
 <b>AMRITSAR</b> <b>GROUP OF COLLEGES</b> <small>NAAC Grade "A" 3<sup>rd</sup> Cycle  Autonomous College  (Grade 2014) Certified by UGC</small>	<b>Circular</b> (23 <sup>rd</sup> Meeting of Academic Committee)	<b>Office of the Dean Academic Affairs</b>
	<b>DAA/AGC/2025/148</b> <b>Date: 13.02.2025</b>	

Meeting of all the Academic Committee will be schedule as below:

**Date** : 13<sup>th</sup> February, 2025  
**Time** : 02:00 pm  
**Venue** : Office of the Dean Academic Affairs

**Agenda:**

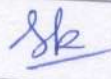
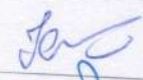
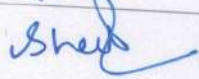


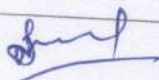
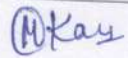
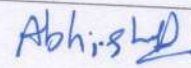

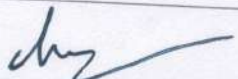
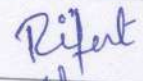

- Follow- up of previous meeting Dated 21<sup>st</sup> January 2025.
- List of Students for I card.
- Discipline in the college premises
- Suggestions- How to improve End Semester results for May 2025.
- Course Alignment --
  - Employability, Skill and entrepreneurship
  - Ethics and sustainability.
  - Content categorization (P, E, PS)
  - Value added course and life skills.
  - Inclusion of Gender sensitization activities in a course.
  - NEP integration in various programmes.
- External exam for non- credit courses for formal assessment.
- Learning level assessment for students.
- Programmes to cater diverse need of slow, medium and advance learners.
- Adherence to academic calendar (Record for 2024-25).
- Maintaince of Machinery and equipment (Files and Registered).
- Athletic meet (13.02.2025,14.02.2025)
- Schedule of meetings of Academic committee.
- Individual time Table of Academic Coordinators.
- Any other agenda with the permission of the Chair.


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

**Attendance of Academic Committee**

Date: 13.02.2025

**Office of the  
Dean Academic Affairs**

Sr. No	Department	Name	Contact Numbers	Signature
1	DY. Dean Academic Affairs	Dr. Sachin Khurana	9872403151	
2	DY. Dean Academic Affairs	Ms. Tejinder Sharma	9878717667	
3	Applied Sciences	Ms. Sheetu Sharma	8054734600	
4	Civil Engineering	Er. Vijay Sai	9877400262	
5	Computer Application	Mr. Sahil Luthra	8558986286	—
6	Computer Science & Engineering	Ms. Neha Chadha	8699322906	
7	Electrical Engineering	Mr. Bimal Kumar	9815511810	
8	Fashion Design	Ms. Sanjana Harjinder Kaur	8054321758	
9	Hotel Management	Mr. Abhishek Kundra	9781448479	
10	Management Studies	Ms. Gurveen Kaur	9501117076	
11	Mechanical Engineering	Er. Jagjit Singh	9815078589	
12	Paramedical Sciences	Ms. Rifat Yusuf	9103117020	
13	Pharmaceutical Sciences	Ms. Sofia	8360510488	
		Mr. Balwinder Singh	7807205763	—
14	Agriculture	Mr. Aagyapal Singh	8288828819	—

  
13/02/2025  
Dr. Upain Kumar Bhatia  
Dean Academic Affairs



**Minutes of 23<sup>rd</sup> Meeting of  
Academic Committee  
held on 13<sup>th</sup> February, 2025**

**AGC/DAA/ 2025/ 184      Date: 18.03.2025**

**Office of the  
Dean Academics Affairs**

<b>Meeting Date &amp; Time</b>	13 <sup>th</sup> February, 2025 & 02:00pm – 03:30pm	<b>Meeting Location</b>	Office of the Dean Academic Affairs
<b>Meeting Organizer</b>	Dr. Upain Kumar Bhatia	<b>Chairperson</b>	Dr. Upain Kumar Bhatia
<b>Minutes Drafted on Date</b>	14 <sup>th</sup> February, 2025	<b>Meeting Title</b>	Academic Committee
<b>Mo M Drafted by</b>	Ms. Neha	<b>Next Meeting Date &amp; Time</b>	

