 NAAC Grade "A" 3 <sup>rd</sup> Cycle Autonomous College since 2014. Certified by UGC	<b>Circular</b> <b>(Meeting of IQAC Coordinators)</b>	<b>Internal Quality Assurance Cell</b> <b>(IQAC)</b>
	Ref. No. AGC/IQAC/016	

Meeting of the IQAC Coordinators has been scheduled as follows:


**Date:** 20<sup>th</sup> November, 2024

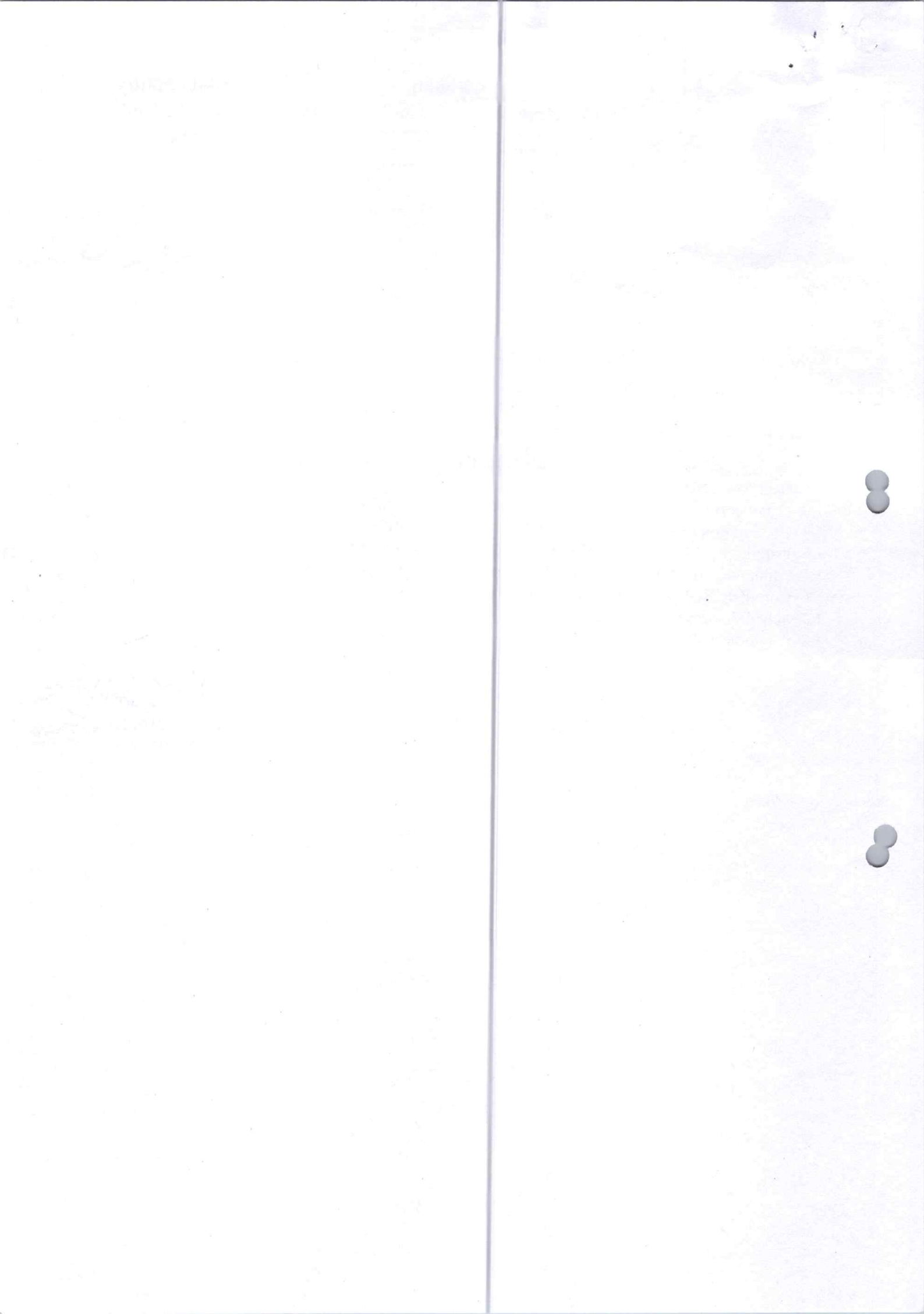
**Time:** 03:00 pm

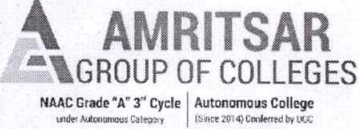
**Venue:** Conference Hall (Placement Cell)

**Agenda:**


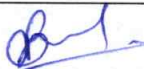


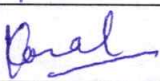
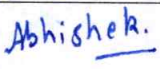
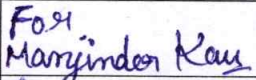
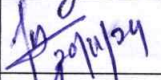
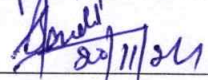
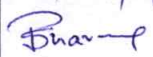
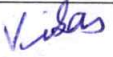
- 1.1 Review and approval of the minutes from the last meeting held on 23-09-2024.  
(Ref. No. AGC/IQAC/014).
- 1.2 Conduct of Nov 2024 ESEs starting from 22<sup>nd</sup> Nov., 2024
- 1.3 Code of conduct for students (Ref. No.: AGC/IQAC/015)
- 1.4 Programme Outcomes and Course Outcomes for all Programmes offered by the institution.
- 1.5 Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution
- 1.6 Complete Syllabus compilation and uploading on website.
- 1.7 Schedule of Next Meeting.
- 1.8 Any other agenda.


  
19/11/2024  
Dr. Namarta Kad  
