 <p>AMRITSAR GROUP OF COLLEGES</p> <p>NAAC Grade "A" 3rd Cycle Autonomous College <small>Under Autonomous Category Since 2014-15 Governed by IQAC</small></p>	Circular (Meeting of IQAC Coordinators)	Internal Quality Assurance Cell (IQAC)
	Ref. No. AGC/IQAC/011	

Meeting of the IQAC Coordinators has been scheduled as follows:


Date: 9th September, 2024

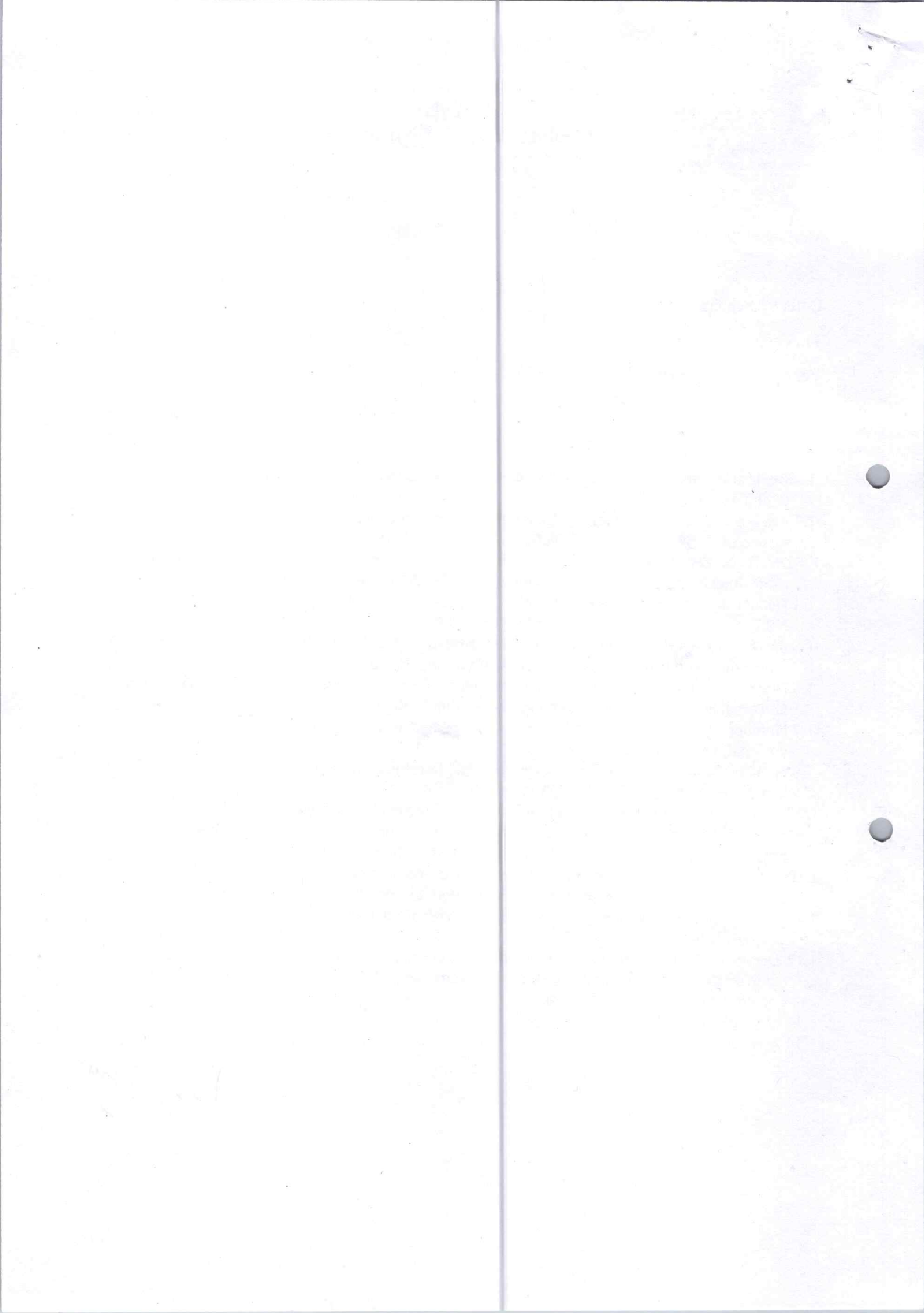
Time: 03:00 pm

Venue: Conference Hall (Placement Cell)

Agenda:

- 1.1 Review and approval of the minutes from the last meeting held on 21-08-2024. **(Ref. No. AGC/IQAC/010).**
- 1.2 Review the decisions taken by Examination Committee meeting held on 27th August, 2024 related to the Nov 2024 ESEs **(Ref. No. AGC/CoE/384).**
- 1.3 Details of awards and recognition received by the Department, its teachers and students for extension activities from Govt. / Govt. recognized bodies during the year 2023-24.
- 1.4 Details of extension and outreach programs conducted by the Department through NSS/NCC/Red cross/YRC etc., during the year 2023-24.
- 1.5 Details of Collaborative activities for research, faculty exchange, student exchange, internship, on-the-job training, project work during the year
- 1.6 Details of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the year (only functional MoUs)
- 1.7 Number of students benefited by scholarships and freships provided by the Government during the year 2023-24.
- 1.8 Number of students benefited by scholarships, freships, etc. provided by the institution and non-government agencies during the year 2023-24.
- 1.9 Details of Capacity development and skills enhancement activities organized for improving students' capability 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. Awareness of trends in technology.
- 1.10 Number of students benefited by guidance for competitive examinations and career counselling offered by the Institution/Department during the year 2023-24.
- 1.11 Number of students qualifying in state/ national/ international level examinations during the year 2023-24
- 1.12 Details of awards/medals for outstanding performance in sports/cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year 2023-24
- 1.13 Schedule of Next Meeting.
- 1.14 Any other agenda.


 09/09/2024
Dr. Namarta Kad
PI (IQAC)



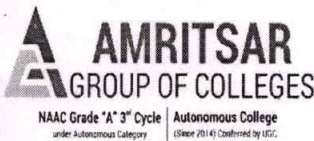
Date : 09-09-2024

S. No.	Name of Coordinator	Designation	Department	Contact No.	Signature
1	Er. Tejinder Sharma	Associate Professor	CSE	9878717667	<i>[Signature]</i>
2	Er. Bimal Kumar	Associate Professor	EE	9815511810	<i>[Signature]</i>
3	Er. Inderjit Singh Sodhi	Associate Professor	ME	8146114441	X
4	Er. Sandeep Sharma	Assistant Professor	CE	9115602123	<i>[Signature]</i>
5	Dr. Neha Wadhwa	Associate Professor	Appl. Sc.	9855234200	<i>[Signature]</i>
6	Ms. Gurveen Kaur	Assistant Professor	DMS	9501117076	<i>[Signature]</i>
7	Mr. Sahil Luthra	Assistant Professor	DCA	8558986286	<i>[Signature]</i>
8	Mr. Abhishek Kundra	Assistant Professor	HMCT	9781448479	<i>[Signature]</i>
9	Ms. Pooja	Assistant Professor	FD	79860 27204	<i>[Signature]</i>
10	Ms. Vanshika Bhatia	Assistant Professor	Pharmacy	8847300144	<i>[Signature]</i>
11	Ms. Sonali Devgan	Assistant Professor	Pharmacy	7399860006	<i>[Signature]</i>
12	Mr. Pardeep Sharma	Supdt. Registrar	Registrar office	9501331381	<i>[Signature]</i>
13	Ms. Shruti Prashar	Asstt. Placement Officer	Placement Cell	8196900399	<i>[Signature]</i>
14	Mr. Rahul Sharma	Deputy CoE	Examination Cell	9988964304	<i>[Signature]</i>
15	Mr. Jaspreet Singh	Librarian	Central Library	9988000855	X
16	Mr. Sanjeev Kumar	Manager Campus relation	Admission Cell	9988006660	X
17	Mr. Amandeep Sajjan	Assistant Registrar Head, IAC	IAC Cell	9878389014	X
18	Mr. Karambir Singh	D.R. (Admin)	IAC Cell	9780483737	X

