 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade 'A' 3rd Cycle Autonomous College 1994-1995</small>	Circular (Meeting of IQAC Coordinators)	Internal Quality Assurance Cell (IQAC)
	Ref. No. AGC/IQAC/027	

Meeting of the IQAC Coordinators has been scheduled as follows:

Date: 30th January, 2025

Time: 04:00 pm

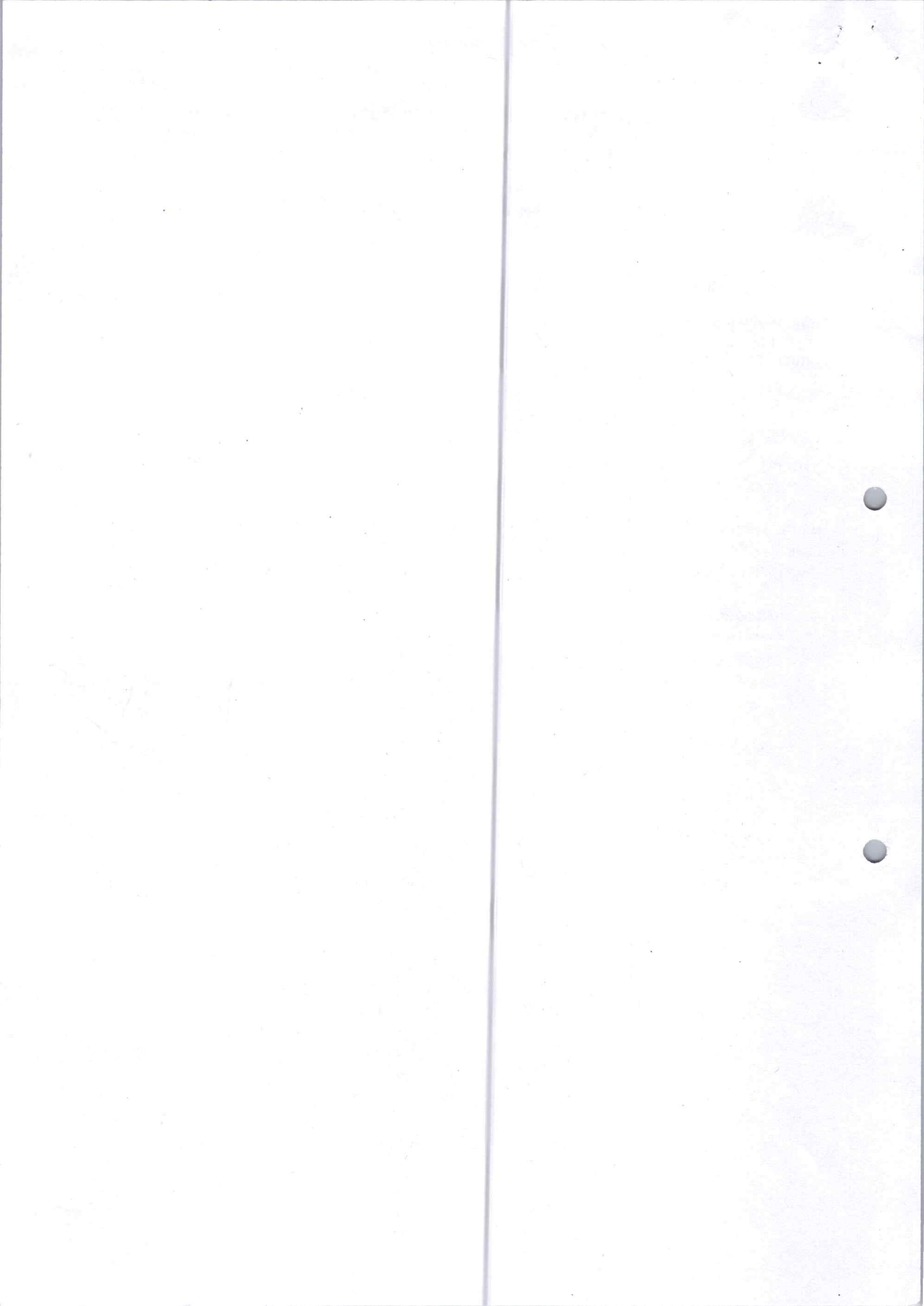
Venue: HoD(EE) office

Agenda:



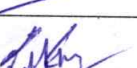
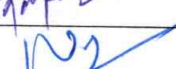
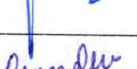
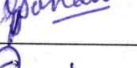
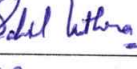
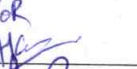

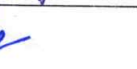
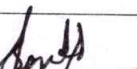
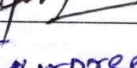
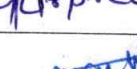
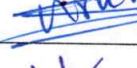


- 1.1 IQAC External Peer Team Audit for the Academic Years 2022-23 and 2023-24 on 3rd February 2025.
- 1.2 Planning of audit route.
- 1.3 Preparation and verification of departmental records as per AQAR criteria.
- 1.4 Role allocation and responsibilities for the audit process.
- 1.5 Any other agenda.