PI (IQAC)



 <p>AMRITSAR GROUP OF COLLEGES</p> <p>NAAC Grade "A" 3<sup>rd</sup> Cycle under Autonomous Category</p> <p>Autonomous College since 2014 Certified by UGC</p>	<b>Attendance Sheet</b>	<b>Internal Quality Assurance Cell (IQAC)</b>
	<b>Session: 2024 - 2025</b>	

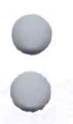
Date : 20-11-2024

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. Inderjit Singh Sodhi	Associate Professor	ME	8146114441	—
4	Er. Sandeep Sharma	Assistant Professor	CE	9115602123	—
5	Dr. Neha Arora	Associate Professor	Appl. Sc.	9855234200	
6	Ms. Gurveen Kaur	Assistant Professor	DMS	9501117076	
7	Mr. Sahil Luthra	Assistant Professor	DCA	8558986286	
8	Mr. Abhishek Kundra	Assistant Professor	HMCT	9781448479	
9	Ms. Pooja	Assistant Professor	FD	79860 27204	
10	Ms. Vanshika Bhatia	Assistant Professor	Pharmacy	8847300144	
11	Ms. Sonali Devgan	Assistant Professor	Para – Medical	7399860006	
12	Mr. Pardeep Sharma	Supdt. Registrar	Registrar office	9501331381	
13	Ms. Shruti Prashar	Asstt. Placement Officer	Placement Cell	8196900399	—
14	Mr. Rahul Sharma	Deputy CoE	Examination Cell	9988964304	
15	Mr. Jaspreet Singh	Librarian	Central Library	9988000855	—
16	Mr. Sanjeev Kumar	Manager Campus relation	Admission Cell	9988006660	—
17	Mr. Amandeep Sajjan	Assistant Registrar Head, IAC	IAC Cell	9878389014	—
18	Mr. Karambir Singh	D.R. (Admin)	IAC Cell	9780483737	—

