
 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle under Autonomous Category</small>	Minutes of Meeting	Office of Dean Academic Affairs
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Meeting Date & Time	21 st August, 2023 2:30-3:30pm	Meeting Location	Dean Office
Meeting Organizer	Dr. Upain Bhatia	Meeting Chair	Dr. Upain Bhatia
Minutes Drafted Date	22 nd August, 2023	Meeting Title	
MoM Drafted by	Dr. Upain Bhatia	Next Meeting Date & Time	

Sr. No	Department	Name	Contact Numbers	Present
1.	Applied Sciences	Ms. Sheetu Sharma	8054734600	No
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	No
9.	Mechanical Engineering	Er. Jagjit Singh	9815078589	Yes
10.	Agriculture	Mr. Agyapal Singh	8288828819	Yes
11.	Pharmaceutical Sciences	Ms. Neetu Sehgal	9872072650	Yes

S. No.	Agenda	Decision						
1	1st Sessional Examination	To make the required arrangements of 1st sessional Examination starting from 4th September, 2023 (onwards), and also share the Date Sheet with Dean Academics						
2	DMC Issuance Committee	<p>The DMC Issuance Committee has been constituted with the following members:</p> <ul style="list-style-type: none"> ❖ Dr. Paramjit Singh Pannu, Registrar ❖ Dr. Upain Bhatia, Dean Academics ❖ Mr. H. S. Sarkaria, CoE ❖ Dr. Sandeep Kad, Head (CSE) <p>The Committee Members are required to follow the following:</p> <ul style="list-style-type: none"> ✓ To issue the Provisional Certificate to final year students (who have cleared their dues) within 2-3 working days after the declaration of the End Semester Examination Result ✓ To arrange the Exit Meeting with Final year students with Principal at least one week before the start of End Semester Examinations ✓ To make aware the final year students about the mechanism required for issuing the Provisional degree within stipulated time period ✓ Format will be prepared by Controller of Examination (CoE) ✓ The request letter in regard to issue of Provisional Degree will be processed in the following sequence: <ol style="list-style-type: none"> 1) Student to Concerned Head 2) Head to Account Office (in regard to confirmation of fees clearance) 3) Account office to Examination Branch 4) Examination Branch to Registrar Office ✓ Each above mentioned office will have to process the request letter in the time frame given by DMC Issuance Committee 						
3	Buses Route	<p>The revised Buses Timing from 21.08.2023(onwards) is as:</p> <table border="1"> <thead> <tr> <th>Morning/ Evening</th><th>Route Detail</th><th>Start Time</th></tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td></tr> </tbody> </table>	Morning/ Evening	Route Detail	Start Time			
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4	Medical Leave for Female Faculty	Female Faculty Members can avail the Medical Leaves (upto 2) without submitting Medical certificate with the consent of their Head of the Department												
5	NITTTR FDPs	To Motivate and Facilitate at least minimum 40% Faculty members for enrolling the FDPs to be conducted by NITTTR (vide Ref. No. AGC/DORD/2023/40 Dated: 17/08/2023 of Dean (R & D) office), and submit the registered faculty members detail to Dean (R & D) as per shared format.												
6	AICTE – TLB FDP	To assign Faculty Members for attending the FDP on “ Data Analytics & Cloud Computing using Microsoft Azure ” by AICTE-TLB (Training and Learning Bureau) in collaboration with Edunet Foundation & EY GDS (Ernst & Young Global Delivery Services in Virtual mode, and submit the registered faculty members detail to Dean (R & D) as per shared format.												
7	National Seminar on Intellectual Property Rights	To organise a National Level Seminar on Intellectual Property Rights (IPR) on 5 th September, 2023. The Speakers of the Seminar are: ➤ Dr. Avon Vaid, Principal, ALC ➤ Dr. P. S. Pannu, Registrar ➤ Dr. Upain Bhatia, Dean Academics ➤ Dr. Narinder Sharma, Dean (R&D)												

8	Examination Rule Amendments	<p>To make the required Reforms / Amendments in rules/norms by Examination Committee related to Special Chance of examination to the final year students as:</p> <ul style="list-style-type: none"> ✓ To include the Internal/External Practical Examination ✓ To include Internal Theory Examination in the special chance <p>Also include any other agenda to be presented in the next fortnightly meeting</p>
9	Establishment of Virtual Lab.	<p>Virtual Lab. Nodal Center has been established by CSE department of AGC in collaboration with IIT, Roorkee.</p> <ul style="list-style-type: none"> ✓ Ms. Maneet Kaur, Assistant Professor, CSE Department will act as Nodal Coordinator from the Institute ✓ All the Students of Engineering Streams are eligible to utilize the facility of this virtual Lab. ✓ To provide the free boarding and lodging facility to the experts who will visit to the institute for conducting the workshops
10	FDP: Organizational Behavior and Leadership Development	<p>Congratulations to Dean (R & D), Head (MBA) and their team members for successfully organising the FDP on Organizational Behavior and Leadership Development during 12th to 17th August, 2023. The Participation is as:</p> <ul style="list-style-type: none"> ❖ No. of Faculty Members : 116 <p>To prepare and submit the report in undersigned's office</p>

Sd/-

Dr. Upain Kumar Bhatia
(Dean Academic Affairs's)