30/01/2025

Dr. Namarta Kad
Prof. Incharge (IQAC)

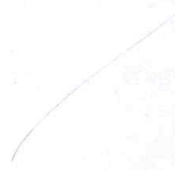


Date: 30-01-2025

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	
3	Er. Sandeep Sharma	Assistant Professor	CE / ME	9115602123	
4	Dr. Neha Arora	Associate Professor	Appl. Sc.	9855234200	
5	Ms. Gurveen Kaur	Assistant Professor	DMS	9501117076	
6	Mr. Sahil Luthra	Assistant Professor	DCA	8558986286	
7	Mr. Abhishek Kundra	Assistant Professor	HMCT	9781448479	
8	Ms. Pooja	Assistant Professor	FD	79860 27204	
9	Ms. Vanshika Bhatia	Assistant Professor	Pharmacy	8847300144	
10	Ms. Sonali Devgan	Assistant Professor	Para – Medical	7399860006	
11	Mr. Pardeep Sharma	Supdt. Registrar	Registrar office	9501331381	
12	Ms. Shruti Prashar	Asstt. Placement Officer	Placement Cell	8196900399	
13	Mr. Rahul Sharma	Deputy CoE	Examination Cell	9988964304	
14	Mr. Jaspreet Singh	Librarian	Central Library	9988000855	
15	Mr. Sanjeev Kumar	Manager Campus relation	Admission Cell	9988006660	
16	Mr. Amandeep Sajjan	Assistant Registrar Head, IAC	IAC Cell	9878389014	


Dr. Namarta Kad
Prof. Incharge(IQAC)

Handwritten notes in blue ink, including the word "Director" and other illegible text.




Meeting Date & Time	30 th January, 2025 3:00 am - 4:00 pm	Meeting Location	HoD(EE) office
Minutes Drafted Date	31 st January, 2025	Meeting Chair	Dr. Namarta Kad Prof. Incharge (IQAC)
MoM Drafted by	Er. Amanjot Singh	Meeting Title	IQAC Meeting

