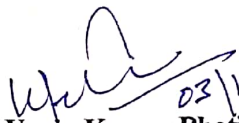
 <b>AMRITSAR</b> GROUP OF COLLEGES <small>NAAC Grade "A" 3<sup>rd</sup> Cycle          Autonomous College          Since 20<sup>th</sup> Cent. Endorsed by UGC</small>	<b>Circular</b> (16 <sup>th</sup> Meeting of Academic Committee)	<b>Office of the Dean Academic Affairs</b>
	<b>DAA/AGC/2024/207</b> <b>Date: 03.12.2024</b>	

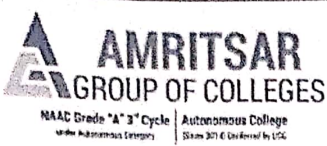

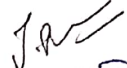
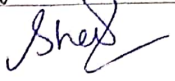

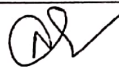
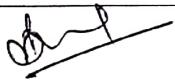
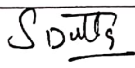
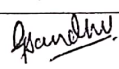
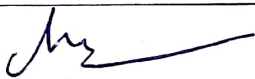


Meeting of all the Academic Committee is schedule as below:

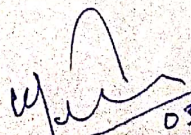
**Date** : 03<sup>rd</sup> December, 2024  
**Time** : 10:30 am  
**Venue** : Office of the Dean Academic Affairs,

**Agenda:**

- Special Classes
- End Semester Examination for 1<sup>st</sup> Year students
- Study Scheme to PTU
- Status of Repair / Requirement of labs
- Evaluation of NPTEL / End Semester Examination

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


 <b>AMRITSAR GROUP OF COLLEGES</b> <small>NAAC Grade "A" 3<sup>rd</sup> Cycle Autonomous College Under Autonomous Category Since 2016 Unaided by UGC</small>		<b>Attendance of Academic Committee</b> <b>Date: 03.12.2024</b>		<b>Office of the Dean Academic Affairs</b>
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	<u>Abhishek.</u>
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	—

  
**Dr. Upain Kumar Bhatia**  
 Dean Academic Affairs  
 03/12/24

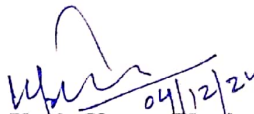
<b>Meeting Date &amp; Time</b>	03 <sup>rd</sup> December, 2024 & 10:30pm – 11:30pm	<b>Meeting Location</b>	Office of the Dean Academic Affairs
<b>Meeting Organizer</b>	Dr. Upain Kumar Bhatia	<b>Chairperson</b>	Dr. Upain Kumar Bhatia
<b>Minutes Drafted on Date</b>	04 <sup>th</sup> December, 2024	<b>Meeting 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. Gurveen Kaur</b> <b>Mr. Bimal Kumar</b> <b>Ms. Sheetu Sharma</b> <b>Dr. Neetu Verma</b> <b>Er. Vijay Sai</b> <b>Er. Jagjit Singh</b> <b>Mr. Abhishek Kundra</b> <b>Ms. Neha Chadha</b> <b>Ms. Sanjana</b> <b>Ms. Rifat Yusuf</b>	<b>Mr. Aagyapal Singh</b> <b>Mr. Sahil Luthra</b>

S. No.	Agenda	Decision	Responsibility	Deadline
<b>DISCUSSION</b>				
The following Agenda were discussed during the Academic Committee Meeting				
16.1	Special Classes	<ul style="list-style-type: none"> <li>As per the policy of Special Classes for Not Eligible students the details of the NE student is to be prepared Subject wise and Student wise. The total amount of fee to be paid by each student is to be finalized as per the policy. The students may deposit this amount through their respective Subject Teacher/ Class Incharge before the commencement of special classes.</li> </ul>	All Academic Coordinators	
16.2	End Semester Examination for 1 <sup>st</sup> year Students	<ul style="list-style-type: none"> <li>The departments are ready for the conduct of End Semester Examination of 1<sup>st</sup> Year student commencing from 10<sup>th</sup> December 2024.</li> <li>The following departments shall jointly conduct these examinations:               <ol style="list-style-type: none"> <li>Department of Applied Sciences, Computer Application and Paramedical Sciences.</li> <li>Department of Management Studies, Hotel Management and Fashion Design.</li> </ol> </li> </ul>	All Academic Coordinators	
16.3	Study Scheme to PTU	<ul style="list-style-type: none"> <li>The Academic Coordinators shall finalize the Excel format of the new Study Schemes to be submitted to IKGPTU, in consultation with Dr. Sachin Khurana and Ms. Tejinder Sharma.</li> </ul>	Concerned Academic Coordinators	
16.4	Status of Repair/ Requirement of labs	<ul style="list-style-type: none"> <li>Ms. Tejinder Sharma shall verify the requirements for labs and process for the repairs or procurement of new equipments.</li> </ul>	Ms. Tejinder Sharma	
16.5	Evaluation of NPTEL/ Semester Examination	<ul style="list-style-type: none"> <li>The policy for evaluation for online courses has been discussed with the Academic Coordinators. The Internal and the External awards are to be computed as per this policy.</li> <li>The students who are unable to clear the online courses and appear in the End Semester Examination at AGC Amritsar, the Internal and the External awards are to be computed as below:</li> </ul>		

 <b>AMRITSAR</b> <b>GROUP OF COLLEGES</b> <small>NAAC Grade "A" 3<sup>rd</sup> Cycle Autonomous College (Since 2014) Confirmed by UGC</small>	<b>Minutes of 16<sup>th</sup> Meeting of Academic Committee held on 03<sup>rd</sup> December, 2024</b> <b>DAA/AGC/2024/209      Date: 04.12.2024</b>	<b>Office of the Dean Academics Affairs</b>
---	---	---

		i. The assignment score release by SWAYAM converted out of 40 shall be added with the marks obtained in End Semester Examination out of 60.  ii. This total shall be used as percentage to recompute internal awards out of 40 and external awards out of 60.		
--	--	---	--	--

  
**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

