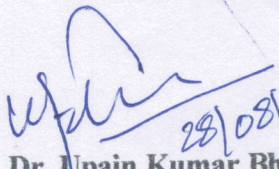
 <b>AMRITSAR</b> <b>GROUP OF COLLEGES</b> <small>NAAC Grade "A" 3<sup>rd</sup> Cycle Autonomous College  <small>(Since 2014) Certified by UGC</small></small>	<b>Circular</b> <b>(9<sup>th</sup> Meeting of Academic Coordinators)</b>	<b>Office of the</b> <b>Dean Academic Affairs</b>
	<b>DAA/AGC/2024/150      Date: 28<sup>th</sup> August 2024</b>	

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

**Date** : 28<sup>th</sup> August 2024  
**Time** : 03:00 pm  
**Venue** : Office of the Dean Academic Affairs,

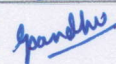


**Agenda:**

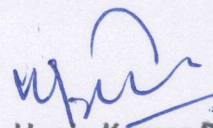
- Follow -up of previous meeting Dated 13<sup>th</sup> August 2024
- List of experts for BOS
- ABC IDs
- Syllabus coverage
- Conduct of MST in online mode
- Cut list for MSTs
- External practical with MSTs
- Status of Felicitation file (Mr. Sahil)
- Guest Lecture/ Technical workshop before second MST
- 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)**



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	

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



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

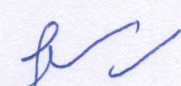
<b>To following attended the meeting</b>	<b>The following could not attend the meeting</b>
<b>Dr. Upain Kumar Bhatia</b>  <b>Ms. Sheetu Sharma</b>  <b>Ms. Gurveen Kaur</b>  <b>Mr. Bimal Kumar</b>  <b>Mr. Gautam Sodhi</b>  <b>Mr. Sahil Luthra</b>  <b>Ms. Sanjana Dutta</b>  <b>Er. Jagjit Singh</b>  <b>Dr.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




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



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

  
Ms. Tejinder Sharma  
DY. Dean Academic Affairs

  
Dr. Upain Kumar Bhatia  
(Dean Academic Affairs)

Cc: Principal to AGC  
All Academic Coordinator  
Office File