  
 20/11/24  
**Dr. Namarta Kad**  
**IQAC (PI)**

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Meeting Date & Time	20 <sup>th</sup> Nov., 2024 3:00 am - 4:00 pm	Meeting Location	Placement Cell
Minutes Drafted Date	22 <sup>nd</sup> Nov., 2024	Meeting Chair	Dr. Namarta Kad PI (IQAC)
MoM Drafted by	Er. Amanjot Singh	Meeting Title	IQAC Meeting

Attendees	Absentees
Dr. Namarta Kad, PI(IQAC) Dr. Neha Arora, App. Sc. Er. Tejinder Sharma, CSE Ms. Gurveen Kaur, DMS Ms. Komal, DCA Er. Bimal Kumar, EE Mr. Abhishek Kundra, HMCT Ms. Manjinder Kaur, FD Ms. Sonali Devgan, Para-Med.Sc. Mr. Vikas, Examination branch Ms. Vanshika Bhatia, Pharmacy Mr. Pardeep Kumar, Main office	Mr. Parvesh Bhalla, IAC Er. Sandeep Sharma, CE

S. No.	Agenda	Decision	Responsibility
1.1	<ul style="list-style-type: none"> <li>Review and approval of the minutes from the last meeting held on 23-09-2024. (Ref. No. AGC/IQAC/014)</li> </ul>	Reviewed and approved	-
1.2	<ul style="list-style-type: none"> <li>Conduct of Nov 2024 ESEs starting from 22nd Nov., 2024</li> </ul>	<b>Share some common instructions for Final Exams – Nov., 2024 with students like,</b> <ol style="list-style-type: none"> <li>Check datesheet properly and ensure you are aware of the date, time, and venue for each exam. Arrive at least 15 minutes early.</li> <li>Check the seating plan pasted outside the exam room before entering.</li> <li>Carry your <b>student ID card</b> to every exam (No admit cards will be issued separately for regular exams).</li> <li>Bring all necessary stationery, such as pens, pencils, erasers, calculators (if permitted), and other materials. Borrowing is not allowed during the exam.</li> <li>Mobile phones, smartwatches, or any electronic devices not explicitly allowed.</li> <li>Cheating, copying, or any other form of malpractice will result in disciplinary action.</li> <li>Students must leave their bags, books, and other personal belongings at the <b>Baggage counter in Room No. ....</b> before entering the exam hall.</li> </ol>	All academic department coordinators

 <p>AMRITSAR GROUP OF COLLEGES NAAC Grade "A" 3<sup>rd</sup> Cycle Autonomous College Approved by UGC, New Delhi</p>	<b>Minutes of Meeting</b>		<b>Internal Quality Assurance Cell (IQAC)</b>
	Ref. No. AGC/IQAC/017	Date- 22/11/2024	

1.3	Code of conduct for students (Ref. No.: AGC/IQAC/015)	Coordinators must share the points in 'Code of Conduct' with their students through their respective departmental Mentor coordinators	All academic department coordinators.
1.4	Programme Outcomes and Course Outcomes for all Programmes offered by the institution.	Department-wise record of POs, PSOs and COs in the required format for the academic year 2023-24	All academic department coordinators.
1.5	Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution	Department-wise attainment record of POs, PSOs and COs evaluation in the required format for the academic year 2023-24	All academic department coordinators.
1.6	Complete Syllabus compilation and uploading on website.	Syllabus of B.Tech. Courses as per new scheme (2021 onwards) required to be uploaded on website.	All academic department coordinators.
1.7	Email all your previous and present content to agc.iqac@acetedu.in	----	All IQAC Coordinators

