

A meeting is scheduled to discuss the work related to AQAR Criteria 3 and 4 for AY-2023-24. The details of the meeting are as follows:

**Date:** 18th 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 3 and 4.
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.	Dean (Research & Development) ✓	<i>Alhaem</i> 13/12/2024
2.	Deputy Registrar Finance ✓	<i>Qure.</i>
3.	Head (Library) ✓	<i>[Signature]</i> 13/12/2024
4.	EDC Incharge ✓	<i>[Signature]</i> 13/12/2024
5.	NSS Program Officer ✓	<i>[Signature]</i> 13/12/2024
6.	Infrastructure Incharge ✓	<i>[Signature]</i> 13/12/2024
7.	IT Infrastructure Incharge ✓	<i>[Signature]</i> 13/12/24
8.	IAC Incharge ✓	<i>Amandeep Singh</i> 13/12/24

*[Signature]* 13/12/2024  
Dr. Namarta Kad  
Prof. Incharge (IQAC)

Cc: PA to Principal (for kind information)

EDC → Atul Sir

6 → Sodhi Sir

7 — Pantlar Sir

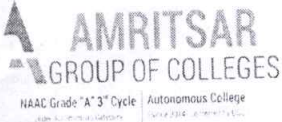
8 — Sajjan Sir

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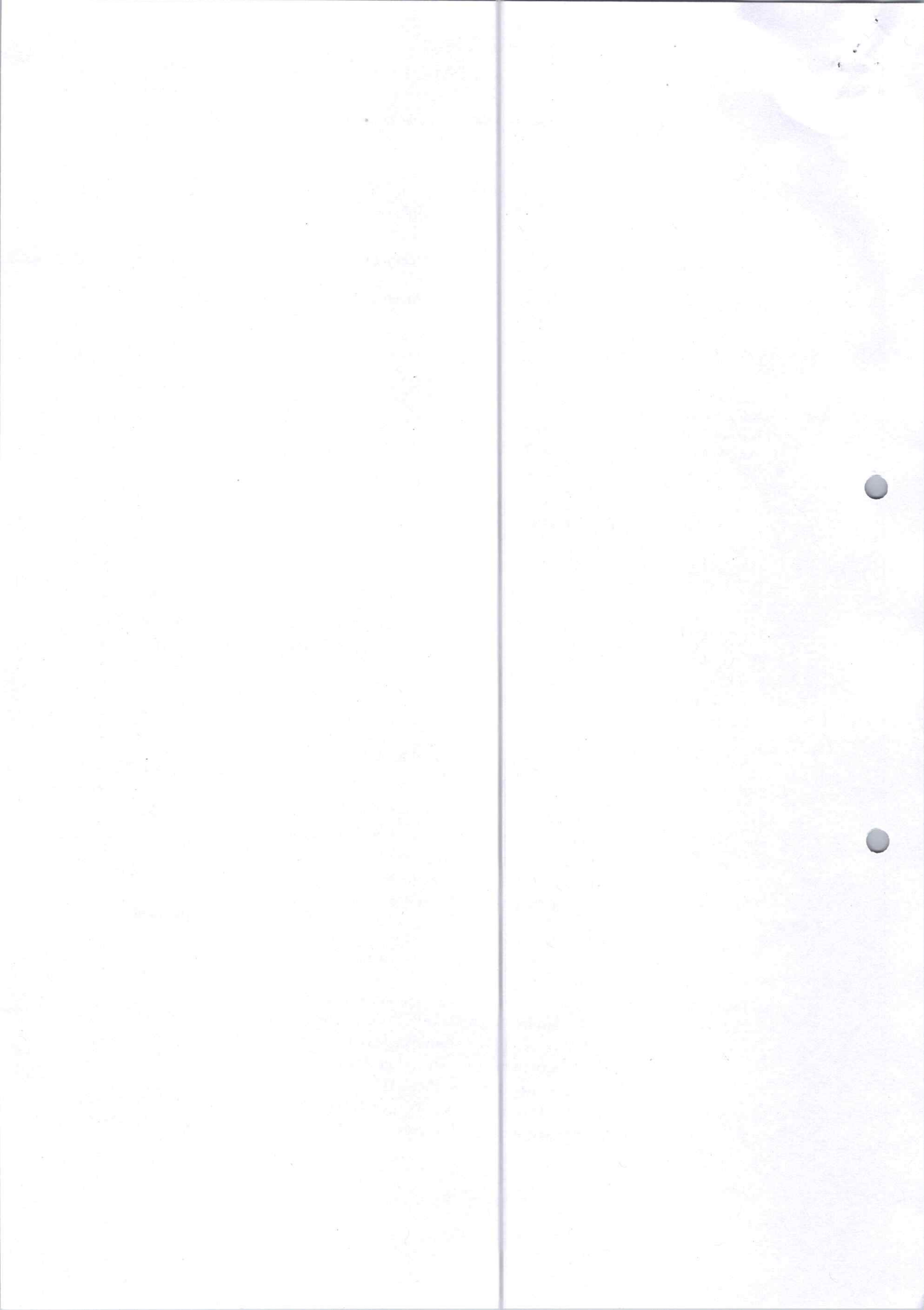
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 <b>AMRITSAR</b> <b>GROUP OF COLLEGES</b> <small>NAAC Grade "A" 3<sup>rd</sup> Cycle Autonomous College</small>	<b>Minutes of Meeting</b>	<b>Internal Quality Assurance Cell (IQAC)</b>
	Ref. No. AGC/IQAC/025    Date- 19/12/2024	

