

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

**Date** : 03<sup>rd</sup> January, 2025  
**Time** : 10:00 am  
**Venue** : Office of the Dean Academic Affairs

**Agenda:**

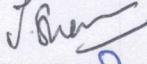
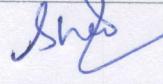
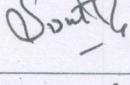
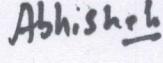
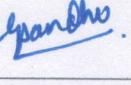
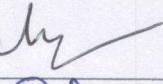
- Follow- up of previous meeting Dated 18<sup>th</sup> December 2024.
- List of students for Special Classes.
- Schedule for special classes.
- List of Late Admitted students.
- Date sheet for pending Students exam.
- Flow of Time Table.
- Intimation regarding conduct of Examination.
- BoS Schedule.
- Status of Study Schemes intimation.
- Any other agenda with the permission of the Chair.

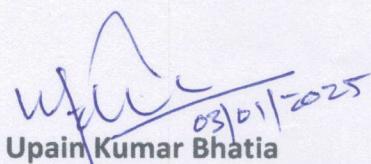
  
03/01/25  
**Dr. Upain Kumar Bhatia**  
(Dean Academic Affairs)

**Attendance of Academic Committee**

Date: 03.01.2025

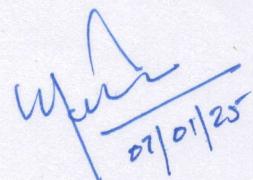
**Office of the  
Dean Academic Affairs**

Sr. No	Department	Name	Contact Numbers	Signature
1	DY. Dean Academic Affairs	Dr. Sachin Khurana	9872403151	
2	DY. Dean Academic Affairs	Ms. Tejinder Sharma	9878717667	
3	Applied Sciences	Ms. Sheetu Sharma	8054734600	
4	Civil Engineering	Er. Vijay Sai	9877400262	
5	Computer Application	Mr. Sahil Luthra	8558986286	
6	Computer Science & Engineering	Ms. Neha Chadha	8699322906	
7	Electrical Engineering	Mr. Bimal Kumar	9815511810	
8	Fashion Design	Ms. Sanjana	8054321758	
9	Hotel Management	Mr. Abhishek Kundra	9781448479	
10	Management Studies	Ms. Gurveen Kaur	9501117076	
11	Mechanical Engineering	Er. Jagjit Singh	9815078589	
12	Paramedical Sciences	Ms. Rifat Yusuf	9103117020	
13	Pharmaceutical Sciences	Dr. Neetu Verma	9872072650	
14	Agriculture	Mr. Aagyapal Singh	8288828819	

  
03/01/2025  
Dr. Upain Kumar Bhatia  
Dean Academic Affairs

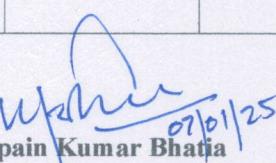
<b>Meeting Date &amp; Time</b>	03 <sup>rd</sup> January, 2025 & 02:00pm – 03:00pm	<b>Meeting Location</b>	Office of the Dean Academic Affairs
<b>Meeting Organizer</b>	Dr. Upain Kumar Bhatia	<b>Chairperson</b>	Dr. Upain Kumar Bhatia
<b>Minutes Drafted on Date</b>	07 <sup>th</sup> January, 2025	<b>Meeting Title</b>	Academic Committee
<b>Mo M Drafted by</b>	Ms. Neha	<b>Next Meeting Date &amp; Time</b>	