[Signature]
09/09/24
Dr. Namarta Kad
IQAC (PI)

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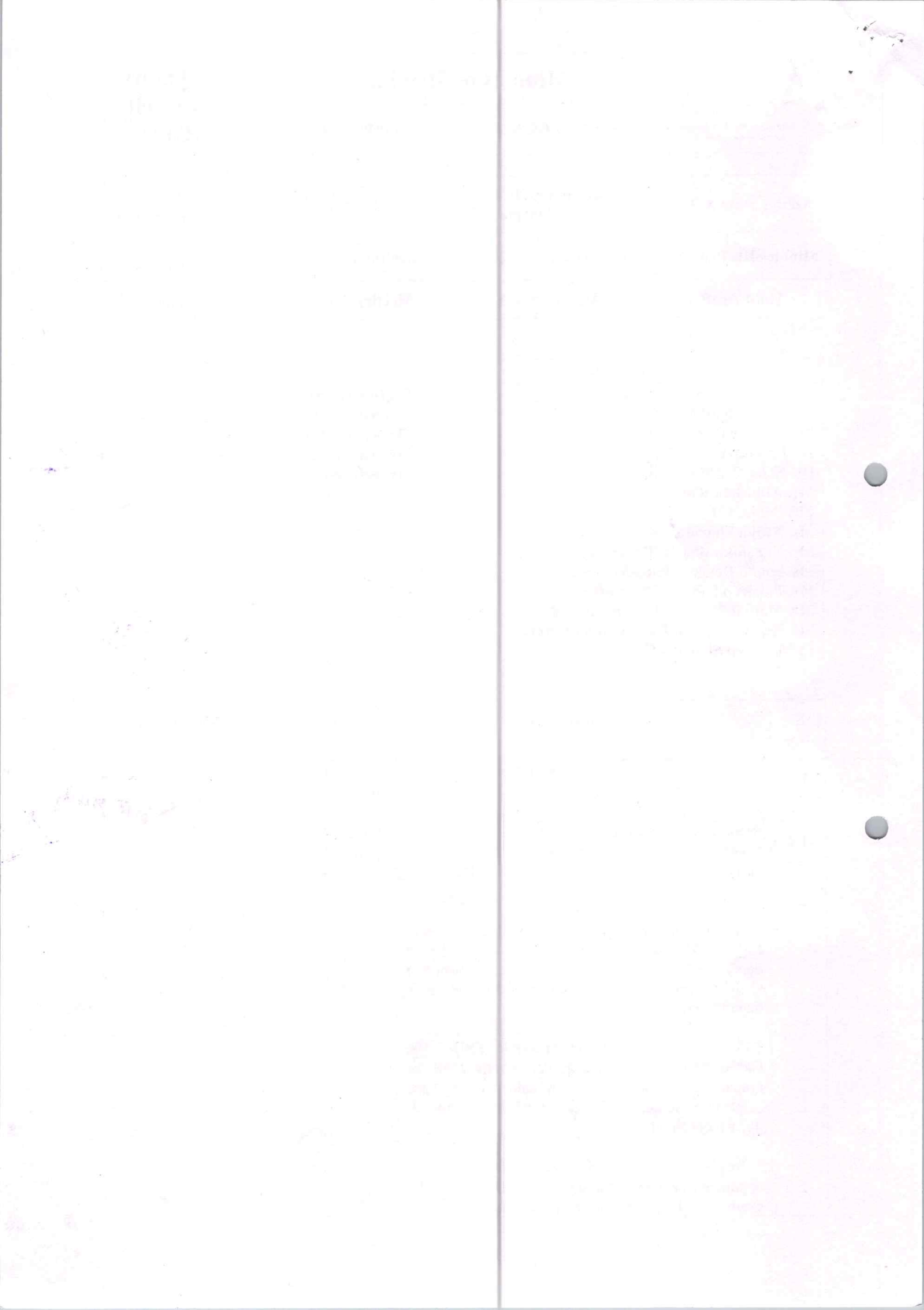
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 <small>NAAC Grade "A" 3rd Cycle under Autonomous Category Autonomous College (Since 2014) Certified by UGC.</small>	Minutes of Meeting	Internal Quality Assurance Cell (IQAC)
	Ref. No. AGC/IQAC/012 Date- 10/09/2024	

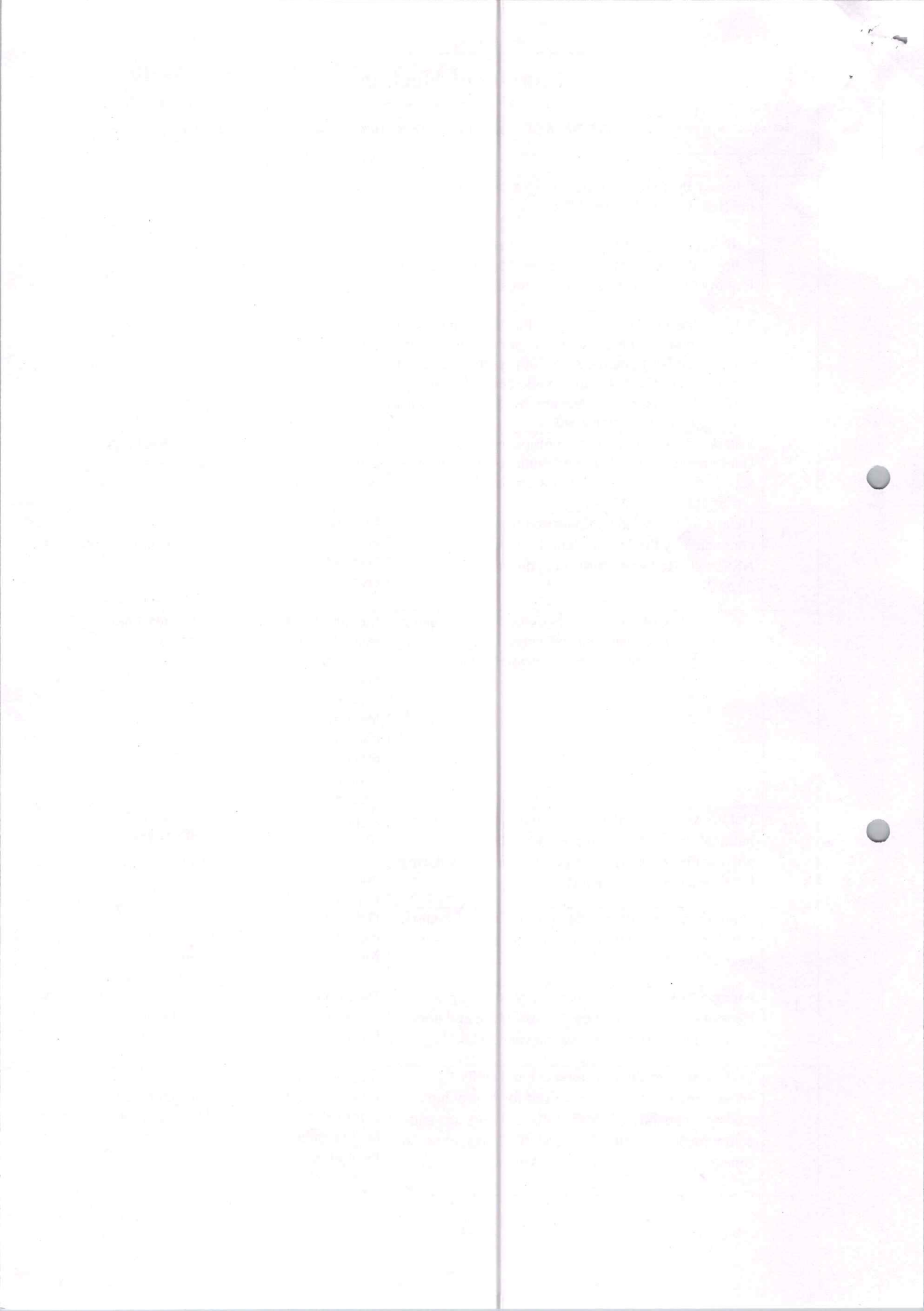
Meeting Date & Time	9 th September, 2024 3:00 am - 4:00 pm	Meeting Location	Conference Room, Training & Placement Cell
Minutes Drafted Date	10 th September, 2024	Meeting Chair	Dr. Namarta Kad PI (IQAC)
MoM Drafted by	Er. Amanjot Singh	Meeting Title	IQAC Meeting

