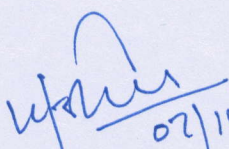
 <b>AMRITSAR</b> GROUP OF COLLEGES <small>NAAC Grade "A" 3<sup>rd</sup> Cycle Under Autonomous Category</small>   <small>Autonomous College (Since 2014) Conferred by UGC</small>	<b>Circular</b> (14 <sup>th</sup> Meeting of Academic Committee)	<b>Office of the Dean Academic Affairs</b>
	DAA/AGC/2024/193      Date: 07.11.2024	

Meeting of all the Academic Committee is schedule as below:



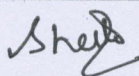
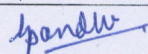
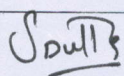

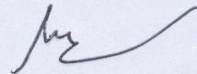


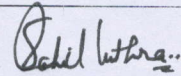

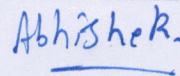


**Date** : 07<sup>th</sup> November, 2024  
**Time** : 02:00 pm  
**Venue** : Office of the Dean Academic Affairs,

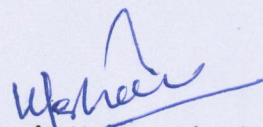
**Agenda:**

- Follow -up of previous meeting Dated 08<sup>th</sup> October 2024.
- Conduct of internal reappear exams (theory and practical)
- Pattern of question papers for test and assignment for reappear exams (theory)
- Syllabus coverage report
- Conduct of MST-II as rehearsal for End Semester Exams

  
 07/11/2024  
**Dr. Upam Kumar Bhatia**  
 (Dean Academic Affairs)



<div><div><div><div></div><div></div></div><div>AMRITSAR</div><div>GROUP OF COLLEGES</div><div><div>NAAC Grade "A" 3<sup>rd</sup> Cycle</div><div>Autonomous College</div><div><div>Under Autonomous Category</div><div>(Since 2014) Confirmed by UGC</div></div></div></div></div>		Attendance of Academic Committee		Office of the Dean Academic Affairs
Date: 07.11.2024				
Sr. No	Department	Name	Contact Numbers	Signature
1	DY. Dean Academic Affairs	Dr. Sachin Khurana	98724 03151	
2	DY. Dean Academic Affairs	Ms. Tejinder Sharma	9878717667	
3	Applied Sciences	Ms. Sheetu Sharma	8054734600	
4	Management Studies	Ms. Gurveen Kaur	9501117076	
5	Fashion Design	Ms. Sanjana	8054321758	
6	Civil Engineering	Er. Vijay Sai	9877400262	
7	Mechanical Engineering	Er. Jagjit Singh	9815078589	
8	Computer Science & Engineering	Ms. Neha Chadha	8699322906	
9	Electrical Engineering	Mr. Bimal Kumar	9815511810	
10	Computer Application	Mr. Sahil Luthra	8558986286	
11	Pharmaceutical Sciences	Dr. Neetu Verma	9872072650	
12	Hotel Management	Mr. Abhishek Kundra	9781448479	
13	Paramedical Sciences	Ms. Rifat Yusuf	9103117020	
14	Agriculture	Mr. Aagyapal Singh	8288828819	

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



**Minutes of 14<sup>th</sup> Meeting of  
Academic Committee  
held on 07<sup>th</sup> November, 2024**

**Office of the  
Dean Academics Affairs**

**DAA/AGC/2024/195      Date: 08.11.2024**

<b>Meeting Date &amp; Time</b>	07 <sup>th</sup> November, 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>	08 <sup>th</sup> November, 2024	<b>Meeting Title</b>	Academic Coordinator
<b>Mo M Drafted by</b>	Ms. Neha	<b>Next Meeting Date &amp; Time</b>	12.11.2024

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



S. No.	Agenda	Decision	Responsibility	Deadline
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**DISCUSSION**

**The following Agenda were discussed during the Academic Committee Meeting**

- Internal reappear exams shall be conducted after MST-II along with Internal upgradation Tests.
- Schedule of Internal Reappear Exams may be prepared by Academic Coordinators and circulated among the concerned students.
- Internal reappear exams shall be in the form of one Test and one Assignment.
- Attendance component of the Internal awards shall be retained as per regular semester.
- The following table may be referred.

Component of Internal Reappear Exam (Theory)	Percent of Internal weightage	
	2023 admitted batch and earlier	2024 admitted batch and onwards
Test	60%	60%
Assignment	40%	20%
Attendance	—	20%

Component of Internal Reappear Exam (Practical)	Percent of Internal weightage	
	2023 admitted batch and earlier	2024 admitted batch and onwards
Continuous/ Evaluation/ file & Viva Voce	100%	80%
Attendance	—	20%

14.1

**Conduct of internal reappear exams (theory and practical)**



		<table><tr><th rowspan="2">Component of External Assessment</th><th colspan="2">Percent of Internal weightage</th></tr><tr><th>2023 admitted batch and earlier</th><th>2024 admitted batch and onwards</th></tr><tr><td>Conduct of Experiment, Viva Voce, File</td><td>100%</td><td>100%</td></tr></table>	Component of External Assessment	Percent of Internal weightage		2023 admitted batch and earlier	2024 admitted batch and onwards	Conduct of Experiment, Viva Voce, File	100%	100%		
Component of External Assessment	Percent of Internal weightage											
	2023 admitted batch and earlier	2024 admitted batch and onwards										
Conduct of Experiment, Viva Voce, File	100%	100%										
14.2	Pattern of question papers for test and assignment for reappear exams (theory)	<ul style="list-style-type: none"><li>• Pattern of Question paper for test may be adopted as below<ul style="list-style-type: none"><li>--- Section- A shall comprise of six questions of one mark each. Selecting one question from each CO.</li><li>--- Section-B shall comprise of six questions of 3 marks each. Selecting one question from each CO.</li><li>---For 1mark questions, student is expected to write equivalent to 2 marks question of End Semester Exam/ MSTs.</li><li>---For 3 marks question student is expected to write equivalent to 4 marks question of MST or 6 marks question of ESE.</li><li>---Duration of Internal Reappear Test shall be two hours.</li></ul></li><li>• Pattern of Assignment shall be same as of the Test mentioned above.</li></ul>										
14.3	Syllabus coverage report	<ul style="list-style-type: none"><li>• All the Academic Coordinators shall submit the syllabus coverage report for 2nd year onwards to the office of Dean Academic Affairs.</li><li>• The report shall be duly signed by Faculty members, Academic Coordinators &amp; Head of the Department.</li></ul>	Academic Coordinators	12.11.2024								
14.4	Conduct of MST-II as rehearsal for End Semester Exams	<ul style="list-style-type: none"><li>• All the academic coordinators have established the examination Centre for the conduct of MST-II in line with the instructions from Controller of Examination.</li><li>• On request the Academic Coordinators, the Control of Examination is requested to arrange a meeting with all the academic coordinators for clarification of doubts/ further instructions for the conduct of End Semester Examination</li></ul>										

*Upain Kumar Bhatia*  
08/11/2024  
Dr. Upain Kumar Bhatia  
(Dean Academic Affairs)



