 <p>AMRITSAR GROUP OF COLLEGES</p> <p>NAAC Grade "A" 3<sup>rd</sup> Cycle Autonomous College under Autonomous Category (Since 2014) Conferred by UGC</p>	<b>Circular</b> <b>(Meeting of IQAC Coordinators)</b>		<b>Internal Quality Assurance Cell</b> <b>(IQAC)</b>
	Ref. No. AGC/IQAC/034	05/03/2025	

Meeting of the IQAC Coordinators has been scheduled as follows:


**Date:** 6<sup>th</sup> March, 2025

**Time:** 03:30 pm




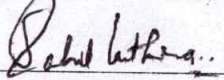
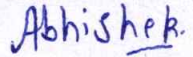


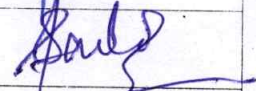
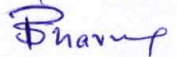

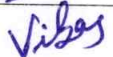

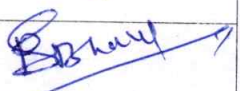
**Venue:** Conference Hall, Placement Cell


**Agenda:**

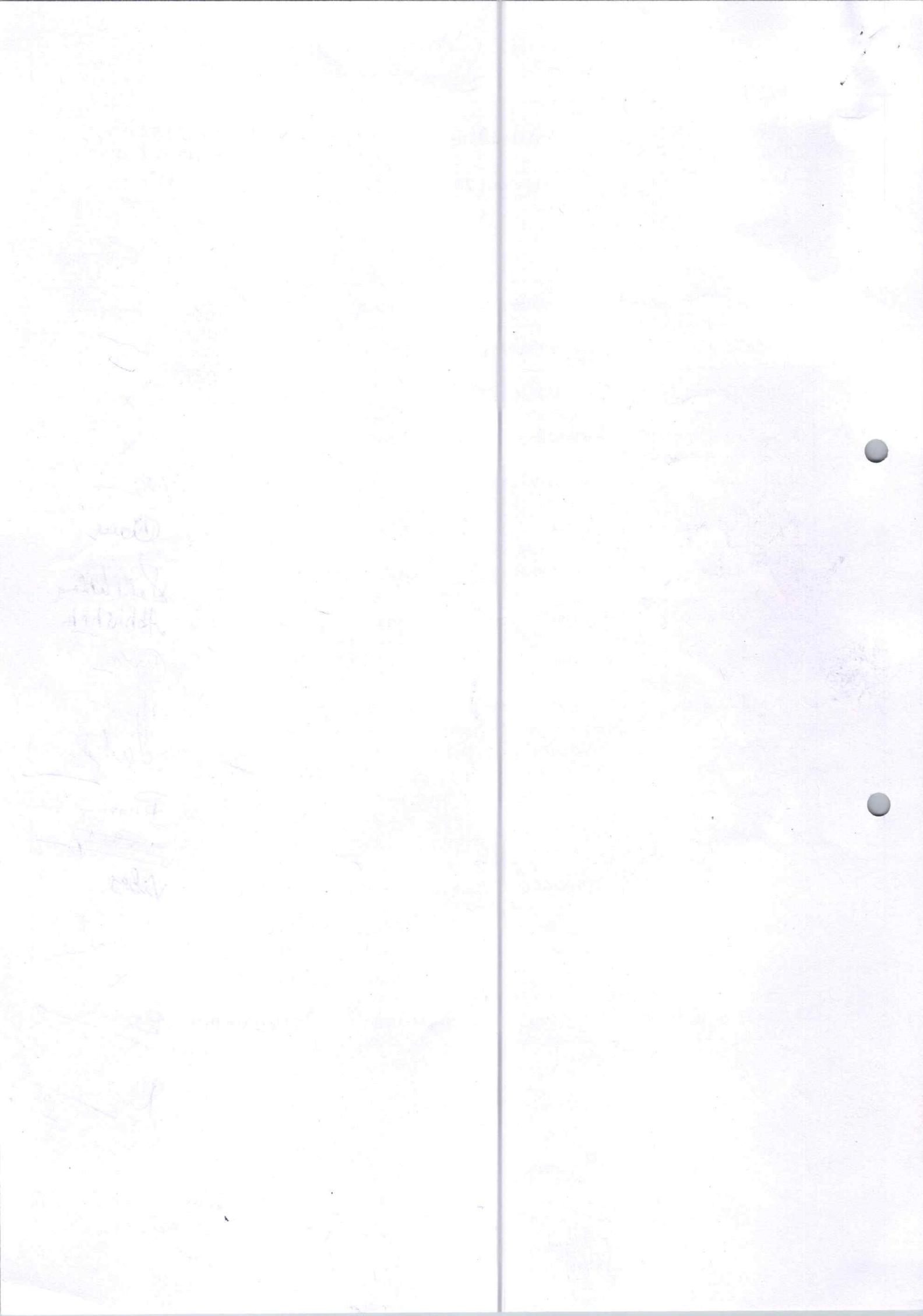
- 1.1 Welcome and Opening Remarks
- 1.2 Confirmation of Previous Meeting Minutes
- 1.3 Teaching, Learning, and Evaluation Student Satisfaction Survey Questionnaire
- 1.4 Feedback analysis for session July-Dec., 2024
- 1.5 Infrastructure Maintenance record
- 1.6 E-content development through Content Development Cell (CDC)
- 1.7 Mentorship meetings
- 1.8 Encouraging research projects and publications
- 1.9 Programme Outcomes and Course Outcomes compilation for UG Courses
- 1.10 Library records for books/e-books and journal/e-journals
- 1.11 Question bank uploading on examination portal
- 1.12 BOS record submission
- 1.13 Result analysis by Exam Cell for ESE – Nov., 2024
- 1.14 Any other agenda.