Attendees	Absentees
Dr. Namarta Kad, PI(IQAC) Er. Neha Chadha, CSE Ms. Gurveen Kaur, DMS Er. Bimal Kumar, EE Dr. Neha Wadhwa, App. Sc. Mr. Abhishek Kundra, HMCT Ms. Pooja, FD Ms. Nitika Sharma, DCA Ms. Vanshika Bhatia, Pharmacy Ms. Sonali Devgan, Para-Med.Sc. Mr. Pardeep Kumar, Main office Mr. Manvir Narang, Placement Cell Mr. Rahul Sharma, Examination branch Er. Sandeep Sharma, CE	Er. Inderjit Singh Sodhi, ME Mr. Sanjeev Kumar, Admissions Mr. Jaspreet Singh, Library Mr. Amandeep Sajjan, IAC Mr. Karambir Singh, IAC


S. No.	Agenda	Decision	Responsibility
1.1	Review and approval of the minutes from the last meeting held on 21-08-2024.	Reviewed and approved	-
1.2	<p>Review the decisions taken by Examination Committee meeting held on 27th August, 2024 related to the Nov 2024 ESEs (Ref. No. AGC/CoE/384)</p> <p>1 Planning of Nov-2024 ESEs - Conduct of Regular ESEs - All the regular ESEs shall be conducted department-wise and the Academic Coordinator shall be appointed as superintendent in each department.</p> <p>2 Preparation of Date Sheet for regular ESEs - The Date Sheet for all the regular exams shall be prepared (as per academic calendar) by the respective Academic Coordinator without any off day except Sunday.</p> <p>3 Re-appear exams - Re-appear exams shall be conducted centrally immediately after last regular exam and datesheet for re-appear exams shall be</p>	Reviewed and approved	-



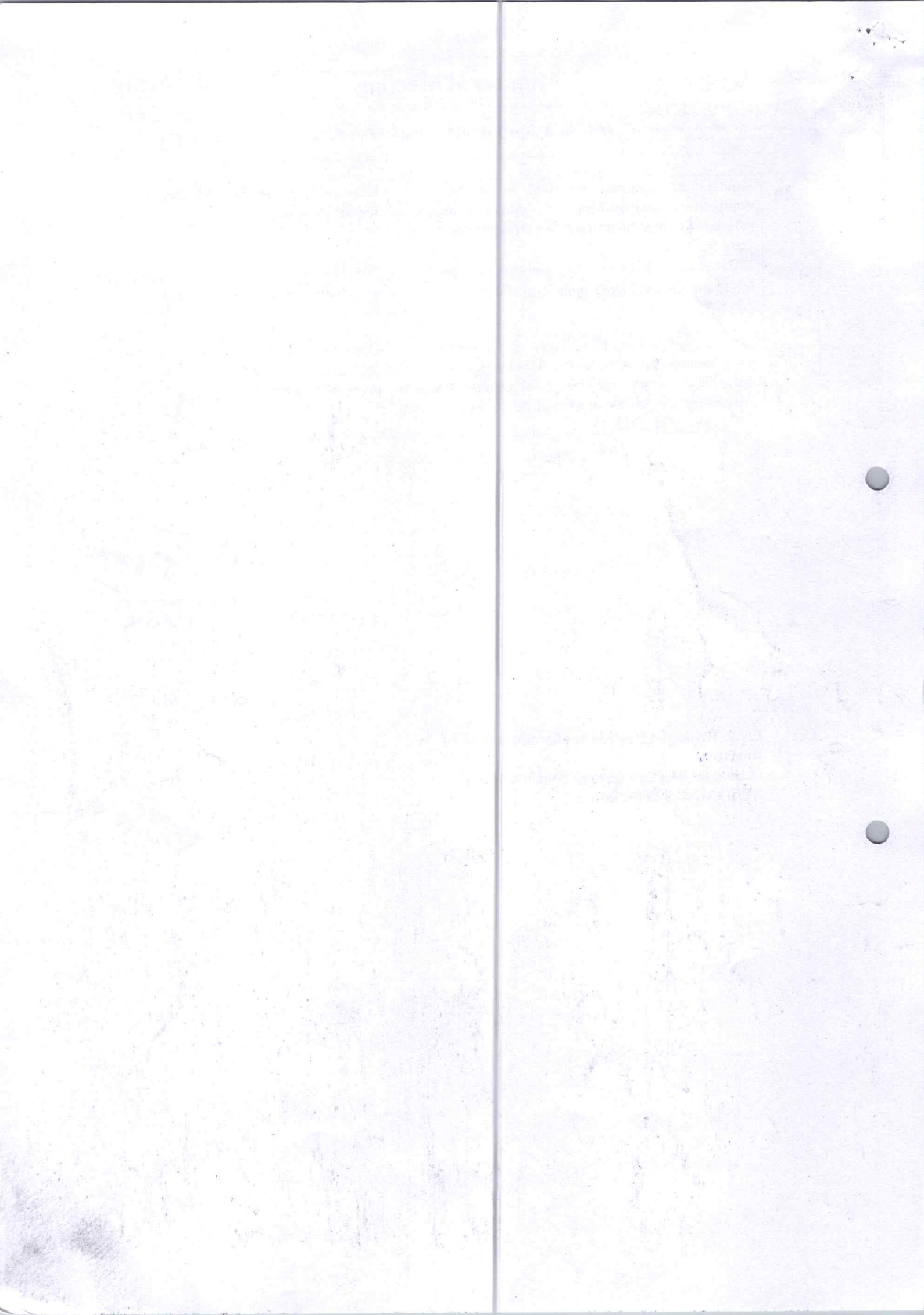
	<p>released by the Controller of Examinations during the first week of October 2024.</p> <p>4 Evaluation of ESEs – It has been decided to follow the evaluation process centrally in the Examination Branch, as per previous practice.</p> <p>5 Updating the Question Bank Portal - It has been decided that the Question Bank portal will remain open from 3rd September to 30th September 2024 for updating the Question Bank according to the new study schemes or make any necessary revisions in the existing Question Bank.</p>		
1.3	Details of awards and recognition received by the Department, its teachers and students for extension activities from Govt. / Govt. recognized bodies during the year 2023-24.	Include all certified activities related to teachers and students	All teaching Depts.
1.4	Details of extension and outreach programs conducted by the Department through NSS/NCC/Red cross/YRC etc., during the year 2023-24.	Include activities conducted by NSS/NCC/Red cross/YRC	NSS Coordinator
1.5	Details of Collaborative activities for research, faculty exchange, student exchange, internship, on-the-job training, project work during the year	Include all activities related to faculty (research work/FDP) and students (Internship/ on-the-job training) done in collaboration with other institute/ department/ company/ industry	All teaching Depts..
1.6	Details of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the year (only functional MoUs)	Department-wise list of functional MoUs required, also maintain file in the required format	Placement Cell/ Teaching Depts.
1.7	Number of students benefited by scholarships and freeships provided by the Government during the year 2023-24.	Department-wise record in proper format	IQAC Coordinator from Registrar Office
1.8	Number of students benefited by scholarships, freeships, etc. provided by the institution and non-government agencies during the year 2023-24.	Department-wise record in the required format	IQAC Coordinator from Registrar Office
1.9	Details of Capacity development and skills enhancement activities organized for improving students' capability 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. Awareness of trends in technology.	Include activities related to soft skills/ communication/ health and fitness/ technology awareness	Value Education cell/ All teaching Depts.



