 NAAC Grade "A" 3 rd Cycle Under Autonomous Category Autonomous College (Since 2014) Recognized by UGC	Circular (Meeting of IQAC Coordinators)	Internal Quality Assurance Cell (IQAC)
	Ref. No. AGC/IQAC/013	

Meeting of the IQAC Coordinators has been scheduled as follows:


Date: 23rd September, 2024

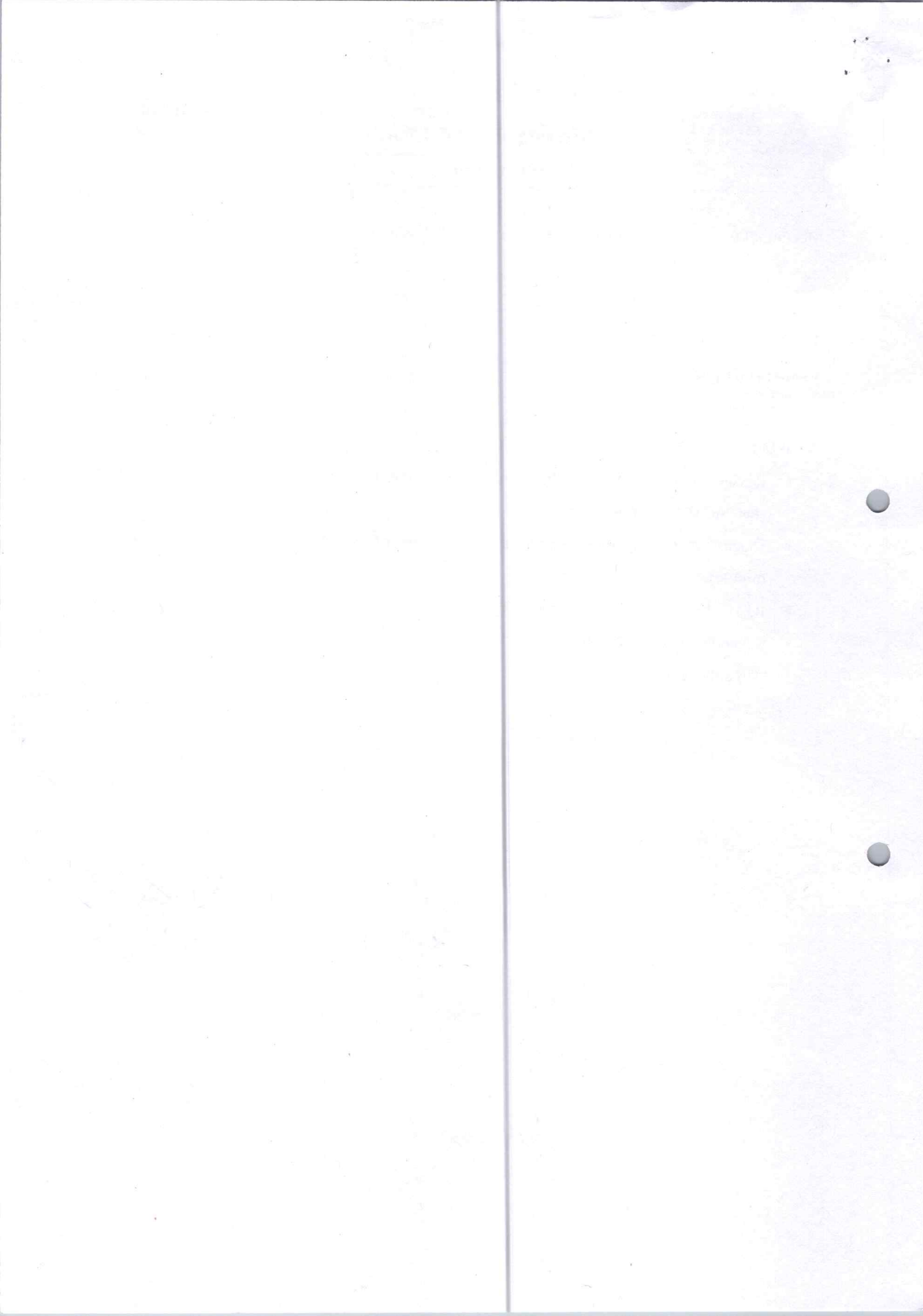
Time: 03:00 pm

Venue: HoD(EE) office

Agenda:

- Review and approval of the minutes from the last meeting held on 09-09-2024. (Ref. No. AGC/IQAC/012).
- Discussion on any matters arising and progress of assigned tasks from the previous minutes.
- IQAC Peer Expert Inspection Performa
- Schedule of Next Meeting.
- Any other agenda.

