Ref. No. : 225/EED/18

विद्युत अभियंत्रण विभाग
राजकीय इंजीनियरिंग कॉलेज अम्बेडकर नगर, उत्तर प्रदेश (224122)
Electrical Engineering Department
Rajkiya Engineering College Ambedkar Nagar, U.P.-224122

Ref. No.: NBA/EE/1018/02

Dated: 08/10/2018

Minutes of Meeting held in HOD (EE) office at 10:15 AM on 06/10/2018

A meeting of faculty members, HOD and departmental NBA coordinator was held on 06/10/2018 in HOD office, Electrical Engineering department, at 10:15 AM. During the meeting, a discussion about the preparation of various files took place. In this regard, total 28 files have to be prepared by the department, before coming the inspection team of NBA. Following work of file prepration has been distributed among faculty members:

S. No.	File no.	File Description	Faculty/staff assigned
1	P.2	Department budget and allocation (last 3 year data)	Mr. Lokesh Kumar Yadav
2	P.3	Admission-seat filled and ranks (last 3 year data)	Dr. S. P. Singh
3.	P.4	List/number of students who cleared the program in 4 year (last 3 year data).	Dr. S. P. Singh
4.	P.5	Average grade point (CGPA) (last 3 year data of student' CGPA/percentage)	Mr. Sonu Kumar
5.	P.6	Placement and higher studies data (last 3 year data)	Mr. Sonu Kumar
6	P.7	Professional society activities, events, conference organized etc.	Mr. Vikas Patel
7	P.8	List of students' paper along with hard-copies of the publication; professional society, publications/magazines etc.	LI: Mr. Vipin Patel
8	P.9	Sample best and average project reports/thesis	Dr. Mohammed Aslam Husain
9	P.10	Details of faculty student ratio.	Mr. Yudhishthir

			Pandey
10	P.11	Faculty details with their service books, salary details/slip, sample appointment letters, promotion and award letters/ certificates	Dr. Sanjay Agrawal
11	P.12	Faculty list with designation, qualification, joining date, publication, R & D interaction details	Dr. Puneet Joshi
12	P.13	List of faculty publication along with DOIs and publication/citation details	Dr. Arif Iqbal
13	P.14	List of R & D and consultancy projects along with approvals and project completion reports	Dr. Mohammed Aslam Husain
14	P.15	List and proofs of faculty interaction with outside world	Mr. Sonu Kumar
15	P.16	List of class rooms, faculty rooms.	LIs: Mr. Kundan and Nitesh
16	P.17	List of program specific labs and computing facility within department.	
17	P.18	List of non-teaching staff with their appointment letters etc.	Mr. Sanjay+Suresh Murya
18	P.19	List of short-term courses, workshop arranged and course-modules developed.	Ms. Shikha Choudhary
19	P.22	Curriculum, POs, PEOs, Mission and Vision statements.	Dr. Arif Iqbal
20	P.23	Mapping of course outcome with program outcomes	Ms. Shashi Pandey
21	P.24	Course files, plan of course delivery, question papers, answer scripts, assignments, reports of assignment, project reports, reports of design project, list of laboratory experiments, reports of laboratory experiments etc.	All faculty/staff in labs.

Other remaining works/files will be distributed with remaining faculties and non-teaching staffs, particularly LIs.

During the meeting following faculty members were present:

Name of faculty member	Signature
Dr. S.P. Singh (HOD)	
Dr. Arif Iqbal	
Dr. Mohd. Aslam Husain	
Dr. Puneet Joshi	
Dr. Sanjay Agrawal	
Mr. Vikas Patel	
Mr. Yudhishthir Panday	
Mr. Sonu Kumar	
Mr. Lokesh Kumar Yadav	
Ms. Shikha Choudhary	
Ms. Shashi Pandey	
Mr. Ravindra Kumar	
Mr. Mohd. Waseem Khan	

Dr. Arif Iqbal
NBA Coordinator,
Electrical Engineering,
REC Ambedkar Nagar.

Copy to

1. Director, for kind information
2. HOD, Electrical Engineering
3. NBA Coordinator