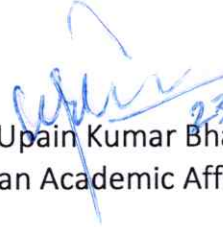


# Amritsar College of Engineering and Technology

Attendance Sheet

Date:23/6/2021

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	Arshdeep Kaur	9815714403	No
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. Inderjit S. Sodhi	9115663154	Yes
10.	Agriculture	Dr. Kalpana Jaggi	7888391597	Yes

  
23/06/2021  
Dr. Upain Kumar Bhatia  
Dean Academic Affairs

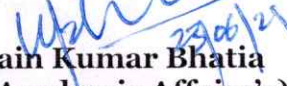
# Amritsar College of Engineering & Technology, Amritsar

(NBA, NAAC & Autonomous College)

Dated 23.06.2021

## MINUTES OF MEETING OF ACADEMIC COORDINATORS HELD ON 23.06.2021

Sr. No	Agenda	Decision
1	NAAC- A++ Grade	All team of AGC will move forward for getting NAAC A++ NAAC Criteria's are assigned to heads for their constructive input and suggestions (PPT Attached)
2	Academic plan for 2 <sup>nd</sup> semester(Students admitted in 2020 in all AICTE & UGC Courses )	Discussed in the meeting and revised as per discussion.
3	Student Feedback	Feedback is ready in the heads login share action taken report to be submitted by 25 <sup>th</sup> June 2021 to undersigned office.
4	Online courses from NPTEL/SWAYAM by AICTE	<b>Faculty</b> : At least opt one Course 12/16 weeks duration by all faculty members including Head. <b>Students</b> : One course related to any of their subject in odd semester relaxation in attendance in that subject progress to be monitor by subject Incharge score obtained in online course to be considered for internal evaluation
5	Online classes for next session (Session Aug- Nov 2021, Odd semester)	<b>Theory</b> : <ul style="list-style-type: none"><li>• Prepare topic wise ppt of complete course in common template.</li><li>• Common template will be shared by DAA.</li><li>• Ppts should be prepared according to following guidelines: If lecture duration 1 hour : minimum slides 10 (40-45 lectures ) For two hour lecture – minimum slides 15 (20-25 lectures) Use board where ever required for numericals, derivations etc.</li></ul> <b>Practical's</b> : <ul style="list-style-type: none"><li>• Prepare lab videos of each experiment or lab exercise Prepare labs video in common template to be shared by DAA</li><li>• Lab video should have proper explanation, performance and results</li><li>• Lab videos to be prepared in college hours and labs only</li></ul> <p><i>All theory ppts and lab videos to be ready by 30<sup>th</sup> July 2021 and verified by head</i></p>

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