AMRITSAR GROUP OF COLLEGES NAAC Grade "A" 3rd Cycle | Autonomous College	Minutes of Meeting	Internal Quality Assurance Cell (IQAC)

Meeting Date & Time	19th December, 2023 02:30 - 04:00 pm	Meeting Location	Office of HoD (EE)
Minutes Drafted Date	20th December, 2023	Meeting Chair	Dr. Namarta Kad Prof. Incharge (IQAC)
MoM Drafted by	Er. Amanjot Singh	Meeting Title	NAAC - Criteria 6, 7

Attendees	Dr. Namarta Kad, Prof. Incharge (IQAC) Dr. P. S. Pannu, Registrar Dr. Narinder Sharma, Dean(R&D) Dr. Sandeep Kad, Head CSE Ms. Binod Kaur, HoD(Appld.Sc.) Mr. Amit Singh, Dean Student Affairs Mr. Rakesh Jaitly, Dean Training & Placement Mr. Anil Wadhwa, D.R.Finance Ms. Gurveen Kaur, (AP, DMS) Ms. Shruti Prashar, Incharge NSS Mr. Ajay Sharma, Prof. CSE Mr. Amandeep Sajjan, IAC Cell

S. No.	Agenda	Decision	Responsibility
1	Compilation of NAAC Criteria-6 data for the Academic year 2022-23	Compilation of data for Criteria -6	IAC Cell
2	Compilation of NAAC Criteria-7 data for the Academic year 2022-23	Compilation of data for Criteria -7	IAC Cell
3	Institutional Vision and Leadership	• Effective leadership reflected in various institutional practices data finalized and checked	Ms. Gurveen Kaur IAC
4	Strategy Development and Deployment	• Strategic Plan and deployment documents • Organogram on the institution webpage • Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination (Screen shots)	Ms. Gurveen Kaur IAC

5	Faculty Empowerment Strategies	• Document of welfare measures for teaching and non-teaching staff and avenues for their career development/ progression • Details of teachers provided with financial support to attend conference, workshops etc. (as per excel format) • Detail of professional development / administrative training programmes organized for teaching and non-teaching staff • Detail of teachers who have undergone online/ face-to-face Faculty Development Programmes (as per excel format and proofs)	Dean(R&D) & D.R.Finance
6	Financial Management and Resource Mobilization	• Detail of internal and external financial audits • Funds / Grants received from non-government bodies, individuals, and philanthropists (as per excel format and proofs) • Detail of mobilisation of funds and the optimal utilisation of resources	Dean(R&D) & D.R.Finance
7	Internal Quality Assurance System	• Contribution of IQAC • Document to review teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals • e-copies of accreditations and certification	IQAC
8	Institutional Values and Social Responsibilities	• Document related to measures initiated for the promotion of gender equity • Geotagged Photographs and document of facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/power-efficient equipment • Geotagged Photographs and document of management of the following types of degradable and non-degradable waste • Geotagged Photographs and document of Water conservation facilities available • Geotagged Photographs and document of Green campus initiatives	HoD (Applied Sc.)

		• Reports and certification on environment and energy audits • Geotagged Photographs and document on disabled-friendly and barrier-free environment • Geotagged Photographs and document on Institutional efforts/initiatives in providing an inclusive environment • Details of activities that inculcate values necessary to transform students into responsible citizens • Document on Code of Conduct • Annual report of the celebrations and commemorative events	NSS Incharge
9	Best Practices	• Document on Best Practices	HoD (Applied Sc.)
10	Institutional Distinctiveness	• Plan of action for the next academic year discussed and finalised	HoD (Applied Sc.)

20/12/2023

Dr. Namarta Kad
Prof. Incharge (IQAC)

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