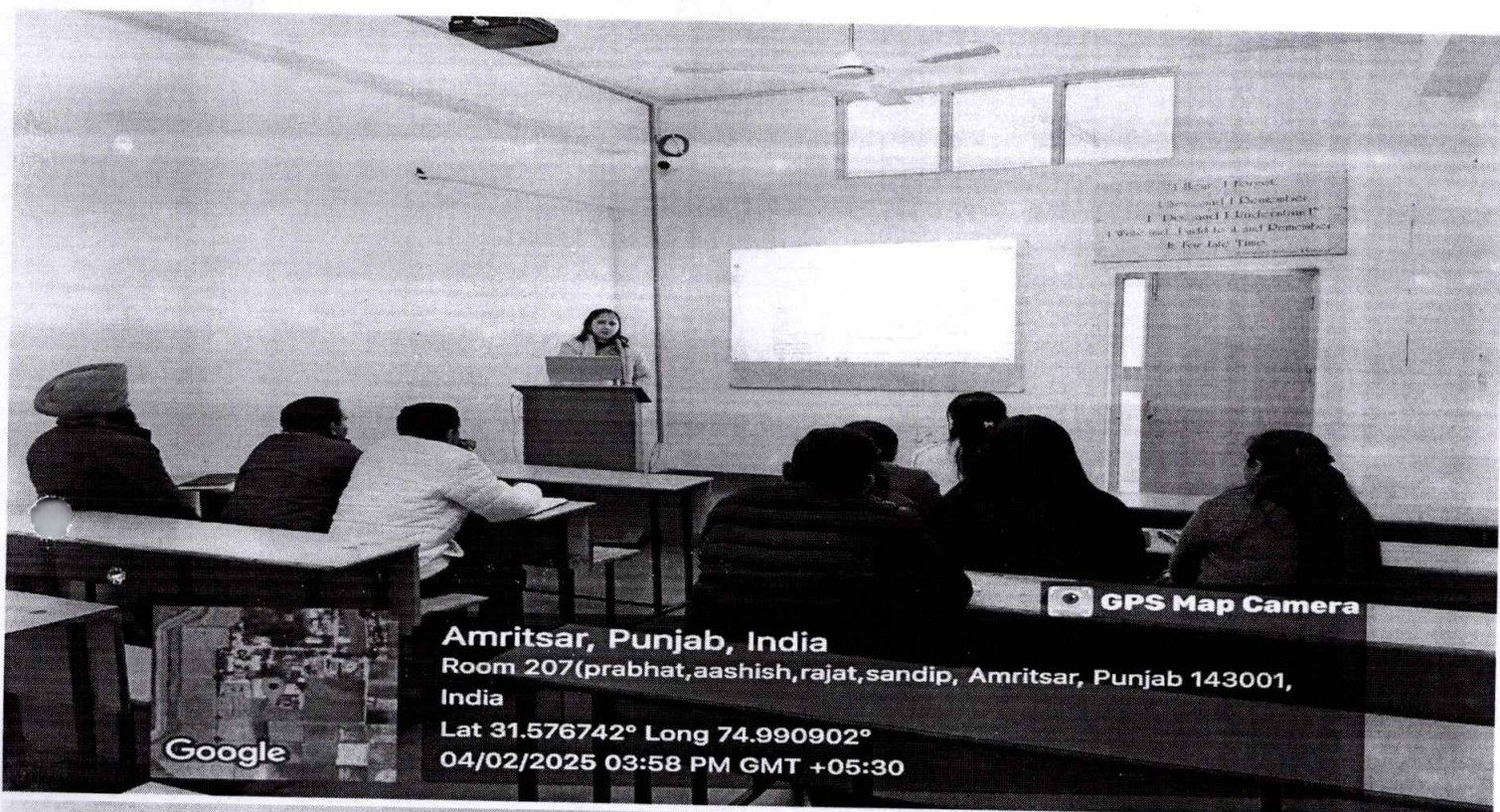
		<ul style="list-style-type: none"> • Innovation Ecosystem: - Register students in the NIT Incubation Centre with teacher mentors. - Develop a policy for EDC Cell, ensuring institutional profit sharing in successful startups. - Organize successful alumni lectures for students under the EDC Cell. - Establish a Centre of Excellence, innovation, or research. - Develop an incubation center or tinkering lab with basic computing and machine tools. • Infrastructure Maintenance: Maintain an infrastructure maintenance record in a register for tracking repairs and upgrades. • MOU for Research Access: Establish agreements with universities for shared research credentials. • Student Progression: Provide permanent email domains beyond graduation for alumni engagement. • NPTEL-SWAYAM Courses: Consider partial reimbursement for students successfully completing these courses. • E-Waste & Biomedical Waste Management: - Obtain certification for e-waste disposal. - Suggested disposal providers: Ramki Group (Punjab) and Surya (upcoming). - Provide separate bins for biomedical waste. • MST/ESE Marks Evaluation: Implement Gaussian Distribution and Bloom's Taxonomy for MST/ESE grading.
1.3	Discussion on Key Observations and Gaps Identified	<ul style="list-style-type: none"> • Evaluate student participation in non-credit courses and propose strategies to improve engagement. • Identify gaps in curriculum flexibility and address challenges in implementing MOOCs and elective selection. • Suggest counselling sessions for students. • Examine the accessibility of student records on LMS for parents and suggest enhancements. • Review faculty participation in research and innovation initiatives, and identify potential barriers.
1.4	Formulation of Action Plan Based on Audit Recommendations	<ul style="list-style-type: none"> • Establish a structured mechanism for periodic feedback collection and academic improvements. • Strengthen collaboration with industry and research institutions for better student opportunities. • Develop a framework for integrating gender sensitivity and professional ethics into the curriculum. • Implement a tracking system for infrastructure maintenance and timely upgradation.