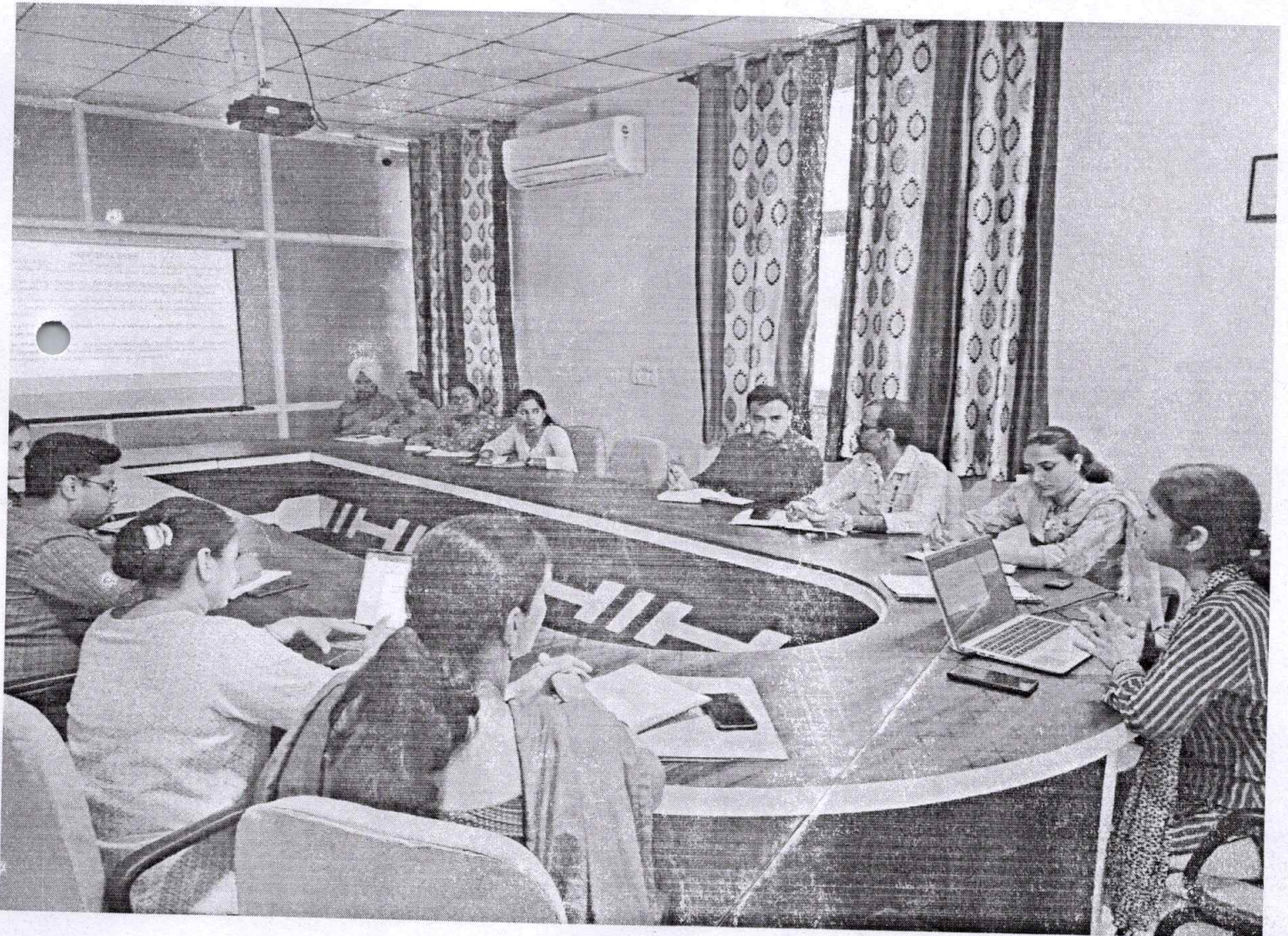
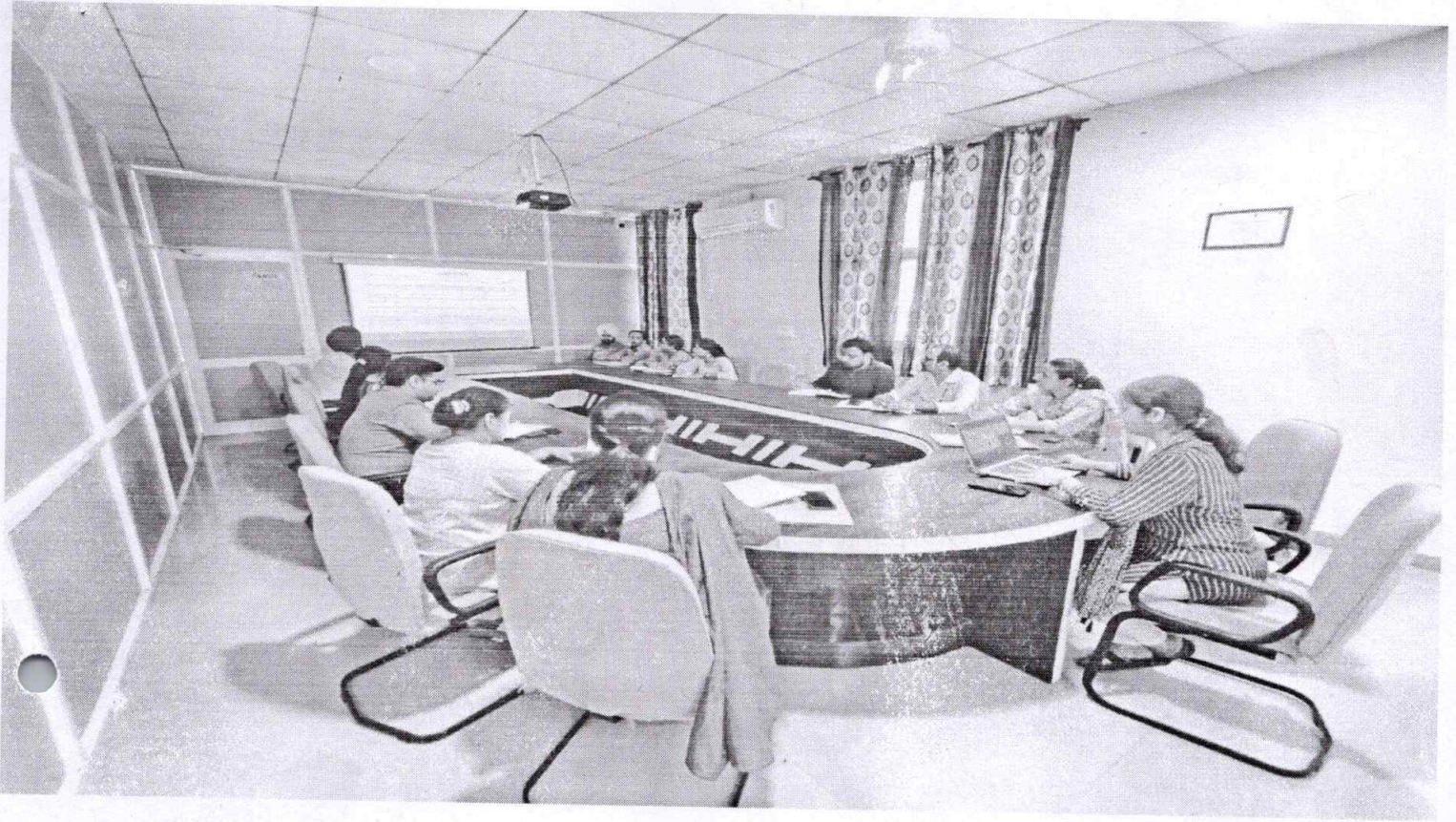
1.10	Number of students benefited by guidance for competitive examinations and career counselling offered by the Institution/Department during the year 2023-24.	Provide detail in the format provided	Placement Cell
1.11	Number of students qualifying in state/ national/ international level examinations during the year 2023-24	Provide detail alongwith proof (in single pdf)	All teaching Deptts.
1.12	Details of awards/medals for outstanding performance in sports/cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year 2023-24	Department-wise record alongwith proof of certificates	All teaching Deptts.


