

Minute of Academic Committee Meeting held on 19.07.2018 at 11.00 am at Board Room of the College.

Following Members were present in the meeting:

01	Prof. S.P. Pandey, Director	Chairman
02	Dr. Anoop Narain Singh, HoD, Civil Engg. Dept.	Member
03	Dr. Pramod Kumar Srivastava, HoD, Applied Science and Humanities Department	Member
04	Mr. Vijay Kumar, HoD, Mechanical Engg. Department	Member
05	Dr. Divya Pratap Singh, Assistant Professor	Member
06	Mr. Lokesh Kumar Srivastava, FAO and Nodal Officer Finance	Special Invitee
06	Dr. Munesh Chandra, Dean Academics, HoD, Information Technology Department	Member/ Secretary

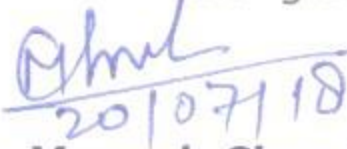
As this is First Academic Committee Meeting, and it should be held in last week of every month.

1. Classes of first year has been decided to start from 16th August 2018 due to following factor:
 - a. Hostel construction is not completed till now. As per UPRNNL Azamgarh they will hand over on 10 August 2018. Last year students were staying in the academic block.
 - b. Spot round counselling is still pending from University end.
2. First year Induction program is proposed during 17-25th August 2018 and Coordinated by HOD (AS&H).
3. All HODs and member has been informed that Internal communication will be in English only.
4. Dean (Academics) responsible for all registration process and final copy of Information submitted to Director's office up to 27th July 2018 (telephone/ letter to unregistered students and after one week for 2nd, 3rd, 4th year students).
5. At the time of Registration extension in Fee deposition time will be sanctioned by Director on recommendation by Concerned HoDs on proper ground.
6. Hostel will be allotted only when no dues from mess and Hostel (complete fees deposited) except new admission.
7. No relaxation will be allowed in any case in hostel and mess fees as limited seats are available in hostels.
8. Information about daily student reporting/Registration to Director will be sent by Dean (Academic).
9. 2nd, 3rd and 4th Years Students who do not report till 30 July 2018, Intimation Letter to inform parents will be sent by Dean Academics, HoDs has to submit such students list to Dean office.
10. GATE classes have to be conducted for better Placement aspect and admission in PG Programs will be conducted from 16th August 2018, supported by TEQIP-III. Academic Committee opened the quotation and Comparative chart has been prepared. M/s GATE Academy, #3, 3rd Floor, 11th A Cross Road, Above Ammi's Biryani, Vivekanand Nagar,

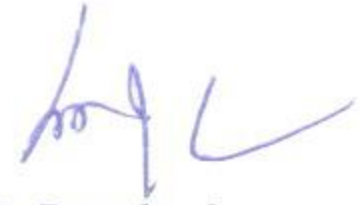
Bommanahalli, Bengaluru, Karnataka – 560068 is found on other specification suitable and in lowest cost. Committee recommends to Go through the same.

11. Regarding all Academic Activities such as Lectures, Practical and Tutorials etc. weekly report from all HoDs will be submitted to every Saturday to Dean (Academics) through hardcopy or E-mail and Dean Academics will discuss with Director on the same.
12. HODs has to submit monthly planner which includes activity beyond academics in Last week of every month to Dean (Academics).
13. Each department has to organize two numbers of 01-day workshop and 01 number of two days National Seminar by each department in one semester.
14. All HoDs and Section officer are instructed to use their own allotted Office Class IV Staff for all cleaning related work
15. All warden insure two times fogging in a week for prevention of Mosquitos.

Meeting ended with vote of thanks to the chair.


20/07/18

(Dr. Munesh Chandra)
Dean Academics & Member-Secretary
Academic Committee



(Prof. S. P. Pandey)
Director / Chairman
Academic Committee