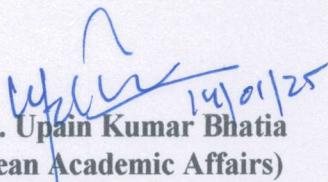


Meeting of all the Academic Committee will be schedule as below:

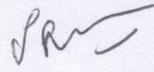
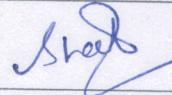
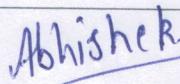
**Date** : 14<sup>th</sup> January, 2025  
**Time** : 02:00 pm  
**Venue** : Office of the Dean Academic Affairs

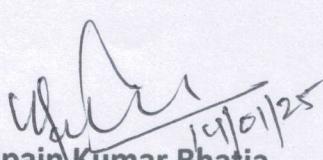
**Agenda:**

- Follow- up of previous meeting Dated 03<sup>rd</sup> January 2025.
- Flow of Time Table
- Date Sheet for Regular Examination of NE students starting 15.01.2025.
- Examination session timings.
- BoS Agenda- '**Passive Learning Credits**' – Comments & Suggestions of the experts.
- Environment related subject in 1<sup>st</sup> Year in online mode through SWAYAM.
- Felicitation Ceremony on 26.02.2025.
- AQAR (2023-24).
- Any other **agenda** with the permission of the Chair.

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

Date: 14.01.2025

| 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         | 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        | Dr. Neetu Verma     | 9872072650      |  |
| 14     | Agriculture                    | Mr. Aagyapal Singh  | 8288828819      |  |

  
Dr. Upain Kumar Bhatia  
Dean Academic Affairs

|                                |   |   |  |
|--------------------------------|---|---|--|
| <b>Meeting Date &amp; Time</b> | 14 <sup>th</sup> January, 2025<br>& 02:00pm – 03:00pm | <b>Meeting Location</b>                 | Office of the<br>Dean Academic Affairs |
| <b>Meeting Organizer</b>       | Dr. Upain Kumar Bhatia                                | <b>Chairperson</b>                      | Dr. Upain Kumar Bhatia                 |
| <b>Minutes Drafted on Date</b> | 21 <sup>st</sup> January, 2025                        | <b>Meeting Title</b>                    | Academic Committee                     |
| <b>Mo M Drafted by</b>         | Ms. Neha  | <b>Next Meeting<br/>Date &amp; Time</b> |  |

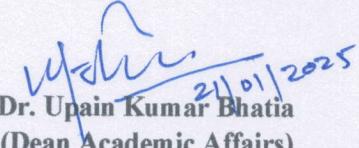
| <b>To following attended the meeting</b>  | <b>The following could not attend the meeting</b>   |
|---|---|
| <b>Dr. Upain Kumar Bhatia</b><br><b>Dr. Sachin Khurana</b><br><b>Ms. Tejinder Sharma</b><br><b>Ms. Sheetu Sharma</b><br><b>Er. Vijay Sai</b><br><b>Ms. Neha Chadha</b><br><b>Mr. Bimal Kumar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



21/01/25

| S. No.   | Agenda  | Decision  | Responsibility                    | Deadline |
|--|---|---|-----------------------------------|----------|
| <b>DISCUSSION</b>  |   |   |                                   |          |
| <b>The following Agenda were discussed during the Academic Committee Meeting</b> |   |   |                                   |          |
| 20.1   | <b>Flow of Time Table</b>   | <ul style="list-style-type: none"> <li>Time Table Coordinators shall strictly follow the Flow of Time Table for fixation of Faculty's Time slots, as decided in 19<sup>th</sup> Meeting of the Academic Committee held on 3<sup>rd</sup> January, 2025. The Time Table Coordinators who have violated this flow, causing clashes in the Time Table are required to revise the Time Table by today itself.</li> </ul>  | Concerned Time Table Coordinators |          |
| 20.2   | <b>Date Sheet for Regular Examination of NE students starting 15.01.2025</b>              | <ul style="list-style-type: none"> <li>The Date sheet for regular examination for the students who admitted after 15<sup>th</sup> September 2025 and not eligible students (after attending 100% special classes) shall be submitted in the Office of Dean Academic Affairs.</li> <li>Day wise and Subject wise cut list shall be submitted to the Office of the Dean Academic Affairs.</li> <li>Any other students (Pending DRCC cases, students of 1st Phase admissions whose University Roll No. arrived late in the college etc.) may also be included in the cut list.</li> </ul>  | All Academic Coordinators         |          |
| 20.3   | <b>Examination session timings</b>  | <ul style="list-style-type: none"> <li><b>Morning Session:-</b> 10:00 am to 01:00 pm.</li> <li><b>Evening Session:-</b> 01:30 pm to 04:30 pm</li> </ul>   | All Academic Coordinators         |          |
| 20.4   | <b>BoS Agenda - 'Passive learning Credits' - Comments &amp; Suggestion of the experts</b> | <ul style="list-style-type: none"> <li>The Academic Coordinators presented the comments and Suggestion of their BoS experts regarding inclusion of Passive Learning Credits in the Study Schemes. Following are the major outcomes of the discussion: <ol style="list-style-type: none"> <li>Weightage of attendance or internal awards for student's active participation in various activities may be considered instead of including Credits in the Study Scheme.</li> <li>Inclusion of the Credits for Passive Learning may be carried Subject to formulation and framing of an effective policy for evaluating the Passive Learning.</li> <li>Inclusion of Passive Learning Credits should be implemented for a fresh admitted batch or for the programme whose Study Scheme is under revision.</li> </ol> </li> </ul> |                                   |          |
| 20.5   | <b>Environment related subject in 1<sup>st</sup> Year in online mode through SWAYAM</b>   | <ul style="list-style-type: none"> <li>The online courses identified by the Academic Coordinators against the subject Environmental Sciences in various programmes were considered. None of the subjects was found to be matching with the desired content to be delivered. Hence, Environment related subjects in 1<sup>st</sup> Year shall be taught in classrooms as per traditional contact classes (Physical mode).</li> </ul>   |                                   |          |

|      |   |   |  |  |
|------|---|---|--|--|
| 20.6 | <b>Felicitation Ceremony 26.02.2025</b> | <ul style="list-style-type: none"> <li>• Felicitation Ceremony will be held on 26<sup>th</sup> January 2025 for the top performers for November 2024 Examination. Academic Coordinators shall prepare the list of toppers as soon as the results are declared by the examination branch.</li> </ul> |  |  |
| 20.7 | <b>AQAR (2023-24)</b>                   | <ul style="list-style-type: none"> <li>• Due to extension of submission of AQAR Dr. Sachin Khurana and Ms. Tejinder Sharma shall re-verify the details of criteria 1 and 2. Any changes, if needed shall be in corporate through departmental IQAC coordinators.</li> </ul>                         |  |  |

  
Dr. Upain Kumar Bhatia  
(Dean Academic Affairs)

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

