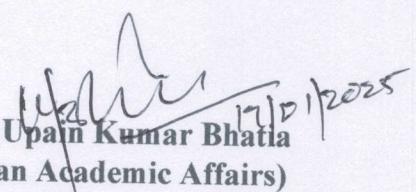


Meeting of all the Academic Committee will be schedule as below:

Date : 17th January, 2025
Time : 04:00 pm
Venue : Office of the Dean Academic Affairs

Agenda:

- Follow- up of previous meeting Dated 14th January 2025.
- Internal Awards of 1st semester students – Submission to Examination Branch, Uploading on AGC LMS
- Programme wise toppers for Convocation 2025.
- Uploading of attendance of students on AGC LMS.
- Compilation of Report of Internal Academic Audit for July- Dec 2024.
- Any other agenda with the permission of the Chair.


Dr. Upain Kumar Bhatia
(Dean Academic Affairs) 17/01/2025

**Attendance of Academic
Committee**

Date: 17.01.2025

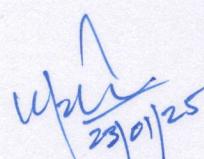
**Office of the
Dean Academic Affairs**

Sr. No	Department	Name	Contact Numbers	Signature
1	DY. Dean Academic Affairs	Dr. Sachin Khurana	9872403151	<i>SK</i>
2	DY. Dean Academic Affairs	Ms. Tejinder Sharma	9878717667	<i>Tej</i>
3	Applied Sciences	Ms. Sheetu Sharma	8054734600	<i>Sheetu</i>
4	Civil Engineering	Er. Vijay Sai	9877400262	<i>Vijay</i>
5	Computer Application	Mr. Sahil Luthra	8558986286	<i>Sahil Luthra</i>
6	Computer Science & Engineering	Ms. Neha Chadha	8699322906	<i>Neha</i>
7	Electrical Engineering	Mr. Bimal Kumar	9815511810	<i>Bimal</i>
8	Fashion Design	for Ms. Sanjana <i>Manjinder Kaur</i>	8054321758	<i>Manjinder Kaur</i>
9	Hotel Management	for Mr. Abhishek Kundra <i>Gaurav Sodhi</i>	9781448479	<i>for Hotel Management</i>
10	Management Studies	Ms. Gurveen Kaur	9501117076	<i>Gurveen</i>
11	Mechanical Engineering	Er. Jagjit Singh	9815078589	<i>Jagjit</i>
12	Paramedical Sciences	for Ms. Rifat Yusuf <i>Tarjeet Bhatia</i>	9103117020	<i>Tarjeet Bhatia</i>
13	Pharmaceutical Sciences	for Dr. Neetu Verma <i>Sajjan Sharma</i>	9872072650	<i>for Dr. Neetu Verma</i>
14	Agriculture	Mr. Aagyapal Singh	8288828819	<i>Aagyapal Singh</i>

*U. Bhatia
17/01/2025*
Dr. Upain Kumar Bhatia
Dean Academic Affairs

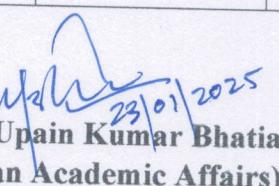
Meeting Date & Time	17 th January, 2025 & 04:00pm –05:00pm	Meeting Location	Office of the Dean Academic Affairs
Meeting Organizer	Dr. Upain Kumar Bhatia	Chairperson	Dr. Upain Kumar Bhatia
Minutes Drafted on Date	23 rd January, 2025	Meeting Title	Academic Committee
Mo M Drafted by	Ms. Neha	Next Meeting Date & Time	

To following attended the meeting	The following could not attend the meeting
Dr. Upain Kumar Bhatia Dr. Sachin Khurana Ms. Tejinder Sharma Ms. Sheetu Sharma Er. Vijay Sai Mr. Sahil Luthra Ms. Neha Chadha Mr. Bimal Kumar Ms. Manjinder Kaur Mr. Gautam Sodhi Ms. Gurveen Kaur Er. Jagjit Singh Mr. Towqeer Bashir Ms. Sofia Sharma	Mr. Aagyapal Singh



