



Ref No. 1748 /DAA/REC/2022

March 4, 2022

Minutes of Meeting

The meeting of the Director with HoDs (APSH, IT, CE, EE), and Dean Academic Affairs was held on March 2, 2022 at 2:30 PM in the office of the Director. The following were present:

1	Prof. (Dr.) Sandeep Tiwari	Director	<i>Sandeep</i>
2	Dr. Vishal Singh Chandel	HoD, APSH	<i>Shiv</i>
2	Dr. Punit Joshi	HoD, EE	<i>Punitjoshi</i>
3	Mr. Amit Kumar Rai	HoD, CE	<i>Amit</i>
4	Dr. Ashish Kumar Mishra	HoD, IT (Officiating)	<i>Ashish</i>
5	Dr. Prabhudatt Dwivedi	Dean, Academic Affairs	<i>Dr. Dwivedi</i>

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

- Providing Notes to students:** Faculty members teaching in 1<sup>st</sup> yr/ 2<sup>nd</sup> yr. will provide notes to the respective students by 5 March 2022. These notes will be verified by the respective HoD
- Feed back of students:** Respective HoD and Dean Academic Affairs will take feedback of students 10 days after the commencement of semester and 15 days before the conclusion of the semester.
- Practical Exam:** Practical exam for 1<sup>st</sup> yr and 2<sup>nd</sup> yr. will be scheduled during 11-14 March 2022.
- Reschedule of CT-1 and CT-2 for 3<sup>rd</sup>. yr. and 4<sup>th</sup> yr.:** CT 1 will be conducted during 28-30 March 2022 and CT-2 during 28- 30 April 2022 for 3<sup>rd</sup> yr and 4<sup>th</sup> Yr. students.
- Carnival/Techfest/Fresher/Farewell function:** will be organised during 15-17 April 2022. CSA chairman and CSA Team along with the support of students' co-ordinator will perform their duties to smoothly organise this fest as per their pre-defined role and responsibilities.
- 2<sup>nd</sup> yr. Lateral entry students:** 2<sup>nd</sup> yr. lateral entry students should be guided on daily basis by the respective faculty. HoD should organise a zoom meeting of 2<sup>nd</sup> yr lateral entry students with the Director along with detail information of students like, Xth marks, XIIth marks, Diploma marks, Sessional marks etc.
- COVID 19 Guidelines:** All have to follow COVID 19 Guidelines as per the directive of the Government.

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

**Copy to:**

1. Director, for information please.
2. Deans,
3. HoDs,
4. Registrar.
5. All concerned
6. Guard file.