AMRITSAR GROUP OF COLLEGES NAAC Grade "A" 3rd Cycle | Autonomous College	**Circular** **(Meeting of Academic Coordinator)** **DAA/AGC/2024/059 Date: 24th April 2024**	**Office of the Dean Academic Affairs**

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

Date: 24th April 2024
Time: 3:30 pm
Venue: Office of Dean Academic Affairs

Agenda:

- Follow-up of previous meeting Dated 01st April2024
- 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. Upan Kumar Bhatia
(Dean Academic Affairs)

AMRITSAR GROUP OF COLLEGES NAAC Grade "A" 3rd Cycle | Autonomous College under Autonomous Category | (Since 2014) Conferred by UGC	Attendance of Academic Coordinators	Office of the Dean Academic Affairs

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	for Ashdeep Kaur
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

AMRITSAR GROUP OF COLLEGES NAAC Grade "A" 3rd Cycle | Autonomous College	3rd Minutes of Meeting of held on 24.04.2024	Office of the Dean Academic Affairs

Meeting Date & Time	24th April, 2024 & 03:30 pm to 04:00 pm	**Meeting Location**	Office of the Dean Academic Affairs
Meeting Organizer	Dr. Upain Kumar Bhatia	**Chairperson**	Dr. Upain Kumar Bhatia
Minutes Drafted on Date	24th April 2024	**Meeting Title**	Weekly Meeting
Mo M Drafted by	Ms. Neha	**Next Meeting date & Time**	01/05/2024

Attendees	Absentees
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**

AMRITSAR GROUP OF COLLEGES NAAC Grade "A" 3rd Cycle | Autonomous College under Autonomous Category | (Since 2014) Conferred by UGC	**Minutes of Meeting of held on 24.04.2024**	**Office of the Dean Academic Affairs**

S.N.	Agenda	Decision	Responsibility	Deadline
		DISCUSSION		
The following Agenda were discussed during the Academic Coordinators Meeting				
1.1	**Extra Classes Schedule**	• Departments to share the Extra Classes Schedule including Saturday and Sunday if applicable with the office of under signed.	Academic Coordinators	25.04.2024
1.2	**MST II & Practical II**	• Academic Coordinators to prepare a notice mentoining the deadline to submit the MST- II & Practical Question Papers – II • Departments to share copy of Date sheet of MST II & Practical II with the under assigned office.	Academic Coordinator	30th April 2024
		• Departments to shared file comprising Question Paper of MST- I & Practical-I, Question Paper of MST-II & Practical- II	Academic Coordinator	10th May 2024
1.3	**Internal Academic Audit**	• Internal Academic Audit is schedule from 9th May 2024 to 15th May 2024.The Schedule will be shared in the Whatsapp group.	Academic Coordinator	
1.4	**Syllabus Coverage Report**	• All the departments are required to furnish the details in the prescribed Syllabus Coverage format only.	Academic Coordinators	30th April 2024

Tejinder Sharma
DY. Dean Academic Affairs

Dr. Upain Kumar Bhatia
(Dean Academic Affairs)

Cc: Principal to AGC
All Academic Coordinator
Office File

AMRITSAR GROUP OF COLLEGES NAAC Grade "A" 3rd Cycle | Autonomous College under Autonomous Category | (Since 2014) Conferred by UGC	**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