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



07/01/25

S. No.	Agenda	Decision	Responsibility	Deadline
<b>DISCUSSION</b>				
<b>The following Agenda were discussed during the Academic Committee Meeting</b>				
19.1	<b>List of students for special classes</b>	<ul style="list-style-type: none"> <li>Academic Coordinators to submit the list of not Eligible students who will be attending the special classes from 07<sup>th</sup> January onwards.</li> </ul>	All Academic Coordinators	
19.2	<b>Schedule for special classes</b>	<ul style="list-style-type: none"> <li>Academic Coordinators to prepare the schedule of special classes for all semesters.</li> <li>Special Classes shall be conducted from 07<sup>th</sup> January to 14<sup>th</sup> January 2025 daily, except Sunday &amp; Gazzeted Holidays.</li> </ul>	All Academic Coordinators	
19.3	<b>List of Late Admitted students</b>	<ul style="list-style-type: none"> <li>List provided to all the Academic Coordinators. Admission cell to provide Roll No. of students admitted in 2<sup>nd</sup> phase (after 15.09.2024)</li> </ul>		
19.4	<b>Date sheet for pending students exam</b>	<ul style="list-style-type: none"> <li>Academic Coordinators of all the departments are required to prepare the Date Sheet from 15<sup>th</sup> January onwards for the students admitted after 15<sup>th</sup> September and as well as Not Eligible students.</li> </ul>		
19.5	<b>Flow of Time Table</b>	<ul style="list-style-type: none"> <li>Dependency of different department Time Table were discussed in the meeting. Efforts to be made by departments to take the teaching load of general subjects like Environment Studies and mentoring by the department itself, to mining the dependency on other departments.</li> </ul>		
19.6	<b>Intimation regarding conduct of Examination</b>	<ul style="list-style-type: none"> <li>Academic Coordinators to conduct the examination for the pending and Not Eligible students along with the regular classes. Schedule to be prepared accordingly.</li> </ul>		
19.7	<b>BoS Schedule</b>	<ul style="list-style-type: none"> <li>Tentative Dates of BoS were discussed in the meeting.</li> </ul>		
19.8	<b>Status of Study Schemes intimation</b>	<ul style="list-style-type: none"> <li>Revised Study Schemes will be uploaded by PTU on ptudos by next week. Academic Coordinators shall check for discrepancies if any.</li> </ul>		

  
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



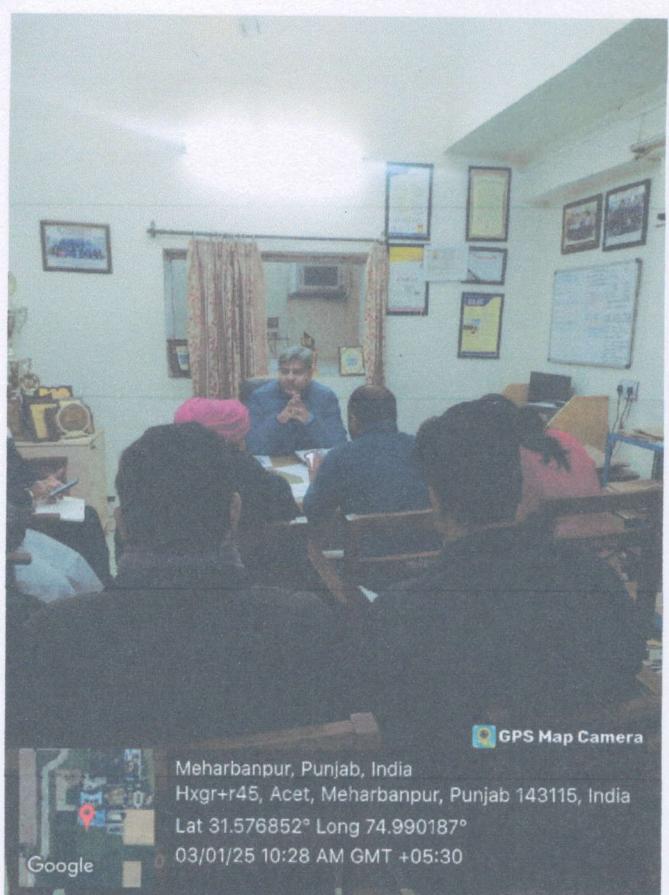
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