 AMRITSAR GROUP OF COLLEGES <small>MAAC Grade "A" 3rd Cycle Autonomous College under Autonomous Category Since 1954 Governed by UGC</small>	Meeting Circular	Internal Quality Assurance Cell (IQAC)
	Ref. No. AGC/IQAC/023	

A meeting is scheduled to discuss the work related to AQAR Criteria 5, 6 and 7 for AY-2023-24. The details of the meeting are as follows:

Date: 20th 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 5, 6 and 7.
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>[Signature]</i>
2.	Dean (Training & Placements) ✓	<i>[Signature]</i>
3.	Dean (Student Affairs) ✓	<i>[Signature]</i>
4.	Deputy Registrar Finance	<i>[Signature]</i>
5.	Scholarship Incharge ✓	<i>[Signature]</i>
6.	HoD (Applied Sciences)	<i>[Signature]</i>
7.	Dr. Neha Wadhwa (Assoc.Prof., AS)	<i>[Signature]</i>
8.	Ms. Gurveen Kaur (Assoc. Prof., DMS)	<i>[Signature]</i>
9.	IAC Incharge	<i>[Signature]</i> 17/12/24

[Signature]
Dr. Namarta Kad
 Prof. Incharge (IQAC)

Cc: PA to Principal (for kind information)

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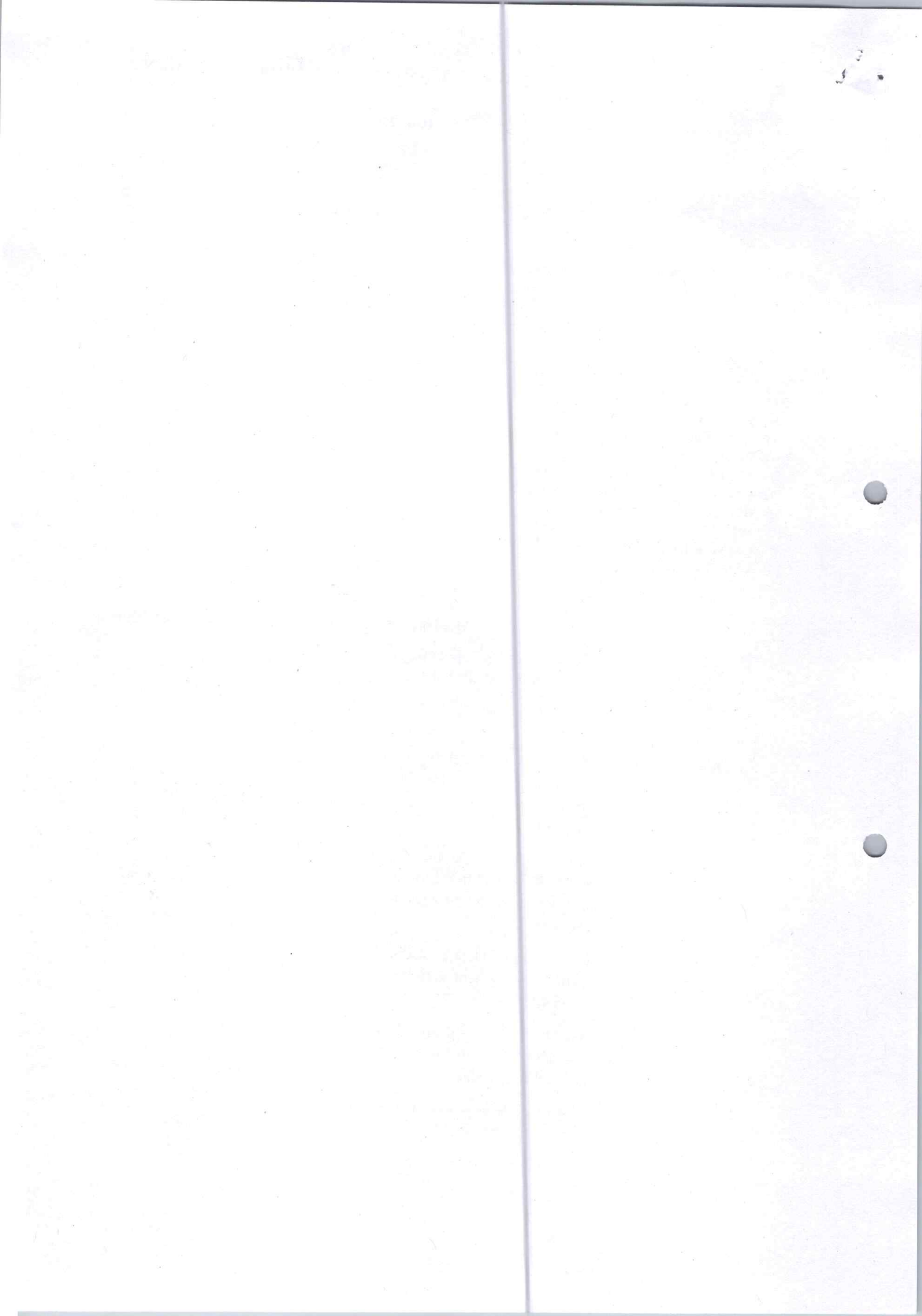
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 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College</small>	Minutes of Meeting	Internal Quality Assurance Cell (IQAC)
	Ref. No. AGC/IQAC/026 Date- 23/12/2024	

