


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

Date : 06th November, 2025
Time : 04:00 pm
Venue : Office of the Dean Academic Affairs

Agenda:

- Follow-up of previous meeting dated 24th October, 2025.
38.1 Status of BoS records and audit by Principal Sir.
38.2 Schedule for uploading Study Schemes on www.ptudocs.com
38.3 Any other agenda with the permission of the chair


06/11/2025
Dr. Upain Kumar Bhatia
(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	<i>J. Khurana</i>
3	Applied Sciences	Ms. Sheetu Sharma	8054734600	<i>Sheetu</i>
4	Civil Engineering	Er. Vijay Sai	9877400262	<i>Vijay Sai</i>
5	Computer Application	<i>for</i> Mr. Sahil Luthra	8558986286	<i>Sahil</i>
6	Computer Science & Engineering	<i>for</i> Ms. Neha Chadha	8699322906	<i>for Mrs.</i>
7	Electrical Engineering	<i>for</i> Mr. Bimal Kumar	9815511810	<i>for Mr.</i>
8	Fashion Design	Ms. Sanjana	8054321758	<i>Sanjana</i>
9	Hotel Management	Mr. Gautam Sodhi	9803846947	<i>Gautam Sodhi</i>
10	Management Studies	<i>for</i> Ms. Gurveen Kaur	9501117076	<i>for Param</i>
11	Mechanical Engineering	<i>for</i> Er. Jagjit Singh	9815078589	<i>Jagjit Singh</i>
12	Allied & Health Care	Ms. Sonali Devgan	7399860006	<i>Sonali</i>
13	Pharmaceutical Sciences	Ms. Sofia	8360510488	<i>Sofia</i>

Upain Kumar Bhatia
06/11/2025
Dr. Upain Kumar Bhatia
Dean Academic Affairs

**Minutes of 38th Meeting of
Academic Committee
held on 06th November, 2025**

**Office of the
Dean Academics Affairs**

AGC/DAA/ 2025/350 Date: 07.11.2025

Meeting Date & Time	06 th November, 2025 & 04:00pm – 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	07 th November, 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 Ms. Tejinder Sharma Ms. Sheetu Sharma Mr. Sandeep Sharma (for Er. Vijay Sai) Ms. Saloni (Mr. Sahil Luthra) Mr. Pavitar Singh (for Ms. Neha Chadha) Mr. Chetan Verma (for Mr. Bimal Kumar) Ms. Sanjana Mr. Gautam Sodhi Mr. Paramjeet Singh (for Ms. Gurveen Kaur) Mr. Sandeep Sharma (for Er. Jagjit Singh) Ms. Sonali Devgan Ms. Sofia	Dr. Sachin Khurana

Upain
07/11/25

S. No.	Agenda	Decision	Responsibility	Deadline																																																							
DISCUSSION																																																											
The following Agenda were discussed during the Academic Committee Meeting																																																											
38.1	Status of BoS records and audit by Principal Sir	<ul style="list-style-type: none"> Status of BoS records of various departments was reviewed. BoS files of all the departments will be audited by Principal Sir on 11/11/2025 (Tuesday). All the academic coordinators are expected to be ready with their records. 	Academic Coordinators	11.11.2025																																																							
38.2	Schedule for uploading Study Schemes on www.ptudocs.com	<ul style="list-style-type: none"> The schedule of uploading study schemes on www.ptudocs.com is as follows. All the Heads/ Academic coordinators are expected to get them uploaded in their presence in the office of DAA. <table border="1"> <thead> <tr> <th>S. No</th><th>Name of the Programme</th><th>Approval of Scheme for Semester</th><th>Applicable w.e.f. admission Batch</th><th>Time</th></tr> </thead> <tbody> <tr> <td>1.</td><td>B. Tech (COE)</td><td>5th and 6th</td><td>2023</td><td>09:30am to 10:00am</td></tr> <tr> <td>2.</td><td>B.SC (Fashion Design)</td><td>3rd to 4th</td><td>2024</td><td>10:00am to 10:30am</td></tr> <tr> <td>3.</td><td>BBA</td><td>3rd to 4th</td><td>2024</td><td>10:30am to 11:00am</td></tr> <tr> <td>4.</td><td>B. Com</td><td>3rd to 4th</td><td>2024</td><td>11:00am to 11:30am</td></tr> <tr> <td>5.</td><td>BCA</td><td>3rd to 4th</td><td>2024</td><td>11:30am to 12:00pm</td></tr> <tr> <td>6.</td><td>B. HMCT</td><td>3rd to 4th</td><td>2024</td><td>12:00pm to 12:30pm</td></tr> <tr> <td>7.</td><td>B. Tech (All Branches)</td><td>1st and 2nd</td><td>2025</td><td>12:30pm to 01:00pm</td></tr> <tr> <td>8.</td><td>BBA</td><td>1st and 2nd</td><td>2025</td><td>01:00pm to 01:30pm</td></tr> <tr> <td>9.</td><td>B. Com</td><td>1st and 2nd</td><td>2025</td><td>01:30pm to 02:00pm</td></tr> <tr> <td>10</td><td>BCA</td><td>1st and 2nd</td><td>2025</td><td>02:00pm to 02:30pm</td></tr> </tbody> </table>	S. No	Name of the Programme	Approval of Scheme for Semester	Applicable w.e.f. admission Batch	Time	1.	B. Tech (COE)	5 th and 6 th	2023	09:30am to 10:00am	2.	B.SC (Fashion Design)	3 rd to 4 th	2024	10:00am to 10:30am	3.	BBA	3 rd to 4 th	2024	10:30am to 11:00am	4.	B. Com	3 rd to 4 th	2024	11:00am to 11:30am	5.	BCA	3 rd to 4 th	2024	11:30am to 12:00pm	6.	B. HMCT	3 rd to 4 th	2024	12:00pm to 12:30pm	7.	B. Tech (All Branches)	1 st and 2 nd	2025	12:30pm to 01:00pm	8.	BBA	1 st and 2 nd	2025	01:00pm to 01:30pm	9.	B. Com	1 st and 2 nd	2025	01:30pm to 02:00pm	10	BCA	1 st and 2 nd	2025	02:00pm to 02:30pm	Academic Coordinators	
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Upain
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