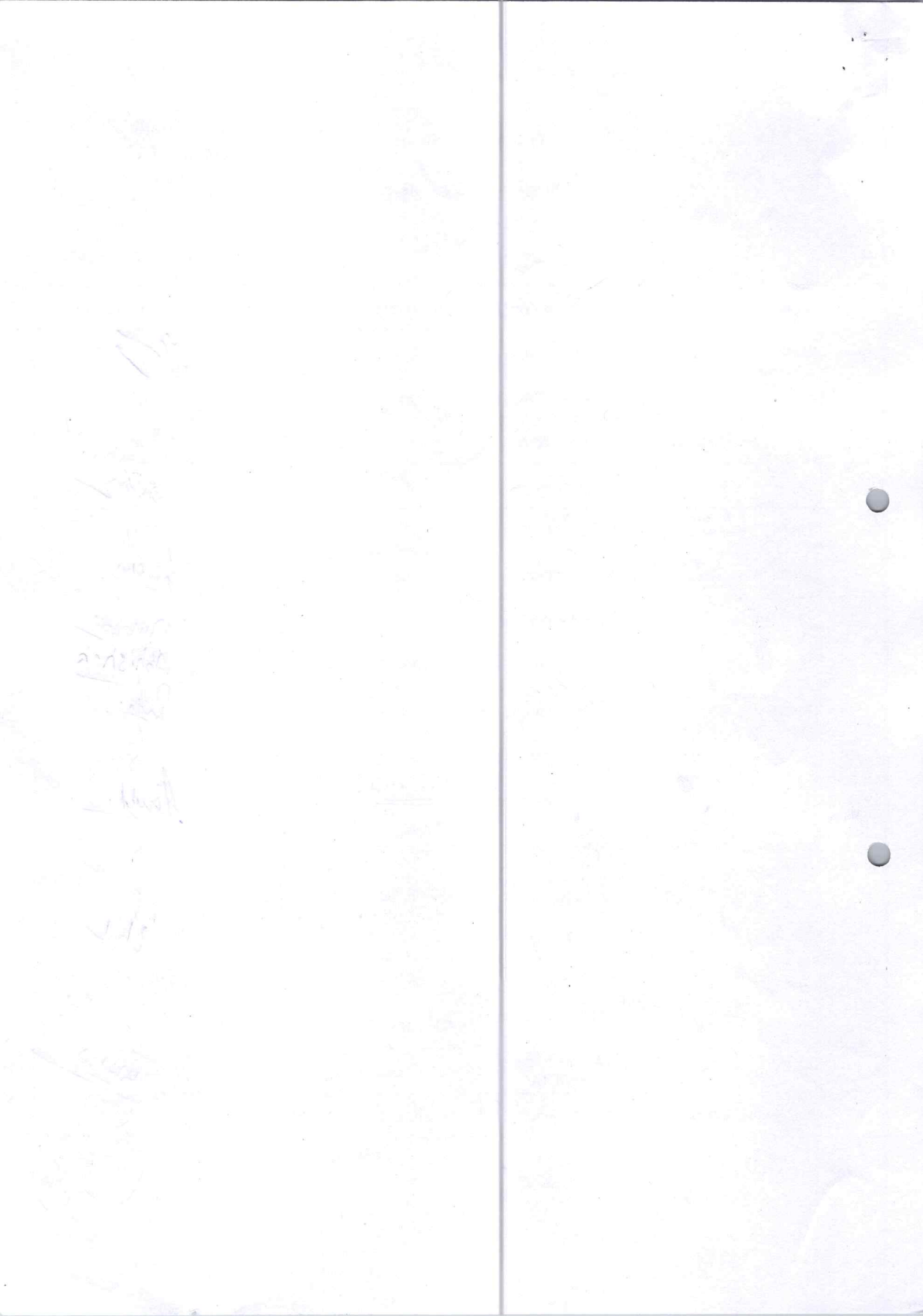

23/09/2024
Dr. Namarta Kad
PI (IQAC)



Date : 23-09-2024

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	x
3	Er. Inderjit Singh Sodhi	Associate Professor	ME	8146114441	x
4	Er. Sandeep Sharma	Assistant Professor	CE	9115602123	
5	Dr. Neha ^{Arona.} Wadhwa	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	x
11	Ms. Sonali Devgan	Assistant Professor	Pharmacy Para-Med.	7399860006	
12	Mr. Pardeep Sharma	Supdt. Registrar	Registrar office	9501331381	x
13	Ms. Shruti Prashar	Asstt. Placement Officer	Placement Cell	8196900399	x
14	Mr. Rahul Sharma	Deputy CoE	Examination Cell	9988964304	
15	Mr. Jaspreet Singh	Librarian	Central Library	9988000855	x
16	Mr. Sanjeev Kumar	Manager Campus relation	Admission Cell	9988006660	x
17	Mr. Amandeep Sajjan	Assistant Registrar Head, IAC	IAC Cell	9878389014	
18	Mr. Karambir Singh	D.R. (Admin)	IAC Cell	9780483737	x

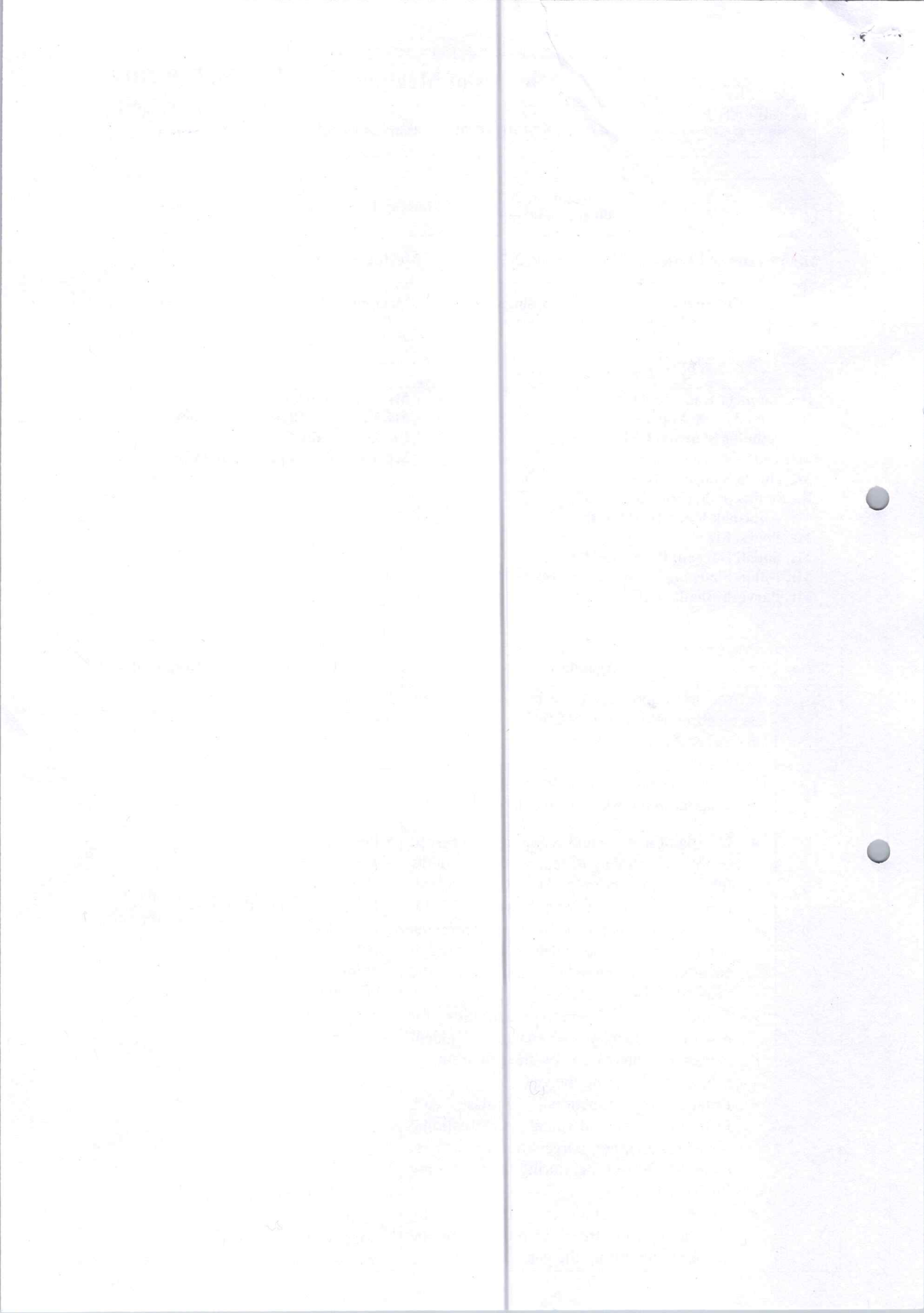
23/09/24
Dr. Namarta Kad
IQAC (PI)




