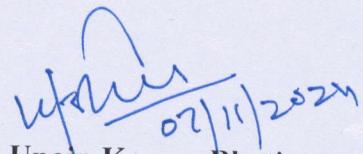


Meeting of all the Academic Committee is schedule as below:

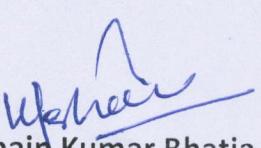
Date : 07th November, 2024
Time : 02:00 pm
Venue : Office of the Dean Academic Affairs,

Agenda:

- Follow -up of previous meeting Dated 08th 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)

Sr. No	Department	Name	Contact Numbers	Signature
1	DY. Dean Academic Affairs	Dr. Sachin Khurana	98724 03151	<u> </u>
2	DY. Dean Academic Affairs	Ms. Tejinder Sharma	9878717667	<u> </u>
3	Applied Sciences	Ms. Sheetu Sharma	8054734600	<u>Sheetu</u>
4	Management Studies	Ms. Gurveen Kaur	9501117076	<u>Gurveen</u>
5	Fashion Design	Ms. Sanjana	8054321758	<u>Sanjana</u>
6	Civil Engineering	Er. Vijay Sai	9877400262	<u> </u>
7	Mechanical Engineering	Er. Jagjit Singh	9815078589	<u>Jagjit Singh</u>
8	Computer Science & Engineering	Ms. Neha Chadha	8699322906	<u>Neha</u>
9	Electrical Engineering	Mr. Bimal Kumar	9815511810	<u>Bimal</u>
10	Computer Application	Mr. Sahil Luthra	8558986286	<u>Sahil Luthra</u>
11	Pharmaceutical Sciences	Dr. Neetu Verma	9872072650	<u>Neetu</u>
12	Hotel Management	Mr. Abhishek Kundra	9781448479	<u>Abhishek</u>
13	Paramedical Sciences	Ms. Rifat Yusuf	9103117020	<u>Rifat</u>
14	Agriculture	Mr. Aagyapal Singh	8288828819	<u> </u>


Dr. Upain Kumar Bhatia
Dean Academic Affairs

Meeting Date & Time	07 th November, 2024 & 02:00pm – 03:00pm	Meeting Location	Office of Dean Academic Affairs
Meeting Organizer	Dr. Upain Kumar Bhatia	Chairperson	Dr. Upain Kumar Bhatia
Minutes Drafted on Date	08 th November, 2024	Meeting Title	Academic Coordinator
Mo M Drafted by	Ms. Neha	Next Meeting Date & Time	12.11.2024

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

S. No.	Agenda	Decision	Responsibility	Deadline
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DISCUSSION

The following Agenda were discussed during the Academic Committee Meeting

14.1	Conduct of internal reappear exams (theory and practical)	<ul style="list-style-type: none"> 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. 	<table border="1"> <thead> <tr> <th rowspan="2">Component of Internal Reappear Exam (Theory)</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> </thead> <tbody> <tr> <td>Test</td><td>60%</td><td>60%</td></tr> <tr> <td>Assignment</td><td>40%</td><td>20%</td></tr> <tr> <td>Attendance</td><td>—</td><td>20%</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th rowspan="2">Component of Internal Reappear Exam (Practical)</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> </thead> <tbody> <tr> <td>Continuous/ Evaluation/ file & Viva Voce</td><td>100%</td><td>80%</td></tr> <tr> <td>Attendance</td><td>—</td><td>20%</td></tr> </tbody> </table>	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%
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Attendance	—	20%																										

		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"> Pattern of Question paper for test may be adopted as below <ul style="list-style-type: none"> Section- A shall comprise of six questions of one mark each. Selecting one question from each CO. Section-B shall comprise of six questions of 3 marks each. Selecting one question from each CO. For 1mark questions, student is expected to write equivalent to 2 marks question of End Semester Exam/ MSTs. For 3 marks question student is expected to write equivalent to 4 marks question of MST or 6 marks question of ESE. Duration of Internal Reappear Test shall be two hours. Pattern of Assignment shall be same as of the Test mentioned above. 					
14.3	Syllabus coverage report	<ul style="list-style-type: none"> All the Academic Coordinators shall submit the syllabus coverage report for 2nd year onwards to the office of Dean Academic Affairs. The report shall be duly signed by Faculty members, Academic Coordinators & Head of the Department. 	Academic Coordinators	12.11.2024			
14.4	Conduct of MST-II as rehearsal for End Semester Exams	<ul style="list-style-type: none"> All the academic coordinators have established the examination Centre for the conduct of MST-II in line with the instructions from Controller of Examination. 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 					

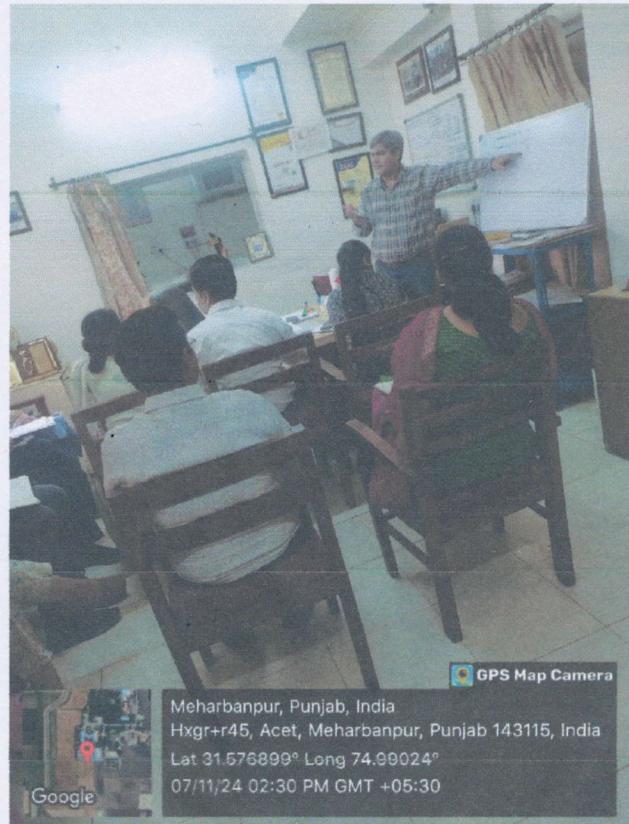
Upain Kumar Bhatia
08/11/2024
Dr. Upain Kumar Bhatia
(Dean Academic Affairs)



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