

Ref No.: 3990 /DAA/REC/2026

Date: 22/09/2026

MINUTES OF THE MEETING

A meeting of the Academic Committee was held on 22nd September 2026 at 4:30 PM in the Director's office. The following members were present:-

Sl. No	Name	Position
1.	Prof. Dhananjay Singh (Director)	Chairman
2.	Prof. Vishal Singh Chandel (HoD, APSH)	Member
3.	Dr. Sudhakar Tripathi (HoD, IT,)	Member
4.	Dr. Ayush Mittal (HoD, CE)	Member
5.	Dr. Yudhishtir Pandey (Coordinator, IQAC)	Special Invitee
6.	Dr. Amit Kumar Singh (Chief Proctor)	Special Invitee
7.	Dr. S P Singh (HoD, EE and Dean Academic Affairs)	Member Secretary

The meeting deliberated on various agenda points, and the following decisions were taken:

- 1. Academic Audit:** All Heads of Departments are hereby advised to ensure that the Academic Audit for the session 2025-26 is completed during the month of October 2026, in consultation with the external expert associated with the concerned department.
- 2. List of Detained Students:** All Heads of Departments are hereby advised to submit the list of students detained from appearing in the upcoming Class Test-1 (CT-1) to the Controller of Examinations (CoE), in consultation with the Dean, Academic Affairs.
- 3. Special Remedial Classes:** All Heads of Departments are hereby advised to conduct special remedial classes for students whose attendance is below the prescribed eligibility criterion of 70% for CT-1.

The Committee further advised that, for students whose attendance is below the prescribed eligibility criterion of 70% for CT-1 and who attend the special remedial classes, their attendance shall be recalculated by considering only **numerator** (the number of classes attended in the special remedial classes), for the purpose of determining their attendance eligibility for CT-1.

Further, attendance relaxation of up to 15% may be considered by the Head of the Institution/College or Dean, Academic Affairs, in cases where a student has remained absent due to medical reasons or other genuine and unavoidable circumstances beyond the student's control. Such relaxation shall be subject to prior permission from the Class Coordinator and the Head of the concerned Department, and the student shall submit an application along with the requisite

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supporting documents. The application, duly verified and recommended by the concerned Class Coordinator and Head of the Department, shall be forwarded to the competent authority for consideration and approval.

Accordingly, students having attendance of not less than 55% may be considered for appearing in CT-1 on medical grounds, subject to the approval of the competent authority, submission and verification of relevant medical documents, and fulfilment of all other prescribed conditions.

4. **Attendance of Lateral Entry Students:** The attendance of Lateral Entry Students shall be calculated from the date of their first attendance in the respective classes.
5. **Attendance Register:** All faculty members of the respective departments are hereby directed to ensure that their updated subject attendance registers are presented to the concerned HoD for verification before the upcoming Class Test-1 (CT-1). The Director Sir may inspect the subject attendance register of any faculty member in any department at any time.
6. **Main College Gate:** The Committee advised that the construction of a beautiful and grand main Gate of the College be initiated under the supervision of the OIC, Construction.
7. **College Logo:** The Committee also advised that a College Logo Competition shall be organized among the students of the college under the Chairmanship of the Chairman, CSA. The final selection process shall be completed within one month by the following committee:

Sl. No	Name	Position
1.	Dr. Prabhudatt Dwivedi (Chairman, CSA)	Chairman
2.	Dr. Vivekanand Singh (CoE)	Member
3.	Mr. Amit Kumar Rai (Assistant Professor, CED)	Member

The top three selected logo designs shall be placed before the forthcoming Board of Governors (BoG) meeting for consideration and finalization of the College Logo.

The meeting concluded with a vote of thanks to the Director (Chairman of the Committee), for presiding over the meeting and for his valuable guidance and directions.

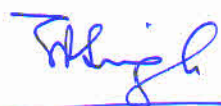

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Member


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Member


(Dr. S. P. Singh)
Member Secretary


(Prof. Dhananjay Singh)
Chairman