

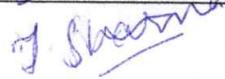
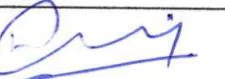
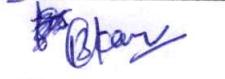
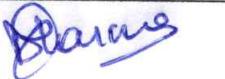
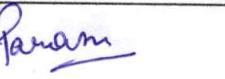
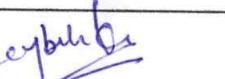
Meeting of all the Academic Committee will be schedule as below:

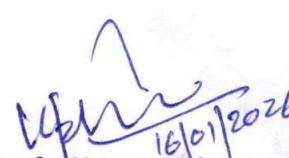
**Date** : 16<sup>th</sup> January, 2026  
**Time** : 03:30 pm  
**Venue** : Office of the Dean Academic Affairs

**Agenda:**

- Follow-up of previous meeting dated 04<sup>th</sup> December, 2025
- 41.1 Course Files
- 41.2 Attendance Uploading
- 41.3 Code of Conduct
- 41.4 Academic Audit (July-Dec 2025)
- 41.5 Convocation (2026)
- 41.6 Felicitation Ceremony
- 41.7 Any other agenda with the permission of the chair.

  
15/01/26  
**Dr. Upain Kumar Bhatia**  
(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	8054321758	
9	Hotel Management	Ms. Divya Sharma	9988071917	
10	Management Studies	Ms. Gurveen Kaur	9501117076	
11	Mechanical Engineering	Er. Jagjit Singh	9815078589	
12	Allied & Health Care	Ms. Rajbir Kaur	7814614138	
13	Pharmaceutical Sciences	Ms. Sofia	8360510488	

  
16/01/2026  
**Dr. Upain Kumar Bhatia**  
**Dean Academic Affairs**

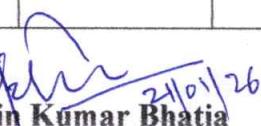
<b>Meeting Date &amp; Time</b>	16 <sup>th</sup> January, 2026 & 03:30pm – 04:30pm	<b>Meeting Location</b>	Office of the Dean Academic Affairs
<b>Meeting Organizer</b>	Dr. Upain Kumar Bhatia	<b>Chairperson</b>	Dr. Upain Kumar Bhatia
<b>Minutes Drafted on Date</b>	21 <sup>st</sup> January, 2026	<b>Meeting 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>
<p><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>Mr. Sahil Luthra</b>  <b>Ms. Neha Chadha</b>  <b>Mr. Bimal Kumar</b>  <b>Ms. Bhupinder Kaur (for Sanjana)</b>  <b>Ms. Divya Sharma</b>  <b>Mr. Paramjeet Singh (for Gurveen Kaur)</b>  <b>Er. Jagjit Singh</b>  <b>Ms. Rajbir Kaur</b>  <b>Ms. Sofia</b></p>	



21/01/26

S. No.	Agenda	Decision	Responsibility	Deadline
<b>DISCUSSION</b>				
<b>The following Agenda were discussed during the Academic Committee Meeting</b>				
41.1	Course Files	<p>Ensure that course files of all subjects in this semester are ready and include the following:</p> <ol style="list-style-type: none"> <li>1. Syllabus and Course outcomes of subjects</li> <li>2. CO-PO/PSO mapping</li> <li>3. Student's List</li> <li>4. Time Table</li> <li>5. Instruction Plan (Printed) , signed by Faculty</li> <li>6. Notes</li> </ol> <p>➤ Further updates shall be made with the semester progression.</p> <p>➤ Sr. No. 1 to 4 should be duly signed by the Academic Coordinator and Head of Department.</p>	Academic Coordinators	
41.2	Attendance Uploading	Ensure that attendance is uploaded regularly on AGC-LMS. Attendance portal will not be opened for uploading for previous day(s).	Academic Coordinators	
41.3	Code of Conduct	Code of Conduct as approved in the Guide Book of AGC Amritsar shall be followed in true spirit. Newly recruited Faculty and Staff shall be made aware of the same through respective Heads of Departments.		
41.4	Convocation (2026)	8 <sup>th</sup> Convocation will be conducted during 1 <sup>st</sup> weekend of February 2026. Academic Coordinators may inform the graduates of 2025 regarding the same.		
41.5	Academic Audit (July-Dec 2025)	Internal Academic Audit of the previous semester (July-Dec 2025) shall be conducted after the Convocation.		
41.6	Felicitation Ceremony	Top performers of Nov 2024 and May 2025 Examination sessions will be felicitated on 27.01.2026. Teams of Academic Coordinators shall arrange the same in supervision of Dr. Sachin Khurana and Ms. Tejinder Sharma.	Academic Coordinators	

  
**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