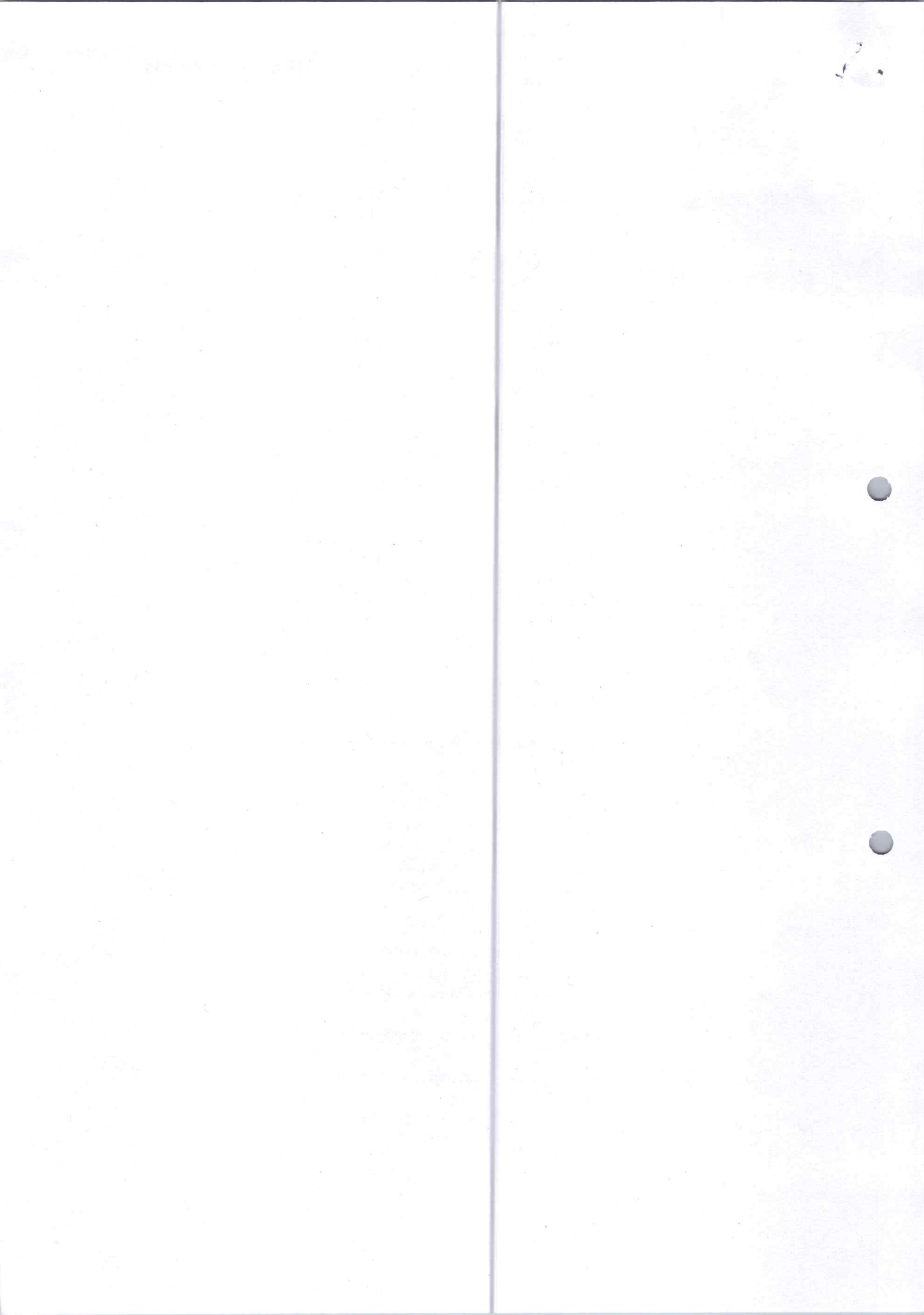
Meeting Date & Time	20 th December, 2024 11:00 am	Meeting Location	Principal office
Minutes Drafted Date	23 rd December, 2024	Meeting Chair	Dr. Namarta Kad Prof. Incharge (IQAC)
MoM Drafted by	Er. Amanjot Singh	Meeting Title	IQAC Meeting

