Meeting Date & Time	18th December, 2023 02:30 - 04:00 pm	Meeting Location	Office of HoD (EE)
Minutes Drafted Date	19th December, 2023	Meeting Chair	Dr. Namarta Kad Prof. Incharge (IQAC)
MoM Drafted by	Er. Amanjot Singh	Meeting Title	NAAC - Criteria 4, 5

Attendees	Dr. Namarta Kad, Prof. Incharge (IQAC)
	Dr. P. S. Pannu, Registrar
	Mr. H.S. Sarkaria, Head Library
	Dr. Sachin Khurana, Head DCA
	Dr. Sandeep Kad, Head CSE
	Mr. Amit Singh, Dean Student Affairs
	Mr. Rakesh Jaitly, Dean Training & Placement
	Mr. Anil Wadhwa, Accounts Deptt.
	Mr. Atul Mahajan, Head EDC
	Mr. Ajaypal Singh, Incharge Sports
	Mr. Ajay Sharma, Prof. CSE
	Mr. I.J.S. Sodhi, Incharge Infrastructure
	Mr. Pavittar Singh, Incharge IT Facilities
	Mr. Amandeep Sajjan, IAC Cell

S. No.	Agenda	Decision	Responsibility
1	Compilation of NAAC Criteria-4 data for the Academic year 2022-23	Compilation of data for Criteria -4	IAC Cell
2	Compilation of NAAC Criteria-5 data for the Academic year 2022-23	Compilation of data for Criteria -5	IAC Cell
3	Physical Facilities	• Detail of infrastructure and physical facilities for teaching-learning along with their photographs • Detail of facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.) along with their photographs • Detail of classrooms and seminar halls with ICT-enabled facilities	Incharge Infrastructure Registrar office

		• Expenditure for infrastructure augmentation. excluding salary	
4	Library as a Learning Resource	• Detail of Integrated Library Management System (ILMS) • Details of subscriptions like ejournals. e-books. e-Shodh-Sindhu. Shodhganga membership • Details of annual expenditure for purchase of books/e-books and journals/e- journals • Details of library usage by teachers and students	Head Library Accounts branch
5	IT Infrastructure	• Budget for updating its IT facilities • List of facilities for e-content development	Incharge IT Facilities Accounts branch
6	Maintenance of Campus Infrastructure	• Expenditure incurred on maintenance of physical and academic support facilities. excluding salary component • Details of maintaining and utilizing physical, academic and support facilities classrooms. laboratory. library. sports complex, computers. etc.	Incharge Infrastructure Accounts branch
7	Student Support	• Detail of students benefitted by scholarships and freeships provided by the Government (as per excel format) • Detail of students benefitted by scholarships and freeships provided by the institution and non-government agencies (as per excel format) • Details of capability development and schemes (as per excel format) • Detail of students benefited by guidance for competitive examinations and career counselling	Accounts branch Head DCA
8	Student Progression	• List of students placed • Details of students who went for higher education • List of students who qualified in state/ national/ international examinations (as per excel format)	T & P Cell

9	Student Participation and Activities	• List of awards/medals and their e-copies for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events • List of students in academic and administrative bodies/committees • List of sports and cultural events / competitions organised	DSA
10	Alumni Engagement	• Detail of the Alumni Association and its Chapters • Detail and proofs of Alumni's financial contribution	T & P Cell

Dr. Namarta Kad
Prof. Incharge (IQAC)

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