Meeting Date & Time	23 rd September, 2024 3:00 am - 4:00 pm	Meeting Location	HoD(EE) Office
Minutes Drafted Date	24 th September, 2024	Meeting Chair	Dr. Namarta Kad PI (IQAC)
MoM Drafted by	Er. Amanjot Singh	Meeting Title	IQAC Meeting

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

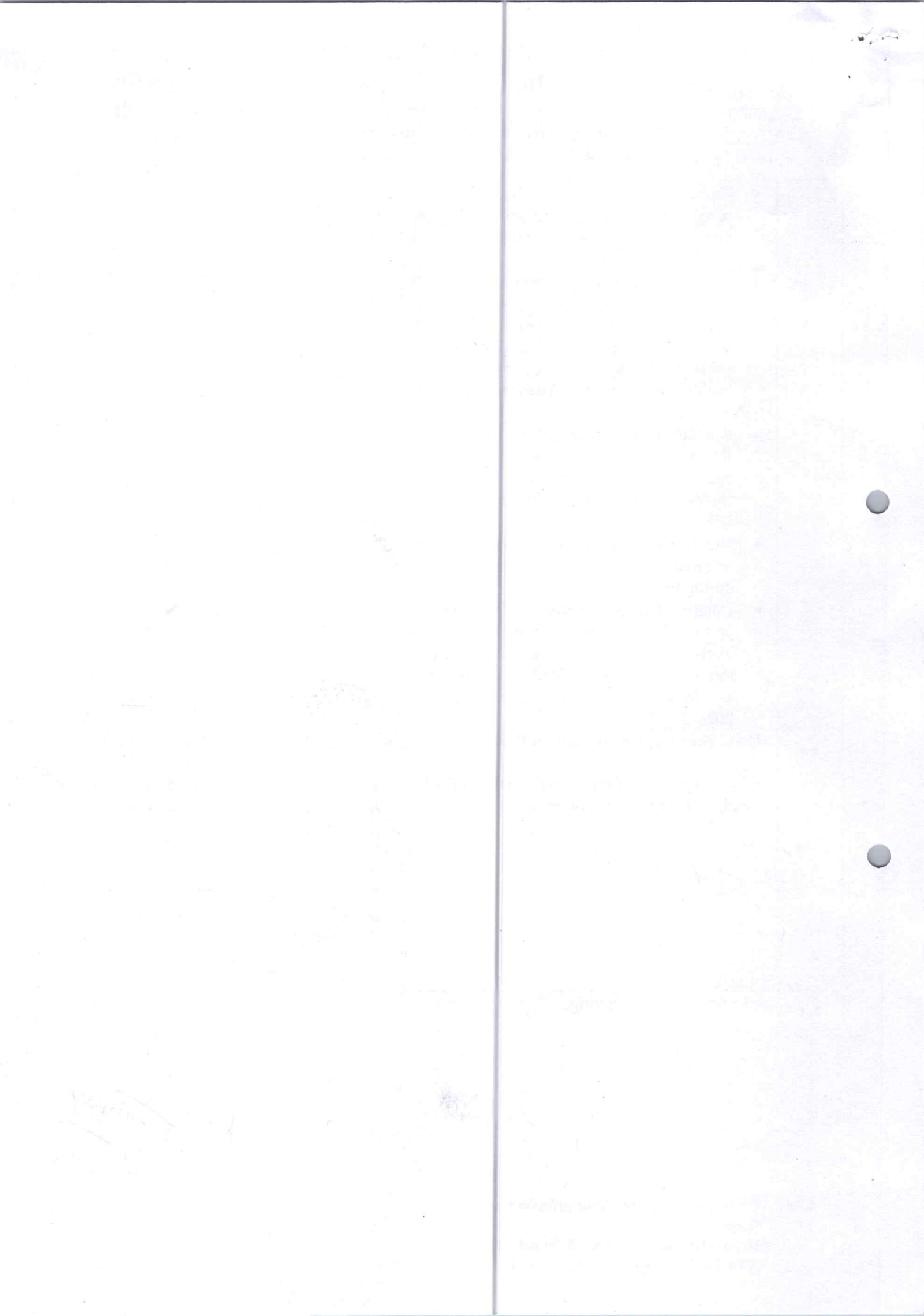
S. No.	Agenda	Decision	Responsibility
1.1	Review and approval of the minutes from the last meeting held on 09-09-2024. (Ref. No. AGC/IQAC/012).	Reviewed and approved	-
1.2	<p>Discussion on the progress of assigned tasks to coordinators in the previous meeting.</p> <ul style="list-style-type: none"> Details of awards and recognition received by the Department, its teachers and students for extension activities from Govt. / Govt. recognized bodies during the year 2023-24. Details of extension and outreach programs conducted by the Department through NSS/NCC/Red cross/YRC etc., during the year 2023-24. Details of Collaborative activities for research, faculty exchange, student exchange, internship, on-the-job training, project work during the year Details of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the year (only functional MoUs) Number of students benefited by scholarships and freeships provided by the Government during the year 2023-24. 	<ul style="list-style-type: none"> Pending documents are required to be checked by PI(IQAC) and then E-mailed to IAC before the commencement of next meeting. IAC is required to prepare record of documents assigned and submitted by all 	All IQAC Coordinators




