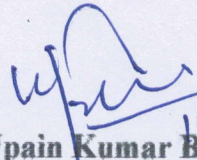
 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College Under Autonomous Category (Since 2014) Certified by UGC</small>	Circular (11th Meeting of Academic Coordinators)	Office of the Dean Academic Affairs
	DAA/AGC/2024/ 164 Date: 10 .09. 2024	

Meeting of all the Academic Coordinators is schedule as below:

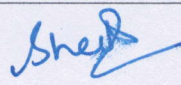
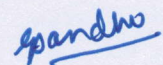
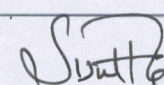
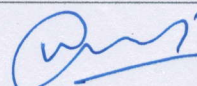
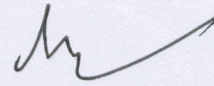

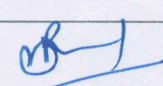
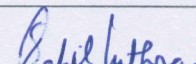



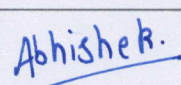

Date : 10th September, 2024
Time : 02:30 pm
Venue : Office of the Dean Academic Affairs,

Agenda:

- Follow -up of previous meeting Dated 30th August 2024.
- Question banks of subjects offered through SWAYAM.
- Brief details of activities to be sent to IAC.
- Compilation of MST-I
 - Record of MSTs in offline & online mode.
 - Record of external practical in offline & online mode.
 - Inclusion of students in the cut list.
 - Quality check of question papers by respectively HODs.
 - Date Sheet and question papers of MST-I to be submitted to the office of DAA.
- Status of Date-Sheet for regular end semester examination.
- 1st Year Final exams- Question papers through examination portal.
- Status of new subjects assign on examination portal.
- Assignment for 1st Year students.
- Uploading of assignments & MST awards of 2nd year onwards.
- Start of MSTs for 1st Year students.
- Status of new Study Schemes to be uploaded on ptudocs.com.


Dr. Upain Kumar Bhatia
 (Dean Academic Affairs)
 10/09/24

Date: 10.09.2024

Sr. No	Department	Name	Contact Numbers	Signature
1	Applied Sciences	Ms. Sheetu Sharma	8054734600	
2	Management Studies	Ms. Gurveen Kaur	9501117076	
3	Fashion Design	Ms. Sanjana	8054321758	
4	Civil Engineering	Er. Vijay Sai	9877400262	
5	Mechanical Engineering	Er. Jagjit Singh	9815078589	
6	Computer Science	Ms. Neha Chadha	8699322906	
7	Electrical Engineering	Mr. Bimal Kumar	9815511810	
8	Computer Application	Mr. Sahil Luthra	8558986286	
9	Pharmaceutical Sciences	Dr. Neetu Verma	9872072650	
		Ms. Lovneet Kaur	9915920156	
10	Hotel Management	Mr. Gautam Sodhi	9803846947	
		Mr. Abhishek Kundra	9781448479	
11	Paramedical Sciences	Ms. Rifat Yusuf	9103117020	


Dr. Upain Kumar Bhatia
Dean Academic Affairs

10/09/2024

**Minutes of 11th Meeting of
Academic Coordinators
held on 10th September, 2024**

**Office of the
Dean Academics Affairs**

DAA/AGC/2024/166 Date: 11.09.2024

Meeting Date & Time	10 th September, 2024 & 02:30pm – 04:00pm	Meeting Location	Office of Dean Academic Affairs
Meeting Organizer	Dr. Upain Kumar Bhatia	Chairperson	Dr. Upain Kumar Bhatia
Minutes Drafted on Date	11 th September, 2024	Meeting Title	Academic Coordinator
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 Ms. Gurveen Kaur Mr. Bimal Kumar Mr. Sahil Luthra Ms. Sanjana Dutta Er. Jagjit Singh Mr. Abhishek Kundra Ms. Rifat Yousuf Er. Vijay Sai Ms. Neha Chadha	Ms. Lovneet Kaur Dr. Neetu Verma Mr. Gautam Sodhi

