

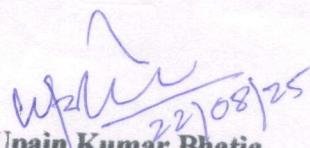


Meeting of all the Academic Committee will be schedule as below:

Date : 22nd August, 2025
Time : 03:30 pm
Venue : Office of the Dean Academic Affairs

Agenda:

- Follow-up of previous meeting dated 07th August, 2025.
 - 34.1 Evaluating of Non- Credit Mandatory Course Indian Constitution (AGMC-21301)
 - 34.2 Revision of Lab Evaluation Procedure
 - 34.3 Attendance awards policy: to include all students who are permitted to appear in ESEs.
 - 34.4 To inform all students about attendance criteria
 - 34.5 Time Line for next two years
 - 34.6 Attendance Benefit to students for attending event of Swadeshi Shodh Sansthan on 19.07.2025
 - 34.7 Copy of the syllabus to be signed by AC/HOD
 - 34.8 Any other agenda with the permission of the chair


Dr. Upain Kumar Bhatia
(Dean Academic Affairs)

**Attendance of Academic
Committee**

Date: 22.08.2025

**Office of the
Dean Academic Affairs**

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	<i>J.S</i>
3	Applied Sciences	Ms. Sheetu Sharma	8054734600	<i>Sheetu</i> for <i>gupta</i>
4	Civil Engineering	Er. Vijay Sai	9877400262	<i>Balbir Singh</i>
5	Computer Application	Mr. Sahil Luthra	8558986286	<i>Sahil Luthra</i>
6	Computer Science & Engineering	Ms. Neha Chadha	8699322906	—
7	Electrical Engineering	Mr. Bimal Kumar	9815511810	<i>Bimal</i>
8	Fashion Design	Ms. Sanjana	8054321758	<i>Sanjana</i>
9	Hotel Management	Mr. Rupinderjeet Singh	9872785105	<i>for Gurjeet Singh</i>
10	Management Studies	Ms. Gurveen Kaur	9501117076	—
11	Mechanical Engineering	Er. Jagjit Singh	9815078589	<i>Jagjit Singh</i>
12	Allied & Health Care	Ms. Sonali Devgan	7399860006	<i>F. R. Singh</i>
13	Pharmaceutical Sciences	Ms. Sofia	8360510488	<i>Sofia</i>
14	Agriculture	Mr. Aagyapal Singh	8288828819	—

W.K.B
22/08/25
Dr. Upain Kumar Bhatia
Dean Academic Affairs

Meeting Date & Time	22 nd August, 2025 & 03:30pm – 04:15pm	Meeting Location	Office of the Dean Academic Affairs
Meeting Organizer	Dr. Upain Kumar Bhatia	Chairperson	Dr. Upain Kumar Bhatia
Minutes Drafted on Date	25 th August 2025	Meeting Title	Academic Committee
Mo M Drafted by	Ms. Tejinder Sharma	Next Meeting Date & Time	

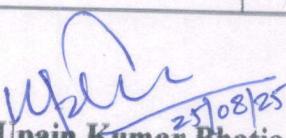
To following attended the meeting	The following could not attend the meeting
Dr. Upain Kumar Bhatia Ms. Tejinder Sharma Ms. Sheetu Sharma Er. Sandeep Sharma (Vijay Sai) Mr. Sahil Luthra Mr. Bimal Kumar Ms. Sanjana Mr. Gautam Sodhi (Rupinderjeet Singh) Er. Jagjit Singh Mr. Nitin Choudhary (Sonali Devgan) Ms. Sofla	Dr. Sachin Khurana Ms. Gurveen Kaur Ms. Neha Chadha Mr. Aagyapal Singh



S. No.	Agenda	Decision	Responsibility	Dead line
DISCUSSION				
34.1	Evaluation of non credit course(India n Constitution)	<ul style="list-style-type: none"> Mode of Evaluation: Written examination. Attendance Requirement: Minimum 75%. Maximum Marks: 30 marks. Question Paper Pattern: <ul style="list-style-type: none"> 6 questions of 2 marks each. 3 questions of 6 marks each (covering the entire syllabus). If 12 marks out of 30 are obtained by the student then he will be given satisfactory grade else unsatisfactory grade Additional Notes: <ul style="list-style-type: none"> No MST (Mid-Semester Test) No awards for attendance. 	All Academic Coordinators	
34.2	Revision of External Laboratory Evaluation Procedure	<ul style="list-style-type: none"> External Evaluation: To be conducted in the last working lab session of the semester. Mode of Evaluation: Viva/Experimentation /MCQ – to be decided with Academic Coordinator and HoD Attendance Requirement: Minimum 75%, including the last working lab session. Responsibilities of Subject Teachers: <ul style="list-style-type: none"> Obtain attendance records from HoD login one week prior to lab evaluation. Upload marks on the portal and submit them to the Secrecy Coordinator/Academic Coordinator. 	All Academic Coordinators	
34.3	Attendance Awards	<ul style="list-style-type: none"> Policy Statement: 20% of internal weightage will be assigned for attendance. Eligibility: <ul style="list-style-type: none"> Any student declared eligible to appear in End Semester Examination (ESE) through any policy laid down by AGC shall also be eligible for the awards of the 	All Academic Coordinators	



34.4	<p>MST (Mid-Semester Test) and Final Attendance Criteria</p>	<ul style="list-style-type: none"> MST-1: 60% attendance required. MST-2: 60% attendance required. Final ESE: 75% attendance required. <p>Implementation Guidelines:</p> <ul style="list-style-type: none"> If any student fails to fulfil the required 75% attendance criteria the student will be detained in that subject and if the student is detained in all subjects, it will result in year loss and calls for readmission. All students must be informed of these criteria with due signatures. 	All Academic Coordinators	
34.5	<p>Attendance benefit to the students for attending Swadeshi Shodh Sansthan Event(19th-20th July)</p>	<ul style="list-style-type: none"> The list of students who participated in the event conducted by Swadeshi Shodh Sansthan on 19th and 20th July has been circulated to all the Heads. If any student of the concerned dept. who has participated in the event and is short of 75% attendance, can be given attendance benefit of 5% in each subject 	All Academic Coordinators	
34.6	<p>Institutional Priorities & Accreditation</p>	<ul style="list-style-type: none"> Timelines of the AGC for the next two years were discussed 	All Academic Coordinators	
34.7	<p>Copy of Syllabus</p>	<ul style="list-style-type: none"> A copy of the syllabus must be signed by both the HoD and Academic Coordinator before being shared with interdepartmental teachers. 	All Academic Coordinators	


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

