



Ref No. 1721 /DAA/REC/2022

February 18, 2022

Minutes of Meeting

The meeting of the HoDs (APSH, IT, CE, EE) and Dean Academic Affairs was held on February 18, 2022 at 12:15 PM in the office of the Dean Academic Affairs. The following were present:

1	Dr. Prabhudatt Dwivedi	Dean, Academic Affairs	<i>Dwivedi</i>
2	Prof. Vishal Singh Chandel	HoD, APSH	<i>Sharma</i>
3	Dr. R. C. Panday	HoD, IT (Officiating)	<i>Panday</i>
4	Dr. Puneet Joshi	HoD, EE	<i>Puneet Joshi</i>
5	Mr. Amit Kumar Rai	HoD, CE	<i>Amit</i>

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

**1. Review of Coverage of syllabus:** The coverage of syllabus in different year was reviewed and status was informed by the concerned HoD. The following is the coverage of syllabus:

- B.Tech. 2<sup>nd</sup> Yr. EE 100%
- B.Tech. 2<sup>nd</sup> Yr. IT 90% to 100%
- B.Tech. 2<sup>nd</sup> Yr. CE 95% to 100%
- B.Tech. 1<sup>st</sup> yr. 80 % to 100%

**2. Completion of syllabus:** It was discussed to complete the syllabus keeping in view of the forthcoming University exam of 1<sup>st</sup> year and 2<sup>nd</sup> year. In view of the involvement of faculty members in election duty, it is also decided to conduct extra classes of the subjects as per the requirements.

**3. Pre University Test for 2<sup>nd</sup> Yr:** It is decided to conduct Pre University Test for 2<sup>nd</sup> year students on 23, 24, 25, 26 and 28 February 2022. Duration of the test and Question Paper pattern should be exactly similar to the University Exam. One Paper has to be conducted on each day except on 28 February 2022.

**4. Class Test 2 for 1<sup>st</sup> year students:** It is decided to conduct Class Test 2 for 1<sup>st</sup> year students on 23, 24, 25, 26 and 28 February 2022. Duration of the test will be 2 hours. One Paper has to be conducted on each day except on 28 February 2022.

**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, HoDs,
3. Registrar.
4. All concerned
5. Guard file.