



Ref No. 2094/DAA/REC/2022

10 October, 2022

Minutes of Meeting

The meeting of Academic Committee was held on 7-10-22 at 4:30 PM in the office of The Director. The following were present:

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

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

- 1 It is decided that in view of Deepawali festival 25, 28 and 29 October 2022 will be observed as non working days. In place of these days 5, 12 and 18 November 2022 will be observed as working days for all and time table of Tuesday, Thursday and Friday will be followed respectively.
- 2 Cumulative attendance of students is to be displayed by the concerned HoDs on every Friday and a copy of the same in sorted manner from higher to lower along with summary is to be brought in every Friday meeting with the Director at 4:30 PM.
- 3 It is suggested by the Director that All faculty members should avoid taking long leave during running semester. HoDs should also have a back up plan while forwarding the leave application of faculty members.
- 4 It is told by the Director that faculty members should adhere the basic guidelines as follow in conducting their classes:
 - (a) Not to use mobile phones in the class
 - (b) They should be available in the class for full time as per their schedule.
 - (c) If any faculty member is taking leave, then he should compensate his classes while coming back.
 - (d) If any department is struggling to engage the classes, then they may ask for support from other department.
5. Club activities has to be activated by the concerned department and a copy of activity plan has to be submitted.

(Dr. Prabhudatt Dwivedi)
Dean, Academic Affairs

Copy to:
The Director
Dean Student Welfare, HoD (APSH, IT, EE, CE),
Registrar, Chief Warden, Guard file

(Dr. Prabhudatt Dwivedi)
Dean, Academic Affairs