 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade 'A' 3 Cycle Autonomous College</small>	Meeting Circular		Internal Quality Assurance Cell (IQAC)
	Ref. No. AGC/IQAC/021	12/12/2024	

A meeting is scheduled to discuss the work related to AQAR Criteria 1 and 2 for AY-2023-24. The details of the meeting are as follows:

Date: 17th December 2024

Time: 11:00 AM



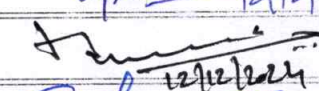
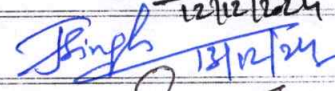
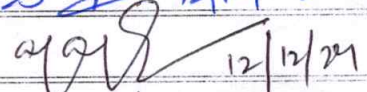
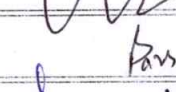
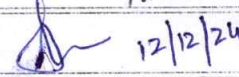
Venue: Principal's Office


The agenda will focus on the following points:

1. Finalization of data and reports for Criteria 1 and 2.
2. Discussion on challenges and action plans.
3. Coordination among departments for timely submission.

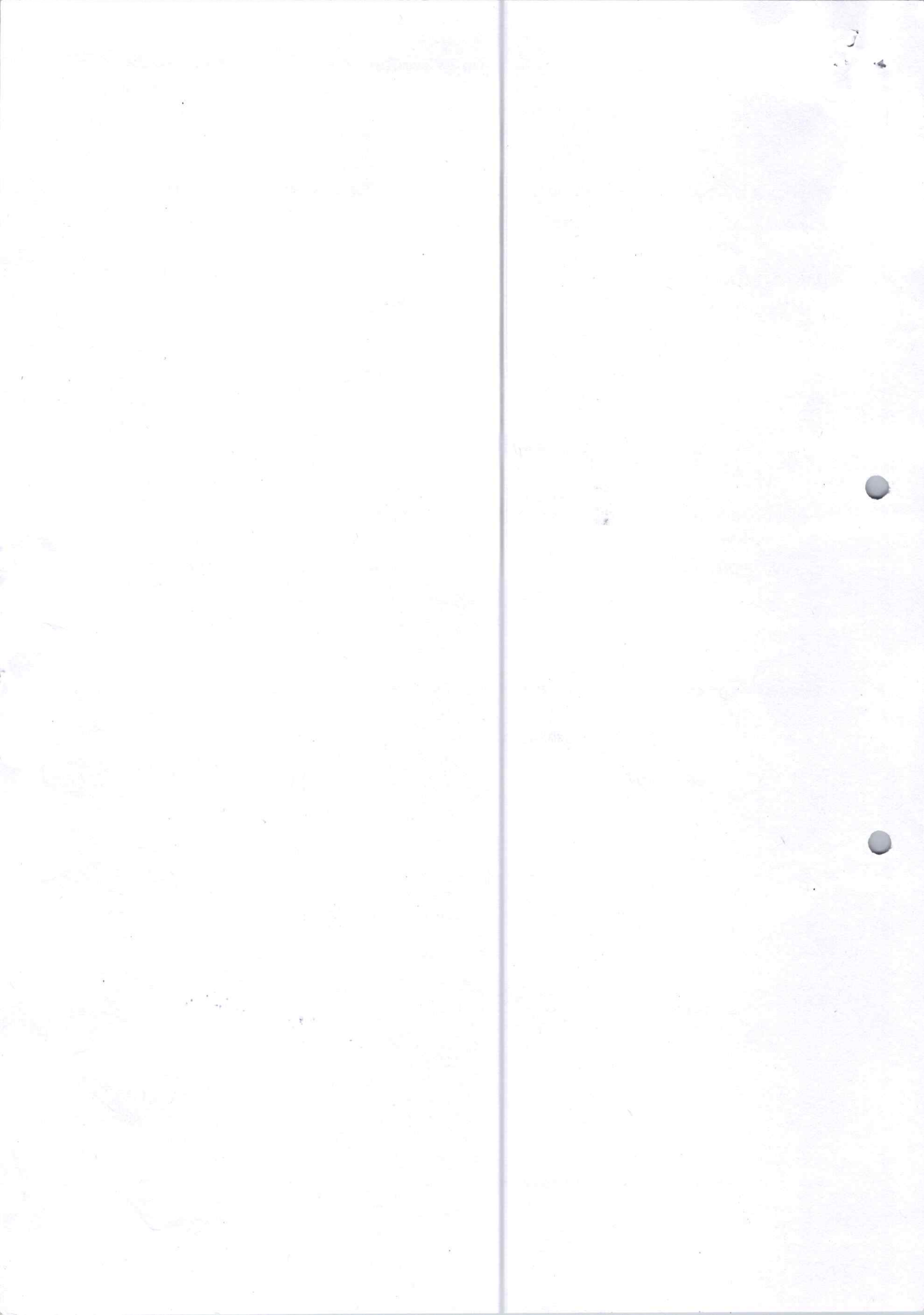
You are kindly requested to attend the meeting and bring relevant documents. Please ensure your presence as this meeting is crucial for the timely submission of the Annual Quality Assurance Report (AQAR) – 2023-24.