S. No.	Agenda	Decision	Responsibility	Deadline
DISCUSSION				
The following Agenda were discussed during the Academic Coordinators Meeting				
11.1	Question banks of subjects offered through SWAYAM	<ul style="list-style-type: none"> To be discussed with Principal Sir 		
11.2	Brief Details of activities to be sent to IAC	<ul style="list-style-type: none"> The activities which are to be conducted under the office of Dean Academic Affairs the brief information of the event is required to be submitted before the commencement of the event and complete report of the same along with required annexures to be submitted to IAC within 10 days of the event. Role of each academic coordinator will be decided in the preceding meeting of academic committee. 	Academic Coordinators	
11.3	Compilation of MST-I			
11.3.1	Record of MSTs in offline & online mode	<ul style="list-style-type: none"> List of subject with subject-code and the mode in which the MSTs was conducted is required to be submitted to the under assigned office. 	All Academic Coordinators	19.09.2024
11.3.2	Record of external practical in offline & online mode	<ul style="list-style-type: none"> List of subject with subject-code and the mode in which the External Practical was conducted is required to be submitted to the under assigned office 	All Academic Coordinators	19.09.2024
11.3.3	Inclusion of students in the cut list	<ul style="list-style-type: none"> All Academic Coordinator to ensure that the students, other than those included in cut list available on LMS, if permitted for MSTs, must be added in the cut list through LMS coordinator Er. Jagdeep Singh. Without this, teachers will not be able to upload their MST awards. 	All Academic Coordinators	25.09.2024
11.3.4	Quality check of question papers by respectively HODs	<ul style="list-style-type: none"> HODs are requested to check the quality of MST-I question papers set by their faculty. If certain improvement is required that is to be done in the MST-II. Instructions in this regards should be issued in writing. 		
11.3.5	Date Sheet and Question Papers of MST-I to be submitted in the	<ul style="list-style-type: none"> Date Sheet and Question Papers of MST-I in the sent format is to be submitted in the office of DAA. 	Academic Coordinators	20.09.2024

11.4	Status of Date- Sheet for regular and end semester examination	<ul style="list-style-type: none"> Date Sheets shall be revised after the instructions from Principal AGC.. 	All Academic Coordinators	
11.5	1 st Year final exams- Question papers through examination portal	<ul style="list-style-type: none"> The question papers for the 1st Year End Semester Examination will be generated through the examination portal. Coordinators are requested to ensure up- dation of the question banks on the examination portal. 	All concerned Faculty Members	30.09.2024
11.6	Status of new subjects assign on examination portal	<ul style="list-style-type: none"> All the Academic Coordinators to ensure that new subject (if any) are timely assigned to the concerned faculty through the respective HODs. 	All HODs	Uploading of Question Banks to be completed by 30.09.2024
11.7	Assignments for 1 st Year students	<ul style="list-style-type: none"> A comprehensive assignment of 48 question needs to be shared with all the students of 1st Year. Faculty can give the assignment comprising of the 9 questions to all the students if they cannot identifying the level of learning of the students. 	All Faculty members	—
11.8	Uploading of assignments & MST awards of 2 nd year onwards	<ul style="list-style-type: none"> Uploading of assignments & MST awards of 2nd year onwards is required to be done by 25th September, 2024. 	All Faculty members	25.09.2024
11.14	Start of MSTs for 1 st Year students	<ul style="list-style-type: none"> Start of MSTs for 1st year students on 23rd September, 2024. Heads to make necessary arrangements. 	All concerned Heads & Academic Coordinator	—
11.15	Status of new study schemes to be uploaded on ptudocs.com	<ul style="list-style-type: none"> New study schemes to be provided in the prescribed format in soft (XLS) form as well as hard copy signed by Head of Department. 	Ms. Tejinder Sharma & Dr. Sachin Khurana	

Tejinder Sharma
10/9/2024
Ms. Tejinder Sharma
DY. Dean Academic Affairs

Upain Kumar Bhatia
11/09/2024
Dr. Upain Kumar Bhatia
(Dean Academic Affairs)