

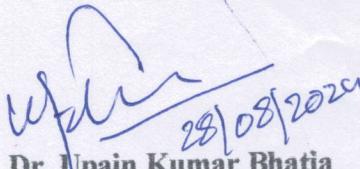
 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College (Since 2014) Conferred by UGC</small>	<p style="text-align: center;">Circular (9th Meeting of Academic Coordinators)</p>	<p style="text-align: center;">Office of the Dean Academic Affairs</p>
	DAA/AGC/2024/150 Date: 28th August 2024	

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

Date : 28th August 2024
Time : 03:00 pm
Venue : Office of the Dean Academic Affairs,

Agenda:

- Follow -up of previous meeting Dated 13th August 2024
- List of experts for BOS
- ABC IDs
- Syllabus coverage
- Conduct of MST in online mode
- Cut list for MSTs
- External practical with MSTs
- Status of Felicitation file (Mr. Sahil)
- Guest Lecture/ Technical workshop before second MST
- SWAYAM registration
- Schedule of MSTs inline with busses
- Convocation 2024
- Fee portal for Fee defaulters
- Updating Question Banks
- End Semester Examination
- Nominate one academic coordinator for collection of records mentioned above.



28/08/2024

Dr. Upain Kumar Bhatia
(Dean Academic Affairs)



**Attendance of Academic
Coordinators**

**Office of the
Dean Academic Affairs**

Date: - 28/08/2024

Sr. No	Department	Name	Contact No.	Signature
1	Applied Sciences	Ms. Sheetu Sharma	8054734600	
2	Management Studies	Ms. Gurveen Kaur	9501117076	
3	Fashion Design	Ms. Sanjana	8054321758	
4	Civil Engineering	Er. Vijay Sai	9877400262	
5	Mechanical Engineering	Er. Jagjit Singh	9815078589	
6	Computer Science	Ms. Neha Chadha	8699322906	
7	Electrical Engineering	Mr. Bimal Kumar	9815511810	
8	Computer Application	Mr. Sahil Luthra	8558986286	
9	Pharmaceutical Sciences	Ms. Neetu Verma	9872072650	
		Ms. Lovneet Kaur	9915920156	
10	Hotel Management	Mr. Gautam Sodhi	9803846947	
		Mr. Abhishek Kundra	9781448479	
11	Paramedical Sciences	Ms. Rifat Yousuf	9103117020	

Dr. Upain Kumar Bhatia
Dean Academic Affairs
28/08/24

Meeting Date & Time	28 th August,2024 & 03:00pm – 04:00pm	Meeting Location	Office of Dean Academic Affairs
Meeting Organizer	Dr. Upain Kumar Bhatia	Chairperson	Dr. Upain Kumar Bhatia
Minutes Drafted on Date	30 th August,2024	Meeting Title	Academic Coordinator
Mo M Drafted by	Ms. Neha	Next Meeting Date & Time	30 th August,2024 & 03:00-04:00pm

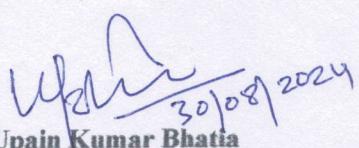
To following attended the meeting	The following could not attend the meeting
Dr. Upain Kumar Bhatia Ms. Sheetu Sharma Ms. Gurveen Kaur Mr. Bimal Kumar Mr. Gautam Sodhi Mr. Sahil Luthra Ms. Sanjana Dutta Er. Jagjit Singh Dr. Neetu Verma Mr. Abhishek Kundra Ms. Rifat Yousuf Er. Vijay Sai Ms. Neha Chadha	Ms. Tejinder Sharma Ms. Lovneet Kaur

S. No.	Agenda	Decision	Responsibility	Deadline
DISCUSSION				
The following Agenda were discussed during the Academic Coordinators Meeting				
1.1	List of BOS Experts	<ul style="list-style-type: none"> Academic Coordinators to provide the list of BOS Experts of their respective departments. 	Academic Coordinators	06.09.2024
1.2	ABC ID's	<ul style="list-style-type: none"> Academic Coordinators to provide the updated list of ABC ID's from batch 2021 onwards. 	Academic Coordinators	
1.3	Syllabus Coverage	<ul style="list-style-type: none"> All the departments must cover the 50% syllabus before the commencement of 1st MSTs and submit the syllabus coverage report. 	Academic Coordinators	02.09.2024
1.4	Conduct of MST in online mode	<ul style="list-style-type: none"> Heads of Department may decide the subject for which the MST-1 is to be conducted in online mode, The online MSTs shall be conducted through Google forms. The students shall appear physically in the department & attempt the MST through their phones in the designated time schedule. 		
1.5	Cut List for MSTs	<ul style="list-style-type: none"> Cut list for MSTs to be generated by Monday 02:00 pm. 		
1.6	External Practical with MSTs	<ul style="list-style-type: none"> External Practical will also be conducted with sessional Exam covering CO1-CO3. HODs & concerned teachers may decide the mode (MCQ, written test or viva - voice) Lists to be submitted in the office of DAA by 02.09.2024. 		
1.7	Guest Lecture/ Technical workshop before second MST	<ul style="list-style-type: none"> Guest Lecture/workshop is to be conducted for each Department after 11 September 2024- before commencement of MST-II. 	Concerned Heads	14.08.2024
1.8	SWAYAM registration	<ul style="list-style-type: none"> Academic Coordinator to provide the list of total no. of students enrolled and total no. of students registered in various courses of their respective departments. 	Academic Coordinators	05.09.2024

1.9	Schedule of MSTs inline with busses	<ul style="list-style-type: none"> No MST to be schedule in the afternoon on 05.09.2024 		
1.10	Convocation 2024	<ul style="list-style-type: none"> Convocation will be held in Oct 2024. Academic Coordinators to provide the list of pass out students from 2022 onwards. 		
1.11	Fee Portal for Fess defaulters	<ul style="list-style-type: none"> Fee portal will be remain open on 30th & 31st August 2024. 		
1.12	Updating Question banks	<ul style="list-style-type: none"> Examination portal will remain open during 03.09.2024 to 30.09.2024 for updating the existing question banks as well as creating the question banks of new courses. 		
1.13	End Semester Examination	<ul style="list-style-type: none"> ESE will be conducted department wise and Academic Coordinators will conduct the ESE in their respective departments as centre superintendent. Datesheet for the regular exams will be prepared by Academic Coordinators and submitted to examination Branch latest by 04.09.2024 	Academic Coordinators	04.09.2024


Ms. Tejinder Sharma

DY. Dean Academic Affairs


Dr. Upain Kumar Bhatia
(Dean Academic Affairs)