

# Amritsar Group of Colleges ,Amritsar

## Attendance Sheet

Date:28/3/2022

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	Yes
4.	Computer Science & Engineering	Ms. Tejinder Sharma	9878717667	Yes
5.	Electrical Engineering	Mr. Bimal Kumar	9815511810	No
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	Ms. Manreet Kaur	9501942837	Yes
11.	Pharmaceutical Sciences	Ms. Neetu Sehjpal	9872072650	Yes

  
Dr. Upain Kumar Bhatia  
Dean Academic Affairs

# AMRITSAR GROUP OF COLLEGES

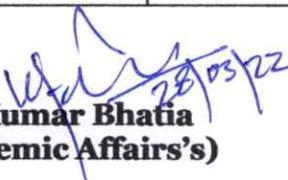
Autonomous status conferred by UGC under UGC act-1956, (2f), NAAC-A Grade,  
(Formerly Known as Amritsar College of Engineering & Technology | Amritsar Pharmacy College )

Dated 28.03.2022

## MINUTES OF MEETING OF ACADEMIC COORDINATORS HELD ON 28.03.2022

Sr.N o	Agenda	Decision
1	<b>Sessional Examinations</b>	Sessional examinations has been conducted.
2	<b>Fees Status</b>	Fee status has been discussed in the meeting.
3	<b>Attendance Record</b>	Letter to the parents of those student have less attendance are to be sent. Students who belong to Nepal department are required to counsel them and also telephonically inform their parents about attendance.
4	<b>E-Books Pearson</b>	Video has been shared by Sh. H S Sarkaria about how to access E books and effective use of E books by faculty and students. Heads to ensure use of E-books by faculty/students.
5	<b>ID cards</b>	The process of ID card form filling has been changed.. ERP data to be use for this purpose, Departments have to verify the data

Sd/-

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