

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College under Autonomous Category (Since 2014) Conferred by UGC</small>	Minutes of Meeting	Office of Dean Academic Affairs'
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Meeting Date & Time	18 th Sept 2023 02:30 am - 04:00 Noon	Meeting Location	Dean Office
Meeting Organizer	Dr. Upain Kumar Bhatia	Meeting Chair	Dr. Upain Kumar Bhatia (DAA)
Minutes Drafted Date	18 th July 2023	Meeting Title	DAA Meeting
MoM Drafted by	Dr. Upain Kumar Bhatia	Next Meeting Date & Time	

Sr. No	Department	Name	Contact Numbers	Present
1.	Applied Sciences	Ms. Sheetu Sharma	8054734600	Yes
2.	Civil Engineering	Er. Vijay Sai	9877400262	Yes
3.	Computer Application	Mr. Sahil Luthra	8558986286	Yes
4.	Computer Science & Engineering	Ms. Neha Chadha	8699322906	Yes
5.	Electrical Engineering	Mr. Bimal Kumar	9815511810	Yes
6.	Fashion Design	Ms. Sanjana	8054321758	Yes
7.	Hotel Management	Mr. Manbir Singh	9023419000	Yes
8.	Management Studies	Ms. Gurveen Kaur	9501117076	Yes
9.	Mechanical Engineering	Er. Jagjit Singh	9815078589	Yes
10.	Agriculture	Mr. Agyapal Singh	8288828819	Yes
11.	Pharmaceutical Sciences	Ms. Neetu Sehjpal	9872072650	Yes

S. N.	Agenda	Decision
1	NAAC Team & Schedule for 4th Cycle	During the meeting, the following structure was proposed to meet the requirements of the upcoming NAAC cycle: NAAC Criteria discussed with the Team Discussions on Criteria during Weekly Meetings Meeting will be held twice a month. Mr. Amandeep Singh will inform the members in advance.
2	BOS/ Academic Council Meetings	Revision of Honorarium BOS Meetings are important for improvements and must be held.
3	Report on Sessional Examinations	All Academic Coordinators are asked to discuss the sessional records during the respective weekly meetings.
4	Start of Academic Audi	Dean Academic Affairs should start the Academic Audit at the earliest and should discuss it during weekly meetings.

Sd/-

Upain Kumar Bhatia
18/07/2023
Dr. Upain Kumar Bhatia
(Dean Academic Affairs's)