



Minutes of Meeting

A meeting of all faculty members under chairmanship of the Director was held on 18.09.2021 at 1:30 p.m. in online mode on Google meet platform. Following decisions were taken in the meeting to improve the overall facilities, infrastructure and ambience of the college.

1. HoDs of the all department were advised to organize their laboratory through the lab in charges keeping in mind, labelling of the all the instruments, standard operating procedures (SOPs), up-to-date lab manuals, etc.
2. Requisition of labs for centre of excellence (such as Robotics and IoT/Drone Technology etc.) and keeping in mind consultancy related work may also be proposed. HODs/lab in-charges are required to provide justification for existing labs equipment and procurement of new equipment for consultancy related work if any.
3. Whitewash of building & labs may also be proposed by HoDs/lab in-charges and Oi/C civil maintenance.
4. Construction of new open theatre with fixed stage & stair in the lawn adjacent to administrative building will also be proposed.
5. Maintenance of all doors and windows in hostels/academic building etc. electric poles etc. will also be proposed by DSW, Chief Warden and respective maintenance in-charges.
6. It was also suggested by to upgrade the existing TPO cell at par with corporate expectations. (Such as separate GD rooms, and interview rooms. etc.).
7. The funds required for creating the infrastructure for incubation centre, its operating cost will also be estimated. A policy for students of college will also be framed for registering the innovative ideas as Start-up Company and the expenditure occurred in this process may be reimbursed from the funds received through from State / central Govt. schemes.
9. It was advised to Oi/C internet operation & maintenance to explore alternate arrangement of internet at important place through local ISPs.
10. In view of NBA visit all departments should provide the requirement for their department such as banners / posters / signage/ display boards etc. well in advance.
11. Chairman CSA and Conveners were advised to provide the requirements related with procurement of sports equipment, creation of dance room, and other instruments for cultural activities, extracurricular activities.
12. HoDs were also advised to create three rooms equipped with facilities for offline & online classes simultaneously and automatic attendance of students in the classroom.

13. HoDs/lab-in charges of respective department are advised to maintain their labs, as per standard so that a review visit could be held at college level in next week.
14. Collage will also apply for two new branches suitable for existing infrastructure and other facilities, for this a Committee of HoDs/Dean AA and one faculty member from each department will be constituted.
15. The status of Special Component Plan of our college will also be explored as per rules by the Registrar, Prof. Vishal Singh Chandel, Dean Academic Affairs.
16. HoDs/lab in-charges will also propose layout changes required in their labs with proper justification.
17. Oi/C security will explore the upgradation of security of campus, hostels & Director residence etc. as per need.
18. Fund may be asked to organise Symposium/Workshop/FDP/International/National Conferences.



(Dr. Prabhudatt Dwivedi)
Dean Academic Affairs

Copy to:

1. Director, for information please.
2. Deans, HoDs, Incharges
3. Registrar.
4. Guard file.



(Dr. Prabhudatt Dwivedi)
Dean Academic Affairs