

 NAAC Grade "A" 3rd Cycle Autonomous College	Minutes of Meeting	Internal Quality Assurance Cell (IQAC)
	Ref. No. AGC/IQAC/063 Date- 30/07/2026	

Meeting Date & Time	30 th July 2026 3:30 - 4:10 pm	Meeting Location	Reading hall -4 Central Library
Minutes Drafted Date	30 th July 2026	Meeting Chair	Er. Gurveen Kaur Prof. Incharge (IQAC)
MoM Drafted by	Ms. Pardeep Kaur	Meeting Title	IQAC Meeting

1.1 Follow up of the previous meeting minutes

The action items from the last meeting were reviewed.

1.2 To apprise the members regarding the Autonomous Status of the College

The IQAC Coordinators were informed that the institution had submitted the application for the **extension of Autonomous Status** of the College on **3rd April 2026**. The members were apprised of the status of the application and the subsequent process.

1.3 Discussion on the Flow of Information and Communication Mechanism

It was discussed with the IQAC Coordinators to ensure an effective and systematic flow of information and communication within the institution. It was emphasized that all important information must be communicated through the appropriate channel and shared with all concerned faculty members and authorities in an **authentic, accurate, and timely manner**.

The IQAC Coordinators were instructed to strictly follow the prescribed communication mechanism to ensure effective coordination and the smooth functioning of the institution.

1.4 Discussion regarding I-Cards for Students and Staff on the Campus

The competent authority directed the IQAC Coordinators to ensure the **mandatory wearing of Identity Cards (I-Cards)** by all students, teaching faculty, and non-teaching staff while on the college campus. The IQAC Coordinators were instructed to ensure strict compliance with this direction to maintain proper identification, discipline, and campus security.

1.5 Discussion on Academic and Administrative Audit (AAA)

The Academic and Administrative Audit (AAA) was discussed with the IQAC Coordinators, and their suggestions were invited regarding its effective implementation in the institution. It was emphasized that conducting AAA would help in systematically assessing and improving academic and administrative processes, strengthening institutional functioning, and providing an added advantage in the institution's **NAAC preparation and quality enhancement initiatives**.

1.6 Discussion on NAAC Metrics 1.1.1, 1.1.2 and 1.2.1

NAAC Metrics **1.1.1, 1.1.2, and 1.2.1** were discussed in detail. The requisite templates were shared with all IQAC Coordinators for the collection and compilation of data. The Coordinators were requested to ensure that the required data and supporting documents are properly compiled for the period **2021–22 to 2025–26** and submitted within the stipulated timeline.

 AMRITSAR GROUP OF COLLEGES NAAC Grade "A" 3rd Cycle Autonomous College Under: Technical Education Category Since 2014, under the new act.	Minutes of Meeting Ref. No. AGC/IQAC/063 Date- 30/07/2026	Internal Quality Assurance Cell (IQAC)
--	--	---

1.7 Discussion on Students' Feedback on Curriculum

The **Student Feedback Form on Curriculum** was circulated among the students. The IQAC Coordinators were requested to facilitate the collection of feedback from the students and ensure its **timely and systematic submission** for further analysis and necessary action. The Dean Academics was requested to pursue the matter and ensure its effective implementation w.e.f. the academic session 2026–27.

1.8 Discussion on Students' Feedback on Faculty/Teaching-Learning Process

The members discussed the proposed **Students' Feedback on Faculty/Teaching-Learning Process** for the academic session **July–December 2026**. It was decided that the feedback would be conducted at the **end of the semester**. The feedback outcome would also be considered as one of the parameters in the faculty performance assessment process in accordance with the applicable **Annual Increment Policy**, including the proposed 3% component.

1.9 Discussion on the recording of lectures and linking with Annual Increment Policy

An amendment to the **Annual Increment Policy** was discussed. It was proposed that the recording of course content for the courses taught by faculty members during the current semester shall be linked with the **Annual Increment Policy**, with a proposed **5% component** of the annual increment being assigned to compliance with the lecture/course content recording requirement.

1.10 Any Other Agenda Item with the Permission of the Chair

No other agenda item was taken up for discussion with the permission of the Chair.


 30/7/26.
 Er. Gurveen Kaur Sandhu
 Prof. Incharge (IQAC)

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