AMRITSAR GROUP OF COLLEGES NAAC Grade "A" 3rd Cycle | Autonomous College under Autonomous Category | (Since 2014) Conferred by UGC	**Circular** **(Meeting of IQAC Members)** **Ref.No. AGC/IQAC/067 Date: 08/10/2026**	**Internal Quality Assurance Cell (IQAC)**

Meeting Date & Time	8th October 2026 3:30 pm	**Meeting Location**	Reading Hall 4
Minutes Drafted Date	9th October 2026	**Meeting Chair**	Prof. Incharge (IQAC)
MoM Drafted by	Ms. Meenu Sharma	**Meeting Title**	IQAC Meeting

1.1 Follow-up of Previous Metrics Discussed

The action taken on the metrics discussed in the previous meeting was reviewed department-wise.

1.2 Discussion on New Policy Peer-to-Peer Mentorship

The IQAC has introduced a new Peer-to-Peer Mentorship Policy to promote collaborative learning, knowledge sharing, and students' academic and professional growth. Under this initiative, departments shall identify suitable student peer mentors and initiate the programme, wherein senior students will mentor their junior peers and to facilitate mutual learning and academic support. The programme is expected to enhance students' communication, teamwork, problem-solving, leadership, and interpersonal skills through structured peer interactions and knowledge-sharing activities.

1.3 Review of M. Tech Thesis Prerequisites

The members discussed measures to strengthen the quality, originality, and research outcomes of M.Tech Thesis/Dissertation work. After detailed deliberation, it was proposed that the Dean, R&D, shall verify the eligibility criteria for thesis/dissertation submission before granting permission for final submission. The verification shall include checking the prescribed research paper publication requirements and their publication status in Scopus-indexed journals. The Dean, R&D, shall also ensure that the thesis/dissertation complies with the prescribed plagiarism and similarity limits and that AI-generated content is checked in accordance with institutional guidelines.

1.4 Collection, verification and consolidation of Student Data for Academic Session 2026–27 including Enrolled, Pass-out and Newly Admitted Students for NAAC

It was decided that the administrative offices would compile and verify the data of all enrolled students, pass-out students, and newly admitted students. The consolidated data shall be maintained in the prescribed format and submitted to the IQAC within the stipulated timeline for further verification and NAAC-related reporting.

1.5 To conduct Gender Audit in the prescribed format to assess and document gender-wise participation and representation of students and staff.

IQAC proposed that the Gender Audit should be conducted in the prescribed format to gender representation, participation, and equality in various academic and administrative activities. The consolidated Gender Audit Report shall be submitted to the IQAC for review and record-keeping as part of the institution's quality assurance and NAAC accreditation process.

1.6 Review and Analysis of MST Aug 2026 result to assess student performance and identify slow learners and advance learners for appropriate academic interventions.

Informed that the MST results be analyzed by the concerned departments to evaluate students learning levels. Identify advance and slow learner and appropriate Academic interventions shall be arranged for them.

1.7 To submit and review the report on the Outcomes of the First Mentor Meeting, including the major observations, student concerns, actions required.

The Mentor Coordinator submitted the report on the First Mentor Meeting, covering major observations, student concerns and actions required.

1.8 To conduct an audit of the maintenance of physical and academic support facilities and review the areas requiring improvement.

IQAC proposed the need to conduct an audit of the maintenance of physical and academic support facilities and identify areas requiring improvement. The members further decided to introduce a monthly maintenance checklist for regular monitoring and follow-ups. The progress of the corrective actions will be reviewed in the next meeting.

1.9 To submit and review the report of End Semester Examinations held in May 2026 by the examination branch including the relevant result analysis.

The IQAC coordinator of the Examinations branch formally submitted the comprehensive report for the examinations conducted in May 2026.

1.10 To inform the IQAC Coordinators about the constitution of inspection committees at the institutional and departmental levels and to brief them regarding their respective roles, responsibilities, and inspection procedures.

During the previous inspection of the Allied and Healthcare Department held on 24 September 2026, several gaps and shortcomings were identified. In view of these observations, the IQAC proposed the constitution of Internal Inspection Committees at both the central and departmental levels. It was further decided that the IQAC Coordinator of the concerned department would be a member of the respective Departmental Inspection Committee and would actively coordinate with the department to ensure the effective planning, coordination, and smooth conduct of the inspection process.

Er. Gurveen Kaur Sandhu
Prof. Incharge (IQAC)

Cc: PA to Principal (for kind information)
Registrar
Deans, HODs (Teaching and Non-teaching)
IQAC Members