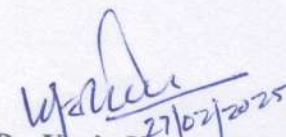
 <b>AMRITSAR</b> GROUP OF COLLEGES <small>NAAC Grade "A" 3<sup>rd</sup> Cycle          under Autonomous Category</small>	<p style="text-align: center;"><b>Circular</b>  <b>(24<sup>th</sup> Meeting of Academic Committee)</b></p> <hr/> <p><b>AGC/DAA/2025/165</b>      <b>Date: 27.02.2025</b></p>	<p style="text-align: center;"><b>Office of the Dean Academic Affairs</b></p>
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Meeting of all the Academic Committee will be schedule as below:

**Date** : 27<sup>th</sup> February, 2025  
**Time** : 03:00 pm  
**Venue** : Office of the Dean Academic Affairs

**Agenda:**

- Follow- up of previous meeting Dated 13<sup>th</sup> February 2025.
- Upcoming MST's (Circular, Date sheet, Question papers, Cut lists and MST - Timings).
- Uploading of Assignments 1.
- Status of students Identity Cards.
- Discussion: How to improve result for End Semester Exam (May 2025).
- Individual Time Table of Academic Coordinators.
- Internal Academic Audit (Jan – June 2025).
- Syllabus Coverage Report till 27.02.2025
- Any other agenda with the permission of the Chair.

  
 27/02/2025  
**Dr. Upain Kumar Bhatia**  
 (Dean Academic Affairs)

**Attendance of Academic  
Committee**


Date: 27.02.2025

**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	
3	Applied Sciences	Ms. Sheetu Sharma	8054734600	
4	Civil Engineering	Er. Vijay Sai	9877400262	
5	Computer Application	Mr. Sahil Luthra	8558986286	
6	Computer Science & Engineering	Ms. Neha Chadha	8699322906	
7	Electrical Engineering	Mr. Bimal Kumar	9815511810	
8	Fashion Design	Ms. Sanjana	8054321758	
9	Hotel Management	Mr. Abhishek Kundra	9781448479	
10	Management Studies	Ms. Gurveen Kaur	9501117076	
11	Mechanical Engineering	Er. Jagjit Singh	9815078589	
12	Paramedical Sciences	Ms. Rifat Yusuf (Toujeer Bashir)	9103117020	
13	Pharmaceutical Sciences	Ms. Sofia	8360510488	
14	Agriculture	Mr. Aagyapal Singh	8288828819	

*Upain Kumar Bhatia*  
27/02/2025  
Dr. Upain Kumar Bhatia  
Dean Academic Affairs



 <b>AMRITSAR</b> GROUP OF COLLEGES <small>NAAC Grade "A" 3<sup>rd</sup> Cycle under Autonomous Category</small>   <small>Autonomous College (Since 2014) Confirmed by UOC</small>	<b>Minutes of 24<sup>th</sup> Meeting of Academic Committee held on 27<sup>th</sup> February, 2025</b>	<b>Office of the Dean Academics Affairs</b>
	<b>AGC/DAA/ 2025/ 185      Date: 18.03.2025</b>	

<b>Meeting Date &amp; Time</b>	27 <sup>th</sup> February, 2025 & 03:00pm – 04:00pm	<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>	28 <sup>th</sup> February, 2025	<b>Meeting Title</b>	Academic Committee
<b>Mo M Drafted by</b>	Ms. Neha	<b>Next Meeting Date &amp; Time</b>	

<b>To following attended the meeting</b>	<b>The following could not attend the meeting</b>
<b>Dr. Upain Kumar Bhatia</b> <b>Ms. Tejinder Sharma</b> <b>Ms. Sheetu Sharma</b> <b>Er. Vijay Sai</b> <b>Mr. Sahil Luthra</b> <b>Ms. Neha Chadha</b> <b>Mr. Bimal Kumar</b> <b>Ms. Sanjana</b> <b>Ms. Gurveen Kaur</b> <b>Er. Jagjit Singh</b> <b>Ms. Rifat Yusuf</b> <b>Ms. Sofia</b>	<b>Dr. Sachin Khurana</b> <b>Mr. Aagyapal Singh</b> <b>Mr. Abhishek Kundra</b>



S. No.	Agenda	Decision	Responsibility	Deadline
<b>DISCUSSION</b>				
<b>The following Agenda were discussed during the Academic Committee Meeting</b>				
24.1	Upcoming MST's (Circular, Date sheet, Question Papers, Cut lists and MST-Timings)	<ul style="list-style-type: none"> <li>All Academic Coordinators to ensure that the circular of MST-1 of their department along with the date sheets, question papers duly checked by HODs for quality and the cut lists of Theory &amp; Practical are submitted to the office of DAA before 10.03.2025.</li> <li>The timing of MST's shall be 10:00 am onwards to 12:00 noon and the External Practical's (Phase-1) shall be conducted 12:30pm onwards.</li> <li>Faculty to upload attendance by 04:30 pm on 28.02.2025, so that the cut lists may be available by 7:00 pm.</li> </ul>	Academic Coordinators	10.03.2025
24.2	Uploading of Assignments 1	<ul style="list-style-type: none"> <li>All departments have uploaded their subject wise first Assignments on AGC LMS on or before 19<sup>th</sup> February 2025 (as per Academic Calendar).</li> </ul>		19-02.2025
24.3	Status of students Identity Cards	<ul style="list-style-type: none"> <li>Academic Coordinators to ensure that all students of their departments have authentic Identity Card. List of any pending students may be sent to the office of DAA by tomorrow.</li> </ul>	Academic Coordinators	28.02.2025
24.4	Discussion: How to improve result for ESE (May 2025)	<ul style="list-style-type: none"> <li>Discussion on "How to improve ESE results for May 2025 resulted in the following: <ul style="list-style-type: none"> <li>- Providing choices in the question paper.</li> <li>- Adopting teaching Pedagogies to improve/ enhance students interest in the subject, that further improves interaction during lectures.</li> </ul> </li> </ul>	Academic coordinators	
24.5	Individual Time Table of Academic Coordinators	<ul style="list-style-type: none"> <li>One pager collective Time Table of all Academic Coordinators was shared. Academic Coordinators to check &amp; verify for its corrections.</li> </ul>	All Academic Coordinators	
24.6	Internal Academic Audit	<ul style="list-style-type: none"> <li>Internal Academic Audit for the current semester (Jan- Jun 2025) will be conducted as surprise audit. The checklists were discussed with academic coordinators and instructions for auditors were finalized for uniform audit across all departments through different Auditors. The instructions for Auditors shall be shared by Ms. Tejinder Sharma (Deputy Dean Academics).</li> </ul>	All Academic Coordinators	
24.7	Syllabus Coverage Report till 27.02.2025	<ul style="list-style-type: none"> <li>Syllabus coverage report of all the programmes/ semesters/ sections/ subjects to be submitted to the office of the DAA by Monday.</li> </ul>	All Academic Coordinators	03.03.2025

*[Signature]*  
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