	<ul style="list-style-type: none"> Number of students benefited by scholarships, freeships, etc. provided by the institution and non-government agencies during the year 2023-24. Details of Capacity development and skills enhancement activities organized for improving students' capability 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. Awareness of trends in technology. Number of students benefited by guidance for competitive examinations and career counselling offered by the Institution/Department during the year 2023-24. Number of students qualifying in state/national/ international level examinations during the year 2023-24 Details of awards/medals for outstanding performance in sports/cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year 2023-24 	<p>IQAC coordinators from various teaching and non-teaching departments and present that record in next meeting.</p>	
1.3	<p>IQAC Peer Expert Inspection Performa – PI(IQAC) presented and explained the drafted document to the IQAC committee</p>	<ul style="list-style-type: none"> The Performa was unanimously approved by all IQAC coordinators present. It was decided that the newly approved Performa would be utilized during External Peer team audits to ensure standardization. 	<p>All IQAC coordinators are required to familiarize themselves with the new Performa before any audits.</p>
1.4	<p>Schedule of Next Meeting.</p>	<p>07-10-2024</p>	


24/09/2024
Dr. Namarta Kad
PI (IQAC)

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



 <p>AMRITSAR GROUP OF COLLEGES</p> <p>NAAC Grade "A" 3rd Cycle Autonomous College Under Autonomous Category (Since 2014) Governed by UGC</p>	<p align="center">Peer Expert Inspection Proforma for Autonomous Colleges</p>	<p align="center">Internal Quality Assurance Cell (IQAC)</p>
	<p>Ref. No. AGC/IQAC/013 23/09/2024</p>	

Institutional Information

1. Name and Address of Institution:

- Institution Name: _____
- Address: _____
- Year of Establishment: _____

2. Current Academic Details:

- Total Number of Departments: _____
- Number of Programs/Courses Offered: _____
- Total Number of Students: _____
- Total Faculty Members: _____

3. Peer Team Information:

NAAC Criterion-Based Evaluation

Criterion 1: Curricular Aspects

1. Curriculum Design and Development:

- Is the curriculum aligned with local, national, and global developmental needs?
 - Yes/No (Comments)
- Are Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) clearly defined and communicated?
 - Yes/No (Comments)

2. Curriculum Flexibility:

- Does the institution offer flexibility through electives, open courses, and MOOCs?
 - Yes/No (Comments)

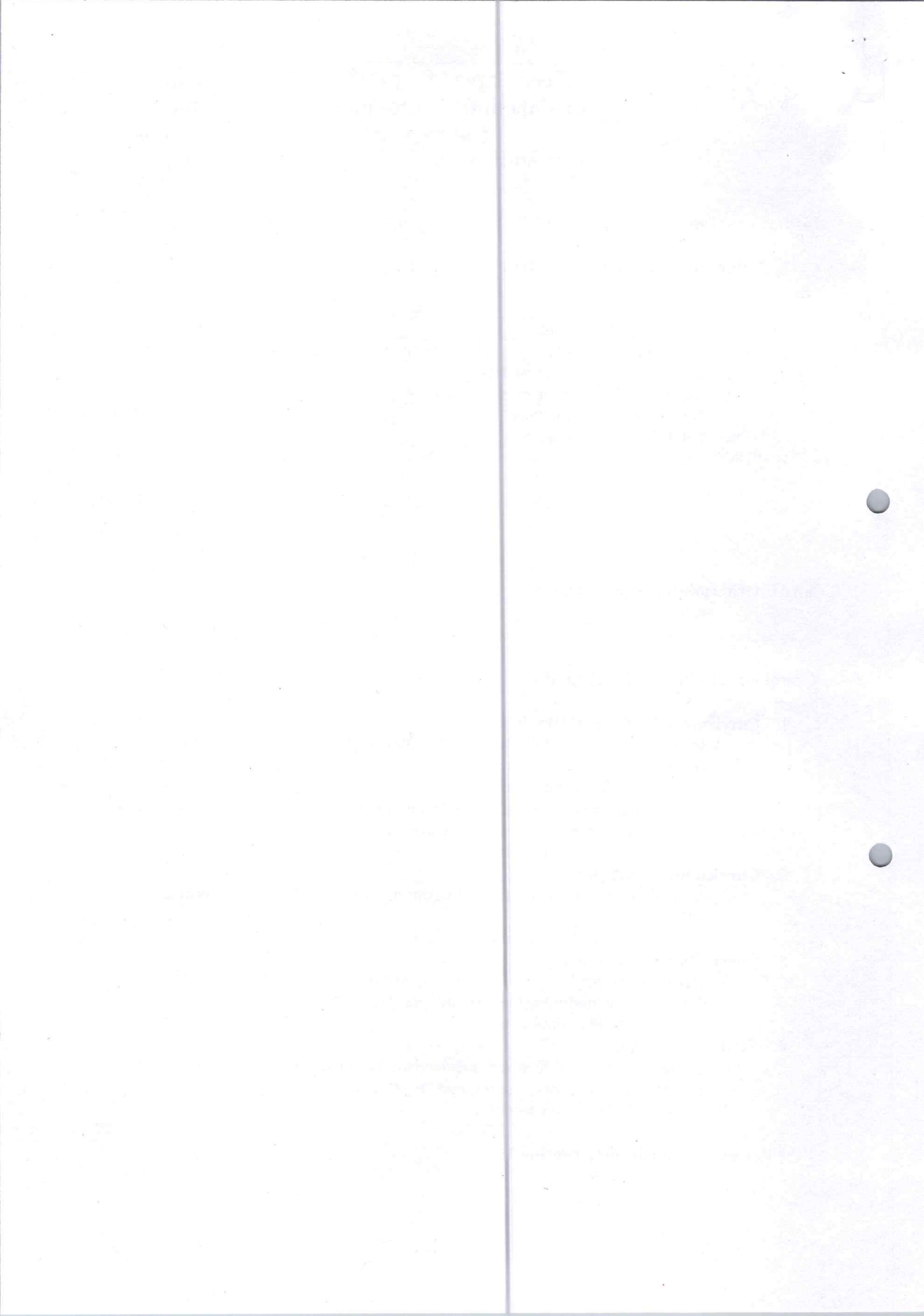
3. Curriculum Enrichment:

- Are cross-cutting issues like Professional Ethics, Gender, Human Values, Environment, and Sustainability integrated into the curriculum?
 - Yes/No (Comments)

4. Feedback System:

- Is there a structured feedback mechanism for curriculum improvements from stakeholders (students, alumni, industry)?
 - Yes/No (Comments)

Peer Review Comments on Criterion 1:



- Strengths: _____
 - Weaknesses: _____
 - Suggestions for Improvement: _____
-

Criterion 2: Teaching-Learning and Evaluation

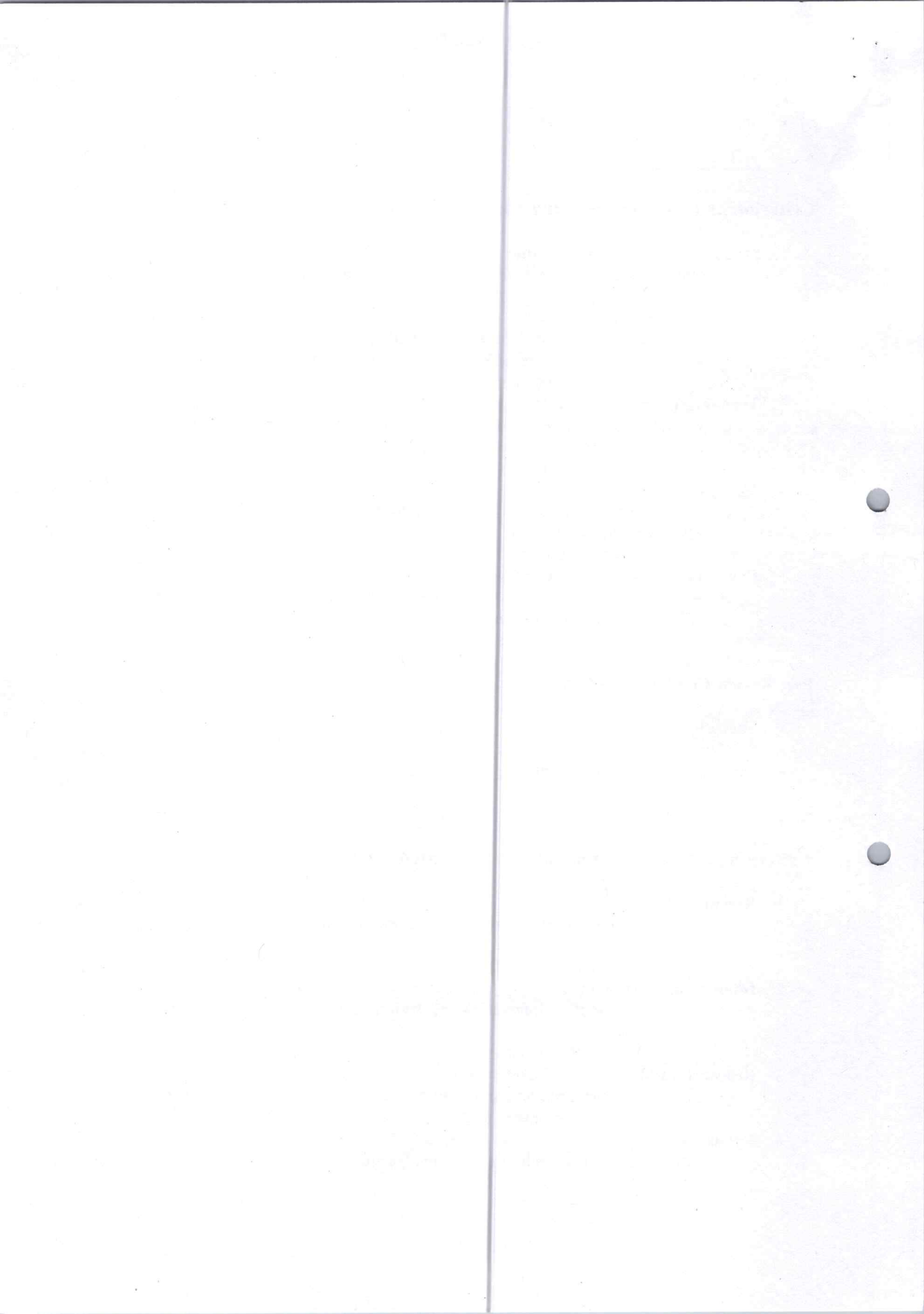
1. **Student Enrollment and Profile:**
 - How does the institution ensure diversity in student enrollment?
 - Comments: _____
2. **Catering to Student Diversity:**
 - Are advanced and slow learners identified, and are appropriate support systems in place (e.g., remedial classes, mentorship)?
 - Yes/No (Comments)
3. **Teaching-Learning Process:**
 - Is the teaching-learning process student-centric with methods such as experiential and participatory learning?
 - Yes/No (Comments)
4. **Use of ICT:**
 - Are ICT-enabled tools and Learning Management Systems (LMS) used effectively for teaching?
 - Yes/No (Comments)
5. **Evaluation Process and Reforms:**
 - Are reforms in the examination system and Continuous Internal Assessment (CIA) integrated into the teaching-learning process?
 - Yes/No (Comments)

Peer Review Comments on Criterion 2:

- Strengths: _____
 - Weaknesses: _____
 - Suggestions for Improvement: _____
-

Criterion 3: Research, Innovations, and Extension

1. **Research Promotion:**
 - Are research policies well-defined, and does the institution promote research activities?
 - Yes/No (Comments)
2. **Innovation Ecosystem:**
 - Is there a system for innovation, incubation, and entrepreneurship at the institution?
 - Yes/No (Comments)
3. **Research Publications and Consultancy:**
 - Are there notable research publications, patents, and consultancy projects?
 - Yes/No (Comments)
4. **Extension Activities:**
 - Are there extension activities that involve students in community-based projects?



