

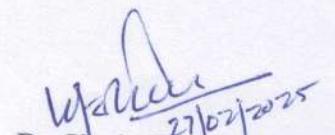
 <p>AMRITSAR GROUP OF COLLEGES</p> <p>NAAC Grade "A" 3rd Cycle Autonomous College Under Autonomous Category Since 2014 Considered by UGC</p>	<p>Circular (24th Meeting of Academic Committee)</p>	<p>Office of the Dean Academic Affairs</p>
	<p>AGC/DAA/2025/165</p>	<p>Date: 27.02.2025</p>

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

Date : 27th February, 2025
Time : 03:00 pm
Venue : Office of the Dean Academic Affairs

Agenda:

- Follow- up of previous meeting Dated 13th 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	<i>JKS</i>
3	Applied Sciences	Ms. Sheetu Sharma	8054734600	<i>Sheetu</i>
4	Civil Engineering	Er. Vijay Sai	9877400262	<i>Vijay</i>
5	Computer Application	Mr. Sahil Luthra	8558986286	<i>Sahil Luthra</i>
6	Computer Science & Engineering	Ms. Neha Chadha	8699322906	<i>Neha</i>
7	Electrical Engineering	Mr. Bimal Kumar	9815511810	<i>Bimal</i>
8	Fashion Design	Ms. Sanjana	8054321758	<i>Sanjana</i>
9	Hotel Management	Mr. Abhishek Kundra	9781448479	_____
10	Management Studies	Ms. Gurveen Kaur	9501117076	<i>Gurveen</i>
11	Mechanical Engineering	Er. Jagjit Singh	9815078589	<i>Jagjit</i>
12	Paramedical Sciences	Ms. Rifat Yusuf (Tawseer Bishu)	9103117020	<i>Tawseer</i>
13	Pharmaceutical Sciences	Ms. Sofia	8360510488	<i>Sofia</i>
14	Agriculture	Mr. Aagyapal Singh	8288828819	_____

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

Meeting Date & Time	27 th February, 2025 & 03:00pm – 04:00pm	Meeting Location	Office of the Dean Academic Affairs
Meeting Organizer	Dr. Upain Kumar Bhatia	Chairperson	Dr. Upain Kumar Bhatia
Minutes Drafted on Date	28 th February, 2025	Meeting Title	Academic Committee
Mo M Drafted by	Ms. Neha	Next Meeting Date & Time	

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

S. No.	Agenda	Decision	Responsibility	Deadline
DISCUSSION				
24.1	Upcoming MST's (Circular, Date sheet, Question Papers, Cut lists and MST-Timings)	<ul style="list-style-type: none"> 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 & Practical are submitted to the office of DAA before 10.03.2025. 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. Faculty to upload attendance by 04:30 pm on 28.02.2025, so that the cut lists may be available by 7:00 pm. 	Academic Coordinators	10.03.2025
24.2	Uploading of Assignments 1	<ul style="list-style-type: none"> All departments have uploaded their subject wise first Assignments on AGC LMS on or before 19th February 2025 (as per Academic Calendar). 		19.02.2025
24.3	Status of students Identity Cards	<ul style="list-style-type: none"> 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. 	Academic Coordinators	28.02.2025
24.4	Discussion: How to improve result for ESE (May 2025)	<ul style="list-style-type: none"> Discussion on "How to improve ESE results for May 2025 resulted in the following: <ul style="list-style-type: none"> Providing choices in the question paper. Adopting teaching Pedagogies to improve/ enhance students interest in the subject, that further improves interaction during lectures. 	Academic coordinators	
24.5	Individual Time Table of Academic Coordinators	<ul style="list-style-type: none"> One pager collective Time Table of all Academic Coordinators was shared. Academic Coordinators to check & verify for its corrections. 	All Academic Coordinators	
24.6	Internal Academic Audit	<ul style="list-style-type: none"> 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). 	All Academic Coordinators	
24.7	Syllabus Coverage Report till 27.02.2025	<ul style="list-style-type: none"> Syllabus coverage report of all the programmes/ semesters/ sections/ subjects to be submitted to the office of the DAA by Monday. 	All Academic Coordinators	03.03.2025

Copy to: Principal (AGC) for information.

Registrar (AGC)

Controller of Examination

All Heads of Academic Departments

All Academic Coordinators

Office File

Upin
Dr. Upin Kumar Bhatia
(Dean Academic Affairs)

18/03/2025