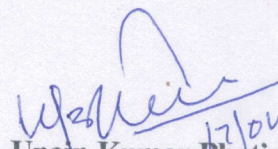


Meeting of all the Academic Committee will be schedule as below:

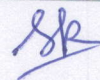
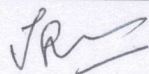
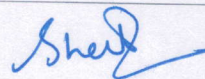
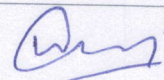
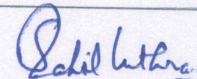
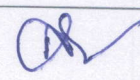
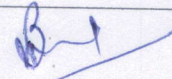
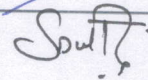
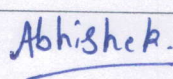
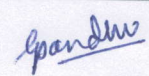
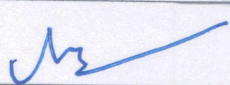
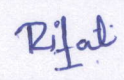


**Date** : 17<sup>th</sup> April, 2025  
**Time** : 02:00 pm  
**Venue** : Office of the Dean Academic Affairs

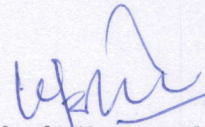
**Agenda:**

- Follow- up of previous meeting Dated 03<sup>rd</sup> April, 2025.
- 27.1 May 2024 End Semester Examination Subject- wise Result Analysis.
- 27.2 Felicitation Ceremony of Nov 2024 End Semester Examination.
- 27.3 Next Semester Teaching load.
- 27.4 Status of Low Attendance cases.
- 27.5 Status of Academic shortfall of lab classes.
- 27.6 Status of student undertaking regarding re-appear record on LMS.
- 27.7 Report on result Analysis of MST-1 (Jan- June 2025).
- 27.8 Training viva-voce examination.
- 27.9 BoS Agenda.
- 27.10 Inclusion of subject on Financial Management, Basic Laws and Rights, and Personal health in the study schemes.
- 27.11 Any other agenda with the permission of the Chair.

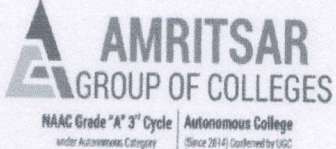
  
**Dr. Upam Kumar Bhatia**  
(Dean Academic Affairs)  
17/04/2025



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	Ms. Sofia	8360510488	
14	Agriculture	Mr. Aagyapal Singh	8288828819	

  
17/04/2025  
**Dr. Upain Kumar Bhatia**  
Dean Academic Affairs




 <p><b>AMRITSAR</b> GROUP OF COLLEGES</p> <p><small>NAAC Grade "A" 3<sup>rd</sup> Cycle Autonomous College under Autonomous Category (Since 2014) Conferred by UGC</small></p>	<b>Minutes of 27<sup>th</sup> Meeting of Academic Committee held on 17<sup>th</sup> April, 2025</b>	<b>Office of the Dean academic Affairs</b>
	<b>AGC/DAA/2025/222     Date:28.04.2025</b>	

<b>Meeting Date &amp; Time</b>	17 <sup>th</sup> April, 2025 & 03:00pm – 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>	28 <sup>th</sup> April, 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>Mr. Sahil Luthra</b> <b>Ms. Neha Chadha</b> <b>Mr. Bimal Kumar</b> <b>Ms. Sanjana</b> <b>Mr. Abhishek Kundra</b> <b>Ms. Gurveen Kaur</b> <b>Er. Jagjit Singh</b> <b>Ms. Rifat Yusuf</b>	<b>Mr. Aagyapal Singh</b> <b>Ms. Sofia</b>



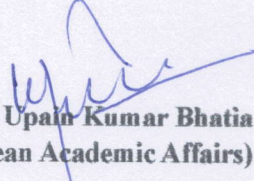
 <b>AMRITSAR</b> GROUP OF COLLEGES <small>NAAC Grade "A" 3<sup>rd</sup> Cycle   Autonomous College          under Autonomous Category   Since 2014   Conferred by UGC</small>	<b>Minutes of 27<sup>th</sup> Meeting of Academic Committee held on 17<sup>th</sup> April, 2025</b>	<b>Office of the Dean academic Affairs</b>
	<b>AGC/DAA/2025/222     Date:28.04.2025</b>	