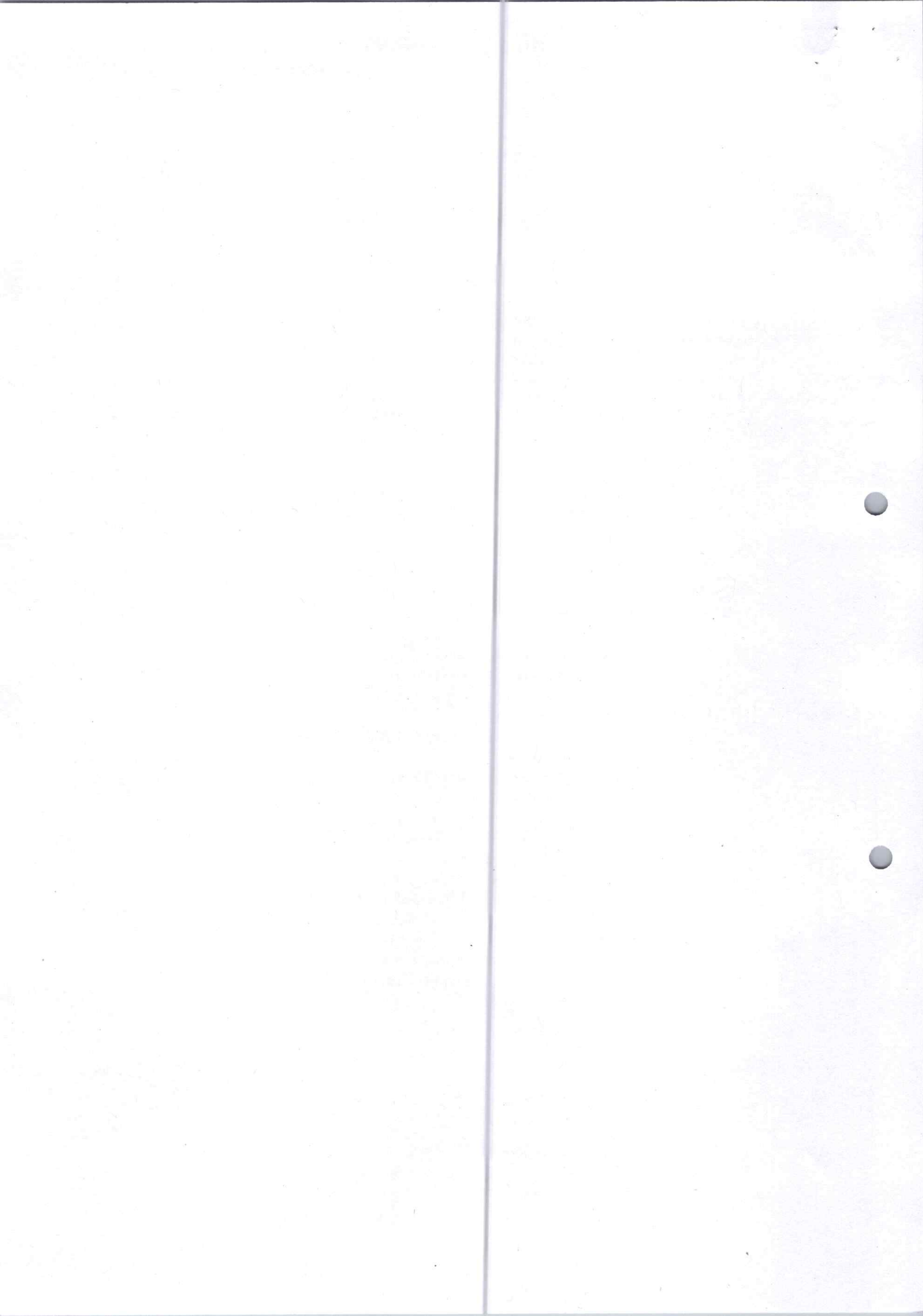
Attendees


Dr. Namarta Kad, Prof. Incharge (IQAC) Dr. Neha Arora, App. Sc. Er. Shweta Joshi, CSE Ms. Gurveen Kaur, DMS Mr. Jaspreet Singh, Library	Mr. Sahil Luthra, DCA Er. Bimal Kumar, EE Mr. Abhishek Kundra, HMCT Ms. Pooja, FD Ms. Shruti Parashar, T & P Cell Mr. Rahul Sharma, Exam Cell	Ms. Sonali Devgan, Para-Med.Sc. Er. Sandeep Sharma, CE Ms. Vanshika Bhatia, Pharmacy Mr. Gurpreet Singh, Registrar office Mr. Sanjeev Bhalla, IAC
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S. No.	Agenda	Decision	Responsibility
1.1	IQAC External Peer Team Audit for the Academic Years 2022-23 and 2023-24 on 3rd February 2025.	An External Peer Team visit the College to evaluate the performance of the College and the effective implementation of autonomy. The members of the Peer Team are: 1. Dr. R.K. Garg (Dr. B.R. Ambedkar National Institute of Technology, Jalandhar) 2. Dr. Rajesh Khanna (Thapar Institute of Engineering and Technology, Patiala) All academic and non-academic depts. be ready with your record for verification.	All coordinators
1.2	Planning of audit route.	The audit will tentatively follow the schedule as mentioned below: 1. Meeting in the office of Principal (11:00 AM – 12:00 Noon) 2. Departmental Visits (Teaching & Non-Teaching) – Record Verification (12:00 Noon – 1:30 PM) Order of Visit: Examination Cell, ME/CE, Library, Placement Cell & NSS Wing, DCA, CSE, R & D Cell, Para-Medical, HMCT, FD, Applied Science, EE, DMS, Pharmacy, Registrar's Office. 3. Exit Meeting in Principal's Office (1:30 PM) – Feedback and recommendations by the audit team.	All coordinators
1.3	Preparation and verification of departmental records as per AQAR criteria.	Teaching and non-teaching departments must ensure that all the records are updated as per AQAR (Annual Quality Assurance Report) criterias and are readily available for verification.	All coordinators


31/01/2025
Dr. Namarta Kad
Prof. Incharge (IQAC)

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



 <p>AMRITSAR GROUP OF COLLEGES NAAC Grade "A" 3rd Cycle Autonomous College 15/08/2014, Valid till 29/08/2022</p>	IQAC External Peer Team Audit		Internal Quality Assurance Cell (IQAC)
	Ref. No. AGC/IQAC/028	31/01/2025	


