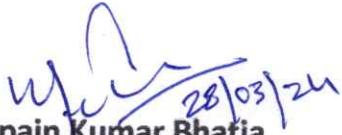


Date :- 28/03/2024

Sr. No	Department	Name	Contact No.	Signature
1	Applied Science	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	Er. Vijay Sai	9877400262	
6	Mechanical	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	

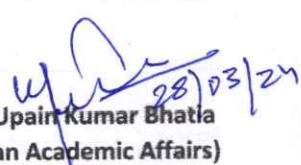

28/03/24
Dr. Upain Kumar Bhatia
Dean Academic Affairs

Meeting Date & Time	28 th March, 2024 & 03:15pm – 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 March, 2024	Meeting Title	Felicitation Ceremony for result Nov 2023
Mo M Drafted by		Next Meeting date & Time	2 nd April 2024

Attendees	Absentees
Dr. Upain Kumar Bhatia Ms. Tejinder Sharma Ms. Sheetu Sharma Ms. Gurveen kaur Er. Vijay Sai Ms. Neha Chadha Mr. Bimal Kumar Mr. Sahil Luthra Ms. Lovneet kaur Mr. Gautam Sodhi	Ms. Shalini Thakur Ms. Sanjana Ms. Neetu Verma

S.N.	Agenda	Decision	Responsibility	Deadline
DISCUSSION				
The following Agenda were discussed during the Academic Coordinators Meeting				
2.1	Schedule	<ul style="list-style-type: none"> • Felicitation Ceremony will be held on 4th April 2024, 02:00pm onwards in Seminar Hall 	All Academic Coordinators	
2.2	Compilation of list of Toppers	<ul style="list-style-type: none"> • All Academic Coordinators to be prepared the list of toppers of the respectively department and sent to Ms. Tejinder Sharma for compilation. 	Ms. Tejinder Sharma	02 nd April 2024
2.3	Design of Certificate	<ul style="list-style-type: none"> • Certificate to be designed for result of Nov 2023 mentioning the Name, Roll No., Semester, Section, Position and Department of student, the date of Felicitation along with the certificate number 	Er. Vijay Sai	02 nd April 2024

Tejinder Sharma
DY. Dean Academic Affairs


Dr. Upain Kumar Bhatia
(Dean Academic Affairs)

Cc: P.A to Chairman
P.A to Managing Director
Registrar office
All Deans/ Heads
Concerned File/ s