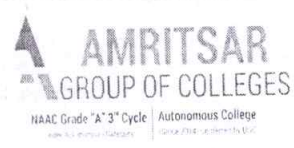
Acknowledgment of Participation: Please sign below to confirm your attendance:

S. No.	Name & Designation	Signature
1.	Registrar	 12/12/2024
2.	Dean (Academic Affairs)	 12/12/24
3.	Controller of Examinations	 12/12/2024
4.	LMS Incharge	 12/12/24
5.	MOOCs Incharge	 12/12/24
6.	IT Infrastructure Incharge	 12/12/24
7.	IAC Incharge	 12/12/24


 12/12/2024
Dr. Namarta Kad
Prof. Incharge (IQAC)

Cc: PA to Principal (for kind information)

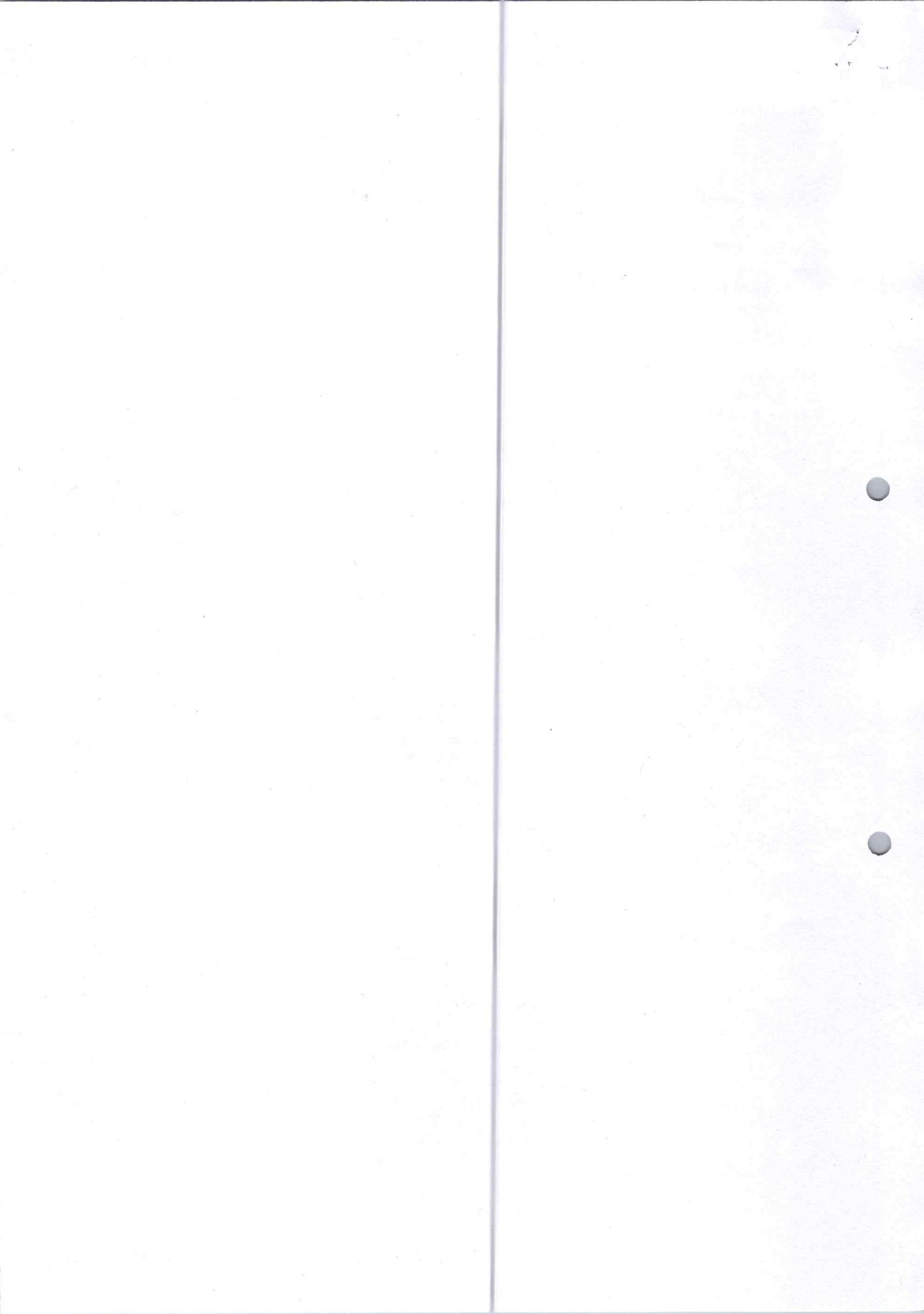


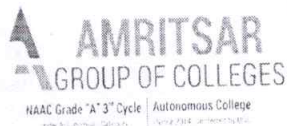
 NAAC Grade "A" 3 rd Cycle Autonomous College	Minutes of Meeting	Internal Quality Assurance Cell (IQAC)
	Ref. No. AGC/IQAC/024 Date- 18/12/2024	

Meeting Date & Time	17th December, 2024 11:00 am	Meeting Location	Principal office
Minutes Drafted Date	18 th December, 2024	Meeting Chair	Dr. Namarta Kad Prof. Incharge (IQAC)
MoM Drafted by	Er. Amanjot Singh	Meeting Title	IQAC Meeting

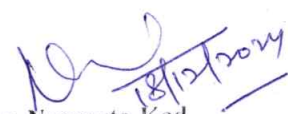
Attendees
Dr. Gaurav Tejpal, Principal AGC Dr. Namarta Kad, PI(IQAC) Dr. P.S. Pannu, Registrar Dr. Upain Bhatia, Dean (Academic Affairs) Mr. H.S. Sarkaria Controller of Examinations Er. Jagdeep Singh, LMS Incharge Er. Ajay Sharma, MOOCs Incharge Er. Pavittar Singh, IT Infrastructure Incharge Er. Amandeep Sajjan, IAC Incharge

S. No.	Agenda	Decision	Responsibility
1	Compilation of AQAR Criteria-1 and 2 data for the Academic year 2023-24	Compilation and uploading of data for Criteria -1 and 2 on NAAC Portal	IAC
2	Curriculum Design and Development	Content related to metric 1.1.1, 1.1.2 and 1.1.3 checked and required corrections are reported as per the suggestions received from Principal Sir	DAA
3	Academic Flexibility	Content related to metric 1.2.1 and 1.2.2 checked as per the format provided and required related documents are provided by Registrar and DAA office	Registrar & DAA
4	Curriculum Enrichment	List of value-added courses and students enrolled for imparting transferable and life skills (as per excel format along with pdf proofs) – checked List of students undertaking field work/projects/ internships / student projects (as per excel format along with pdf proofs) – from all academic departments – checked	MOOCs Incharge DAA