Circular

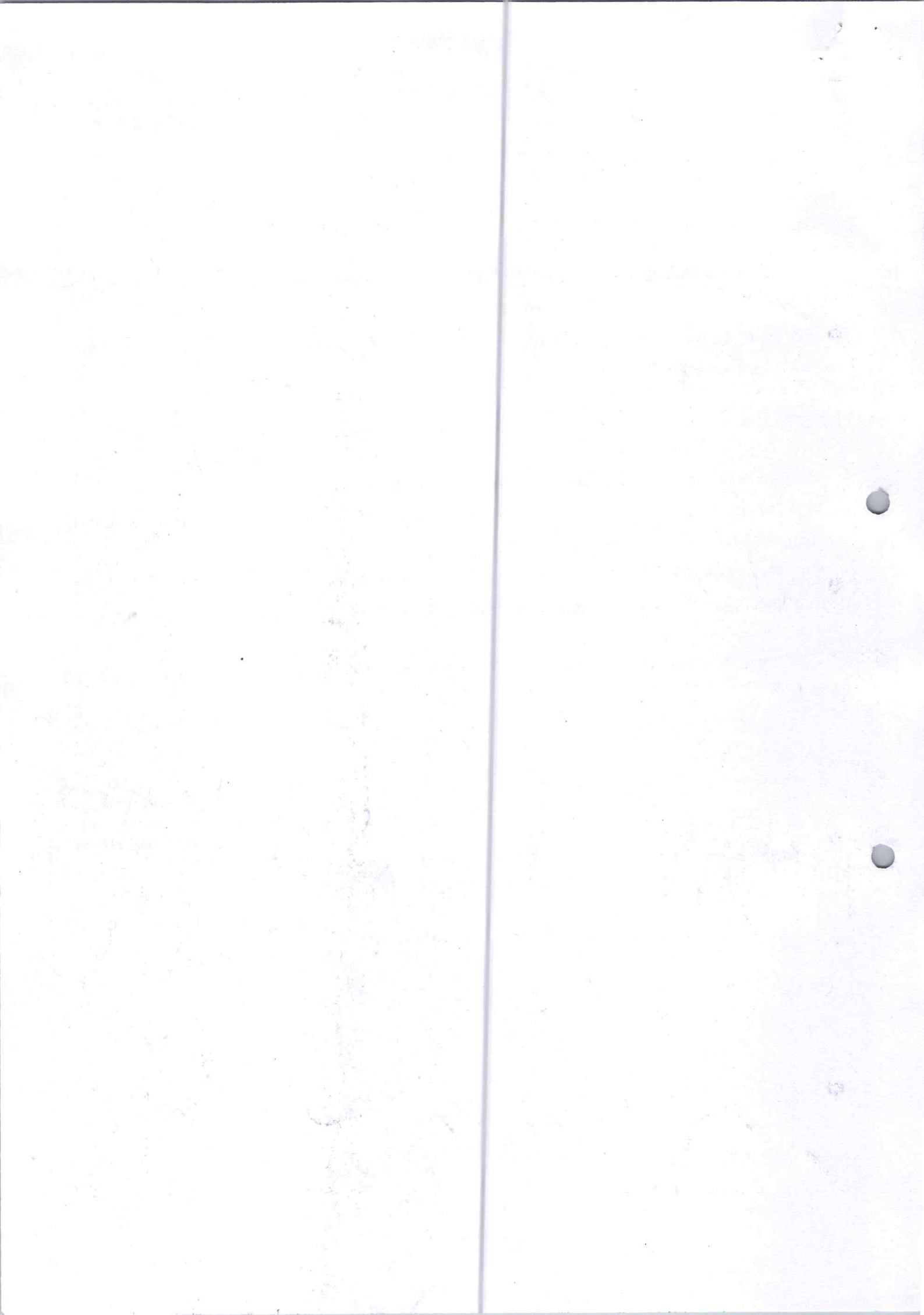
All departments are hereby informed that the **IQAC External Peer Team Audit** for the Academic Years **2022-23 and 2023-24** is scheduled on **3rd February 2025**. Teaching and non-teaching departments must ensure that all the records are **updated as per AQAR (Annual Quality Assurance Report) criterias** and are readily available for verification.

The audit will tentatively follow the schedule as mentioned below:

1. **Meeting in the office of Principal (11:00 AM – 12:00 Noon)**
2. **Departmental Visits (Teaching & Non-Teaching) – Record Verification (12:00 Noon – 1:30 PM)**
Order of Visit: Examination Cell, ME/CE, Library, Placement Cell & NSS Wing, DCA, CSE, R & D Cell, Para-Medical, HMCT, FD, Applied Science, EE, DMS, Pharmacy, Registrar's Office.
3. **Exit Meeting in Principal's Office (1:30 PM) – Feedback and recommendations by the audit team.**

All concerned are requested to ensure timely compliance and extend full cooperation for a smooth audit process.


 31/01/2025
Dr. Namarta Kad
Prof. Incharge (IQAC)





Handwritten signature and date: 30/01/2025

