



Rajkiya Engineering College, Ambedkar Nagar

Katariya Yakoobpur, Ambedkar Nagar (U.P.) - 224122 India
(AICTE APPROVED GOVERNMENT ENGINEERING COLLEGE)

Minutes of Meeting

Ref No./336 /DAA/REC/2021

Date: 30 /07 /2021

The meeting of The Director with Dean Academic Affairs and Dean Student was held on 28-7-21 in the office of The Director at 9:30 AM. The following were present:

- 1 Prof. (Dr.) Sandeep Tiwari (Director) *Sandeep*
- 2 Dr R.C Pandey (Dean SW) *del*
- 3 Dr. Prabhudatt Dwivedi (Dean, Academic Affairs) *P. Dwivedi*

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

1. **Separate No dues Form for "Mess No Dues" and "College No Dues":** Separate No dues form will be issued to students for Mess No Dues and College No Dues.
2. **Transfer of Staff for the Office of Dean Academic Affairs:** Registrar may be asked to transfer Staff (Mr. Vivek Upadhaya) working in the office of Controller of Exam (COE) to the office of Dean Academic Affairs. He will continue to perform the work of COE as usual. Apart from this he will do additional work of the Dean Academic Affairs. Other staff of Dean Academic Affairs will also perform the duties assigned by the Controller of Examination time to time.
3. **Shifting of the staff office of Dean Student Welfare:** Staff Office of Dean Student Welfare will be shifted to ground floor (adjacent to the office of Dean Student Welfare)
4. **Students Caution Money:** Dean Academic Affairs and Dean Student welfare will e mail the No Dues form of College and Mess respectively to the students who could not done their No dues. Students will fill the details and send back to college. Then their caution money will be released.
5. **Scholarship of students:** Scholarship related work will be performed by the staffs of the Dean Student Welfare. Staff of the Dean Academic Office will help and support in the smooth work transfer to the office of Dean Student Welfare

P. Dwivedi
(Dr. Prabhudatt Dwivedi)
Dean, Academic Affairs

Copy to: -
The Director
Dean Student Welfare
Registrar
Controller of Examination.

P. Dwivedi
(Dr. Prabhudatt Dwivedi)
Dean, Academic Affairs