



Ref No. 1476/DAA/REC/2021

September 24, 2021

Minutes of Meeting

The meeting of HoDs and Dean Academic Affairs was held on September 24, 2021 at 5:00 PM in the office of The Director. The following were present:

1	Prof. (Dr.) Sandeep Tiwari	Director	
2	Prof. Vishal Singh Chandel	HoD, APSH	
3	Dr. Sudhakar Tripathi	HoD, IT	
4	Dr. Puneet Joshi	HoD, EE	
5	Mr. Amit Kumar Rai	HoD, CE	
6	Dr. Prabhudatt Dwivedi	Dean, Academic Affairs	

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

1. It is decided to display the attendance of students on weekly basis. Attendance has to be displayed at the end of every week.
2. Faculty members have to prepare notes, assignments, tutorials and quizzes of the subject they are taking.
3. Question bank has to be prepared by the faculty members which should consist of objective as well as subjective type questions.
4. All faculty members have to sign in and sign out through the figure scanning machine every time when they are going out or coming in to the campus.
5. In general CL should be pre-approved. Only in case of emergency it will be approved later.
6. HoDs/ In charges have to prepare the items to be purchased and have to be kept in FC for approval.

(Dr. Prabhudatt Dwivedi)
Dean Academic Affairs

Copy to:

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

(Dr. Prabhudatt Dwivedi)
Dean Academic Affairs