10/02/2025

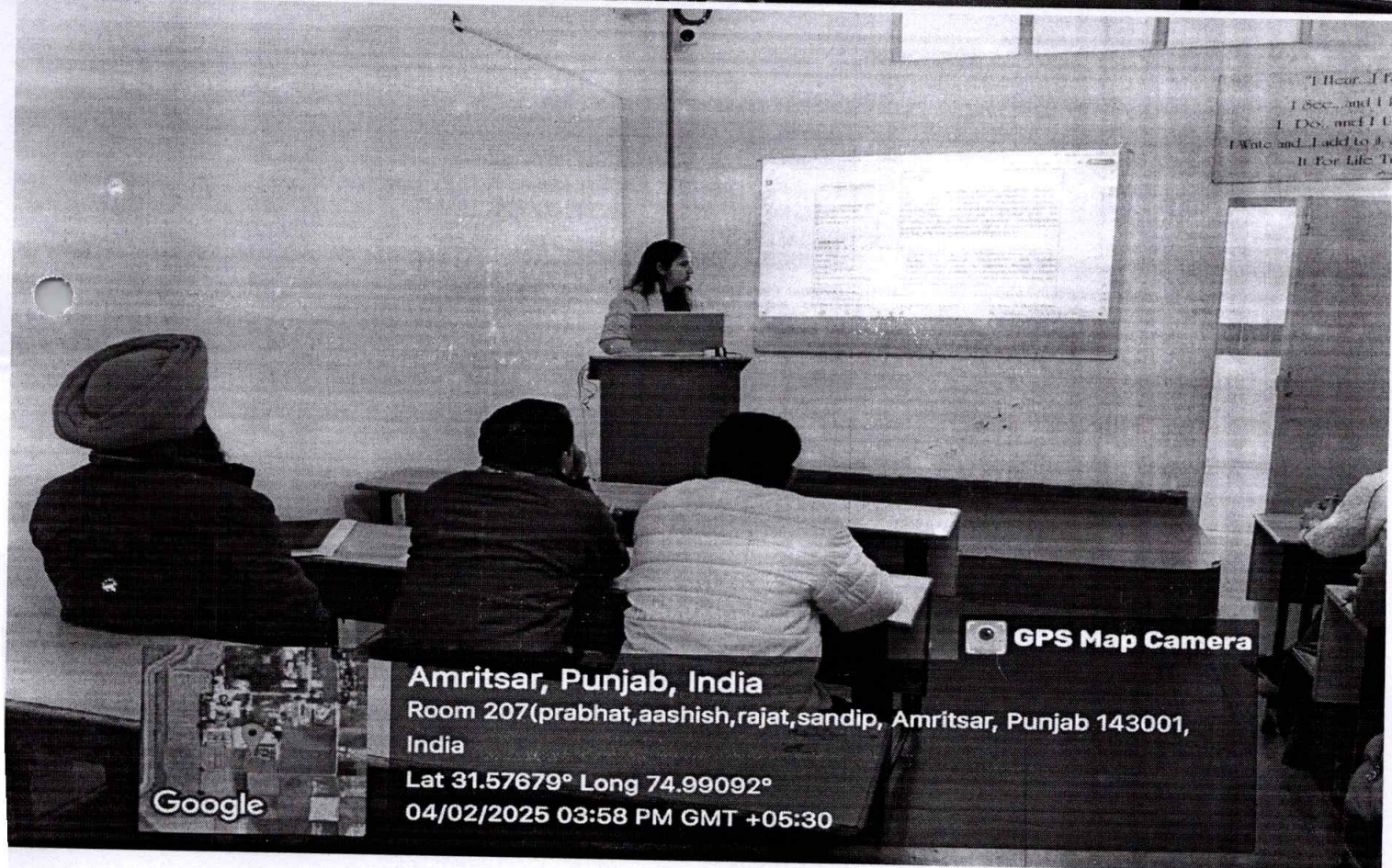
Dr. Namarta Kad
Prof. Incharge (IQAC)

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





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Handwritten signature and date: N. S. / 04/02/2025