  
 22/11/2024  
**Dr. Namarta Kad**  
**PI (IQAC)**

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

Ref. No.: AGC/IQAC/015

Date- 14/10/2024


The Mentors  
Amritsar Group of Colleges  
Amritsar

**Subject:** Points to be covered regarding the **Code of Conduct** for students in 2<sup>nd</sup> mentor meeting.

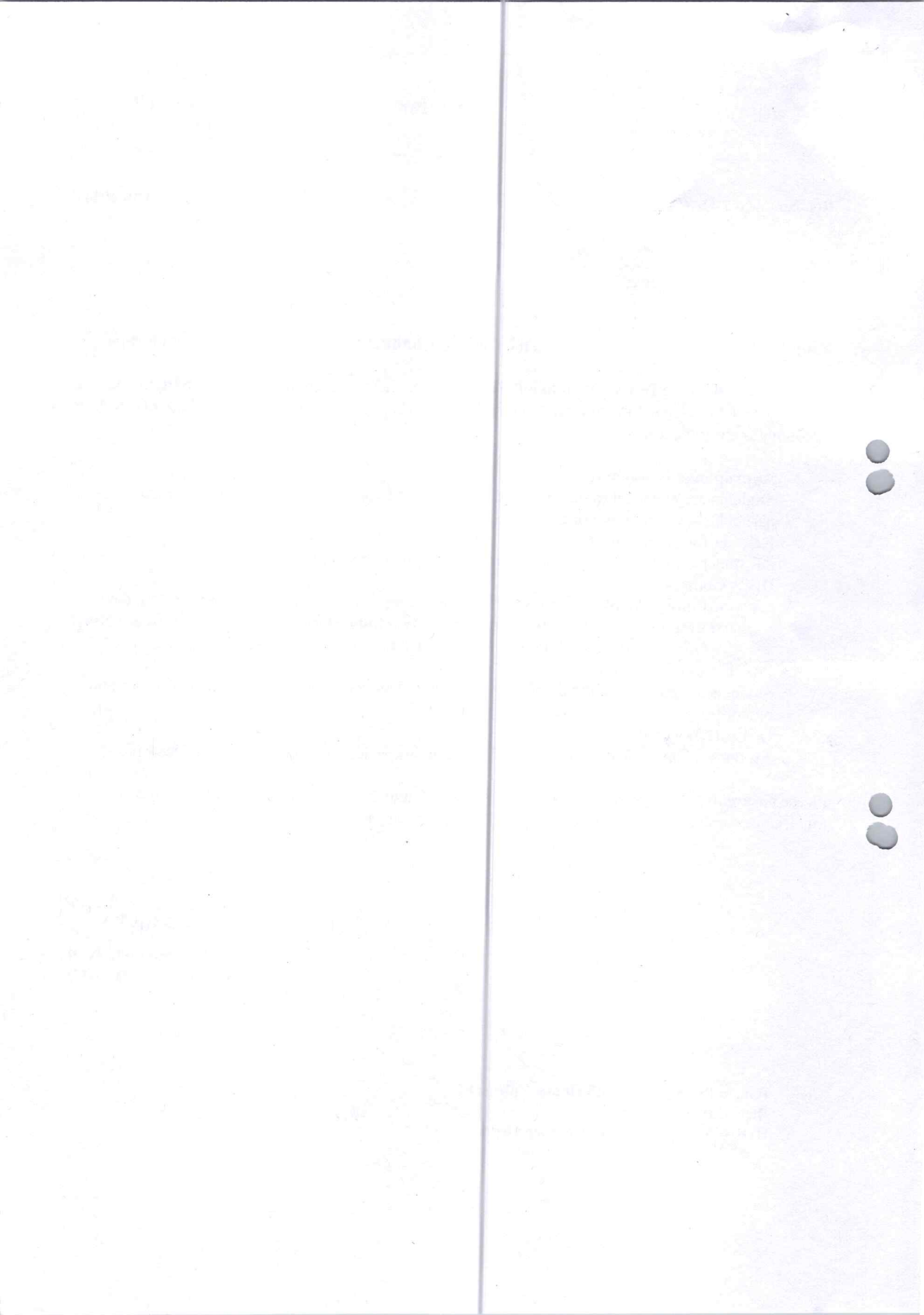
As part of our ongoing commitment to uphold discipline and a congenial academic environment, you are requested to discuss the following points related to the **Code of Conduct for Students** in your upcoming mentor meetings:

1. **Appropriate Behaviour**  
Students are expected to demonstrate respectful and appropriate behaviour on campus, particularly when interacting with their peers.
2. **Respect for Authorities**  
All students must show respect towards faculty members at all times.
3. **Dress Code**
  - **Monday Attire:** Students are required to wear the prescribed uniform on Mondays.
  - **Tuesday to Friday (and Additional Working Days):** Students must wear formal attire, excluding clothing such as kurta-pajamas or any torn garments.
4. **Positive Body Language**  
Students are encouraged to display positive body language during their time on campus and otherwise.
5. **Institute Decorum**  
All the students should actively work to maintain the decorum and ethos of the institute.

Please ensure that these points are clearly communicated to your mentees and emphasize their importance for maintaining the standards and values of our institute.

  
14/10/2024  
**Dr. Namarta Kad**  
Prof. Incharge (IQAC)

Cc: P.A. to Principal (for information please)  
Registrars and Deans  
HODs (Teaching & Non-teaching Depts.)



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

5<sup>TH</sup> MEETING  
(SESSION: 2024-2025)

DATE: 20<sup>TH</sup> NOVEMBER, 2024  
TIME: 03:00 PM  
VENUE: CONFERENCE HALL (PLACEMENT CELL)

## AGENDA I.1

- ❖ Review and approval of the minutes from the last meeting held on 29/09/2024. (Ref. No. AGC/IQAC/013)

## AGENDA I.2

Conduct of Nov 2024 ESEs starting from 22<sup>nd</sup> Nov., 2024

## NOV-2024 ESE

### • Instructions for Final Exams – Nov., 2024

1. Check datesheet properly and ensure you are aware of the date, time, and venue for each exam. Arrive at least 15 minutes early.
2. Check the seating plan pasted outside the exam room before entering.
3. Carry your **student ID card** to every exam (No admit cards will be issued separately for regular exams).
4. Bring all necessary stationery, such as pens, pencils, erasers, calculators (if permitted), and other materials. Borrowing is not allowed during the exam.
5. Mobile phones, smartwatches, or any electronic devices not explicitly allowed.
6. Cheating, copying, or any other form of malpractice will result in disciplinary action.
7. Students must leave their bags, books, and other personal belongings at the **Baggage counter in Room No. ....** before entering the exam hall.

