 <p>AMRITSAR GROUP OF COLLEGES</p> <p>NAAC Grade "A" 3rd Cycle Autonomous College Under Autonomous Category (Since 2014) Certified by UGC</p>	Circular (Meeting of IQAC Coordinators)	Internal Quality Assurance Cell (IQAC)
	Ref. No. AGC/IQAC/037	

Meeting of the IQAC Coordinators has been scheduled as follows:


Date: 17th April, 2025

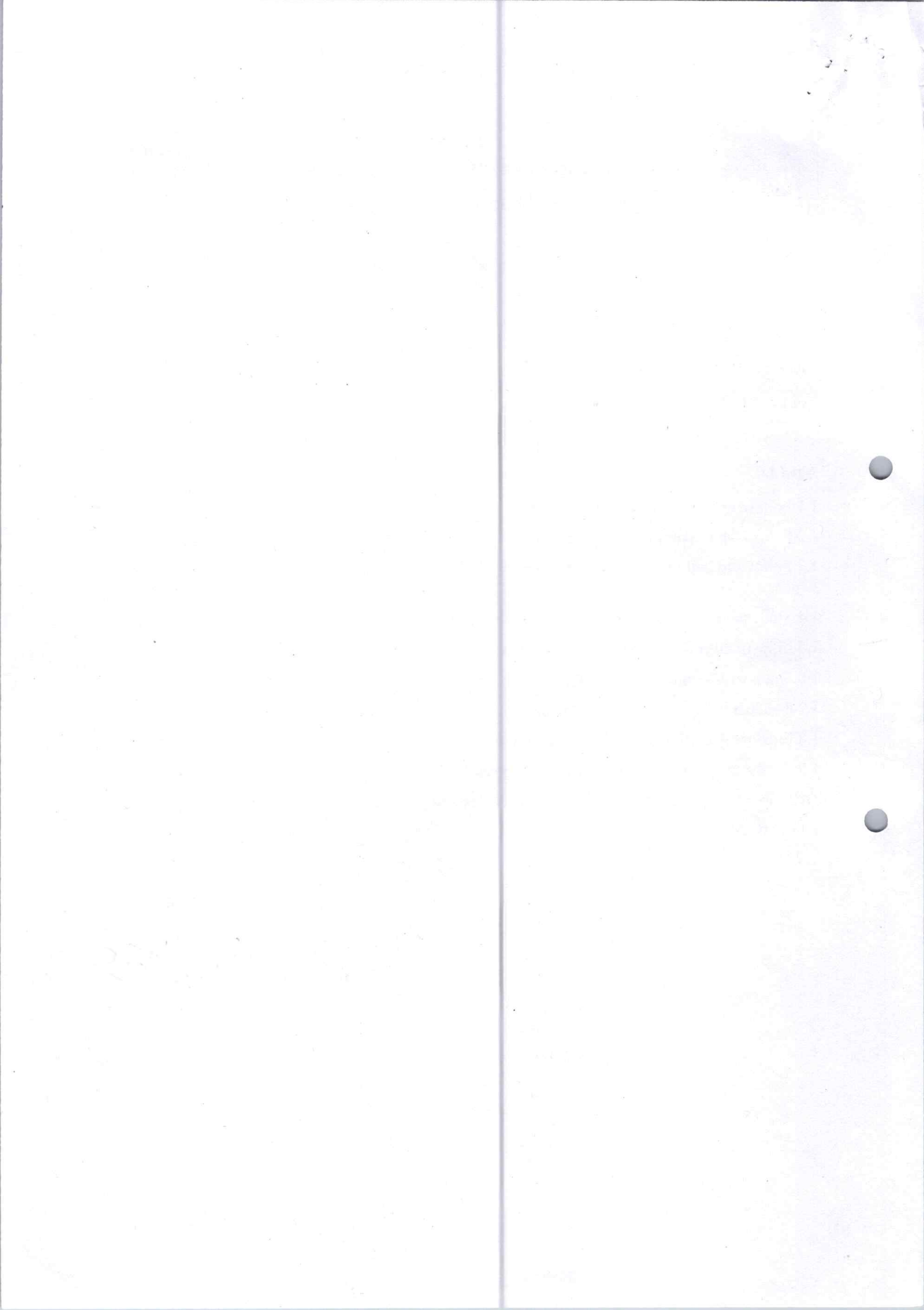
Time: 03:30 pm

Venue: HOD (EE) office

Agenda:

- 1.1 Follow-up of the previous meeting held on 6th March 2025.
- 1.2 Follow-up of complete BOS record submission in the IAC Cell by teaching departments
- 1.3 Follow-up and record of all activities by both teaching and non-teaching departments for this semester.
- 1.4 Student Satisfaction Survey Questionnaire circulation
- 1.5 Infrastructure Maintenance record and new requirements
- 1.6 Status of E-content development
- 1.7 Conduct of 2nd Mentorship Meeting
- 1.8 Encourage participation in research funding opportunities, grant proposals and publications
- 1.9 Status update on POs/COs for UGC courses.
- 1.10 Library new section on historical knowledge and Vedic teachings
- 1.11 Any other agenda.

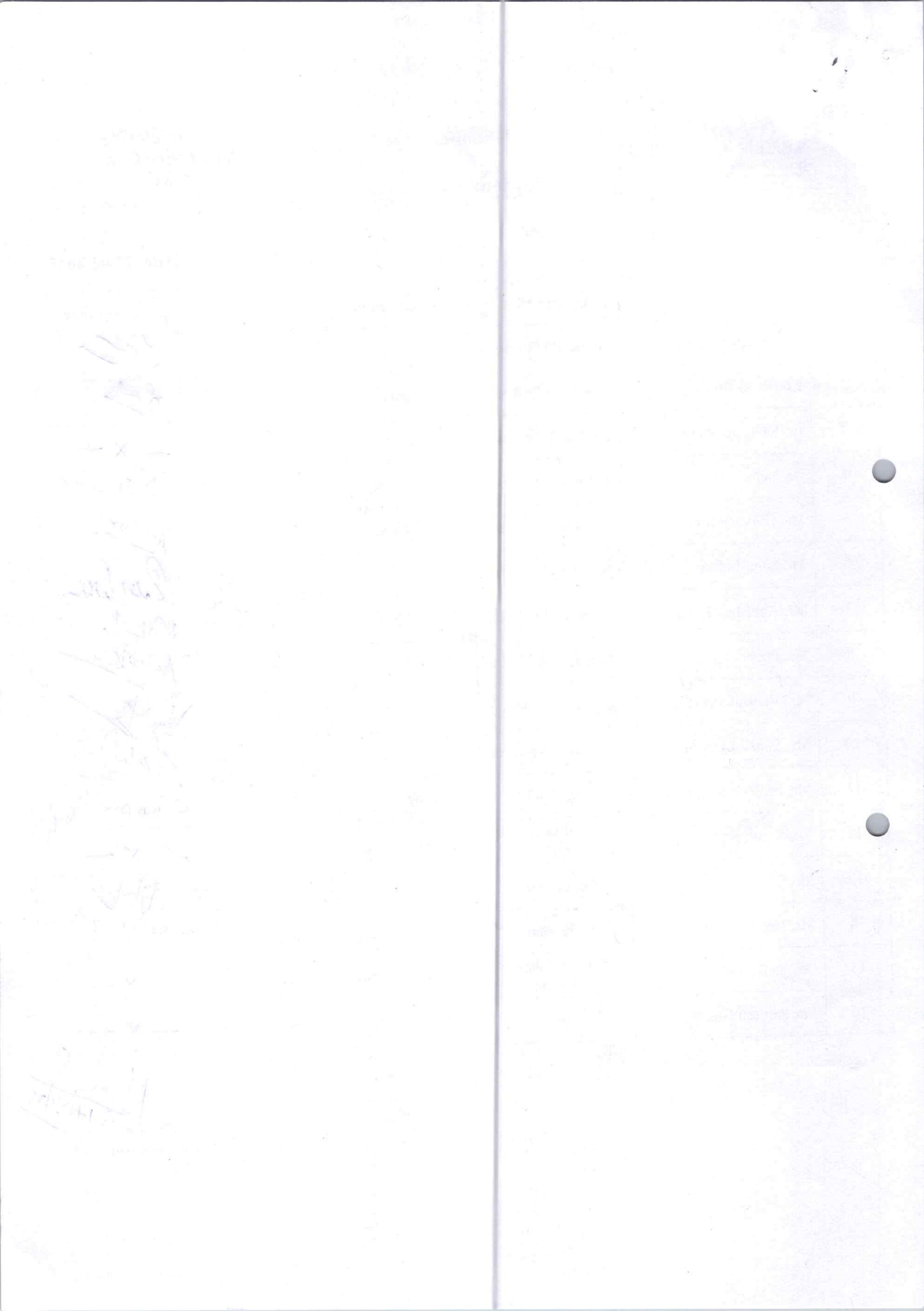

 16/04/2025
 Prof. Incharge (IQAC)




Date: 17-04-2025

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	
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	- X -
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	- X -

17/04/25
Dr. Namarta Kad
Prof. Incharge(IQAC)