  
 05/03/2025  
**Dr. Namarta Kad**  
**Prof. Incharge (IQAC)**

Date: 06-03-2025

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	X
3	Er. Sandeep Sharma	Assistant Professor	CE / ME	9115602123	X
4	Dr. Neha Arora	Associate Professor	Appl. Sc.	9855234200	
5	Ms. Gurveen Kaur	Assistant Professor	DMS	9501117076	
6	Mr. Sahil Luthra	Assistant Professor	DCA	8558986286	
7	Mr. Abhishek Kundra	Assistant Professor	HMCT	9781448479	
8	Ms. Pooja	Assistant Professor	FD	79860 27204	
9	Ms. Vanshika Bhatia	Assistant Professor	Pharmacy	8847300144	
10	Ms. Sonali Devgan	Assistant Professor	Para – Medical	7399860006	
11	Mr. Pardeep Sharma	Supdt. Registrar	Registrar office	9501331381	
12	Ms. Shruti Prashar	Asstt. Placement Officer	Placement Cell	8196900399	
13	Mr. Rahul Sharma	Deputy CoE	Examination Cell	9988964304	
14	Mr. Jaspreet Singh	Librarian	Central Library	9988000855	
15	Mr. Sanjeev Kumar	Manager Campus relation	Admission Cell	9988006660	X
16	Mr. Parvesh Bhalla	IAC	IAC Cell	9814247147	