10/09/2024
Dr. Namarta Kad
PI (IQAC)

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



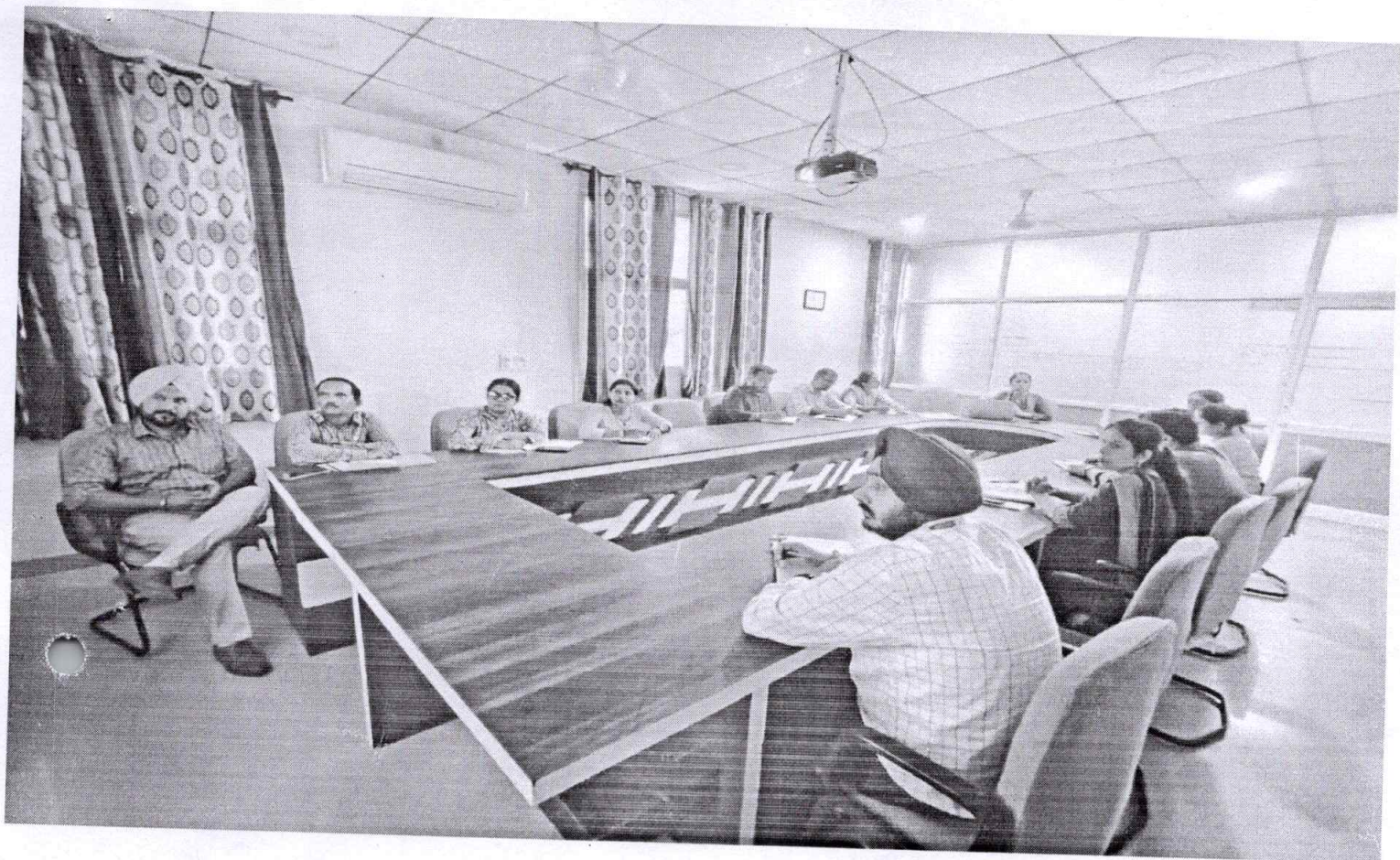
Glimpses of IQAC Meeting (09-09-2024)

