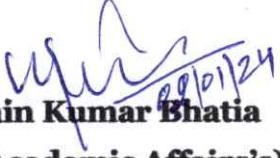


Meeting Date & Time	2 nd January,2024 & 2 pm - 03:00 pm	Meeting Location	Principal Office
Meeting Organizer	Dr. Upain Bhatia	Chairperson	Dr. Upain Bhatia (DAA)
Minutes Drafted on Date	2 nd January,2024	Meeting Title	Meeting
MoM Drafted by	Ms. Tejinder Sharma	Next Meeting Date & Time	

Sr. No	Department	Name	Contact Numbers	Present
1.	Applied Sciences	Ms. Sheetu Sharma	8054734600	Yes
2.	Civil Engineering	Er. Vijay Sai	9877400262	Yes
3.	Computer Application	Mr. Sahil Luthra	8558986286	Yes
4.	Computer Science & Engineering	Ms. Neha Chadha	8699322906	Yes
5.	Electrical Engineering	Mr. Bimal Kumar	9815511810	Yes
6.	Fashion Design	Ms. Sanjana	8054321758	Yes
7.	Hotel Management	Mr. Manbir Singh	9023419000	Yes
8.	Management Studies	Ms. Gurveen Kaur	9501117076	No
9.	Mechanical Engineering	Er. Jagjit Singh	9815078589	Yes
10.	Agriculture	Mr. Agyapal Singh	8288828819	Yes
11.	Pharmaceutical Sciences	Ms. Neetu Sehjpal	9872072650	Yes

S. N.	Agenda	Decision
1	Next Semester Workload	Copy of the workload is to be submitted to the office of Dean Academic Affairs and HOD(CSE) including new recruitments (mentioning Faculty-1 , Faculty-2 etc.)
2	Next Semester Timetable	Copy of the Timetable is to be submitted to the office of Dean Academic Affairs.
3	AICTE Proforma	AICTE proforma has been revised and last date to submit the detail is 31 st January,2024
4	PCI Proforma	PCI proforma has been revised and last date to submit the detail is 8 th January,2024
5	Submission of Application for NIRF Ranking	To submit the details on NIRF Portal
6	Requirement New Faculty/Staff	<ul style="list-style-type: none"> • Interview Date has been fixed on 5th January,2024 for the recruitment of new faculty/staff. • Registrar is required to share the resume with Dean Academic Affairs.
7	Infrastructure Requirement	Requirement given by the Heads in regard to infrastructure is in process ,and will be accomplished by the end of current month.
8	Department wise faculty meeting regarding course curriculum	<ul style="list-style-type: none"> • Meeting dates are 9th-11th January,2024 • Heads are required to share the slot of meeting with PA to principal • Venue of meeting is Placement Cell.

9	UHV Workshop From January 3rd to 5th, 2024	<ul style="list-style-type: none"> • Mandatory for all the faculty members to get registered • To fill pre-survey proforma Shared by HOD(Applied Science)
10	Faculty Development Program	<p>To conduct Faculty Development Program as per following:-</p> <ul style="list-style-type: none"> • During Sessional Examination(s) • During Semester Transition period • Attendee must be relieved from all the departmental/Institutional duties during FDP period
11	STEM 2024	<ul style="list-style-type: none"> • Mechanical and Civil Engineering department are jointly organizing National Conference on Science, Technology, Engineering and Management (STEM) during 22nd to 23rd March, 2024. • Heads and Faculty members are required to share the brochure with their external contacts for wide publicity and participation. • Detail of the conference is also available on college website. • Coordinator: Dr. Gurbhej Singh(ME department)
12	Department wise IQAC Coordinators	<ul style="list-style-type: none"> • To send the details of the IQAC coordinators (Department wise)to Dr. Namrata Kad. • Coordinator must be either Head or next to Head.

Sd/- 
Dr. Upain Kumar Bhatia
 (Dean Academic Affairs's)