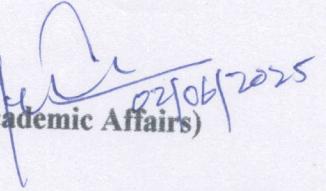


Meeting of all the Academic Committee will be schedule as below:

**Date** : 02<sup>nd</sup> June, 2025  
**Time** : 10:45 am  
**Venue** : Office of the Dean Academic Affairs

**Agenda:**

- Follow- up of previous meeting Dated 07<sup>th</sup> May 2025.
  - 30.1 Corrections in Reappear Admit Cards.
  - 30.2 Any other agenda with the permission of the Chair

  
(Dean Academic Affairs) 02/06/2025

<b>Meeting Date &amp; Time</b>	02 <sup>nd</sup> June, 2025 & 10:45am – 11:00am	<b>Meeting Location</b>	Office of the Dean Academic Affairs
<b>Meeting Organizer</b>	Dr. Upain Kumar Bhatia	<b>Chairperson</b>	Dr. Upain Kumar Bhatia
<b>Minutes Drafted on Date</b>	03 <sup>rd</sup> June, 2025	<b>Meeting Title</b>	Academic Committee
<b>Mo M Drafted by</b>	Ms. Neha	<b>Next Meeting Date &amp; Time</b>	

To following attended the meeting	The following could not attend the meeting
<b>Dr. Upain Kumar Bhatia</b>	<b>Ms. Sheetu Sharma</b>
<b>Dr. Sachin Khurana</b>	<b>Er. Vijay Sai</b>
<b>Ms. Tejinder Sharma</b>	<b>Ms. Gurveen Kaur</b>
<b>Mr. Varun Mehra</b>	<b>Mr. Aagyapal Singh</b>
<b>Mr. Sahil Luthra</b>	
<b>Ms. Neha Chadha</b>	
<b>Mr. Bimal Kumar</b>	
<b>Ms. Sanjana</b>	
<b>Mr. Abhishek Kundra</b>	
<b>Er. Jagjit Singh</b>	
<b>Ms. Rifat Yusuf</b>	
<b>Ms. Sofia</b>	

S. No.	Agenda	Decision	Responsibility	Deadline													
<b>DISCUSSION</b>																	
30.1	<p><b>Corrections in Reappear Admit Cards</b></p> <ul style="list-style-type: none"> <li>Reappear Admit card are available in the Heads login of AGC-LMS. Any discrepancies may be dealt as per the instructions given on WhatsApp group of Academic Committee by Ms. Tejinder Sharma (DDAA).</li> <li>Heads/ Academic Coordinators should take prints of the Reappear Admit Cards and highlight the corrections needed. Supporting documents should be attached. The required corrections should also be prepared in XL format as below:</li> </ul> <table border="1" style="margin-left: 20px;"> <tr> <td>Uni. Roll No.</td> <td>Subject Code</td> <td>Actual Status (Internal/ External/ Both)</td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table> <ul style="list-style-type: none"> <li>The subjects which are to be removed from the admit card should be prepared in XL format as below:</li> </ul> <table border="1" style="margin-left: 20px;"> <tr> <td>Uni. Roll No.</td> <td>Subject Code</td> </tr> <tr><td> </td><td> </td></tr> </table> <ul style="list-style-type: none"> <li>The highlighted Admit cards duly signed by HOD and relevant documents attached, should be taken to Central LMS Coordinator Mr. Jagdeep Singh for the corrections on LMS.</li> <li>Corrections that invite change in Reappear examination fee shall be kept on hold.</li> <li>The corrected Admit Cards should be printed again from Head's Login and Issued to the students.</li> </ul>	Uni. Roll No.	Subject Code	Actual Status (Internal/ External/ Both)							Uni. Roll No.	Subject Code					
Uni. Roll No.	Subject Code	Actual Status (Internal/ External/ Both)															
Uni. Roll No.	Subject Code																

  
Dr. Upain Kumar Bhatia  
(Dean Academic Affairs)

Copy to: Principal (AGC) for information.  
Registrar (AGC)  
Controller of Examination  
All Heads of Academic Departments  
All Academic Coordinators  
Office File