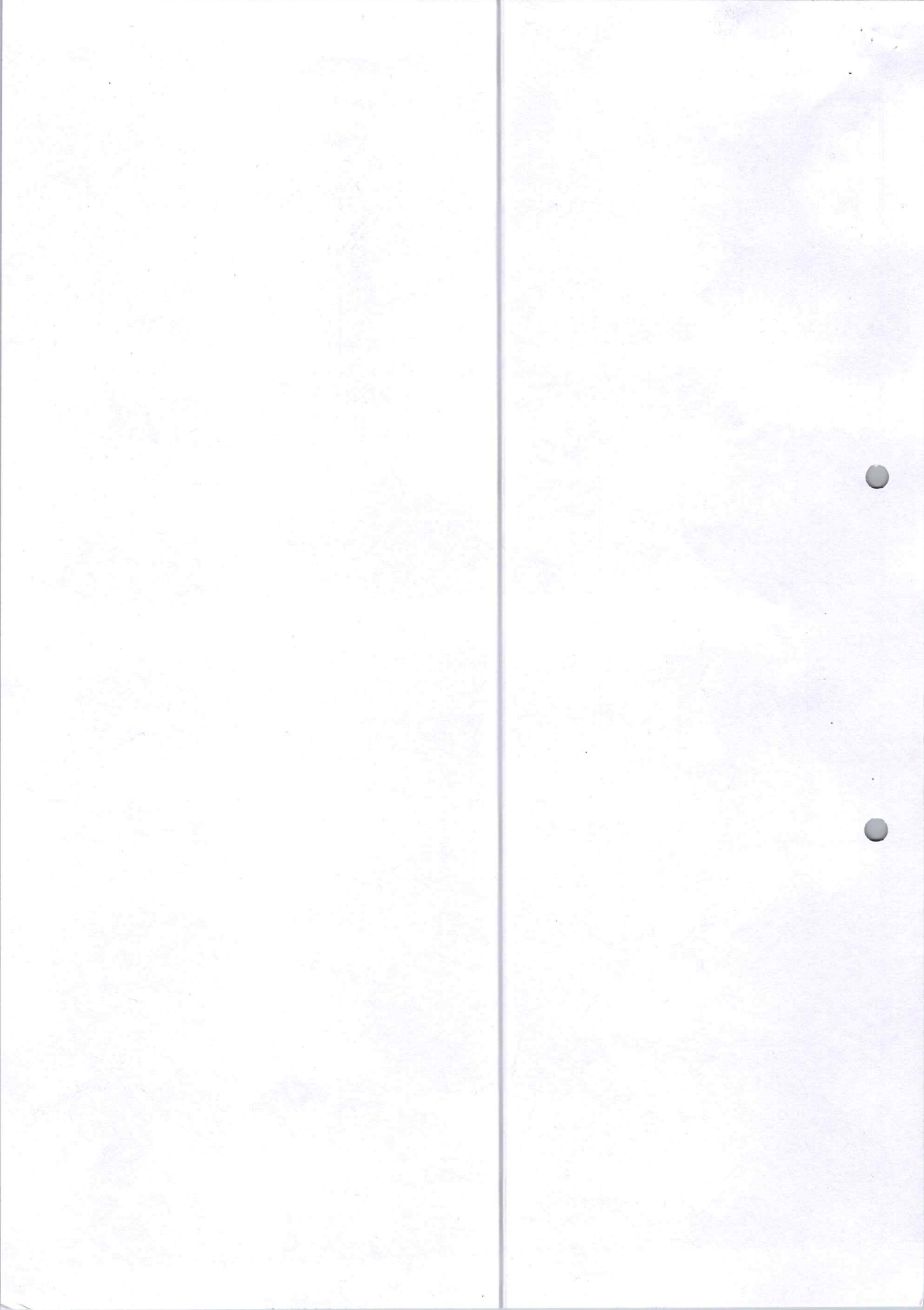


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**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

**3RD MEETING
(SESSION: 2024-2025)**

DATE: 9TH SEPTEMBER, 2024
TIME: 03:00 PM
VENUE: CONFERENCE HALL (PLACEMENT CELL)

AGENDA I.1

❖ Review and approval of the minutes from the last meeting held on 21/08/2024. (Ref. No. AGC/IQAC/010)

AGENDA I.2

❖ Review the decisions taken by Examination Committee meeting held on 27th August, 2024 related to the Nov 2024 ESEs. (Ref. No. AGC/CoE/384)

NOV-2024 ESES

- 1 Planning of Nov-2024 ESEs - Conduct of Regular ESEs - All the regular ESEs shall be conducted department-wise and the Academic Coordinator shall be appointed as superintendent in each department
- 2 Preparation of Date Sheet for regular ESEs - The Date Sheet for all the regular exams shall be prepared (as per academic calendar) by the respective Academic Coordinator without any off day except Sunday
- 3 Re-appear exams - Re-appear exams shall be conducted centrally immediately after last regular exam and datesheet for re-appear exams shall be released by the Controller of Examinations during the first week of October 2024.
- 4 Evaluation of ESEs - It has been decided to follow the evaluation process centrally in the Examination Branch, as per previous practice.
- 5 Updating the Question Bank Portal - It has been decided that the Question Bank portal will remain open from 3rd September to 30th September 2024 for updating the Question Bank according to the new study schemes or make any necessary revisions in the existing Question Bank.

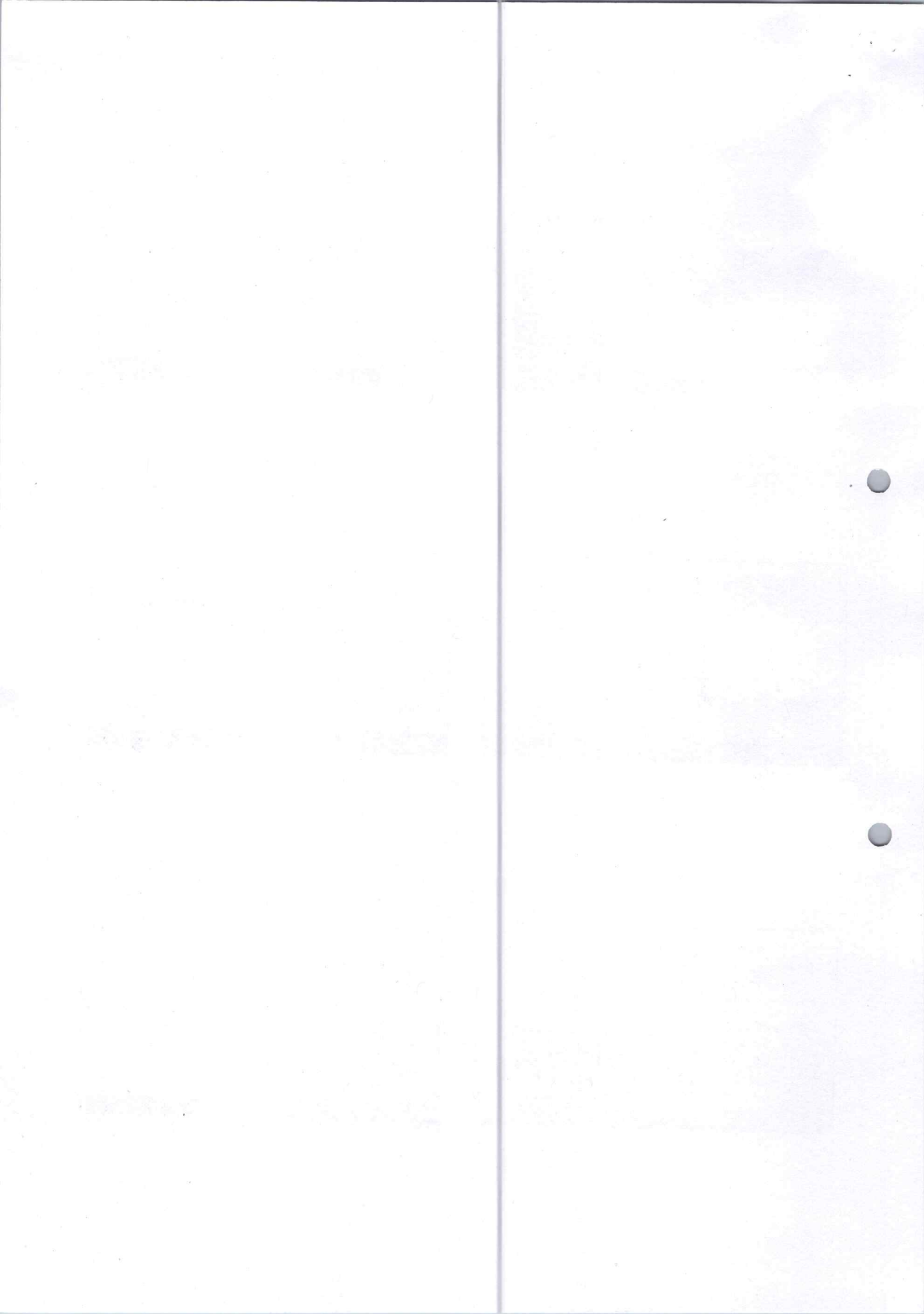
AGENDA I.3

❖ Details of awards and recognition received by the Department, its teachers and students for extension activities from Govt. / Govt. recognized bodies during the year 2023-24.

