 <b>AMRITSAR</b> <b>GROUP OF COLLEGES</b> <small>NAAC Grade "A" 3<sup>rd</sup> Cycle under Autonomous Category</small>	<b>Circular</b> <b>IQAC Meeting</b>	<b>Internal Quality</b> <b>Assurance Cell</b> <b>(IQAC)</b>
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Ref. No.: AGC/IQAC/2023/001

Date- 25/08/2023

A Meeting of IQAC members is scheduled to be held on 28<sup>th</sup> August, 2023 at 10:00 am in the Conference Room, Training & Placement Cell. The agenda is as follows:

- Implementation of categorization of contents in the syllabus.
- Revision of assignment pattern.
- Formation of department structure and student committees.
- Review of Student Mentorship Program (SMP) information booklet and mentor meeting agenda points.
- Any other as suggested by members and approved by Chairman, IQAC.

All the IQAC members are requested to kindly make it convenient to attend the meeting to share their valuable suggestions.



**Dr. Namarta Kad**  
**IQAC Co-ordinator**

**Approved by:**

**Dr. Gaurav Tejpal**  
**Chairperson, IQAC**  
**(Principal)**

**Cc: Members of IQAC**

Meeting Date & Time	28 <sup>th</sup> August, 2023 10:00 am - 11:00 am	Meeting Location	Conference Room, Training & Placement Cell
Minutes Drafted Date	30 <sup>th</sup> August, 2023	Meeting Chair	Dr. Namarta Kad (IQAC Co-ordinator)
MoM Drafted by	Er. Amanjot Singh	Meeting Title	IQAC Meeting

Attendees	Absentees
Dr. Gaurav Tejpal, IQAC, Chairman & Principal Dr. Paramjit Singh Pannu, Registrar Dr. Namarta Kad, IQAC Co-ordinator & HOD, EE Dr. Narinder Sharma, Dean(R&D) Mr. Rakesh Jaitly, Dean(T&P) Dr. Sandeep Kad, HOD, CSE Ms. Binod Kaur, HOD, AS Dr. Kalpana Jaggi, HOD, Agriculture Er. Tejinder Sharma, Assoc. Prof., CSE Ms. Gurveen Kaur, Assoc. Prof., DMS Er. Bimal Kumar, Assoc. Prof., EE Ms. Anujeet Kamal, AP, Applied Science Ms. Yadwinder Kaur, AP, HMCT Ms. Ritika Saini, AP, Pharmaceutical Sciences	Dr. Upain Bhatia, DAA & HOD,CE/ME Dr. Sachin Khurana, HOD, DCA Mr. Purshotam Kainth, HOD, HMCT Ms. Pooja Puri, HOD, DMS Dr. Sorabh Sehajpal, HOD, Pharmacy Ms. Harmeet Kaur, HOD, DFD Mr. Amit Singh, DSA

S. No.	Agenda	Decision
1	Implementation of Categorization of contents in syllabus.	➤ To categorize the allotted subjects' contents as: <ul style="list-style-type: none"> <li>• Participative (learners will be involved in the learning Process)</li> <li>• Problem Solving (project-based learning by working in the Group or individual)</li> <li>• Experiential Learning (engaged learning by doing or reflecting the experience)</li> </ul>
2	Revision of Assignment Pattern	<ul style="list-style-type: none"> <li>• The assignments for internal assessment of theory subjects are to be designed to contain 40-50 questions.</li> <li>• The questions for each CO shall be framed for three categories of students i.e. Slow learners, Medium learners and Advance learners.</li> </ul>
3	Formation of department structure and student committees.	➤ Prepare department structure and allocate responsibilities to faculty members in the department. ➤ Formulate student committees in the department to engage them in different departmental and college activities as, <ul style="list-style-type: none"> <li>• Academic Committee</li> <li>• Placement Committee</li> <li>• Cultural Committee</li> <li>• Sports Committee</li> <li>• IT and Social Media Committee</li> </ul>

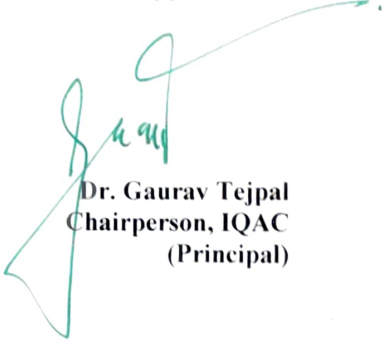
## Minutes of Meeting

## Internal Quality Assurance Cell (IQAC)

4	Review of student Mentorship Program information booklet & mentor meeting agenda points	<ul style="list-style-type: none"><li>• A Booklet will be designed for each student.</li><li>• Booklet will contain the complete information regarding Academic/Co-curricular/Extra-curricular record of the student for entire duration of course.</li><li>• Discuss the agenda shared centrally with students during the meetings.</li></ul>
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Dr. Namarta Kad  
IQAC Co-ordinator

Approved by:

  
Dr. Gaurav Tejpal  
Chairperson, IQAC  
(Principal)

Cc: OSD to Chairman Sir (for information please)  
P.A. to MD Sir (for information please)  
Registrar  
Deans, HODs

## IQAC MEETING

28/08/2023

## (ATTENDANCE SHEET)

<u>S.no.</u>	<u>Name</u>	<u>Deptt.</u>	<u>Signature</u>
1.	Dr. Navinder Shaema	R & D	Atthann
2.	BIMAL KUMAR	EE	Bul
3.	Yadwinder kaur	HMCT	YB
4.	Pejinder Shams	CSE	PC
5.	Ritiko Saini	Pharmaceutical Sciences	Ritiko
6.	Dr. Paragjit Singh Langer	Registrar's Office	Paragjit 28.08.2023
7.	Rakesh Jaitly	Placement Office	Rajjaitly 28/8/23
8.	Dr. Sandeep Kaur	CSE	Dr. Sandeep 28/8/23
	Binod Kaur	App. Sc.	Binod K 28/8/23
	Dr. Karpas Jaggi	Agriculture	Karpas Jaggi
	Anujest Kamal	Applied Sci.	Anujest
	Gurveen Kaur	MBA	Gurveen