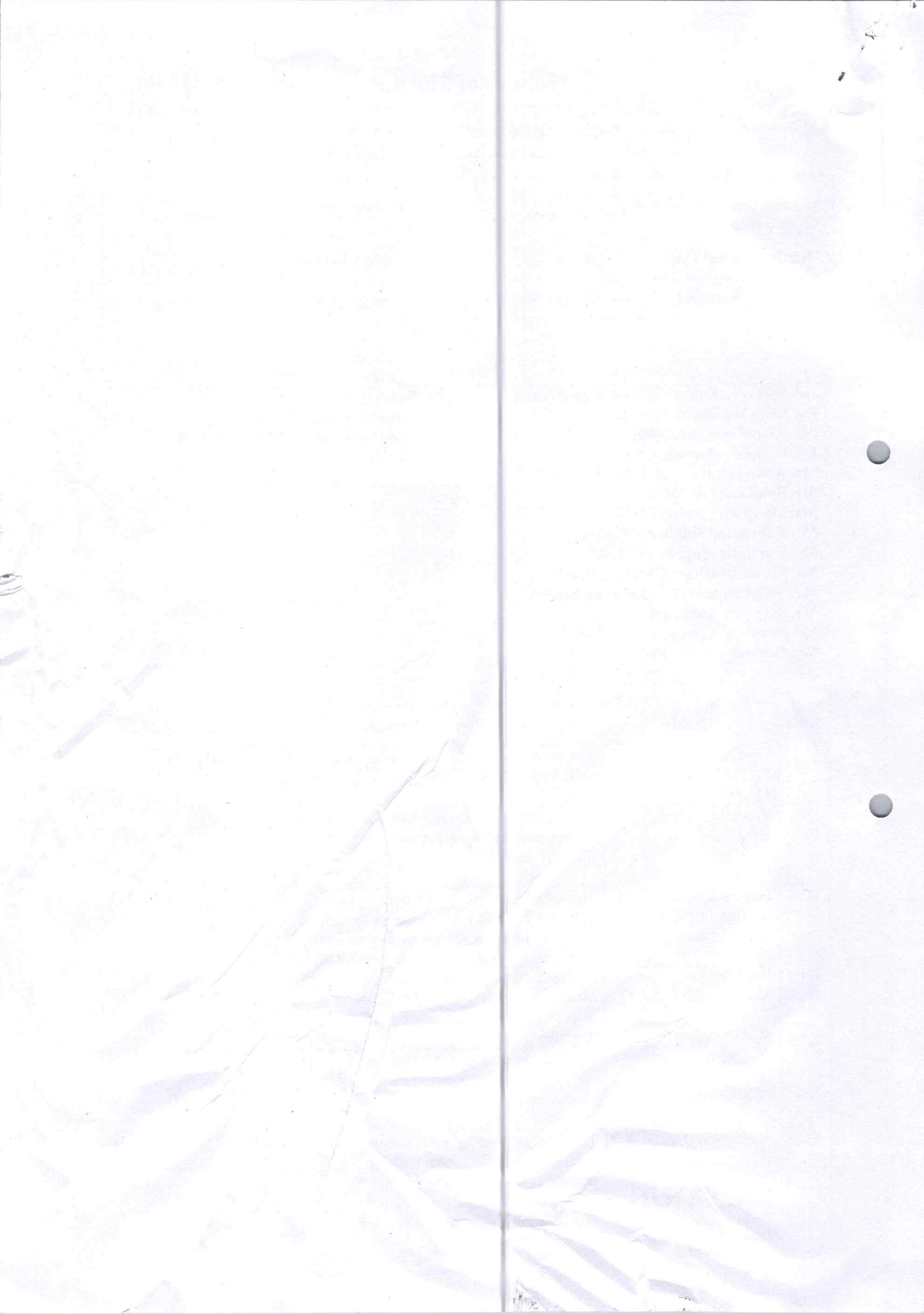
  
06/03/25  
Dr. Namarta Kad  
Prof. Incharge(IQAC)

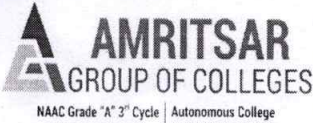


<b>Meeting Date &amp; Time</b>	6 <sup>th</sup> March, 2025 3:00 am - 4:00 pm	<b>Meeting Location</b>	Conference room, Placement Cell
<b>Minutes Drafted Date</b>	7 <sup>th</sup> March, 2025	<b>Meeting Chair</b>	Dr. Namarta Kad Prof. Incharge (IQAC)
<b>MoM Drafted by</b>	Er. Amanjot Singh	<b>Meeting Title</b>	IQAC Meeting


