

Ref. No.: AGC/IQAC/2023/003

Date- 13/12/2023

Agenda: To discuss NAAC Criterias for the upcoming NAAC cycle.

Meetings are to be scheduled as,

Task	Responsibility	Date	Timings
Criteria 1	HOD (EE), HOD (Pharmacy)	13-12-2023	2:30 pm
Criteria 2	Dean Academic Affairs, COE, Dean Admissions	15-12-2023	10:30 am
Criteria 3	Dean Research & Development, Dean Student Affairs, Dean Placements	15-12-2023	2:30 pm
Criteria 4	HOD (DCA), Head Library	18-12-2023	10:30 am
Criteria 5	HOD (CSE), Dean Student Affairs, Dean Placements, Head EDC	18-12-2023	2:30 pm
Criteria 6	HOD (DMS)	19-12-2023	10:30 am
Criteria 7	HOD (Applied Science)	19-12-2023	2:30 pm

HODs alongwith their NAAC coordinator are requested to attend the meeting.

Venue: Office of PI (IQAC)



Dr. Namarta Kad
IQAC Co-ordinator

Cc: OSD to Chairman Sir (for information please)
P.A. to MD Sir (for information please)
Principal AGC
Registrar
Deans, HODs

Meeting Date & Time	13 th December, 2023 02:30 - 04:00 pm	Meeting Location	Office of HoD (EE)
Minutes Drafted Date	14 th December, 2023	Meeting Chair	Dr. Namarta Kad Prof. Incharge (IQAC)
MoM Drafted by	Er. Amanjot Singh	Meeting Title	NAAC - Criteria I

Attendees	Dr. Namarta Kad, Prof. Incharge(IQAC) & HOD, EE Dr. P. S. Pannu, Registrar Dr. Sourabh Sehajpal, HoD, Pharmaceutical Sciences Er. Bimal Kumar, Assoc. Prof., EE Mr. Ajay Sharma, MOOCs Coordinator Ms. Manisha, AP, Pharmaceutical Sciences Mr. Balwinder Singh, AP, Pharmaceutical Sciences Mr. Amandeep Sajjan, IAC Cell
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S. No.	Agenda	Decision	Responsibility
1	Compilation of NAAC Criteria-1 data for the Academic year 2022-23	Compilation of data for Criteria -1	IAC Cell
2	Curriculum Design and Development	<ul style="list-style-type: none"> Collecting information from respective departmental heads w.r.t. their POs, COs Any revision in syllabus carried out during 2022-23 from concerned academic departments 	IQAC Coordinators from EE and Pharmacy Deptt.
3	Academic Flexibility	<ul style="list-style-type: none"> Number of new courses introduced during the session 2022-23 and 2023-24 as per required document from main office Number of Programs offered through CBCS/Elective Courses as per the format provided 	IQAC Coordinators from EE and Pharmacy Deptt., Registrar office
4	Curriculum Enrichment	<ul style="list-style-type: none"> List of value-added courses for imparting transferable and life skills (as per excel format along with pdf proofs) - from all academic departments List of students undertaking field work/projects/ internships / student projects (as per excel format along with pdf proofs) - from all academic departments 	MOOCs Coordinator IQAC Coordinators from EE and Pharmacy Deptt.

5	Feedback System	Provide the feedback collected, analysed and action taken report from all academic departments	IQAC Coordinators from EE and Pharmacy Deptt.
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Dr. Namrata Kad
Prof. Incharge(IQAC)

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