5	Feedback System	Feedback record from all stake holders through AGCLMS checked for uploading on portal	LMS Incharge
6	Student Enrollment and Profile	Number of students admitted in 2023 (as per excel format) and Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) (as per excel format) data checked	Registrar office



 HAAC Grade "A" 3 rd Cycle Autonomous College	Minutes of Meeting	Internal Quality Assurance Cell (IQAC)
	Ref. No. AGC/IQAC/024 Date- 18/12/2024	

7	Catering to Student Diversity	Data for students' learning levels and special programmes organised for both slow and advanced learners in academic year 2023-24 provided and checked. Student – Teacher (full-time) ratio (as per excel format).	DAA Registrar
8	Teaching- Learning Process	Metric 2.3.1 Student-centric methods such as experiential learning, participative learning and problem-solving methodologies – Provide data from all academic deptts. and checked. Metric 2.3.2 - ICT-enabled tools with online resources – checked Metric 2.3.3 - Ratio of students to mentor for all deptts. data checked Metric 2.3.4 - Preparation and adherence to Academic Calendar	DAA IT Infrastructure Incharge SMP Incharge DAA
9	Teacher Profile and Quality	Number of full-time teachers against sanctioned posts and teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc /DLitt with their total teaching experience in separate excel files as per format provided	Registrar office
10	Evaluation Process and Reforms	Number of days from the date of last semester-end/ year- end examination till the declaration of results (as per excel format) Data for number of students' complaints/grievances against evaluation data checked	COE
11	Student Performance and Learning Outcomes	Attainment of Programme Outcomes and Course Outcomes from all academic deptts. Pass Percentage of students (as per excel format)	DAA COE


 18/12/2024
 Dr. Namarta Kad
 Prof. Incharge (IQAC)

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

