AMRITSAR GROUP OF COLLEGES NAAC Grade "A" 3rd Cycle | Autonomous College	Circular (Meeting of IQAC Members)	Internal Quality Assurance Cell (IQAC)
	Ref. No. AGC/IQAC/040 28/07/2025	

Meeting of the IQAC members has been scheduled as follows:

Date: 29th July, 2025

Time: 03:30 pm

Venue: HOD (EE) office

Agenda:

1.1 Proposal for the conduct of External Laboratory Evaluation starting from the July–December 2025 session and onwards.

1.2 Eligibility criteria for Student Attendance Awards – discussion and finalization.

1.3 Review of department accreditation performa for session 2025-26.

1.4 Compilation and review of study scheme and syllabus for B.Tech. 2021 onwards scheme and UGC courses 2024 onwards scheme.

1.5 Formation of Student Committees for the Academic Session 2025–26.

1.6 Any other agenda.

28/07/2025

Prof. Incharge (IQAC)

AMRITSAR GROUP OF COLLEGES NAAC Grade "A" 3rd Cycle under Autonomous Category | Autonomous College (Since 2014) Conferred by UGC	Attendance Sheet Session: 2024 - 2025	Internal Quality Assurance Cell (IQAC)

Date: 29-07-2025

S. No.	IQAC Members	Designation	Department	Signature
1.	Dr. Paramjit Singh Pannu	Registrar	Registrar office	
2.	Dr. Upain Bhatia	DAA & HOD	CE/ME	
3.	Mr. Amit Singh	DSA	DCA	
4.	Dr. Narinder Sharma	Dean	R & D	
5.	Mr. Rakesh Jaitly	Dean	T & P	
6.	Mr. H.S. Sarkaria	COE	Examination Branch	
7.	Dr. Pooja Puri	Dean (UG Courses) & HOD	DMS	
8.	Dr. Sandeep Kad	HOD	CSE/CoE/AIML	
9.	Dr. Sachin Khurana	HOD	DCA	
10.	Dr. Sanjay Sharma	HOD	Allied and Healthcare	
11.	Ms. Binod Kaur	HOD	AS	
12.	Ms. Yadwinder Kaur	HOD	HMCT	
13.	Ms. Harmeet Kaur	HOD	FD	
14.	Er. Tejinder Sharma	Associate Professor	CSE	
15.	Er. Bimal Kumar	Associate Professor	EE	
16.	Er. Sandeep Sharma	Assistant Professor	CE / ME	
17.	Dr. Neha Arora	Associate Professor	Appl. Sc.	
18.	Ms. Gurveen Kaur	Assistant Professor	DMS	for Param
19.	Mr. Sukhmanpreet Singh	Assistant Professor	Pharmacy	
20.	Mr. Sahil Luthra	Assistant Professor	DCA	
21.	Mr. Abhishek Kundra	Assistant Professor	HMCT	Ab
22.	Ms. Andleep Kaur	Assistant Professor	FD	
23.	Ms. Vanshika Bhatia	Assistant Professor	Pharmacy	Ab
24.	Ms. Sonali Devgan	Assistant Professor	Allied and Healthcare	
25.	Mr. Pardeep Sharma	Supdt. Registrar	Registrar office	
26.	Ms. Shruti Prashar	Asstt. Placement Officer	Placement Cell	
27.	Mr. Rahul Sharma	Deputy CoE	Examination Cell	Ab
28.	Mr. Jaspreet Singh	Librarian	Central Library	
29.	Mr. Parvesh Bhalla	IAC	IAC Cell	

29/7/2025

Dr. Namarta Kad
Prof. Incharge(IQAC)

AMRITSAR GROUP OF COLLEGES NAAC Grade "A" 3rd Cycle | Autonomous College	Minutes of Meeting Ref. No. AGC/IQAC/042 Date- 29/07/2025	Internal Quality Assurance Cell (IQAC)

Meeting Date & Time	29th July, 2025 3:30 - 4:10 pm	**Meeting Location**	HOD(EE) office
Minutes Drafted Date	30th July, 2025	**Meeting Chair**	Dr. Namarta Kad Prof. Incharge (IQAC)
MoM Drafted by	Er. Amanjot Singh	**Meeting Title**	IQAC Meeting

