



NOTICE

A meeting of Academic Committee/Program committee will be held in the Chamber of ~~Dr. Shailesh Sharma~~ ^{Director's Chamber} on dated 18/11/2025 at 10.30 am.

Following agenda will be discussed:

- ① Discussion about Academic Calendar and time table of the next session January-2026 [Even Semester].
- ② To plan and finalize the department-wise distribution of the faculty load.
- ③ To review and address issues related to the curriculum, syllabus and conduct of classes.
- ④ To discuss the nature and scope of course assessments, assessment plan etc.

[Academic
Co-ordinator]

Dr. Sandeep Kumar

Lawdhary

11/11/2025

Pur
11/11/25





Following members were present:

Signature

① Dr. Shailesh Sharma
(Chairman)

② Dr. Sandeep Kumar
(Member Secretary)

18.11.2025

③ Dr. Monika Gupta

④ Dr. A. S. Kushwah

18/11/25

⑤ Dr. Satnam Singh

⑥ Dr. Neelam Sharma

18/11/25

⑦ Ms. Manpreet Kaur

18/11/25

⑧ Dr. Ratul Kumar Sharma

18/11/25

MOM and ATR

No.	Agenda	Proceedings of the meeting	Action Taken Report (ATR)
①	Discussion about academic calendar and time table of the next academic session January-2026 (Even Semester)	Academic calendar and time table of the next academic session January 2026 (Even Semester) was discussed in detail.	Next academic session would be started from <u>January 05-2026</u> . Preparation of the time table January 2026 session would be completed upto 15 December 2025.
②	To plan and finalize the departmentwise distribution of the work load.	Discussion about departmentwise distribution of the work load with the Head of departments of different streams was made.	Departmentwise distribution of work load will be done as per IKPTV and PCI guidelines.
③	To Review and address issues related to the curriculum, syllabus and conduct of classes	Issues related to the curriculum such as gaps in the prescribed syllabus and regular conduct of classes were discussed in detail.	Gaps in the prescribed syllabus/ Curriculum will be filled in the future. Classes will be conducted as per regular time table of the institute.
④	To discuss the nature and scope of course assessments, assessment plan etc.	Course assessment plan was discussed in detail.	Scope of course assessment and nature of course assessment

S.No.	Agenda	Proceedings of the meeting	Action taken Report (ATR)
			will be communi- cated to the students at the start of the new academic session and as and when required.

Dr. Sandeep Kumar
[Academic Co-ordinator]

Dr. Shailash Sharma
(Director & Chairman)

