

**Circular
(15th Meeting of Academic Committee)**

DAA/AGC/2024/201 Date: 19.11.2024

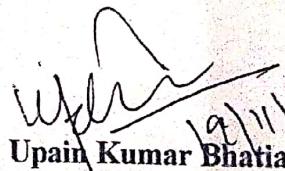
**Office of the
Dean Academic Affairs**

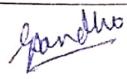
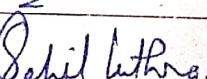
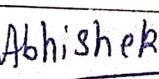
Meeting of all the Academic Committee is schedule as below:

Date : 19th November, 2024
Time : 03:00 pm
Venue : Office of the Dean Academic Affairs,

Agenda:

- Follow -up of previous meeting Dated 07th November 2024.
- Time table strictly as per Study Scheme.
- Detention Lists/ Cut Lists
- Detainee count of Final year in all programmes.
- Relaxation on medical /Sports ground
- MST-II for 1st year students.
- Access of surveillance camera to HODs.
- Technical workshops
- Equipment repair/ Purchase status.
- NPTEL course
- Rescheduling of exam if result not declared yet by NPTEL.


Dr. Upain Kumar Bhatia
(Dean Academic Affairs)
19/11/2024

Sr. No	Department	Name	Contact Numbers	Signature
1	DY. Dean Academic Affairs	Dr. Sachin Khurana	98724 03151	
2	DY. Dean Academic Affairs	Ms. Tejinder Sharma	9878717667	
3	Applied Sciences	Ms. Sheetu Sharma	8054734600	
4	Management Studies	Ms. Gurveen Kaur	9501117076	
5	Fashion Design	Ms. Sanjana for Marijinder Kaur	8054321758	
6	Civil Engineering	Er. Vijay Sai	9877400262	
7	Mechanical Engineering	Er. Jagjit Singh	9815078589	
8	Computer Science & Engineering	Ms. Neha Chadha	8699322906	
9	Electrical Engineering	Mr. Bimal Kumar	9815511810	
10	Computer Application	Mr. Sahil Luthra	8558986286	
11	Pharmaceutical Sciences	Dr. Neetu Verma	9872072650	
12	Hotel Management	Mr. Abhishek Kundra	9781448479	
13	Paramedical Sciences	Ms. Rifat Yusuf	9103117020	
14	Agriculture	Mr. Aagyapal Singh	8288828819	

Dr. Upain Kumar Bhatia
Dean Academic Affairs

Meeting Date & Time	19 th November, 2024 & 03:00pm – 04:00pm	Meeting Location	Office of the Dean Academic Affairs
Meeting Organizer	Dr. Upain Kumar Bhatia	Chairperson	Dr. Upain Kumar Bhatia
Minutes Drafted on Date	20 th November, 2024	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	Ms. Tejinder Sharma
Dr. Sachin Khurana	Mr. Aagyapal Singh
Ms. Gurveen Kaur	Ms. Sheetu Sharma
Mr. Bimal Kumar	Dr. Neetu Verma
Mr. Sahil Luthra	
Er. Vijay Sai	
Er. Jagjit Singh	
Mr. Abhishek Kundra	
Ms. Neha Chadha	
Ms. Rifat Yusuf	
Ms. Manjinder Kaur	

S. No.	Agenda	Decision	Responsibility	Deadline
DISCUSSION				
The following Agenda were discussed during the Academic Committee Meeting				
15.1	Time table strictly as per Study Scheme	<ul style="list-style-type: none"> Time Table of the semester should include all the lectures/ tutorials/lab classes/ Project classes/Seminars etc. strictly as per the prevalent Study Scheme duly approved through BoS and Academic Council. All the contact hours should be included in the timetable as per the Study Scheme. 		
15.2	Detention Lists /Cut Lists	<ul style="list-style-type: none"> Detention Lists and Cut- List should be finalized through Principal AGC/ Dean Academic Affairs. All medical cases /sports participation and other genuine cases should be discussed with Principal AGC and get them approved before finalizing the cut list. 		
15.3	Dateinee count of Final Year in all programmes	<ul style="list-style-type: none"> All the Academic Coordinators shall submit the total no. of detainee students in final year and the no. of active students by 20.11.2024 	Academic Coordinators	20.11.2024
15.4	Relaxation on medical/ports ground	<ul style="list-style-type: none"> All the cases of Medical cases/Sports participation and other genuine cases duly approved by appropriate authority shall be arranged programme-wise and semester-wise and submitted to Office of the Dean Academic Affairs. Photocopy of the same may be retained by the department. Programme wise/ Semester wise number of cases duly approved should be mentioned in the cover page. 		
15.5	MST-II for 1 st Year students	<ul style="list-style-type: none"> MST-II for 1st Year students are starting w.e.f. 20.11.2024. All the Academic Coordinators have made full preparation to conduct them as rehearsal for End Semester Exam. 		
15.6	Access surveillance camera to HOD	<ul style="list-style-type: none"> Academic Coordinators shall arrange (through HOD) to keep the lecture halls and laboratory locked when not in use. One class room may be kept open for students. 		
15.7	Technical workshops	<ul style="list-style-type: none"> As per the instruction from Principal AGC the departments may conduct workshops for the students during 3rd December to 15th December 2024. 		

		<ul style="list-style-type: none"> The certificate courses approved in 15th meeting of Academic Council may also be floated in the month of December. 		
15.8	Equipment repair/ Purchase status	<ul style="list-style-type: none"> As already conveyed through WhatsApp group of the Academic Committee the Academic Coordinators shall arrange to prepare the list of equipment to be repaired and new equipment to be purchased by 30th November 2024. 		
15.9	NPTEL Courses	<ul style="list-style-type: none"> As per the Credit Transfer Policy approved in the 15th meeting of Academic Council (Point No. AC.15.06) the students who are unable to clear the SWAYAM course may appear in the End Semester Exam. In case the result of SWAYAM courses is not declared and department is unable to identify such students before two days of the schedule End Semester Exam, the department shall postpone the exam of such courses with due intimation Control of Examination (COE) and Dean Academic Affairs (DAA). While postponing, the clash with re appear exams should be checked. The concerned class Teacher shall take the initiative in such case. 		
15.10	Academic Guidelines	<ul style="list-style-type: none"> The institution is preparing its constitution in which the Academic guidelines shall be the integral part. All the Academic Coordinators shall prepare the evaluation policy for all the programmes running under their department. The pictorial representation shall also be prepared for the evaluation Policy for the display in prominent places in the department. 		

Upain Kumar Bhatia 20/11/2024
Dr. Upain Kumar Bhatia
(Dean Academic Affairs)

Cc: Principal (AGC) for information.
Registrar
Controller of Examination
All Academic Coordinators
Office File