S. No	Agenda	Discussion/Decision Points	Responsibility
1.1	Follow-up of Previous Meeting Minutes	The action items from the last meeting were reviewed and approved.	IQAC
1.2	Proposal for the conduct of External Laboratory Evaluation (from session July–Dec 2025 onwards)	Considering the teaching–learning reforms, the following proposal is approved for external lab evaluation. The external lab. evaluation will be conducted in the last working lab. session of the semester. A minimum of 75% attendance is mandatory for students to be eligible to appear in the external lab viva/MCQs. Dean Academic Affairs office is directed to share the complete process with all Academic Coordinators.	DAA office
1.3	Student eligibility for attendance awards	Students who are permitted to appear in End Semester Examinations (ESEs) by any policy laid down by AGC shall be considered eligible for attendance awards. A benchmark of 75% attendance remains the ideal criterion. Detailed guidelines to be issued by the Dean Academic Affairs office.	DAA office
1.4	Review of department accreditation performa for session 2025-26.	A preliminary review of the department-wise accreditation performa was carried out among IQAC members for the upcoming session 2025–26. The performa was discussed with the intent to streamline formats, identify key areas for improvement, and ensure alignment with NAAC/NBA quality parameters. Further discussions with departments will be scheduled subsequently.	IQAC
1.5	Compilation of study scheme and syllabus for B.Tech. 2021 onwards & UGC Courses 2024 onwards	All departments to complete the compilation of study schemes and syllabi for both B.Tech. 2021 onwards and UGC Courses 2024 onwards in the prescribed format. Coordination with the Dean Academic Affairs office is essential to ensure consistency, uniformity, and compliance with regulatory guidelines. Each department must also maintain a hard-bound copy of all finalized study schemes for departmental records.	DAA office & Teaching department coordinators

1.6	Formation of Student Committees for session 2025–26	Teaching departments and concerned central units are to constitute the student committees as discussed (list attached) for the academic session 2025–26. These committees play a crucial role in participative management and stakeholder engagement, in line with NAAC quality benchmarks. From the students' perspective, these platforms foster leadership, accountability, and active involvement in the overall development of the institution.	Teaching Departments and concerned central units

30/7/2025

Dr. Namarta Kad
Prof. Incharge (IQAC)

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

AMRITSAR GROUP OF COLLEGES NAAC Grade "A" 3rd Cycle under Autonomous Category | Autonomous College (Since 2014) Conferred by UGC	List of Student Committees Session: 2025-2026	Internal Quality Assurance Cell (IQAC)

Ref. No. AGC/IQAC/041 **Date: 29/07/2025**

S.No.	List of Committees	Responsibility	Signature
1	Student Training & Placement Committee	T&P Cell	
2	Student Industry- Institute Interaction Committee	T&P Cell	
3	Student Innovation & Entrepreneurship Committee	EDC Cell	
4	Student Welfare Committee	DSA	
5	Student Research & Development Committee	R&D Cell	
6	Student NSS/NCC Committee	NSS/NCC Coordinator	
7	Student Sports Committee	Sports Coordinator	
8	Student Library Committee	Central Library	
9	Student Hostel Committee	Chief Warden	
10	Student Cultural Committee	PACS	
11	Student Academic Committee	Teaching Departments	
12	Student Alumni Network Committee	Teaching Departments	
13	Student Higher Education Committee	Teaching Departments	
14	Student Discipline Committee	Teaching Departments	
15	Student Social Media & IT Committee	Teaching Departments	
16	Departmental Student Societies / Clubs	Teaching Departments	

All central facilities including T&P Cell, R&D Cell, Central Library, EDC Cell, and other units responsible for coordinating specific student committees are kindly requested to share the finalized list of nominated student committee members with the respective departments and the IAC office at the earliest.
This is essential to ensure uniform communication, record maintenance, and seamless execution of activities aligned with student engagement and NAAC quality benchmarks.

