 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College under Autonomous Category (Since 2014) Conferred by UGC</small>	Circular (7th Meeting of Academic Coordinator)	Office of the Dean Academic Affairs
	DAA/AGC/2024/128 Date: 02nd August 2024	

Meeting of all the Academic Coordinators is schedule in the office of the **Dean Academic Affairs**, today, as per following schedule.


Date: 02nd August 2024

Time: 03:00 pm

Venue: Office of the **Dean Academic Affairs**,

Agenda:

- Syllabus of all Departments
- COs Compile
- Toppers Felicitation
- Attendance criteria for this semester onwards
- Attendance marks
- Online Sessional/Assignment
- **Practical Viva** with MSTs
- Synchronous Classes


Dr. Upain Kumar Bhatia
(Dean Academic Affairs)

02/08/24

Date :-02.08.2024

Sr.No.	Department	Name	Contact No.	Signature
1	Applied Sciences	Ms. Sheetu Sharma	8054734600	
2	Management Studeis	Ms. Gurveen Kaur	8070000137	
3	Agriculture	Ms. Shalini Thakur	9988134058	—
4	Fashion Design	Ms. Sanjana	8054321758	
5	Civil	Er. Vijay sai	9877400262	
6	Mechanical	Er. Vijay Sai Jagjit Singh	9815678389 9877400262	
7	Computer Science	Ms. Neha Chadha	8699322906	
8	Electrical Engineering	Mr. Bimal Kumar	9815511810	
9	Computer Application	Mr. Sahil Luthra	8558986286	
10	Pharmaceutical Sciences	Ms. Neetu Verma	9872072650	on leave
		Ms. Lovneet Kaur	9915920156	on leave
11	Hotel Management	Mr. Gautam Sodhi	9803846947	

Dr. Upain Kumar Bhatia
Dean Academic Affairs

Meeting Date & Time	02 nd August, 2024 & 03:00pm – 04:00pm	Meeting Location	Office of Dean Academic Affairs
Meeting Organizer	Dr. Upain Kumar Bhatia	Chairperson	Dr. Upain Kumar Bhatia
Minutes Drafted on Date	03 rd August, 2024	Meeting Title	Academic Coordinator
Mo M Drafted by	Ms. Neha	Next Meeting Date & Time	09 th August, 2024 & 03:00pm-04:00pm

To following attended the meeting	The following could not attend the meeting
Dr. Upain Kumar Bhatia Ms. Tejinder Sharma Ms. Sheetu Sharma Ms. Gurveen Kaur Ms. Sanjana Er. Vijay Sai Bimal Kumar Mr. Sahil Luthra Mr. Gautam Sodhi Ms. Jagjit Singh	Ms. Neha Chadha Ms. Lovneet Kaur Ms. Neetu Verma Mr. Aagyapal Singh

S. No.	Agenda	Decision	Responsibility	Deadline
DISCUSSION				
The following Agenda were discussed during the Academic Coordinators Meeting				
1.1	Syllabus of all Departments	Soft copy in MS Word format to be provided to IAC with complete details including Semester Course Code, Course Title, COs, credits, LTP Scheme, Internal & External marks, course content (CO wise), reference books etc.	All Academic Coordinators	07.08.2024
1.2	COs Compilation	Separate file in MS Word format to be provided to IAC that should include semester wise and subject wise lists of COs of all the courses being offered in the study Scheme. Such lists are to be provided for all the programmers being offered by the department.	All Academic Coordinators	07.08.2024
1.3	Toppers Felicitation	Academic Coordinators to provide the lists of top performers of their department in May 2024 examination.	All Academic Coordinator	08.08.2024
1.4	Attendance Criteria for this Semester onwards	Attendance Criteria for this semester (July – Dec 2024) discussed. The detention will be subject wise. No make-up classes shall be offered after the end of the semester classes. All Academic Coordinator to inform their HOD regarding this criterion.	All Academic Coordinator	—
1.5	Attendance Marks	From the semester session July- Dec 2024 Full attendance weightage shall be provided in the Internal assessment for attendance 75% and above	All Academic Coordinator	—

1.6	Online Sessional/ Assignment	Academic Coordinators to give suggestions regarding conduct of online sessional and online assignment through various technological platforms, in the next meeting.	All Academic Coordinator	_____
1.7	Practical Viva with MSTs	All Academic Coordinators to review the outcomes of conducting External Practicals along with MSTs in the previous semester. Further, they shall plan for the same in the current semester and discuss in the next meeting.	All Academic Coordinator	_____
1.8	Synchronous Classes	Academic Coordinators to identify at least one theory subject from each semester that shall be offered through Synchronous classes from Jan 2025 onwards.	All Academic Coordinator	09.08.2024

sd/-

Tejinder Sharma
DY. Dean Academic Affairs

sd/-

Dr. Upain Kumar Bhatia
(Dean Academic Affairs)

Cc: Principal to AGC
All Academic Coordinator
Office File