Upain
23/01/25

S. No.	Agenda	Decision	Responsibility	Deadline
DISCUSSION				
The following Agenda were discussed during the Academic Committee Meeting				
21.1	<ul style="list-style-type: none"> Internal Awards of 1st semester students – Submission to Examination Branch, Uploading on AGC-LMS 	<ul style="list-style-type: none"> All Academic Coordinators shall ensure that the lists of Internal awards of all the 1st Year students (admitted in 2024) are duly submitted in to examination branch and uploaded on AGC- LMS. Keeping in view manual preparation of the results, Academic Coordinators are required to ensure that the lists submitted to Examination Branch should perfectly match with the uploading on AGC-LMS. 	All Academic Coordinators	
21.2	<ul style="list-style-type: none"> Programme wise toppers for Convocation 2025. 	<ul style="list-style-type: none"> Academic Coordinators shall submit the names of the Programme wise toppers (1st & 2nd) of the pass out batches 2022, 2023, and 2024, to Dr. Namrata Kad, (Prof. Incharge IQAC, for the award of gold and silver medals during 7th Convocation. 	All Academic Coordinators	
21.3	<ul style="list-style-type: none"> Uploading of attendance of students on AGC LMS. 	<ul style="list-style-type: none"> Faculty of AGC Amritsar shall upload the student's attendance on AGC-LMS on daily basis. Keeping in view certain pending case of upgrading students by Main Office, Faculty should also keep manual record of attendance. After closing of upgradation of students by main office, separate provision in AGC-LMS shall be given for uploading/edit attendance of pending students on the basis of manual attendance record. 	All Academic Coordinators	
21.4	<ul style="list-style-type: none"> Compilation of Report of Internal Academic Audit for July- Dec 2024. 	<ul style="list-style-type: none"> Academic Coordinators shall ensure that the file of Internal Academic Audit of their department for July- Dec 2024 is duly submitted to the office of DAA after due compliance and verification of compliance by the auditors. 	All Academic Coordinators	


23/01/2025
Dr. Upain Kumar Bhatia
(Dean Academic Affairs)

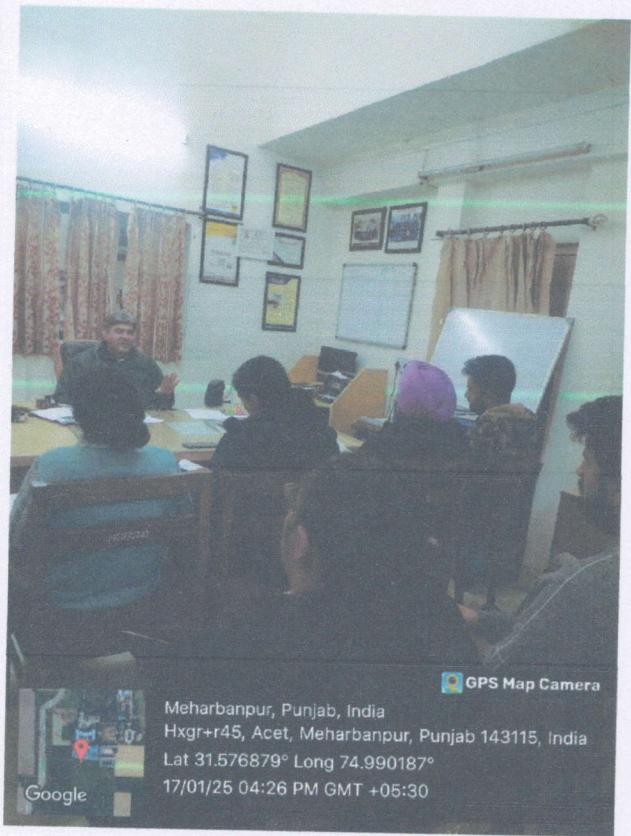
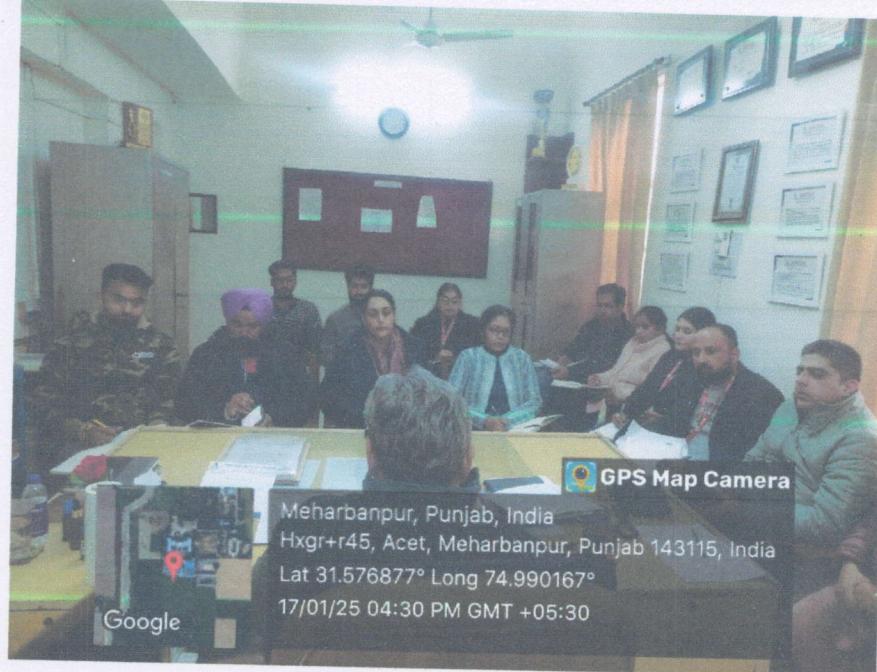
Copy to: Principal (AGC) for information.

Registrar (AGC)

Controller of Examination

All Heads of Departments

21st Meeting of the Academic Committee
(17/01/2025 - 04:00 pm onwards)



W.M.
23/01/2025