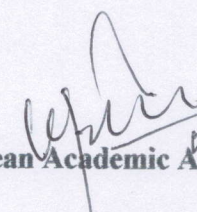
 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College under Autonomous Category (Since 2014) Credentialed by UGC</small>	Circular (26 th Meeting of Academic Committee)	Office of the Dean Academic Affairs
	AGC/DAA/2025/196	
	Date: 02.04.2025	

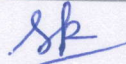
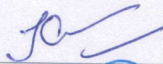
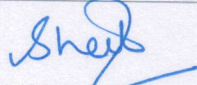
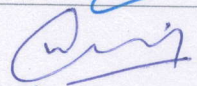
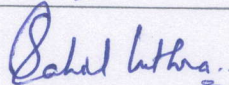

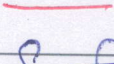
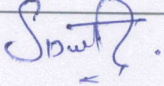
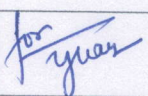
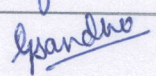
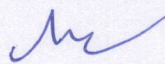
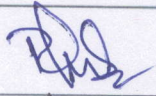

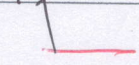
Meeting of all the Academic Committee will be schedule as below:

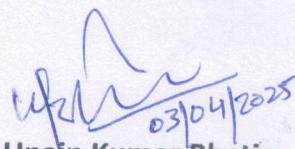
Date : 03rd April, 2025
Time : 03:00 pm
Venue : Office of the Dean Academic Affairs

Agenda:

- Follow- up of previous meeting Dated 13th March 2025.
 - 26.1 MST- I Result Analysis.
 - 26.2 Revision of policy for Not Eligible students.
 - 26.3 1st Year MST/ Internal Assessment on LMS.
 - 26.4 Quick Process of Fee, Classes & Exams for NE students.
 - 26.5 Periodic Maintenance of Machinery & Equipment in Labs.
 - 26.6 Department wise classrooms with CCTV camera.
 - 26.7 Faculty feedback on curriculum (July- Dec, 2025).
 - 26.8 Students feedback on curriculum (July- Dec, 2025).
 - 26.9 Next semester teaching load.
 - 26.10 Any other agenda with the permission of the Chair


 02/04/25
 (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	Ms. Sofia	8360510488	
14	Agriculture	Mr. Aagyapal Singh	8288828819	

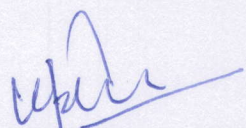

03/04/2025
Dr. Upain Kumar Bhatia
Dean Academic Affairs

Meeting Date & Time	03 rd April, 2025 & 03:00pm – 04:30pm	Meeting Location	Office of the Dean Academic Affairs
Meeting Organizer	Dr. Upain Kumar Bhatia	Chairperson	Dr. Upain Kumar Bhatia
Minutes Drafted on Date	28 th April, 2025	Meeting Title	Academic Committee
Mo M Drafted by	Ms. Neha	Next Meeting Date & Time	

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

S. No.	Agenda	Decision	Responsibility	Deadline
DISCUSSION				
The following Agenda were discussed during the Academic Committee Meeting				
26.1	MST- I Result Analysis.	<ul style="list-style-type: none"> Result Analysis of MST-1 has been done by the Academic Coordinators. The copy of the analysis is to be submitted to the office of DAA by tomorrow 09:30 am. 	Academic Coordinators	04.04.2025
26.2	Revision of policy for Not Eligible students	<ul style="list-style-type: none"> The members of Academic Committee were apprised of a significant amendment in the clause 14 of the policy for Non- Eligible students Circulate through (DAA/AGC/2024/205) Existing Clause:- The fees and class shortage will still apply if the NE student chooses not to attend these special classes. In order to be eligible for the Reappear Exam, the student must attend these classes. Amendment:- Removed Accordingly, student who opt not to pay special fee & hence not to attend special classes and not to appear in special, exams, may appear in the reappear exams next year. The special fee shall not remain applicable to such students. 		
26.3	1st Year MST/ Internal Assessment on LMS	<ul style="list-style-type: none"> All the Academic Coordinators dealing with 1st year shall ensure that the marks of Assignments and MST-1 of 1st year students are uploaded on AGC_LMS. 		
26.4	Quick Process of Fee, Classes & Exams for NE students	<ul style="list-style-type: none"> At the conclusion of semester classes, Academic Coordinators shall prepare the list of NE students and the fee applicable for attending special classes. Efforts should be made to minimize the time gap between Regular Exams, Special Classes and Special Exams. 		
26.5	Periodic Maintenance of Machinery & Equipment in Labs	<ul style="list-style-type: none"> The Periodic maintenance of Machinery & Equipment in the Labs shall be recorded as per format discuss in the meeting. The format shall be shared by DAA in the WhatsApp group of the Academic Committee. 		
26.6	Department wise classrooms with CCTV camera	<ul style="list-style-type: none"> Academic Coordinators shall prepare the list of classrooms with & without CCTV camera under their respective departments and share copy with the office of DAA. 	Academic Coordinators	07.04.2025
26.7	Faculty feedback on curriculum (July- Dec, 2025)	<ul style="list-style-type: none"> 109 Faculty members have responded to the Faculty feedback on curriculum for July- Dec 2024. The feedback shall be analyzed & discussed in the Academic Committee meetings later. 		
26.8	Students feedback on curriculum (July- Dec, 2025)	<ul style="list-style-type: none"> 691 Students have responded to the students feedback on curriculum for July- Dec 2024. The feedback shall be analyzed and discussed in upcoming meetings of the Academic committee. 		

26.9	Next semester teaching load	<ul style="list-style-type: none"> Academic Coordinators to initiate the process of assessing Teaching load for the upcoming semester July- Dec 2025. Requirement of Teachers to be recruited the upcoming semester shall be discussed with DAA before submitting to the office of the Registrar. 		
26.10 (a)	Recording of lectures for synchronized classes	<ul style="list-style-type: none"> Few departments have not yet started recording their lectures for synchronized classes. Academic Coordinators are advised to motivate faculty of their departments for the same. 		
26.10 (b)	Minor revision Annual Increment Policy	<ul style="list-style-type: none"> As per the discussion of worthy Principal Sir with respected Managing Director, the clause C2(a).4 of Annual Increment Policy has been amended. The Faculty who attends a five days workshop on UHV shall also be entitled for 2% increment (instead of 1% in pre-amended policy) . 		
26.10 (c)	Low attendance cases	<ul style="list-style-type: none"> Academic Coordinators shall instruct the faculty of their department to identify students who are falling short attendance. The faculty should warn / caution them to attend the classes regularly, through Notices, announcements, emails or any other means. 		
26.10 (d)	Coverage of Academic shortfall of Lab classes	<ul style="list-style-type: none"> Academic Coordinators shall prepare a schedule as how they plan to cover/ compensate the Academic shortfall of Lab classes occurred due to declaring non-teaching a days or switching to online mode. The notice in their regard shall also be issued by the office of DAA. 		07.04.2025
26.10 (e)	Convocation Ceremony	<ul style="list-style-type: none"> Convocation Ceremony of AGC Amritsar shall be held annually on 1st Saturday of the month of February. One day prior (i.e. Friday) shall be a non -teaching day. IPs for the semester sessions Jan- Jun (Even semesters) shall be prepared accordingly. 		


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

