



Ref No. 1727 /DAA/REC/2022

February 23, 2022

Minutes of Meeting

The meeting of the Director with HoDs (APSH, IT, CE, EE), and Dean Academic Affairs was held on February 23, 2022 at 12:15 PM in the office of the Director. The following were present:

1	Prof. (Dr.) Sandeep Tiwari	Director	<i>Sandeep</i>
2	Dr. Sanjay Agarwal	HoD, EE (Officiating)	<i>For Sanjay Agarwal</i>
3	Mr. Amit Kumar Rai	HoD, CE	<i>Amit</i>
4	Dr. R. C. Panday	HoD, IT (Officiating)	<i>RC</i>
5	Mr. Vivekanand Singh	HoD, APSH (Officiating)	<i>Vivekanand</i>
6	Dr. Prabhudatt Dwivedi	Dean, Academic Affairs	<i>Dwivedi</i>

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

1. **Conduct of classes:** The following detail has to be provided by the respective HoD on daily basis:

Date:

Sl. No.	Class	Lecture No.	Total No of students	No. of students Present	Faculty Name

2. **Late-comers of faculty and staff:** Daily report of late-comers of faculty and staff is to be provided by the respective HoD in faculty staff attendance group.
3. **In/Out Register:** In/ Out register (separately for faculty and staff) is to be kept in the Department for those who are leaving the college for short time during working time and the following details should be there:

Sl. No.	Faculty Name	Where to go	Out Time	In Time	Reason for going Out	Remark

4. **Organising College Fest:** A college fest is to be organised during March 4, 2022 to March 9, 2022 and the following committee is constituted to organise the fest:

1. Dr. Prabhudatt Dwivedi, (Dean Academic Affairs) Chairman
2. Prof. Vishal Singh Chandel (HoD APSH) Member
3. Dr. Sudhakar Tripathi (HoD IT) Member
4. Dr. Punit Joshi (HoD EE) Member
5. Mr. Amit Kumar Rai (HoD CE) Member

Sl. No.	Activities	Duration
1	Sports	4, 5, 7 March 2022
2	Cultural Function	8-9 March 2022
3	Fine art and Craft	8-9 March 2022
4	Science Exhibition	8-9 March 2022
5	Literary Activities	8-9 March 2022

CSA chairman and CSA Team will perform their duties to smoothly organise this fest as per their pre-defined role and responsibilities.

5. **COVID 19 Guidelines:** All have to follow COVID 19 Guidelines as per the directive of the Government.

Dwivedi
(Dr. Prabhudatt Dwivedi)
Dean Academic Affairs

Copy to:

1. Director, for information please.
2. Deans,
3. HoDs,
4. Registrar.
5. All concerned
6. Guard file.