

Amritsar College of Engineering and Technology

Attendance Sheet

Date:1/9/2020

Sr. No	Department	Name	Contact Numbers	Present
1.	Applied Sciences	Ms. Sheetu Sharma	8054734600	No
2.	Civil Engineering	Er. Vijay Sai	9877400262	Yes
3.	Computer Application	Arshdeep Kaur	9815714403	Yes
4.	Computer Science & Engineering	Ms. Neha Chadha	8699322906	Yes
5.	Electrical Engineering	Mr. Bimal Kumar	9815511810	Yes
6.	Fashion Design	Ms. Sanjana	8054321758	Yes
7.	Hotel Management	Mr. Manbir Singh	9023419000	Yes
8.	Management Studies	Ms. Gurveen Kaur	9501117076	No
9.	Mechanical Engineering	Er. Inderjit S. Sodhi	9115663154	Yes
10.	Agriculture	Dr. Kalpana Jaggi	7888391597	Yes

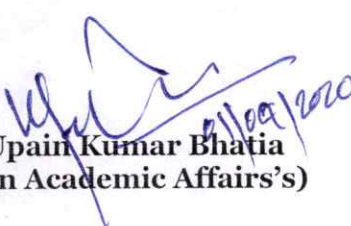

Dr. Upain Kumar Bhatia
Dean Academic Affairs

Amritsar Group of Colleges

Dated 1.09.2020

MINUTES OF MEETING OF ACADEMIC COORDINATORS HELD ON 1.09.2020,

Sr. No	Agenda	Decision
1.	Review of online classes	All academic coordinators are required to send one page summary of online classes to undersigned office by today.
2.	Final Examinations	Online final examinations of final year students have been conducted. As per recommendations made by examinations committee uniform grace marks to be given due to technical issue raised by students.
3.	Pending results	The final semester results have been prepared & will be declared soon . 6 th semester result may be declared by today.
4.	Reappear examinations	The reappear examinations of previous batches 2012 and onwards will be conducted by the end of September. Guidelines will be shared soon.
5.	Syllabus Coverage report	All academic coordinators are required to send syllabus coverage report from 4 th Aug. to 4 th Sep. by Friday
6.	Practical experiments	All faculty members must record & share practical experiments video with students in next week.
7.	MST	A detailed discussion regarding MSTs will be done in the next HODS meeting.

Sd/- 
Dr. Upain Kumar Bhatia
(Dean Academic Affairs's)