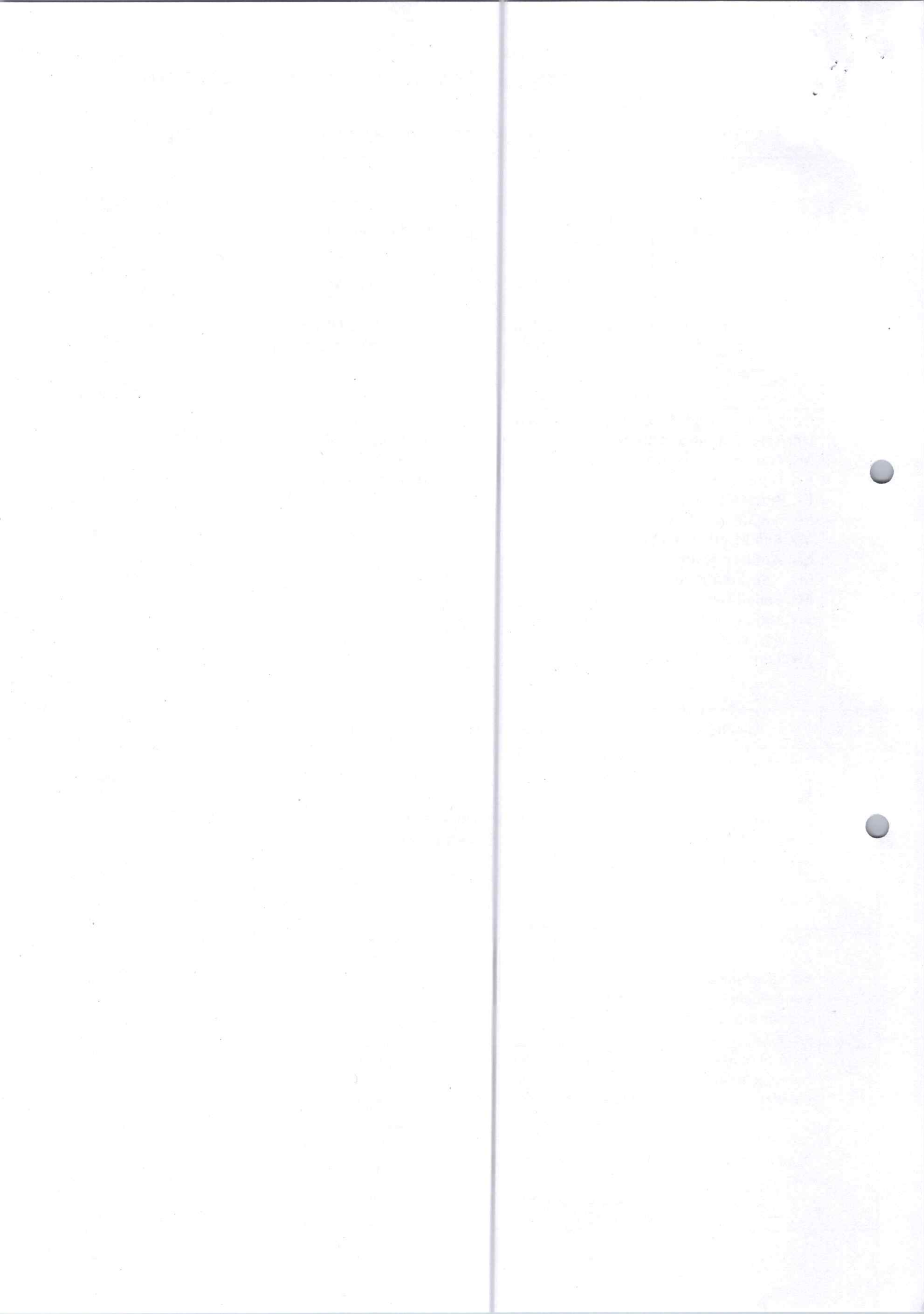



 <p>AMRITSAR GROUP OF COLLEGES</p> <p>NAAC Grade "A" 3rd Cycle Autonomous College (Since 2014) (Confirmed by UGC)</p>	Minutes of Meeting	Internal Quality Assurance Cell (IQAC)
	Ref. No. AGC/IQAC/038 Date- 24/04/2025	

Meeting Date & Time	17 th April, 2025 3:30 - 4:30 pm	Meeting Location	HOD(EE) office
Minutes Drafted Date	24 th April, 2025	Meeting Chair	Dr. Namarta Kad Prof. Incharge (IQAC)
MoM Drafted by	Er. Amanjot Singh	Meeting Title	IQAC Meeting


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

S. No.	Agenda	Discussion/Decision Points	Responsibility
1.1	Follow-up of Previous Meeting Minutes	The action items from the last meeting were reviewed.	IQAC
1.2	Follow-up of complete BOS record submission in the IAC Cell by teaching departments	All teaching departments submitted their complete Board of Studies (BOS) records to IAC Cell.	IAC
1.3	Follow-up and record of all activities by both teaching and non-teaching departments for this semester.	Department-wise count of activities (guest lectures/workshops/society events/ visits) conducted during the current semester are recorded and it was advised to them to achieve their lacking targets.	All department co-ordinators
1.4	Student Satisfaction Survey Questionnaire circulation	The draft version of the Student Satisfaction Survey (SSS) was presented and the questionnaire will be circulated to students by 30 th April, 2025.	IQAC
1.5	Infrastructure Maintenance record and new requirements	Departments were asked to submit a list of infrastructure requirements / maintenance needs. A consolidated report will be forwarded to the Estate Office for necessary action by 21 st April, 2025	All department co-ordinators