29/07/25

Prof. Incharge (IQAC)

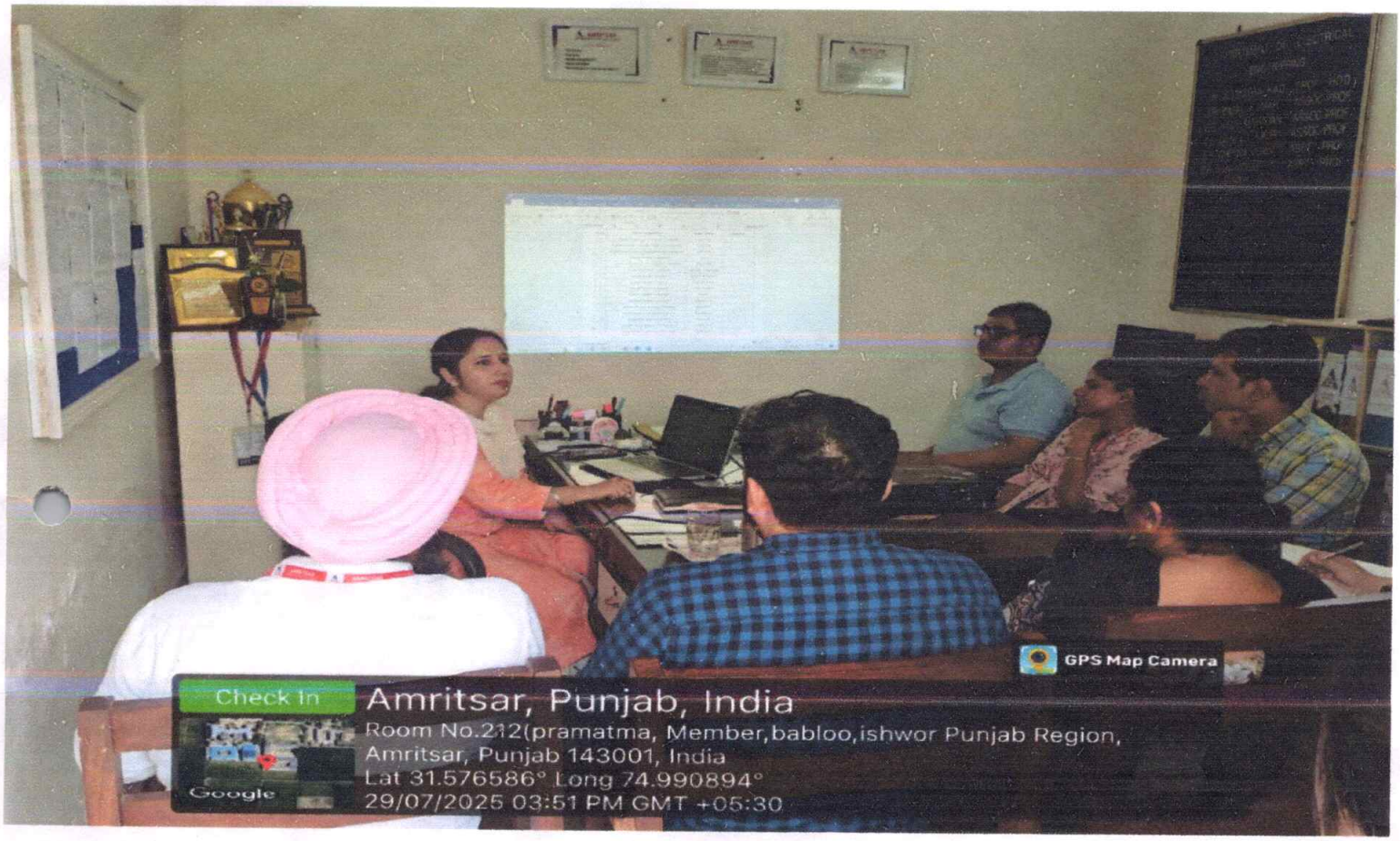
AMRITSAR GROUP OF COLLEGES NAAC Grade "A" 3rd Cycle under Autonomous Category | Autonomous College (Since 2014) Conferred by UGC	Name of Committee Session: 2025 – 2026	Name of Department / Cell

S. No.	Name of Student	Univ. Roll No.	Branch & Semester	Designation	Signature
				Convener	
				Co-convener	
				Member	
				Member	
				Member	
				Member	

(add rows as per the requirement)

Committee Incharge

AMRITSAR GROUP OF COLLEGES NAAC Grade "A" 3rd Cycle under Autonomous Category | Autonomous College (Since 2014) Conferred by UGC	Glimpses of IQAC Meeting held on 29/07/2025	Internal Quality Assurance Cell (IQAC)



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