

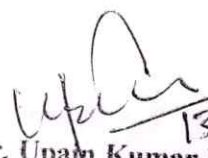
 AMRITSAR GROUP OF COLLEGES NAAC Grade "A" 3rd Cycle Autonomous College 19th Aug 2013 Categorized by UGC	Circular (8 th Meeting of Academic Coordinators)	Office of the Dean Academic Affairs
	DAA/AGC/2024/144 Date: 13 th August 2024	

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

Date : 13th August 2024
Time : 03:00 pm
Venue : Office of the Dean Academic Affairs,

Agenda:

- Follow -up of previous meeting Dated 02nd August 2024
- Felicitation Ceremony


13/08/24
Dr. Upam Kumar Bhatia
(Dean Academic Affairs)

Date: - 13/08/2024

Sr. No	Department	Name	Contact No.	Signature
1	Applied Sciences	Ms. Sheetu Sharma	8054734600	Sheetu
2	Management Studies	Ms. Gurveen Kaur	9501117076	Gurveen
3	Agriculture	Ms. Shalini Thakur	9988134058	Shalini
4	Fashion Design	Ms. Sanjana Manjinder Kaur	8054321758	Sanjana
5	Civil Engineering	Er. Vijay Sai	9877400262	Vijay Sai
6	Mechanical Engineering	Er. Jagjit Singh	9815078589	Jagjit Singh
7	Computer Science	Ms. Neha Chadha	8699322906	Neha Chadha
8	Electrical Engineering	Mr. Bimal Kumar	9815511810	Bimal Kumar
9	Computer Application	Mr. Sahil Luthra	8558986286	Sahil Luthra
10	Pharmaceutical Sciences	Ms. Neetu Verma	9872072650	Neetu Verma
		Ms. Lovneet Kaur	9915920156	Lovneet Kaur
11	Hotel Management	Mr. Gautam Sodhi	9803846947	Gautam Sodhi

Upain Kumar Bhatia
13/08/2024
Dr. Upain Kumar Bhatia
Dean Academic Affairs

DAA/AGC/2024/144 Date: 13.08.2024

Meeting Date & Time	13 th August, 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	13 th August, 2024	Meeting Title	Academic Coordinator
Mo M Drafted by	Ms. Neha	Next Meeting Date & Time	14.08.2024 & 03:00-04:00 pm

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 Ms. Manjinder Kaur Er. Vijay Sai Mr. Bimal Kumar Mr. Sahil Luthra Mr. Gautam Sodhi Ms. Lovneet Kaur Ms. Shalini Thakur Ms. Neha Chadha	Ms. Neetu Verma

S. No.	Agenda	Decision	Responsibility	Deadline
DISCUSSION				
The following Agenda were discussed during the Academic Coordinators Meeting				
1.1	Felicitation Ceremony	List of toppers prepared and communicated for printing of certificates. Printing certificates will be available by tomorrow 01:00 pm.	Er. Vijay Kumar	14.08.2024
		Flex banners are ready and will be collected by tomorrow 01:00 pm	Ms. Sanjana Dutta	14.08.2024
		Social media post by Evening (13.08.2024)	Ms. Neha Chadha	13.08.2024
		Sitting plan to be prepared after getting confirmation from the top performers for attending the felicitation Ceremony.	Mr. Bimal Kumar	14.08.2024 (01:00pm)
		Preparation for the Venue decoration	Ms. Sanjana Dutta	14.08.2024
		Checking of sound and audio-visual system.	Mr. Bimal Kumar & Ms. Sanjana Dutta	14.08.2024
		Uninterrupted power supply and working of AC's (to be communicated to Mr. Inderjit through law officer, Mr. Manish)	Ms. Tejinder Sharma	14.08.2024


Ms. Tejinder Sharma
DY. Dean Academic Affairs


13/08/24
Dr. Upam Kumar Bhatia
(Dean Academic Affairs)

Cc: Principal to AGC
All Academic Coordinator
Office File