

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

**Date:** 03<sup>rd</sup> June 2024

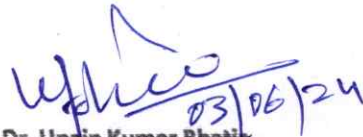
**Time:** 02:00 pm onwards


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

**Agenda:**

1. Next semester teaching load
2. Requirement of faculty in next semester (if any)

\* Bring study scheme of all programme running in the department.

  
**Dr. Upain Kumar Bhatia**  
(Dean Academic Affairs)

 <b>AMRITSAR</b> GROUP OF COLLEGES <small>NAAC Grade "A" 3<sup>rd</sup> Cycle          under Autonomous Category</small>	<b>Circular</b> (6 <sup>th</sup> Meeting of Academic Coordinator) <b>DAA/AGC/2024/099</b> <b>Date: 03<sup>rd</sup> June 2024</b>	<b>Office of the</b> <b>Dean Academic Affairs</b>
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**Date:** 03<sup>rd</sup> June 2024

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**Agenda:**

1. ~~Bring~~ Next semester teaching load
2. Requirement of faculty ~~if any~~ *in next semester (if any)*
- Bring study scheme of all programme running in the department.

*✓*

**Dr. Upain Kumar Bhatia**  
**(Dean Academic Affairs)**

Date :-03.06.2024

Sr.No.	Department	Name	Contact No.	Signature
1	Applied Sciences	Ms. Sheetu Sharma	8054734600	<i>Sheetu</i>
2	Management Studeis	Ms. Gurveen Kaur	8070000137	<i>Gurveen</i> 3/6/24
3	Agriculture	Ms. Shalini Thakur	9988134058	<i>Shalini</i> 3/6/24
4	Fashion Design	Ms. Sanjana	8054321758	<i>Sanjana</i> 3/06/24
5	Civil	Er. Vijay sai	9877400262	<i>Vijay</i> 03/06/2024
6	Mechanical	Er. Vijay Sai	9877400262	<i>Vijay</i> 03/06/2024
7	Computer Science	Ms. Neha Chadha	8699322906	<i>Neha</i>
8	Electrical Engineering	Mr. Bimal Kumar	9815511810	<i>Bimal</i> 03/06/2024
9	Computer Application	Mr. Sahil Luthra	8558986286	<i>Sahil Luthra</i> 3/6/24
10	Pharmaceutical Sciences	Ms. Neetu Verma	9872072650	<i>Neetu</i> 3/6/24
		Ms. Lovneet Kaur	9915920156	<i>Lovneet</i> 3/6/24
11	Hotel Management	Mr. Gautam Sodhi	9803846947	<i>Gautam</i> 03/06/24

**Dr. Upain Kumar Bhatia**  
Dean Academic Affairs

Name of the person		Name of the person	
1	Mr. John Doe	2	Mr. John Doe
3	Mr. John Doe	4	Mr. John Doe
5	Mr. John Doe	6	Mr. John Doe
7	Mr. John Doe	8	Mr. John Doe
9	Mr. John Doe	10	Mr. John Doe
11	Mr. John Doe	12	Mr. John Doe
13	Mr. John Doe	14	Mr. John Doe
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17	Mr. John Doe	18	Mr. John Doe
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53	Mr. John Doe	54	Mr. John Doe
55	Mr. John Doe	56	Mr. John Doe
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75	Mr. John Doe	76	Mr. John Doe
77	Mr. John Doe	78	Mr. John Doe
79	Mr. John Doe	80	Mr. John Doe
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85	Mr. John Doe	86	Mr. John Doe
87	Mr. John Doe	88	Mr. John Doe
89	Mr. John Doe	90	Mr. John Doe
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93	Mr. John Doe	94	Mr. John Doe
95	Mr. John Doe	96	Mr. John Doe
97	Mr. John Doe	98	Mr. John Doe
99	Mr. John Doe	100	Mr. John Doe

