

## Minutes of Meeting

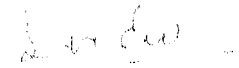
Academic Committee meeting comprising following members was convened on 27.01.2020 (forenoon) at Director's Office, REC Ambedkar Nagar regarding necessary steps to be taken for smooth conduct of academic activities for even semester 2019-2020.

Following committee members were present.

1. Dr. Akhilesh Mishra, Director
2. Prof. Vishal Singh Chandel HoD, APSH
3. Dr. S.P. Singh HOD, EE
4. Dr. Ramesh Chandra Pandey Officiating HoD, EE
5. Dr. Ayush Mittal HoD Civil Engineering
6. Dr. Sushant Chaturvedi Dean, Academic Affairs
7. Shri Amit K. Rai Associate Dean, Academic Affairs

Following decisions were taken by the committee for strict adherence

1. Students should not come late for their scheduled classes. Only 5-minute relaxation may be given by concerned faculty member. After 5 minutes time classroom doors should be closed.
2. Students need to maintain appropriate conduct under all circumstances whether they are in or outside the college.
3. Students should take food only in Dining Hall of the Hostel/Mess. Taking meals into hostel-rooms is strictly prohibited and will be duly fined as decided by Competent Authority.
4. The rooms, common areas and surroundings of the hostel should be kept clean and hygienic. Littering on college campus is strictly prohibited. Kindly Use garbage basket/dustbin for disposable items/ trash. A fine of rupees 500 - will be charged by Competent Authorities if found littering.
5. All students should avail library facility to the fullest.
6. Faculty members are advised to arrange extra classes (if required) to finish the syllabus well on time. Head of Departments are requested to ensure the compliance.
7. Faculty members kindly avoid taking leave as far as possible when classes are in session. Before going for leave prior approval is needed from Competent Authority. Any violation may result in LWP if all CLs have already been exhausted. Arrange your classes before going for leave and after coming back to the institute arrange extra classes to make up the loss for your syllabus subject. Report of regarding such an arrangement should be sent to director office.
8. Duty Leave will only be given for such conferences, seminars where research paper will be published in SCI/SCOPUS Indexed Journals. In other cases, SCL will be allowed by Competent Authority.
9. Faculty members are requested to upload/update attendance on AKIT ERP Login on daily basis so as to avoid any unforeseen inconvenience. Please inform students about new attendance norms in your respective classes. Class-coordinators kindly ensure the same.

  
(Dr. Sushant Chaturvedi)

Dean Academic Affairs  
Rajya Engineering College  
Ambedkar Nagar-224122