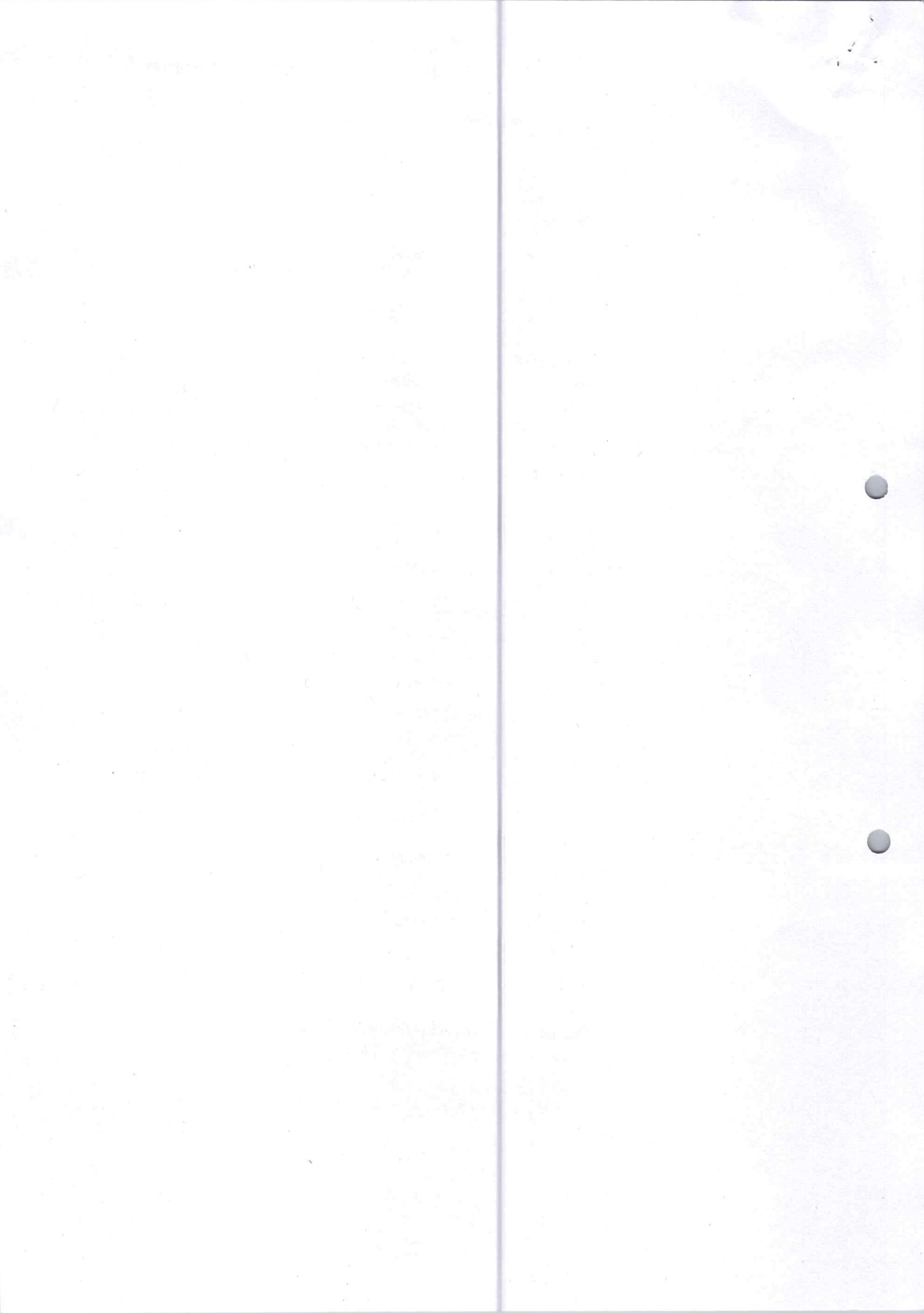
<b>Meeting Date &amp; Time</b>	18 <sup>th</sup> December, 2024 11:00 am	<b>Meeting Location</b>	Principal office
<b>Minutes Drafted Date</b>	19 <sup>th</sup> December, 2024	<b>Meeting Chair</b>	Dr. Namarta Kad Prof. Incharge (IQAC)
<b>MoM Drafted by</b>	Er. Amanjot Singh	<b>Meeting Title</b>	IQAC Meeting

