 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle under Autonomous Category</small>	Circular (Meeting of Academic Coordinator) DAA/AGC/2024/081 Date: 08th May 2024	Office of the Dean Academic Affairs
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Meeting of all the Academic Coordinators is schedule in the office of **Dean Academic Affairs**, today, as per following schedule.


Date: 08th May 2024

Time: 03:00 pm

Venue: Office of Dean Academic Affairs

Agenda:

- Follow-up of previous meeting Dated 06th April 2024
- Uploading of awards of MST- II, Assignment-II and IUTs
- Marking of detaining
- Eligibility of IUTs
- Scaling of Internal Awards
- Issuing of Admit Cards
- Summer Training and Industrial Training
- Schedule of Next Meeting


Tejinder Sharma
DY. Dean Academic Affairs


Dr. Upain Kumar Bhatia
(Dean Academic Affairs)
08/05/2024

1/2 cup of ...
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1/2 cup of ...
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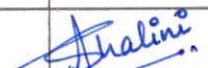





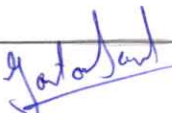
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Date: - 08/05/2024

Sr. No	Department	Name	Contact No.	Signature
1	Applied Sciences	Ms. Sheetu Sharma	8054734600	
2	Management Studies	Ms. Gurveen Kaur	9501117076	
3	Agriculture	Ms. Shalini Thakur	9988134058	
4	Fashion Design	Ms. Sanjana	8054321758	
5	Civil Engineering	Er. Vijay Sai	9877400262	
6	Mechanical Engineering	Er. Vijay Sai	9877400262	
7	Computer Science	Ms. Neha Chadha	8699322906	
8	Electrical Engineering	Mr. Bimal Kumar	9815511810	
9	Computer Application	Mr. Sahil Luthra	8558986286	
10	Pharmaceutical Sciences	Ms. Neetu Verma	9872072650	
		Ms. Lovneet Kaur	9915920156	
11	Hotel Management	Mr. Gautam Sodhi	9803846947	


08/05/24
Dr. Upain Kumar Bhatia
Dean Academic Affairs

Attendance of Academic Consultants

Date	Name	Topic
1/15/78	Dr. J. H.
1/22/78	Dr.
1/29/78	Dr.
2/5/78	Dr.
2/12/78	Dr.
2/19/78	Dr.
2/26/78	Dr.
3/5/78	Dr.
3/12/78	Dr.
3/19/78	Dr.
3/26/78	Dr.
4/2/78	Dr.
4/9/78	Dr.
4/16/78	Dr.
4/23/78	Dr.
4/30/78	Dr.
5/7/78	Dr.
5/14/78	Dr.
5/21/78	Dr.
5/28/78	Dr.
6/4/78	Dr.
6/11/78	Dr.
6/18/78	Dr.
6/25/78	Dr.


Dr. J. H. ...
 Director of Academic Affairs

Meeting Date & Time	08 th May,2024 & 03:00pm – 04:00pm	Meeting Location	Office of Dean Academic Affairs
Meeting Organizer	Dr. Upain Kumar Bhatia	Chairperson	Dr. Upain Kumar Bhatia
Minutes Drafted on Date	09 th May,2024	Meeting Title	Academic Coordinator
Mo M Drafted by	Ms. Neha	Next Meeting Date & Time	15 th May 2024

To following attended the meeting	The following could not attend the meeting
Dr. Upain Kumar Bhatia Ms. Neetu Verma Ms. Sheetu Sharma Ms. Gurveen Kaur Ms. Shalini Thakur Ms. Sanjana Er. Vijay Sai Mr. Bimal Kumar Mr. Sahil Luthra Mr. Gautam Sodhi	Ms. Neha Chadha Ms. Lovneet Kaur Ms. Tejinder Sharma

S. N.	Agenda	Decision	Responsibility	Deadline
DISCUSSION				
The following Agenda were discussed during the Academic Coordinators Meeting				
1.1	IUTs, MST-II, Assignment-II	All the Academic Coordinators are required to upload the awards of IUTs, MST-II, Assignment-II	All Academic Coordinators	24.05.2024
1.2	Marking of Detaining	Extra Classes to be conducted upto 14.05.2024	All Academic Coordinator	
		• Attendance Compilation	All Academic Coordinator	15.05.2024
		• Mark of Detainees on AGC LMS after discussion with Principal AGC	All Academic Coordinator	16.05.2024
		• Issue Admit Cards to students	All Academic Coordinator	17.05.2024
1.3	Eligibility for IUTs	Include provision for sports & Medical <ul style="list-style-type: none"> Policy of participation in sports <ul style="list-style-type: none"> DSA 5 % HOD – 10% Sports In charge- 10% Principal AGC – 50 % Policy for Medical <ul style="list-style-type: none"> HOD- 15% DAA – 10% Principal AGC – 25% If attendance still <60% the student is not eligible for IUTs	All Academic Coordinator	

1.4	Scaling of Internal Awards	Scaling of Internal Awards by Heads to be done only with permission of Principal Sir & DAA	HODs and All Academic Coordinator	
1.5	Summer Training	<ul style="list-style-type: none"> • Summer Training to be conducted w. e. f 03.06.2024 (upto 6weeks duration) • List of students proceeding for Summer Training to be shared with Dean (T&P) and Chief Warden 		
1.6	Industrial Training	<ul style="list-style-type: none"> • Industrial Training to be undertaken by students during 03.06.2024 to 20.11.2024 List of students proceeding for Industrial training to be shared with Dean (T&P) and chief warden 		


Tejinder Sharma
DY. Dean Academic Affairs


Dr. Upain Kumar Bhatia
(Dean Academic Affairs)
09/05/2024

Cc: Principal to AGC
All Academic Coordinator
Office File

Minutes of the 10th Annual Meeting of the Board of Directors of the American Association of University Professors, held on July 1, 1934.

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1. Report of the President	2. Report of the Secretary	3. Report of the Treasurer	4. Report of the Committee on the Status of the Profession	5. Report of the Committee on the Status of the Faculty	6. Report of the Committee on the Status of the Student	7. Report of the Committee on the Status of the Teacher	8. Report of the Committee on the Status of the Researcher	9. Report of the Committee on the Status of the Administrator	10. Report of the Committee on the Status of the Librarian
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