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

| 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 Sehgal  | 9872072650      | Yes     |

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

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

Sd/-

*Upain Kumar Bhatia*  
28/01/24  
**Dr. Upain Kumar Bhatia**

**(Dean Academic Affairs's)**