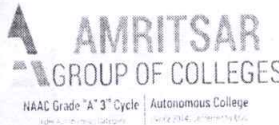
Attendees
Dr. Gaurav Tejpal, Principal AGC Dr. Namarta Kad, PI(IQAC) Dr. Narinder Sharma, Dean (R & D) Mr. Anil Wadhwa, Deputy Registrar Finance Mr. H.S. Sarkaria, Head Library Er. Atul Mahajan, EDC Incharge Ms. Shruti Prashar, NSS Program Officer Er. I.J.S. Sodhi, Infrastructure Incharge Er. Pavittar Singh, IT Infrastructure Incharge Er. Amandeep Sajjan, IAC Incharge

S. No.	Agenda	Discussion/Decision	Responsibility
1	Compilation of AQAR Criteria-3 and 4 data for the Academic year 2023-24	Compilation and uploading of data for Criteria -3 and 4 on NAAC Portal	IAC
2	Promotion of Research and Facilities	Minutes of meetings conducted in R&D and policy for research provided and checked  Seed money provided to teachers for research (as per excel format and related proof documents)	Dean(R&D) & D.R.Finance
3	Resource Mobilization for Research	Grants received from Government and Non-Governmental agencies for research (as per excel format and related proof documents) - checked  List of teachers recognised as research guides (as per excel format and related proof documents) - checked	Dean(R&D) & D.R.Finance
4	Innovation Ecosystem	List of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development (as per excel format and related proof documents) – checked	Dean(R&D) & EDC
5	Research Publications and Awards	List of research papers per teacher in CARE Journals notified on UGC website, books and	Dean(R&D)




		chapters (as per excel format and related proof documents) - checked  Total number of Citations in Scopus, h-index of Scopus – data required to be compiled from concerned sources	
6	Consultancy	Detail of revenue generated from consultancy and corporate training and detail of total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy - checked	Dean(R&D) & D.R.Finance
7	Extension Activities	List of Extension activities carried out along with number of awards and recognition received from Government / Government-recognised bodies (as per excel format and related proof documents)  List of extension and outreach programmes conducted through NSS/NCC/Red Cross/YRC, etc. (as per excel format and related proof documents)	NSS Program Officer
8	Collaboration	Number of collaborative activities for research/ faculty exchange/student exchange/ internship/ on-the-job training/ project work (as per excel format and related proof documents)  Number of functional MoUs (as per excel format and related proof documents)	Dean(R&D)
9	Physical Facilities	Content related to metric 4.1.1, 4.1.2 and 4.1.3 checked and required corrections are reported.  Metric 4.1.4 Expenditure for infrastructure augmentation, excluding salary checked	Infrastructure Incharge & D.R.Finance
10	Library as a Learning Resource	Detail of Integrated Library Management System (ILMS) - checked Details of subscriptions like ejournals, e-books, e-Shodh-Sindhu, Shodhganga membership-checked  Details of library usage by teachers and students checked and suggested to change the compilation format  Details of annual expenditure for purchase of books/e-books and journals/e- journals	Head Library & D.R.Finance
11	IT Infrastructure	Content related to metric 4.3.1, 4.3.2, 4.3.3 and 4.3.4 checked and required corrections are reported.	IT Infrastructure Incharge



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12	Maintenance of Campus Infrastructure	<p>Metric 4.4.1- Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component</p> <p>Metric 4.4.2 - Details of maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.</p>	D.R.Finance & Infrastructure Incharge
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 19/12/24  
 Dr. Namarta Kad  
 Prof. Incharge (IQAC)

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