S. No.	Agenda	Decision	Responsibility	Deadline
<b>DISCUSSION</b>				
<b>The following Agenda were discussed during the Academic Committee Meeting</b>				
27.1	<b>May 2024 End Semester Examination Subject – wise Result Analysis</b>	<ul style="list-style-type: none"> <li>Academic Coordinators shall provide the Result analysis of End Semester Examination session May 2024 to the office of DAA. The subjects with &lt;50% pass percentage shall be reviewed by concerned Heads. HOD's shall meet the faculty members teaching such subjects in the current semester for appropriate measures.</li> </ul>		
27.2	<b>Felicitation Ceremony of Nov 2024 End Semester Examination</b>	<ul style="list-style-type: none"> <li>Academic Coordinators shall prepare and submit the list of top performers in the Nov 2024 examination. A felicitation ceremony may be planned if time permits. The office of DAA shall arrange to get the certificates printed for the top performers of Nov 2024.</li> </ul>		
27.3	<b>Next Semester Teaching load</b>	<ul style="list-style-type: none"> <li>Teaching load for next semester will be discussed in next meeting (28<sup>th</sup>) of Academic committee. All the Academic Coordinators shall bring the teaching load of their department along with the teaching load of other departments. The committee shall try to minimize the inter-dependency of the departments regarding teaching loads to ease the process of Time Table formation.</li> </ul>		
27.4	<b>Status of Low Attendance</b>	<ul style="list-style-type: none"> <li>Faculty has cautioned the students with low attendance as they may fall short of minimum attendance criteria for MST-II &amp; ESEs.</li> </ul>		
27.5	<b>Status of Academic shortfall of lab Classes.</b>	<ul style="list-style-type: none"> <li>Classes are being conducted as per the schedule. The attendance module on LMS shall be opened for uploading the attendance on the scheduled academic days.</li> </ul>		
27.6	<b>Status of students undertaking regarding re-appear record on LMS</b>	<ul style="list-style-type: none"> <li>In process</li> </ul>		
27.7	<b>Report on result Analysis of MST-I (Jan-June 2025)</b>	<ul style="list-style-type: none"> <li>Discussed in the meeting.</li> </ul>		
27.8	<b>Training viva-voce examination</b>	<ul style="list-style-type: none"> <li>As per the instructions from worthy Principal, the Training Viva-Voce examination of the semester Training shall be conducted within a week from last scheduled date of training period.</li> </ul>		



 <b>AMRITSAR</b> GROUP OF COLLEGES <small>NAAC Grade "A" 3<sup>rd</sup> Cycle Autonomous College          under Autonomous Category (Since 2014) Confirmed by UGC</small>	<b>Minutes of 27<sup>th</sup> Meeting of          Academic Committee          held on 17<sup>th</sup> April, 2025</b>	<b>Office of the          Dean academic Affairs</b>
	<b>AGC/DAA/2025/222     Date: 28.04.2025</b>	

<b>27.9</b>	<b>BoS Agenda</b>	<ul style="list-style-type: none"> <li>Academic Coordinators shall prepare their agenda points for the upcoming BoS, meetings. In case of any doubt, the Heads/ Academic Coordinators may contact the office of DAA for clarifications/ Guidance.</li> </ul>		
<b>27.10</b>	<b>Inclusion of subject on Financial Management, Basic Laws and Rights and Personal health in the study schemes.</b>	<ul style="list-style-type: none"> <li>The Academic Coordinators of DMS, DCA, FD &amp; HMCT shall frame a subject that should include financial management, basic Laws &amp; Rights and personal Health. This subject shall be included in the study Schemes which are under revision (Applicable from 2024 admitted batch and onwards). They shall also suggest an appropriate title for this subject.</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