- Yes/No (Comments)

Peer Review Comments on Criterion 3:

- Strengths: _____
 - Weaknesses: _____
 - Suggestions for Improvement: _____
-

Criterion 4: Infrastructure and Learning Resources

1. Physical Infrastructure:

- Are the physical infrastructure and facilities adequate for teaching and learning (e.g., classrooms, labs, libraries)?
 - Yes/No (Comments)

2. IT Infrastructure:

- Does the institution have adequate IT infrastructure (e.g., bandwidth, Wi-Fi, cybersecurity policies)?
 - Yes/No (Comments)

3. Maintenance of Infrastructure:

- Are there established procedures for maintaining infrastructure and resources (e.g., libraries, labs)?
 - Yes/No (Comments)

Peer Review Comments on Criterion 4:

- Strengths: _____
 - Weaknesses: _____
 - Suggestions for Improvement: _____
-

Criterion 5: Student Support and Progression

1. Student Welfare:

- Are there effective support systems for student welfare (e.g., scholarships, counseling, clubs)?
 - Yes/No (Comments)

2. Student Progression:

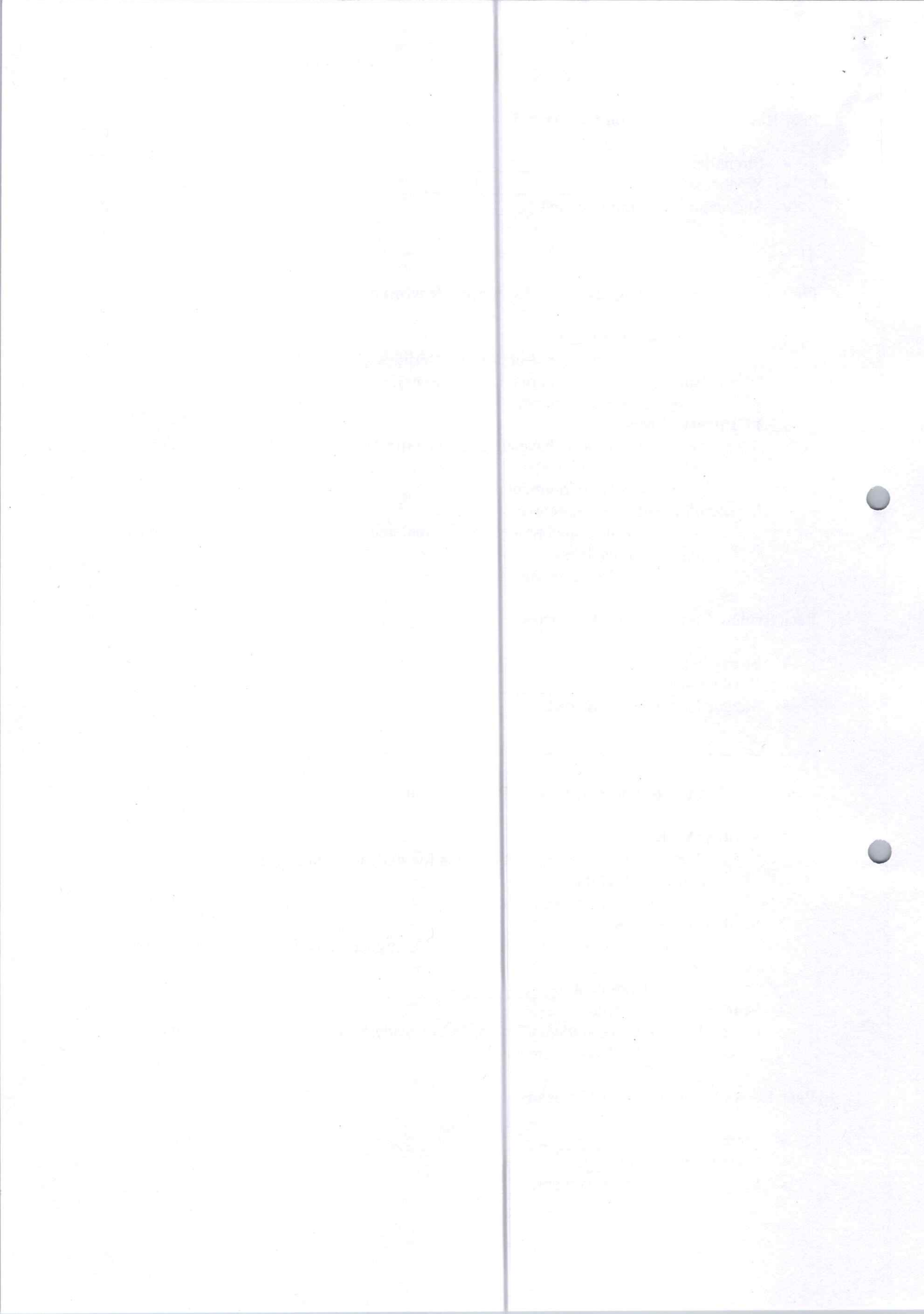
- What percentage of students progress to higher education, secure placements, or clear competitive exams?
 - Comments: _____

3. Student Participation:

- Is there active student participation in academic and administrative bodies?
 - Yes/No (Comments)

Peer Review Comments on Criterion 5:

- Strengths: _____
- Weaknesses: _____
- Suggestions for Improvement: _____



Criterion 6: Governance, Leadership, and Management

1. **Vision and Mission:**
 - Is the institution's governance reflective of effective leadership?
 - Yes/No (Comments)
2. **Institutional Governance:**
 - Is there decentralization and participatory management within the institution?
 - Yes/No (Comments)
3. **Faculty Empowerment:**
 - Are faculty welfare measures and career progression avenues available?
 - Yes/No (Comments)

Peer Review Comments on Criterion 6:

