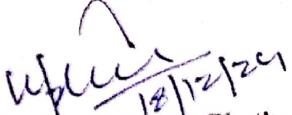


Meeting of all the Academic Committee will be schedule as below:

**Date** : 18<sup>th</sup> December, 2024  
**Time** : 02:00 pm  
**Venue** : Office of the Dean Academic Affairs

**Agenda:**

- Follow- up of previous meeting Dated 04<sup>th</sup> December 2024.
- Date sheet of MSTs for Academic Session. (2023-24).
- Categorization of contents for Session 2024-2025.
- BoS Meetings
- Inclusion of Credits for Student's Activities
- Any other agenda with the permission of the Chair.

  
Dr. Upain Kumar Bhatia  
(Dean Academic Affairs)

Sr. No	Department	Name	Contact Numbers	Signature
1	DY. Dean Academic Affairs	Dr. Sachjn Khurana	9872403151	—
2	DY. Dean Academic Affairs	Ms. Tejinder Sharma	9878717667	<i>J. S.</i>
3	Applied Sciences	Ms. Sheetu Sharma	8054734600	<i>Sheetu</i>
4	Civil Engineering	Er. Vijay Sai	9877400262	—
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	Ms. Sanjana	8054321758	<i>Sanjana</i>
9	Hotel Management	Mr. Abhishek Kundra	9781448479	<i>Abhishek</i>
10	Management Studies	Ms. Gurveen Kaur	9501117076	<i>Gurveen</i>
11	Mechanical Engineering	Er. Jagjit Singh	9815078589	<i>Jagjit</i>
12	Paramedical Sciences	Ms. Rifat Yusuf	9103117020	<i>Rifat</i>
13	Pharmaceutical Sciences	Dr. Neetu Verma	9872072650	—
14	Agriculture	Mr. Aagyapal Singh	8288828819	—

*Upain Kumar Bhatia*  
Dr. Upain Kumar Bhatia  
Dean Academic Affairs  
18/12/2024

24.12.2024

<b>Meeting Date &amp; Time</b>	18 <sup>th</sup> December, 2024 & 02:00pm – 03:00pm	<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>	18 <sup>th</sup> December, 2024	<b>Meeting Title</b>	Academic Committee
<b>Mo M Drafted by</b>	Ms. Neha	<b>Next Meeting Date &amp; Time</b>	

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

24.12.2024

S. No.	Agenda	Decision	Responsibility	Deadline
<b>DISCUSSION</b>				
The following Agenda were discussed during the Academic Committee Meeting				
18.1	Date sheet of MSTs for Academic Session 2023-2024	<ul style="list-style-type: none"> <li>The Academic Coordinators shall submit the Date-sheets of MST-I and MST- II of both the semesters of the academic session 2023-2024 by tomorrow. The Date-sheets (copies) shall be duly signed and stamped by the concerned Head of Department.</li> </ul>	All Academic Coordinators	19.12.2024
18.2	Categorization of contents for session 2024-2025	<ul style="list-style-type: none"> <li>The Academic Coordinators shall prepare the categorization of the content of every programme in tabular form as discussed for session 2024-2025. The list of categories of teaching methodologies shall be shared by Dean Academic Affairs.</li> </ul>	All Academic Coordinators	
18.3	BoS Meetings	<ul style="list-style-type: none"> <li>All departments shall conduct their BoS meetings by 03.01.2025.</li> </ul>		
18.4	Inclusion of Credits for Student's Activities	<ul style="list-style-type: none"> <li>In order to motivate students of various committees to work aggressively and actively in college, the Heads and academic coordinators shall include some credits in their study schemes and get it approved through their respective BoS.</li> </ul>	HOD & Academic Coordinators	
	Criterion	<ul style="list-style-type: none"> <li>For submission of AQAR Report of session 2023-2024, the academic coordinators are requested provide the scanned documents in pdf form as conveyed by Deputy Dean Academic Affairs.</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



Wazir  
18/12/2024