



Ref No. 2072 /DAA/REC/2022

19 September , 2022

Minutes of Meeting

The meeting of Academic Committee was held on 16-09-22 at 4:50 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 <i>Sha</i>
3	Dr. Sudhakar Tripathi (HoD, IT)	Member <i>Su</i>
4	Dr. Puneet Joshi (HoD, EE)	Member <i>Puneetjoshi</i>
5	Mr. Amit Kumar Rai (HoD, CE)	Member <i>Amt</i>
6	Dr. Prabhudatt Dwivedi (Dean, Academic Affairs)	Member <i>Dwivedi</i>

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

1. A committee has been constituted by the Director headed by HoD (IT) and all HoDs as the member to access the available internet facility in the college and suggest the measure of improvement.
2. Course File: All faculty member have to complete their course files of previous semester and update the course file of current semester by 24 Sept 2022. Then it will be seen by the higher authorities for further upgradation.
3. Lecture Plan: All faculty members have to prepare the lecture plan of the subjects they are teaching and include it in the course file.
4. NBA Documents: All documents of the NBA should be updated by 26 September 2022. Then it will be seen by the higher authorities for further upgradation.

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

Dwivedi
(Dr. Prabhudatt Dwivedi)
Dean, Academic Affairs

Dwivedi
(Dr. Prabhudatt Dwivedi)
Dean, Academic Affairs

Su Dwivedi *Sha Puneetjoshi* *Amt*