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<b>Meeting Date &amp; Time</b>	03 <sup>rd</sup> June, 2024 & 02:00pm – 03:00pm	<b>Meeting Location</b>	Office of 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, 2024	<b>Meeting Title</b>	Academic Coordinator
<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>Ms. Tejinder Sharma</b>  <b>Ms. Sheetu Sharma</b>  <b>Ms. Gurveen Kaur</b>  <b>Ms. Sanjana</b>  <b>Er. Vijay Sai</b>  <b>Mr. Bimal Kumar</b>  <b>Mr. Sahil Luthra</b>  <b>Mr. Gautam Sodhi</b>  <b>Ms. Lovneet Kaur</b>  <b>Ms. Neetu Verma</b>  <b>Ms. Shalini Thakur</b>  <b>Ms. Neha Chadha</b>	

# ANNEX A SUMMARY OF THE MEETING

Minutes of the Meeting of  
 the Economic Commission  
 held on 22 June 1974

Office of the  
 Secretary-General

Meeting Date: 22 June 1974	Time: 9:00 am - 10:00 am	Meeting Location: Conference Room	Office of the Secretary-General
Meeting Organized by: Mr. [Name]	Chairman: Mr. [Name]	Secretary: Mr. [Name]	Mr. [Name]
Meeting Held on: 22 June 1974	Meeting Time: 9:00 am - 10:00 am	Meeting Place: Conference Room	Mr. [Name]
Meeting Held at: [Location]	Meeting Date: 22 June 1974	Meeting Time: 9:00 am - 10:00 am	Mr. [Name]
Meeting Held by: [Name]	Meeting Date: 22 June 1974	Meeting Time: 9:00 am - 10:00 am	Mr. [Name]
Meeting Held at: [Location]	Meeting Date: 22 June 1974	Meeting Time: 9:00 am - 10:00 am	Mr. [Name]
Meeting Held by: [Name]	Meeting Date: 22 June 1974	Meeting Time: 9:00 am - 10:00 am	Mr. [Name]
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Meeting Held at: [Location]	Meeting Date: 22 June 1974	Meeting Time: 9:00 am - 10:00 am	Mr. [Name]

The following could not attend the meeting:

The following attended the meeting:

Mr. [Name]

Mr. [Name]

Mr. [Name]

Mr. [Name]

Mr. [Name]

Mr. [Name]

Mr. [Name]

Mr. [Name]

Mr. [Name]


Mr. [Name]

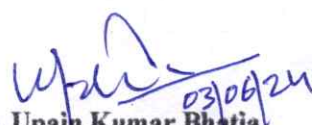
Mr. [Name]

Mr. [Name]

Mr. [Name]

S. No.	Agenda	Decision	Responsibility	Deadline
<b>DISCUSSION</b>				
The following Agenda were discussed during the Academic Coordinators Meeting				
1.1	Next Semester Teaching load	Next Semester Teaching load submitted to the office of Dean Academic Affairs by 05.06.2024	All Academic Coordinators	05.06.2024
1.2	Requirement of Faculty in next Semester (if any)	Requirement of Faculty to be recruited for next Academic Session shall be estimated by considering 40% online courses. Requirement of Faculty Shall be submitted to the Office of Dean Academic Affairs.	All Academic Coordinators	05.06.2024

  
Tejinder Sharma  
DY. Dean Academic Affairs

  
Dr. Upain Kumar Bhatia  
(Dean Academic Affairs)

Cc: Principal to AGC  
All Academic Coordinator  
Office File

# AMERICAN UNIVERSITY OF COLLEGE

Minutes of a meeting of  
Academic & Coordinator  
held on 03 March 2024

Office of the  
Dean & Academic Affairs

S. No.	Agenda	Discussion	Responsibility	Deadline
1.1	Meeting of Academic & Coordinator	The meeting was held on 03 March 2024. The agenda items were discussed during the meeting. The meeting was held in the presence of the Dean & Academic Affairs and the Academic & Coordinator.	Academic & Coordinator	03 March 2024
1.2	Meeting of Academic & Coordinator	The meeting was held on 03 March 2024. The agenda items were discussed during the meeting. The meeting was held in the presence of the Dean & Academic Affairs and the Academic & Coordinator.	Academic & Coordinator	03 March 2024

Dr. Dean Academic Affairs

Dr. Dean Academic Affairs

Dr. Dean Academic Affairs