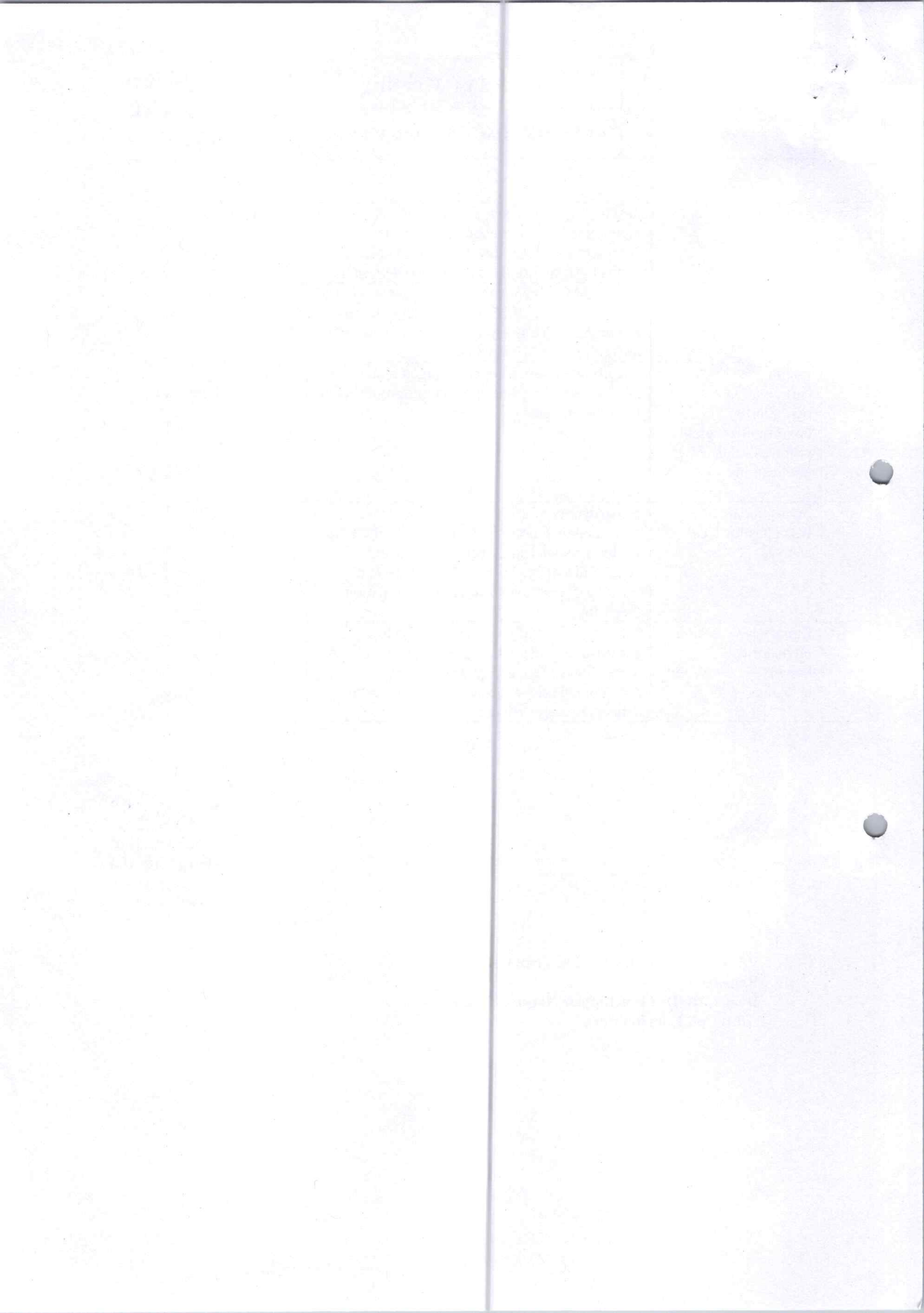


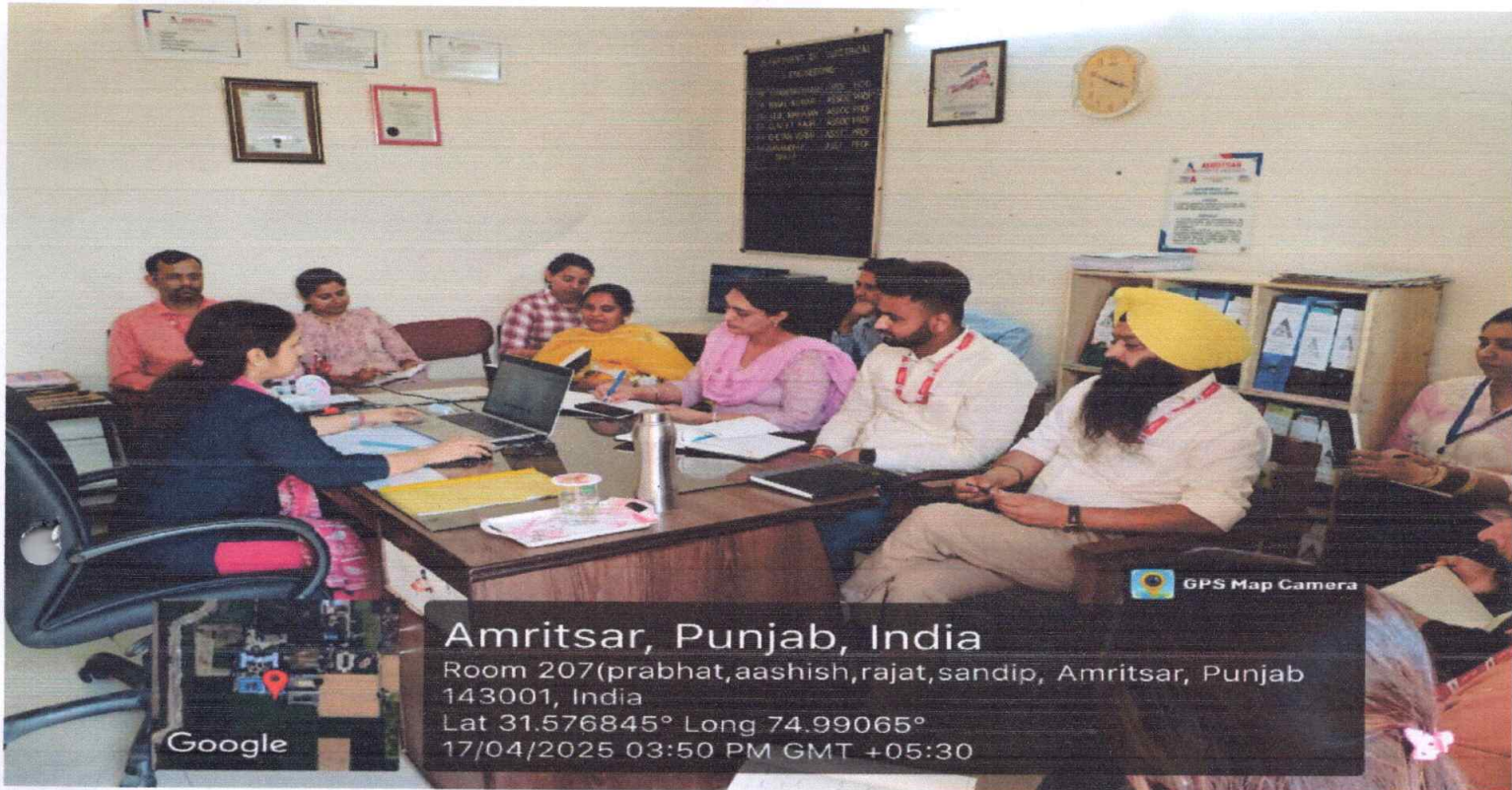
 <p>AMRITSAR GROUP OF COLLEGES</p> <p>NAAC Grade "A" 3rd Cycle Under Autonomous Category</p> <p>Autonomous College (Since 2014) Conferred by MGC</p>	Minutes of Meeting	Internal Quality Assurance Cell (IQAC)
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1.6	Status of E-content development	A status review was done for e-content creation and all are encouraged for the complete E-content development of at least one subject before the start of next semester.	All department co-ordinators
1.7	Conduct of 2nd Mentorship Meeting	The 2nd Mentorship Meetings is scheduled for 21 st – 22 nd April, 2025. Faculty mentors were reminded to document meeting details for the upcoming Mentorship Audit.	All Faculty Mentors
1.8	Encourage participation in research funding opportunities, grant proposals and publications	Faculty members were encouraged to actively pursue research grants and submit proposals to funding agencies.	All members from teaching depts.
1.9	Status update on POs/COs for UGC courses	Departments offering UGC courses were requested to submit the updated POs and COs for their revised study scheme to Dean Academics office by 25 th May, 2025. The IQAC will conduct a review and validation thereafter.	UGC courses coordinators
1.10	Library new section on historical knowledge and Vedic teachings	The library has initiated the process to establish a dedicated section on historical and Vedic literature. Faculty were invited to recommend relevant titles and resources to support the new section.	Librarian


 24/4/2025
Dr. Namarta Kad
Prof. Incharge (IQAC)

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





Internal Quality
Assurance Cell
(IQAC)

Quality Meeting held

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