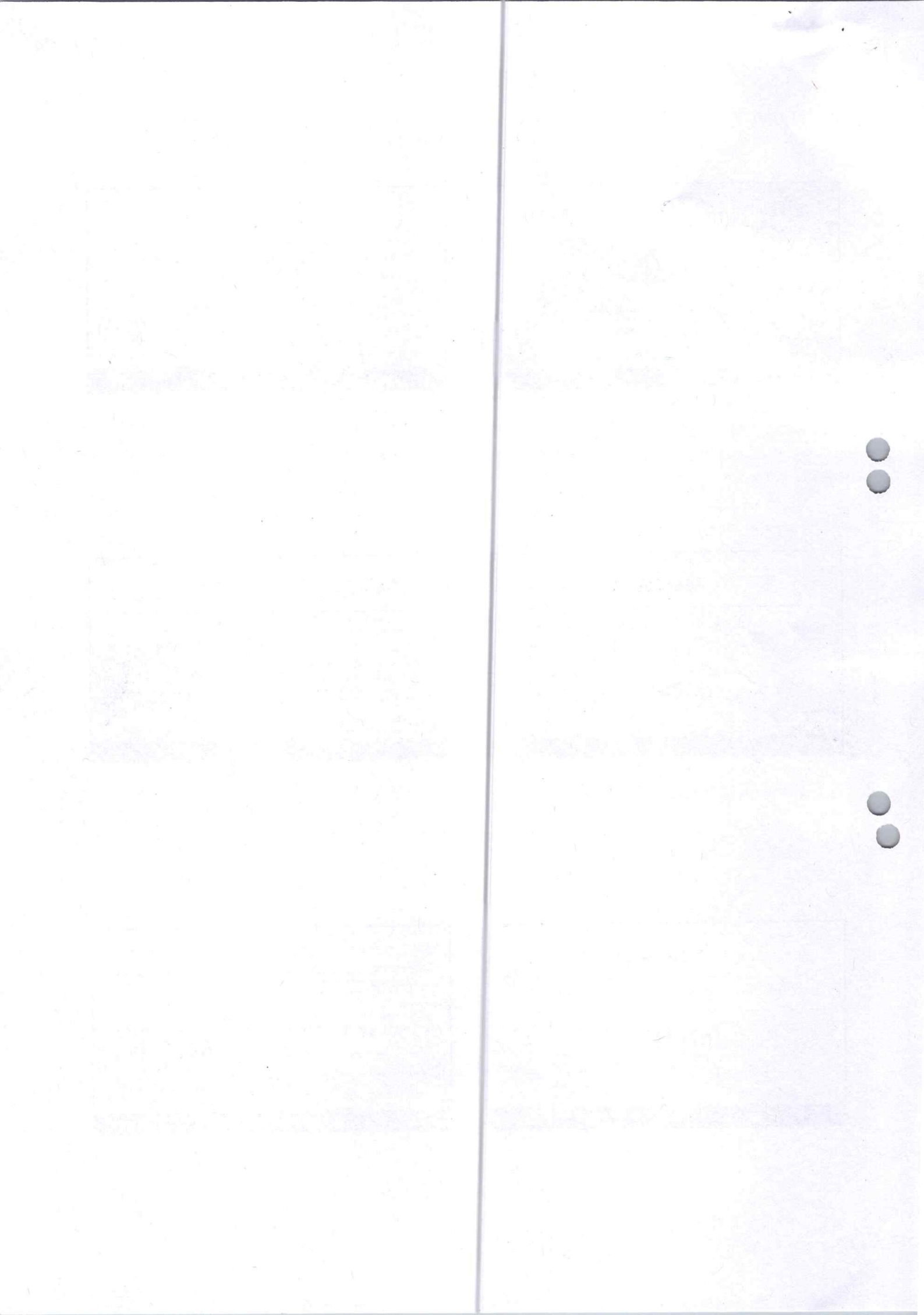
## AGENDA I.3

Code of conduct for students (Ref. No.: AGC/IQAC/014)

### • Subject: Points to be covered regarding the Code of Conduct for students in 2<sup>nd</sup> mentor meeting.

- As part of our ongoing commitment to uphold discipline and a congenial academic environment, you are requested to discuss the following points related to the *Code of Conduct for Students* in your upcoming mentor meetings:

1. **Appropriate Behaviour**  
Students are expected to demonstrate respectful and appropriate behaviour on campus, particularly when interacting with their peers.
  2. **Respect for Authorities**  
All students must show respect towards faculty members at all times.
  3. **Dress Code**
    - **Monday Attire:** Students are required to wear the prescribed uniform on Mondays.
    - **Tuesday to Friday (and Additional Working Days):** Students must wear formal attire, excluding clothing such as kurta-pajamas or any torn garments.
  4. **Positive Body Language**  
Students are encouraged to display positive body language during their time on campus and otherwise.
  5. **Institute Decorum**  
All the students should actively work to maintain the decorum and ethos of the institute.
- Please ensure that these points are clearly communicated to your mentees and emphasize their importance for maintaining the standards and values of our institute.



### AGENDA 1.4

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- Programme Outcomes and Course Outcomes for all Programmes offered by the institution.

### AGENDA 1.5

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- Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

### AGENDA 1.6

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Complete Syllabus compilation and uploading on website.

[agc.iqac@acetedu.in](mailto:agc.iqac@acetedu.in)

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### AGENDA

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- ❖ Schedule of Next Meeting
- 

THANK YOU

Dr. Namarta Kad  
Prof. Incharge(QAC)  
[agc.iqac@acetedu.in](mailto:agc.iqac@acetedu.in)