- Strengths: _____
 - Weaknesses: _____
 - Suggestions for Improvement: _____
-

Criterion 7: Institutional Values and Best Practices

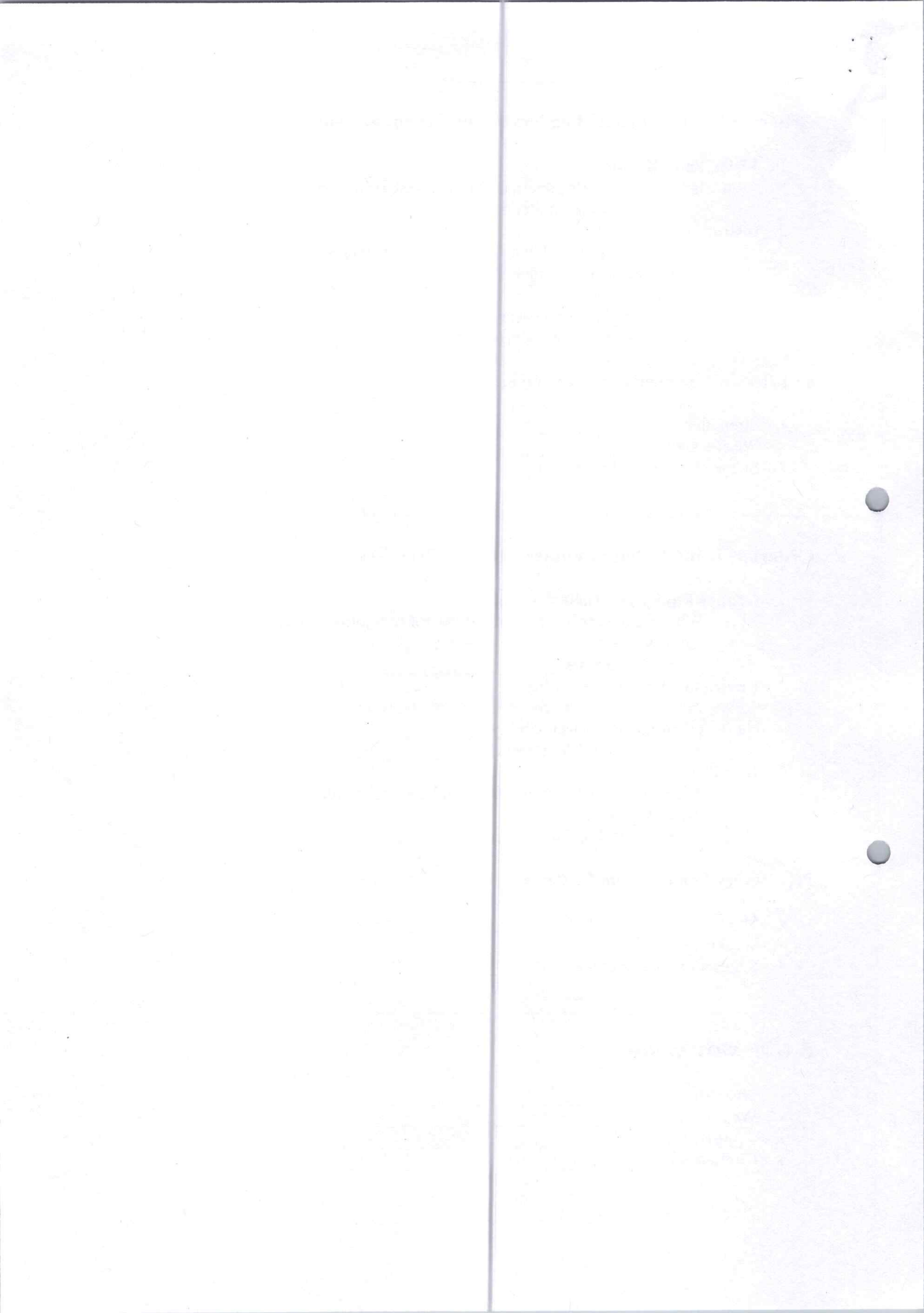
1. **Gender Equity and Inclusiveness:**
 - What are the institution's initiatives for promoting gender equity and inclusiveness?
 - Comments: _____
2. **Environmental Sustainability:**
 - Are there initiatives for managing waste, renewable energy, and promoting environmental sustainability?
 - Yes/No (Comments)
3. **Best Practices:**
 - Are there unique best practices implemented by the institution that reflect its distinctiveness?
 - Yes/No (Comments)

Peer Review Comments on Criterion 7:

- Strengths: _____
 - Weaknesses: _____
 - Suggestions for Improvement: _____
-

Overall SWOT Analysis:

- Strengths: _____
- Weaknesses: _____
- Opportunities: _____
- Challenges: _____