Attendees
Dr. Namarta Kad, PI(IQAC) Dr. Narinder Sharma, Dean (R & D) Mr. Anil Wadhwa, Deputy Registrar Finance Mr. Rakesh Jaitly, Dean (T & P) Mr. Amit Singh, Dean (Student Affairs) Mr. Karambir Singh, Scholarship Incharge Ms. Binod Kaur, HoD (Applied Sc.) Dr. Neha Wadhwa (Assoc.Prof., AS) Ms. Gurveen Kaur (Assoc. Prof., DMS) Er. Amandeep Sajjan, IAC Incharge


S. No.	Agenda	Discussion/Decision	Responsibility
1	Compilation of AQAR Criteria-5, 6 and 7 data for the Academic year 2023-24	Compilation and uploading of data for Criteria -5, 6 and 7 on NAAC Portal	IAC
2	Student Support	Metric 5.1.1 - Detail of students benefitted by scholarships and freeships provided by the Government (as per excel format) provided and checked Metric 5.1.2 - Detail of students benefitted by scholarships and freeships provided by the institution and non-government agencies (as per excel format) checked Metric 5.1.3 - Details of Capacity Development and Skill Enhancement activities (as per excel format) checked Metric 5.1.4 - Detail of students benefitted by guidance for competitive examinations and career counselling checked along with their pdf proofs	Scholarship Incharge Dean (T&P)
3	Student Progression	List of students placed in proper format checked.	Dean (T&P)



		<p>Details of students who went for higher education checked with their proofs.</p> <p>List of students who qualified in state/ national/ international examinations (as per excel format) with proofs checked</p>	
4	Student Participation and Activities	<p>List of awards/medals and their e-copies for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events</p> <p>List of students in academic and administrative bodies/committees</p> <p>List of sports and cultural events / competitions organised</p>	<p>Dean (Student Affairs)</p> <p>Sports Incharge</p>
5	Alumni Engagement	<p>Detail of the Alumni Association and its Chapters</p> <p>Detail and proofs of Alumni's financial contribution</p>	<p>Dean(T&P) & D.R.Finance</p>
6	Institutional Vision and Leadership	<p>Effective leadership reflected in various institutional practices data finalized and checked</p>	<p>Ms. Gurveen Kaur</p> <p>IAC</p>
7	Strategy Development and Deployment	<p>The institutional Strategic Plan and deployment documents checked</p> <p>Organogram and other policy documents checked</p>	<p>Ms. Gurveen Kaur</p> <p>IAC</p>
8	Faculty Empowerment Strategies	<p>Documents related to welfare measures for teaching and non-teaching staff checked</p> <p>Details of teachers provided with financial support to attend conference, workshops etc checked along with proofs</p> <p>Detail of professional development / administrative training programmes organized for its teaching and non-teaching staff checked with proofs</p> <p>Detail of teachers undergone online/ face-to-face FDPs checked with proofs</p>	<p>Dean(R&D) & D.R.Finance</p>
9	Financial Management and Resource Mobilization	<p>Documents of internal and external financial audits checked</p>	<p>Dean(R&D) & D.R.Finance</p>



		Details of funds/grants received from non-government bodies, individuals, philanthropists checked	
		Details of mobilisation of funds and utilisation of resources checked	
10	Internal Quality Assurance System	Contributions of IQAC checked Review documents related to teaching-learning process, structures and methodologies of operation and learning outcomes through its IQAC checked	IQAC
11	Institutional Values and Social Responsibilities	Documents related to promotion of gender equity checked Geotagged pics of facilities for energy conservation, management degradable and non-degradable waste, Water conservation facilities, Green campus initiatives, facilities for disabled-friendly and barrier-free environment and their related policies checked Documents related to sensitization of students and employees to constitutional obligations: values, rights, duties and responsibilities of citizens checked Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. checked Annual report of the celebrations and commemorative events alongwith geotagged pics checked	HoD (Applied Sc.) NSS Incharge
12	Best Practices	Best practices in the Institutional website checked	HoD (Applied Sc.)
13	Institutional Distinctiveness	Plan of action for the next academic year discussed and finalised	HoD (Applied Sc.)


23/12/2024
Dr. Namarta Kad
Prof. Incharge (IQAC)

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