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



S. No.	Agenda	Decision	Responsibility	Deadline
<b>DISCUSSION</b>				
The following Agenda were discussed during the Academic Committee Meeting				
23.1	List of Students for I Card	<ul style="list-style-type: none"> <li>Department Heads should send the complete list of students with all the records required for issuing the Identity Cards. They should also keep record of the students who have been issued their Identity cards and who are left. The XL format was also discussed &amp; Shared in the meeting.</li> </ul>		
23.2	Discipline in the college premises	<ul style="list-style-type: none"> <li>In order to maintain discipline in the college, All the students are required to carry their Identity card within the campus throughout the day. Any student without Identity Card shall not be allowed to enter in the college premises.</li> <li>If a student is suspended due to any act of indiscipline or otherwise, He/She shall not be allowed to enter the college premises till the suspension is revoked. Defaulters will be treated with strict disciplinary action(s) including expulsion from the college.</li> </ul>		
23.3	Suggestion- How to improve End Semester results for May 2025	<ul style="list-style-type: none"> <li>All the academic coordinators are requested to suggest How to improve ESE results of May-2025. Discussion on this agenda will be made in the next (24th) meeting of the academic committee.</li> </ul>	Academic coordinators	27 <sup>th</sup> February
23.4	Course Alignment	<ul style="list-style-type: none"> <li>All the Academic Coordinators are requested to provide the record of course alignment for the year 2024-25 in the following sub heads. <ul style="list-style-type: none"> <li>Employability, Skill and entrepreneurship</li> <li>Ethics and sustainability</li> <li>Content categorization (P, E, PS)</li> <li>Alue added course and life skills.</li> <li>Inclusion of Gender sensitization activities in a course</li> </ul> </li> </ul>	Academic coordinators	
23.5	External exam for non- credit courses for formal assessment.	<ul style="list-style-type: none"> <li>The academic coordinators shall note that the Non-credit courses shall be evaluated in End Semester Examination from May-2025 onwards. Accordingly, they should get it approved through their respective Board of Studies. <ol style="list-style-type: none"> <li>Examination duration : 3 hours</li> <li>Maximum Marks : 60</li> <li>Passing Marks : 24</li> <li>Final result : Satisfactory/ Unsatisfactory</li> </ol> </li> </ul>	All Academic Coordinators	
23.6	Learning level assessment for students	<ul style="list-style-type: none"> <li>Academic Coordinators should identity some more ways to assess the learning levels of students and compare with Present assessment on the basis of performance in MSTs / Lab evaluations and class performance during labs/ lectures etc. Detailed discussion will be held in a separate meeting</li> </ul>	All Academic Coordinators	



23.7	Programmes to cater diverse need of slow, medium and advance learners	<ul style="list-style-type: none"> <li>On the basis of the outcome of discussion, (to be held in separate meeting as mentioned in point no.6 above) the Programmes to cater to the needs of slow/medium/Advanced learners shall also be decided in a separate meeting. Academic coordinators will be required to explore at their end and present during the meeting.</li> </ul>		
23.8	Adherence to academic calendar (Record for 2024-25)	<ul style="list-style-type: none"> <li>Academic Coordinators are required to submit the Academic notices of their department in support of the adherence to the Academic calendar for semester session July- Dec 2024.</li> </ul>		
23.9	Maintainance of Machinery and equipment (Files and Registered)	<ul style="list-style-type: none"> <li>Record of periodic maintainance of machinery &amp; equipment of Laboratories shall be maintained in uniform format in the college. The format was discussed &amp; finalized for putting up to Principal AGC for approval.</li> </ul>		
23.10	Athletic meet (13.02.2025, 14.02.2025)	<ul style="list-style-type: none"> <li>Athletic meet of AGC Amritsar will be held on 13-14 February 2025. Academic Schedule will be followed on both the days as per Academic calendar. The list of Participants on 13<sup>th</sup> February 2025 and list of finalists for 14<sup>th</sup> February 2025 shall be released by DSA. Heads to ensure that these students are marked present on AGC- LMS as per Time Table.</li> </ul>		
23.11	Schedule of meetings of Academic Coordinators	<ul style="list-style-type: none"> <li>Schedule of meetings of Academic Committee was discussed &amp; finalized. The meetings will be held on alternate Thursday at 02:00 pm. The circular of the meetings with the agenda points will be shared on or before the date of meeting. Additional meetings may also be conducted as per need.</li> </ul>		
23.12	Individual Time Table of Academic Coordinators	<ul style="list-style-type: none"> <li>Individual Time Table of the Academic coordinators to be submitted to the office of DAA for compilation on one page. The complied one [age time table will be shared in next meeting of the Academic Committee.</li> </ul>		

*Upain Kumar Bhatia*  
18/03/2025  
**Dr. Upain Kumar Bhatia**  
(Dean Academics Affairs)

Copy to: Principal (AGC) for information.  
Registrar (AGC)  
Controller of Examination  
All Heads of Academic Departments  
All Academic Coordinators  
Office File