Name of the activity	Name of the Award/ recognition	Name of the Awarding government/ government recognized bodies	Year and month of award

3.6.3 Number of awards and recognitions received by the Institution, its teachers and students for extension activities from Government/Government recognized bodies during last five years.

Name of the activity	Name of the Award/ recognition	Name of the Awarding government/ government recognized bodies	Year of award
Awarding BILKIS DONATION MAHARAJGAR (DND)	COMPLIMENT CERTIFICATE	INDIAN RED CROSS SOCIETY, MUMBAI	2021-2022
Awarding EK BHARAT SURESHTA BHARAT (ESB) NAF TH PRASAD (ES)	EK BHARAT SURESHTA BHARAT E-SMP online	AKA TDRS, TRUSTE	2021-2022
Awarding EK BHARAT SURESHTA BHARAT (ESB) NAF TH PRASAD (ES)	EK BHARAT SURESHTA BHARAT E-SMP online	APRIL 1994- TRUSTE	2021-2022
AI & MACHINE LEARNING	PARTICIPATION CERTIFICATE	E. R. S. J. ALADHYA MINE LABORATORY PAFDA	2021-2022
DESIGNING - WITH FINAS	PARTICIPATION CERTIFICATE	PAB. T. ALADHYA MINE LABORATORY	2021-2022
HAPPY CENTURY OF BODHI DEVILS	PARTICIPATION CERTIFICATE	NAT WALK EXHIBIT FOR THE 100 TH ANNIVERSARY	2021-2022
WINE & PROFESSION DESIGN - CREATIVITY AND ARCHITECTURE	PARTICIPATION CERTIFICATE	E. R. S. J. ALADHYA MINE LABORATORY	2021-2022
PROGRAMMING FOR DIGITAL IMAGE PROCESSING	PARTICIPATION CERTIFICATE	TRUSTE E. R. S. J. ALADHYA MINE LABORATORY	2021-2022
ZIGBEE & IOT	PARTICIPATION CERTIFICATE	TRUSTE E. R. S. J. ALADHYA MINE LABORATORY	2021-2022
INSPIRE BYD-CAREER EXCELLENCE PROGRAM	PARTICIPATION CERTIFICATE	KUMHURWELI INDOOR STADIUM, HYDRABAD	2021-2022
WFL, SIGNALS AND SYSTEM	PARTICIPATION CERTIFICATE	TRUSTE E. R. S. J. ALADHYA MINE LABORATORY	2021-2022



1.6.2 Number of awards and recognitions received by the institution, its teachers and students for extension activities from Government/Government-recognized bodies during last five years.

Name of the activity	Name of the Award/ recognition	Name of the Awarding government/ government-recognized bodies	Year of award
MACHINE LEARNING REAL TIME APPLICATIONS	CERTIFICATE OF PARTICIPATION	NIT WARANGAL	2020-2021
BLOOD DONATION CAMP	CERTIFICATE OF APPRECIATION	RED CROSS BLOOD BANK	2020-2021
WORKSHOP ON ATMANIBHAR SHAKATHI THROUGH EXPERIMENTAL LEARNING	CERTIFICATE OF PARTICIPATION	MEGUREE INSTTUM	2020-2021
WORKSHOP TRAINING PROGRAM ON PYTHON BASED MACHINE LEARNING	CERTIFICATE OF PARTICIPATION	ANURAG ENGINEERING COLLEGE	2020-2021
NPTEL	ELITE	NPTEL, IIT MADRAS	2020-2021
NATIONAL LEVEL ONLINE PYTHON	PARTICIPATION CERTIFICATE	KALLAM PARANANDIA REDDY INSTITUTE OF TECHNOLOGY, GUNTUR	2020-2021
CRYPTOCURRENCY	PARTICIPATION CERTIFICATE	JEEFANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY, MEDICAL	2020-2021
ONLINE SIGNAL PROCESSING COMPETITION	PARTICIPATION CERTIFICATE	ENGINEERING AND TECHNOLOGY, MEDICAL	2020-2021
ADVANCED SIGNAL PROCESSING	PARTICIPATION CERTIFICATE	SITAM - VISHAAPATNAM	2020-2021
WORKSHOP ON PCB DESIGN	PARTICIPATION CERTIFICATE	SRJ MITRA TECHNOLOGIES	2020-2021
INDUSTRIAL VISIT TO NISIC	PARTICIPATION CERTIFICATE	SIRO	2020-2021

AGENDA I.4

❖ Details of extension and outreach programs conducted by the Department through NSS/NCC/Red cross/YRC etc. during the year 2023-24.

Name of the activity	Organising unit/ agency/ collaborating agency	Name of the scheme	Month and Year of the activity	Number of students participated in such activities

AGENDA I.5

❖ Details of Collaborative activities for research, faculty exchange, student exchange, internship, on-the-job training, project work during the year

Sl. No.	Title of the collaborative activity	Name of the collaborating agency with contact details	Name of the participant	Duration	Nature of the activity	Link to the relevant document

AGENDA I.6

❖ Details of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the year (only functional MoUs)

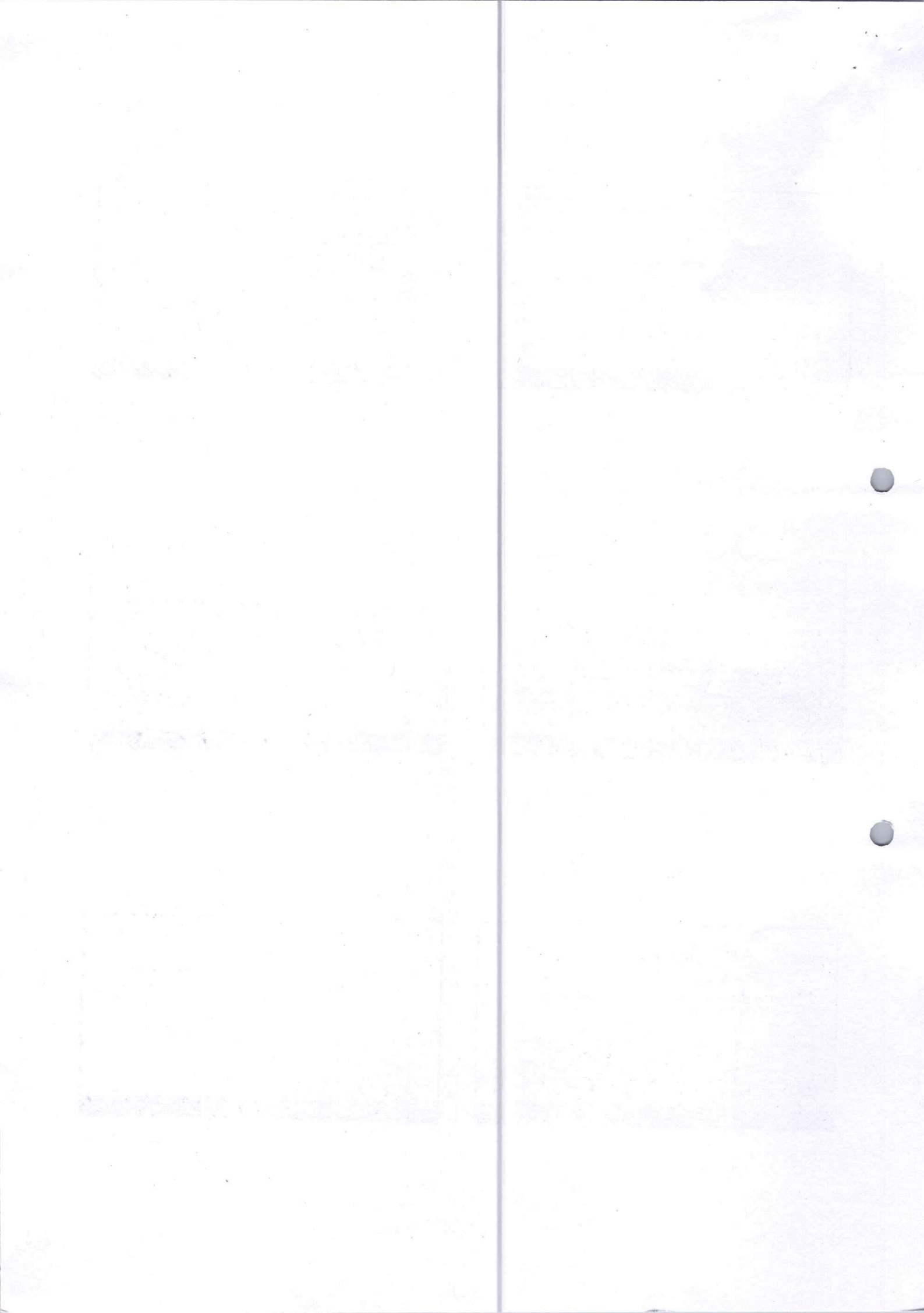
Organisation with which MoU is signed	Name of the institution/ industry/ corporate house	Month and Year of signing MoU	Duration

