

Meeting of all the Academic Coordinators is schedule in the office of **Dean Academic Affairs**, today, as per following schedule.


**Date:** 24<sup>th</sup> April 2024


**Time:** 3:30 pm

**Venue:** Office of Dean Academic Affairs

**Agenda:**

- Follow-up of previous meeting Dated 01<sup>st</sup> April 2024
- Schedule of Extra Classes
- Question Papers of – Upcoming MST – II
- Questions Papers of External Practical Exam – Ii
- Syllabus Coverage Report
- Internal Academic Audit
- Schedule of next meeting

  
**Tejinder Sharma**  
**DY. Dean Academic Affairs**

  
**Dr. Upain Kumar Bhatia**  
**(Dean Academic Affairs)**

Office of the  
Secretary of the

Department of the Interior

Washington, D. C. 20540

Date: May 1, 1964

Time: 10:00 A.M.

Place: Room 5630, Department of the Interior


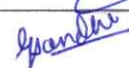

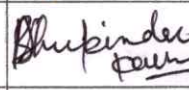
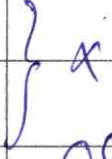
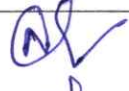

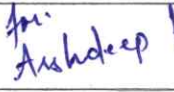



### Agenda

- 1. Opening Remarks by the Secretary
- 2. Presentation of the Proposed Rule
- 3. Discussion of the Proposed Rule
- 4. Public Comments
- 5. Adjourn

Very truly yours,  
Secretary of the Interior

For the Secretary,  
Deputy Secretary of the Interior

Date: - 24/04/2024

Sr. No	Department	Name	Contact No.	Signature
1	Applied Sciences	Ms. Sheetu Sharma	8054734600	
2	Management Studies	Ms. Gurveen Kaur	9501117076	
3	Agriculture	Ms. Shalini Thakur	9988134058	
4	Fashion Design	Ms. Sanjana	8054321758	
5	Civil Engineering	Er. Vijay Sai	9877400262	
6	Mechanical Engineering	Er. Vijay Sai	9877400262	
7	Computer Science	Ms. Neha Chadha	8699322906	
8	Electrical Engineering	Mr. Bimal Kumar	9815511810	
9	Computer Application	Mr. Sahil Luthra	8558986286	
10	Pharmaceutical Sciences	Ms. Neetu Verma	9872072650	
		Ms. Lovneet Kaur	9915920156	
11	Hotel Management	Mr. Gautam Sodhi	9803846947	

  
24/04/24  
**Dr. Upain Kumar Bhatia**  
Dean Academic Affairs

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Attendance by - [illegible]

Date: [illegible]

Time: [illegible]

Room: [illegible]

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<b>Meeting Date &amp; Time</b>	24 <sup>th</sup> April, 2024 & 03:30 pm to 04:00 pm	<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>	24 <sup>th</sup> April 2024	<b>Meeting Title</b>	Weekly Meeting
<b>Mo M Drafted by</b>	Ms. Neha	<b>Next Meeting date &amp; Time</b>	01/05/2024

<b>Attendees</b>	<b>Absentees</b>
Dr. Upain Kumar Bhatia Ms. Tejinder Sharma Ms. Sheetu Sharma Ms. Gurveen kaur Ms. Neha Chadha Mr. Bimal Kumar Ms. Arshdeep kaur Ms. Lovneet kaur Mr. Gautam Sodhi	Er. Vijay Sai

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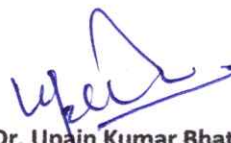
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S.N.	Agenda	Decision	Responsibility	Deadline
<b>DISCUSSION</b>				
<b>The following Agenda were discussed during the Academic Coordinators Meeting</b>				
1.1	Extra Classes Schedule	<ul style="list-style-type: none"> <li>Departments to share the Extra Classes Schedule including Saturday and Sunday if applicable with the office of under signed.</li> </ul>	Academic Coordinators	25.04.2024
1.2	MST II & Practical II	<ul style="list-style-type: none"> <li>Academic Coordinators to prepare a notice mentoining the deadline to submit the MST- II &amp; Practical Question Papers – II</li> <li>Departments to share copy of Date sheet of MST II &amp; Practical II with the under assigned office.</li> </ul>	Academic Coordinator	30 <sup>th</sup> April 2024
		<ul style="list-style-type: none"> <li>Departments to shared file comprising Question Paper of MST- I &amp; Practical-I, Question Paper of MST-II &amp; Practical- II</li> </ul>	Academic Coordinator	10 <sup>th</sup> May 2024
1.3	Internal Academic Audit	<ul style="list-style-type: none"> <li>Internal Academic Audit is schedule from 9<sup>th</sup> May 2024 to 15<sup>th</sup> May 2024. The Schedule will be shared in the Whatsapp group.</li> </ul>	Academic Coordinator	
1.4	Syllabus Coverage Report	<ul style="list-style-type: none"> <li>All the departments are required to furnish the details in the prescribed Syllabus Coverage format only.</li> </ul>	Academic Coordinators	30 <sup>th</sup> April 2024



**Tejinder Sharma**  
**DY. Dean Academic Affairs**



**Dr. Upain Kumar Bhatia**  
**(Dean Academic Affairs)**

Cc: Principal to AGC  
All Academic Coordinator  
Office File







**Syllabus Coverage Report**

**Office of the  
Dean Academic Affairs**

Subject Code	Subject Name	Teacher's Name	% of Syllabus Covered	Reason for shortfall (if any)	Signature & Remarks

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