

 AMRITSAR GROUP OF COLLEGES NAAC Grade 'A' 3rd Cycle Autonomous College Under Intermediary Category Since 2014, Continued by the	Minutes of Meeting	Internal Quality Assurance Cell (IQAC)
	Ref. No. AGC/IQAC/51 Date- 15.01.2026	

Meeting Date & Time	15 th January 2026 3:30 - 4:10 pm	Meeting Location	Reading hall -4 Central Library
Minutes Drafted Date	15 th January 2026	Meeting Chair	Er. Gurveen Kaur Prof. Incharge (IQAC)
MoM Drafted by	Ms. Ramanpreet Kaur	Meeting Title	IQAC Meeting

1.1 Follow up of the previous meeting minutes.

The action items from the last meeting were reviewed.

1.2 Code of Conduct

The IQAC discussed the need to strengthen awareness and adherence to the Institutional Code of Conduct. It was proposed that the Code of Conduct approved in the Guide Book of AGC, Amritsar shall be disseminated among all faculty and staff members, particularly newly recruited employees, through the respective Heads of Departments to ensure effective implementation.

1.3 Convocation (2026)

- The IQAC reviewed the preparations for the 8th Convocation and proposed that the Convocation be conducted during the first weekend of February 2026.
- After due deliberation, it was further resolved that, henceforth, the **first Saturday of February** shall be designated as the tentative annual date for the conduct of the Convocation, subject to the approval of the competent authority and any statutory requirements.
- Academic Coordinators were advised to inform the graduating students of the 2025 batch and coordinate the necessary arrangements in consultation with the concerned authorities.

1.4 Academic Audit (July–December 2025)

The IQAC emphasized the importance of continuous academic quality assurance and proposed that the Internal Academic Audit for the July–December 2025 semester be conducted immediately after the Convocation. Departments shall be informed to complete all necessary documentation and prepare for the audit process.

1.5 Felicitation Ceremony

The IQAC proposed organizing a Felicitation Ceremony to recognize the outstanding performers of the November 2024 and May 2025 University Examinations. Academic Coordinators shall coordinate the event under the supervision of the designated faculty members to acknowledge and encourage academic excellence.

1.6 E-Mail Id for Academic Grievances

The IQAC reviewed the existing Academic Grievance Redressal mechanism and emphasized the need to enhance students' awareness regarding the grievance reporting process. It was proposed that the dedicated Academic Grievance Redressal e-mail ID, **academicgrievance@agcedu.in**, be communicated to all students through appropriate channels such as the college website, student orientation programmes, ERP/LMS portal, departmental notice boards, and official communication platforms to facilitate timely submission and redressal of academic grievances.

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1.7 Evaluation Criteria

The IQAC conveyed that all departments should meet students personally in the presence of their respective Heads of Department and communicate the evaluation criteria (which remains the same as the previous semester). They should also re-emphasize the attendance requirements for the Mid-Semester Tests (MSTs) and the End Semester Examination (ESE).

Er. Gurveen Kaur Sandhu
 15/1/26.
Er. Gurveen Kaur Sandhu
Prof. Incharge (IQAC)

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