

Meeting of all the Academic Coordinators is schedule in the office of **Dean Academic Affairs**, today, as per following schedule.

**Date:** 08<sup>th</sup> May 2024

**Time:** 03:00 pm

**Venue:** Office of Dean Academic Affairs

**Agenda:**

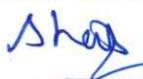
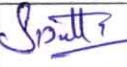
- Follow-up of previous meeting Dated 06<sup>th</sup> April 2024
- Uploading of awards of MST- II, Assignment-II and IUTs
- Marking of detaining
- Eligibility of IUTs
- Scaling of Internal Awards
- Issuing of Admit Cards
- Summer Training and Industrial Training
- Schedule of Next Meeting

  
Tejinder Sharma  
DY. Dean Academic Affairs

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



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	

  
Dr. Upain Kumar Bhatia  
Dean Academic Affairs



<b>Meeting Date &amp; Time</b>	08 <sup>th</sup> May, 2024 & 03:00pm – 04:00pm	<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>	09 <sup>th</sup> May, 2024	<b>Meeting Title</b>	Academic Coordinator
<b>Mo M Drafted by</b>	Ms. Neha	<b>Next Meeting Date &amp; Time</b>	15 <sup>th</sup> 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
<b>DISCUSSION</b>				
<b>The following Agenda were discussed during the Academic Coordinators Meeting</b>				
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	<p>Extra Classes to be conducted upto 14.05.2024</p> <ul style="list-style-type: none"> <li>Attendance Compilation</li> </ul> <ul style="list-style-type: none"> <li>Mark of Detainees on AGC LMS after discussion with Principal AGC</li> </ul> <ul style="list-style-type: none"> <li>Issue Admit Cards to students</li> </ul>	All Academic Coordinator  All Academic Coordinator  All Academic Coordinator  All Academic Coordinator	15.05.2024  16.05.2024  17.05.2024
1.3	Eligibility for IUTs	<p>Include provision for sports &amp; Medical</p> <ul style="list-style-type: none"> <li>Policy of participation in sports DSA 5 % HOD – 10% Sports In charge- 10% Principal AGC – 50 %</li> <li>Policy for Medical HOD- 15% DAA – 10% Principal AGC – 25%</li> </ul> <p>If attendance still &lt;60% the student is not eligible for IUTs</p>	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"> <li>Summer Training to be conducted w. e. f 03.06.2024 (upto 6weeks duration)</li> <li>List of students proceeding for Summer Training to be shared with Dean (T&amp;P) and Chief Warden</li> </ul>		
1.6	Industrial Training	<ul style="list-style-type: none"> <li>Industrial Training to be undertaken by students during 03.06.2024 to 20.11.2024</li> <li>List of students proceeding for Industrial training to be shared with Dean (T&amp;P) and chief warden</li> </ul>		

  
Tejinder Sharma  
DY. Dean Academic Affairs

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

Cc: Principal to AGC  
All Academic Coordinator  
Office File