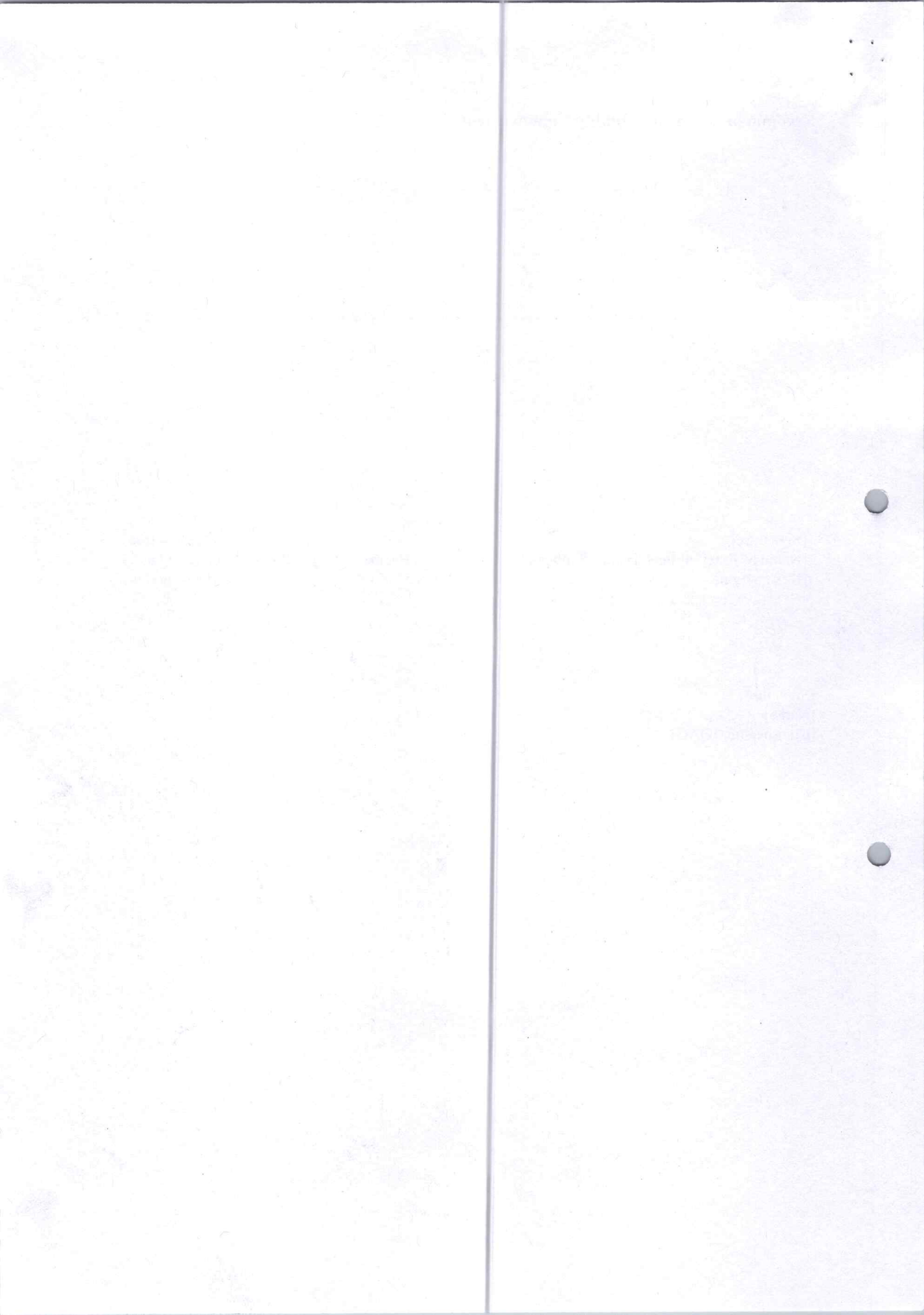
Recommendations for Quality Enhancement:

- 1. _____
 - 2. _____
 - 3. _____
-

[Signature]
[Name of External Peer Team Member 1]
[Designation]

[Signature]
[Name of External Peer Team Member 2]
[Designation]

[Signature]
[Name]
[Chairperson, IQAC]

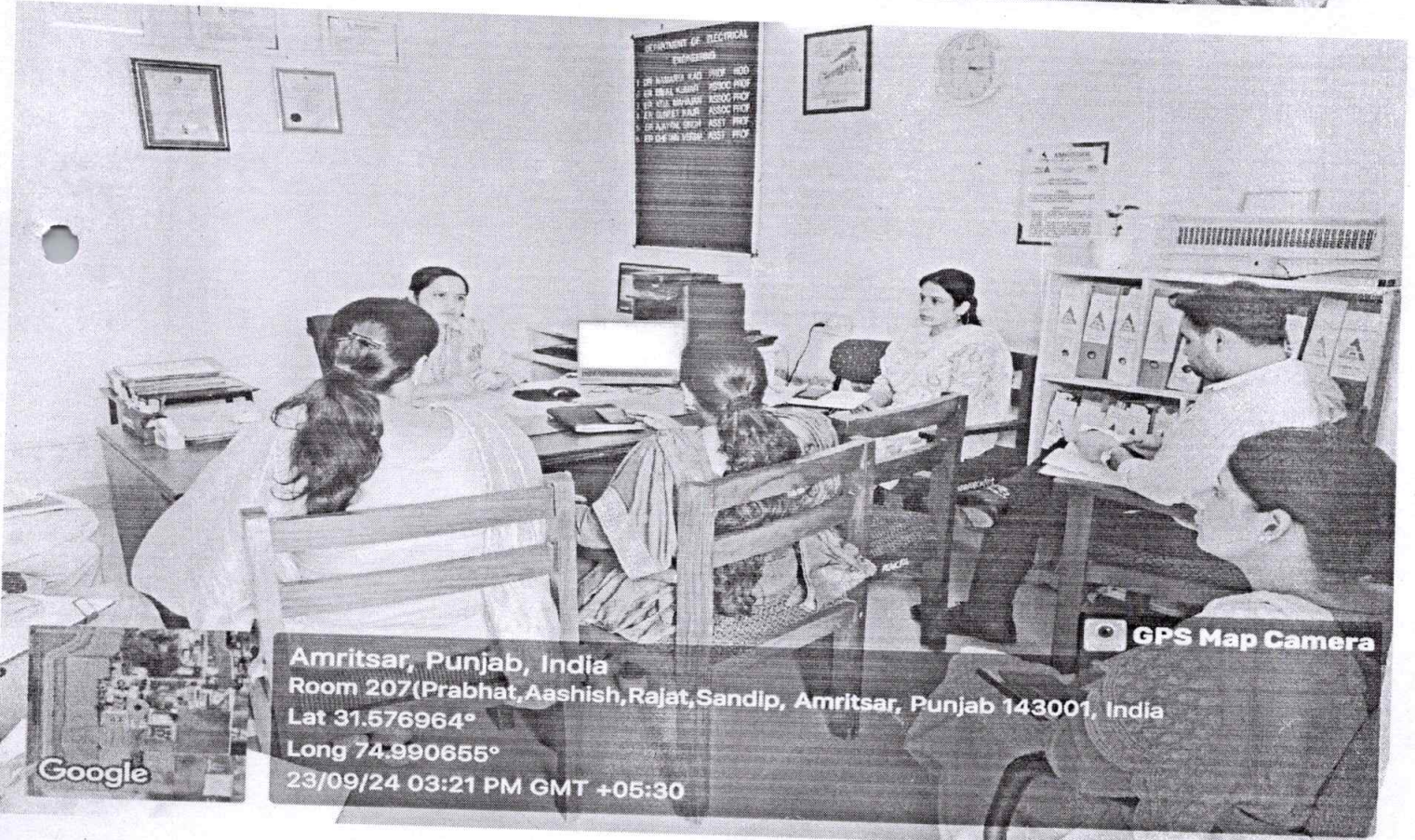




Amritsar, Punjab, India
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Long 74.990655°
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GPS Map Camera

Google



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