



Ref No. 2190 /DAA/REC/2023

03 January, 2023

Minutes of Meeting

Meeting of the Academic Committee was held on 03-01-23 at 10:00 AM in the office of The Director. The following were present.

1	Prof. (Dr.) P. G. Nalankilli (Director)	Chairman	<i>(Signature)</i>
2	Prof. Vishal Singh Chandel (HoD, APSH)	Member	<i>(Signature)</i>
3	Dr. Sudhakar Tripathi (HoD, IT,)	Member	<i>(Signature)</i>
4	Dr. Puneet Joshi (HoD, EE)	Member	<i>(Signature)</i>
5	Mr. Amit Rai (HoD, CE)	Member	<i>(Signature)</i>
6	Dr. Sanjay Agarwal (Registrar)	Special Invitee	<i>(Signature)</i>
7	Dr. Prabhudatt Dwivedi (Dean, Academic Affairs)	Member	<i>(Signature)</i>

Various points were discussed and the following decisions are taken in the meeting:

1. Registration for VI Sem and VIII Sem will be done within 4 days after the final completion of AKTU end semester Theory/ Practical examination or as per the guidelines of the University.
2. Classes for VI Sem and VIII Sem will commence after the registration in the respective semester or as per the guidelines of the University.
3. PUT/Make up class Test for I Sem and III Sem students will be conducted 10 Days before the commencement of AKTU End Sem. Theory/ Practical Examination.
4. Each paper of PUT/Make up class Test will be of 20/30 marks and 1hour 30 minutes duration.
5. Average of best two tests e.g. class tests/ make up test/ PUT will be taken in awarding sessional marks.
6. From 2022-23 (Even Semester), as per AKTU Academic Calendar (Ref. No. AKTU/RO/2022/16913 Dated 21-07-2022) Class Test -1 and Class Test-2 will be conducted after completing 1/3<sup>rd</sup> and 2/3<sup>rd</sup> syllabus respectively. All students will be required to appear in both first and second class test. If for any reason beyond the control of the students such as illness, tragic incidence in family, the student fails to appear in any test, make up class test will be arranged for such students. If a student fails to appear in first class test, his make up class test will be conducted before second class test and in case of second-class test, make up class test will be conducted before the start of end semester theory examination. Make up class test will be conducted at department level. Minimum 70% attendance at 1<sup>st</sup> Class test and 75% attendance for 2<sup>nd</sup> Class tests are required. In case the attendance is short, parents are to be informed accordingly on monthly basis by the respective class co-ordinator under the guidance of the concerned HoD.
7. Students and their parents are to make aware about the attendance criteria to appear in Class Test-1, Class Test-2, Make Up Class Test and End Semester University exam by the Class Co-ordinator under the guidance of the concerned HoD.

*(Signature)*  
Dr. Prabhudatt Dwivedi  
Dean, Academic Affairs

Copy to:  
The Director  
Dean Student Welfare, HoD (APSH, IT, EE, CE),  
Registrar, Chief Warden, Guard file

*(Signature)*  
(Dr. Prabhudatt Dwivedi)  
Dean, Academic Affairs

*(Signature)* *(Signature)* *(Signature)* *(Signature)* *(Signature)* *(Signature)*