Attendees	Absentees
<p><b>Dr. Namarta Kad, Prof. Incharge (IQAC)</b>  <b>Dr. Neha Wadhwa, App. Sc.</b>  <b>Ms. Arjinder Kaur, DMS</b>  <b>Er. Tejinder Sharma, CSE</b>  <b>Mr. Abhishek Kundra, HMCT</b>  <b>Mr. Sahil Luthra, DCA</b>  <b>Ms. Manjinder Kaur, FD</b>  <b>Mr. Balwinder Singh, Pharmacy</b>  <b>Ms. Sonali Devgan, Para-Med.Sc.</b>  <b>Ms. Shruti Prashar, Placement Cell</b>  <b>Mr. Vikas Kumar, Examination branch</b>  <b>Mr. Jaspreet Singh, Library</b>  <b>Mr. Pardeep Kumar, Main office</b>  <b>Mr. Parvesh Bhalla, IAC</b></p>	<p><b>Er. Sandeep Sharma, CE</b>  <b>Er. Bimal Kumar, EE</b>  <b>Mr. Sanjeev Kumar, Admission Cell</b></p>

S. No.	Agenda	Discussion Points	Responsibility
1.1	Confirmation of Previous Meeting Minutes	The minutes of the previous meeting were reviewed and confirmed.	All Members
1.2	Teaching, Learning, and Evaluation - Student Satisfaction Survey Questionnaire	The questionnaire for the Student Satisfaction Survey was reviewed and approved for distribution.	IQAC
1.3	Feedback Analysis for Session July-Dec. 2024	The Dean Academics Office will analyze feedback collected from students to identify areas of improvement and propose effective measures for curriculum enhancement.	Dean Academics Office
1.4	Infrastructure Maintenance Record	A standardized format for recording maintenance activities in the register was discussed for both teaching and non-teaching departments to ensure systematic tracking.	All members
1.5	E-content Development through Content Development Cell (CDC)	Progress on e-content creation was reviewed, and Faculty members were encouraged to contribute for the same.	All members from teaching depts.
1.6	Mentorship Meetings	The frequency and effectiveness of mentorship meetings were discussed, with recommendations for improvement.	All Faculty Mentors
1.7	Encouraging Research Projects and Publications	Strategies to increase research output and faculty publications were discussed.	All members from teaching depts.



 <small>NAAC Grade "A" 3<sup>rd</sup> Cycle   Autonomous College</small> <small>Under Autonomous Category   Since 2014 (Confirmed by UGC)</small>	<b>Minutes of Meeting</b>	<b>Internal Quality Assurance Cell (IQAC)</b>
	Ref. No. AGC/IQAC/035    Date- 07/03/2025	

1.8	Programme Outcomes and Course Outcomes Compilation for UGC Courses	All UGC courses coordinators are encouraged to complete their work on Programme Outcomes (PO) and Course Outcomes (CO) for the new scheme adopted for session 2024-25.	UGC courses coordinators
1.9	Library Records for Books/e-Books and Journals/e-Journals	The status of new acquisitions and record-keeping for session 2024-25 was reviewed.	Librarian
1.10	Question Bank Uploading on Examination Portal	All concerned faculty members are required to complete the uploading of the question bank by 12th March 2025.	All members from teaching deptts.
1.11	BOS Record Submission	All BOS records are to be submitted to the IAC.	All members from teaching deptts.
1.12	Result Analysis by Exam Cell for ESE – Nov. 2024	The examination results must be shared with the respective departments for detailed analysis and necessary follow-up actions.	Exam Cell

  
 07/03/2025  
**Dr. Namarta Kad**  
**Prof. Incharge (IQAC)**

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