AGENDA I.7

❖ Number of students benefited by scholarships and freeships provided by the Government during the year 2023-24.

AGENDA I.8

❖ Number of students benefited by scholarships, freeships, etc. provided by the institution and non-government agencies during the year 2023-24.



AGENDA I.9

❖Details of Capacity development and skills enhancement activities organized for improving students' capability 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. Awareness of trends in technology.

Name of the capability enhancement program	Date of implementation (DD-MM-YYYY)	Number of students enrolled	Name of the agencies/consultants involved with contact details (if any)
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Name of the capability enhancement program	Date of implementation (DD-MM-YYYY)	Number of students enrolled	Name of the agencies/consultants involved with contact details (if any)
English Language Training	15-08-2023 to 15-09-2023	100	ABC Language Institute
Soft Skills Training	01-09-2023 to 30-09-2023	150	XYZ Skills Development
Yoga and Physical Fitness	01-10-2023 to 31-10-2023	80	DEF Wellness Center
Technology Awareness	01-11-2023 to 31-11-2023	120	GHI Tech Solutions

AGENDA I.10

❖Number of students benefited by guidance for competitive examinations and career counselling offered by the Institution/Department during the year 2023-24.

Name of the Activity	Number of students attended / participated	Details of career counselling	Number of students attended / participated	Number of students placed through campus placement
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AGENDA I.11

❖Number of students qualifying in state/ national/ international level examinations during the year 2023-24

Registration number of the student	Name of the student	NET	UGC	NET	GATE	GMAT	EAT	GRE	JAM	JELET	TOEFL	Other

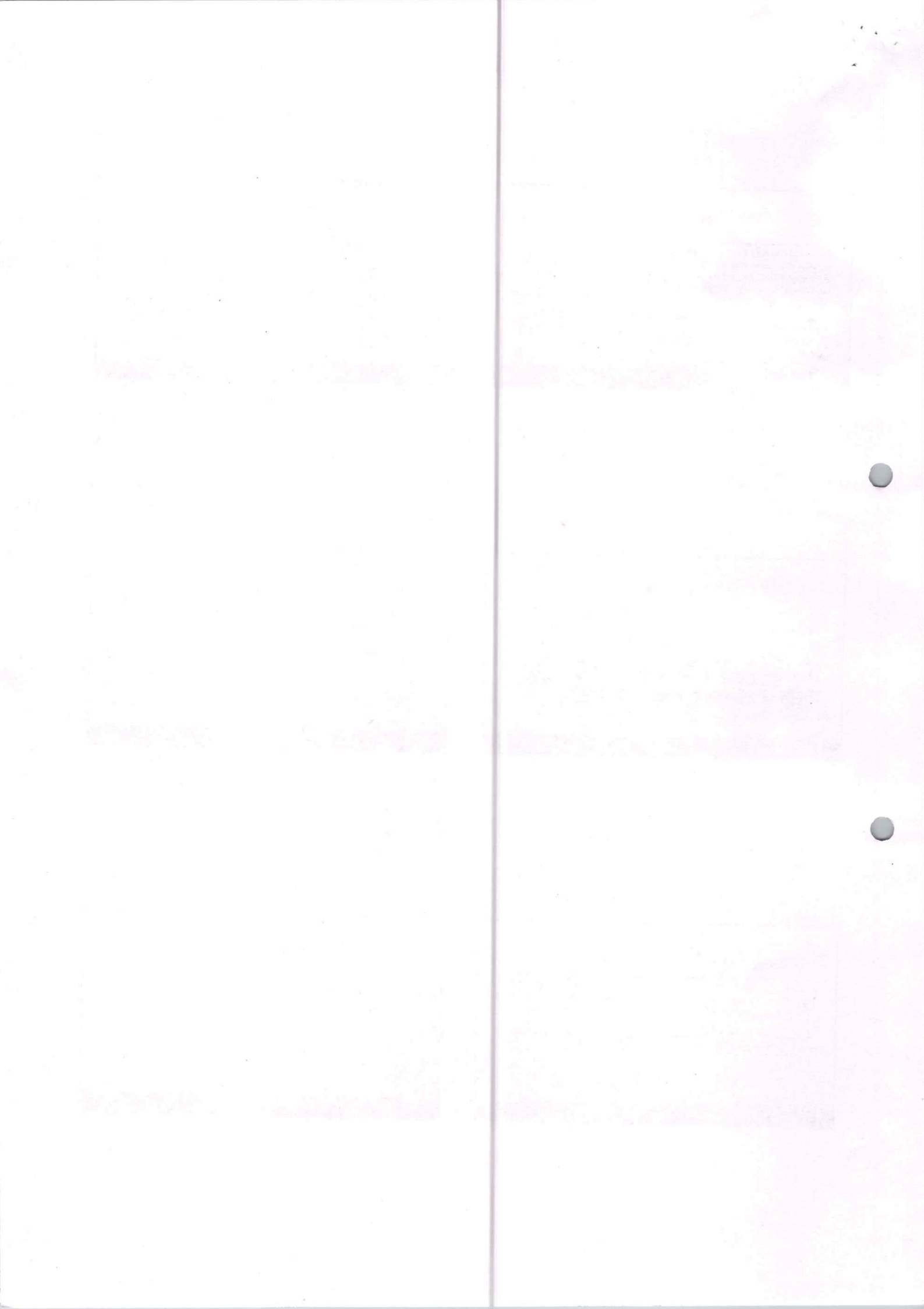
AGENDA I.12

❖Details of awards/medals for outstanding performance in sports/cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year 2023-24

Month and Year	Name of the award/ medal	Team / Individual	Inter-university / state / National / International	Name of the event	Name of the student
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AGENDA

❖Schedule of Next Meeting



AGENDA

❖ Any other agenda

THANK YOU

Dr. Namarta Kad
PI(IQAC)
agc.iqac@acet.edu.in

