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|--------------------------------|--|-------------------------------------|------------------|
| Meeting Date & Time | 12 th February, 2024 & 2:15pm - 3:05pm | Meeting Location | Dean Office |
| Meeting Organizer | Dr. Upain Bhatia | Chairperson | Dr. Upain Bhatia |
| Minutes Drafted on Date | 12 th Feburary, 2024 | Meeting Title | |
| MoM Drafted by | Dr. Upain Bhatia | 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 | Yes |
| 9. | Mechanical Engineering | Er. Jagjit Singh | 9815078589 | Yes |
| 10. | Agriculture | Mr. Agyapal Singh | 8288828819 | Yes |
| 11. | Pharmaceutical Sciences | Ms. Neetu Sehjpal | 9872072650 | Yes |

PA to Principal

| S. N. | Agenda | Decision |
|-------|---|--|
| 1 | Upgradation of Students - Status | Students have been upgraded on the AGC-LMS Portal who have paid their current Semester Fees |
| 2 | Increment policy | To prepare the Faculty Members' Annual Increment Policy |
| 3 | Faculty Meeting Schedule | Academic Coordinators are required to discuss with their Heads and are required to provide the schedule of their Faculty Meeting to PA to Principal |
| 4 | Uploading of Assignment - I | To upload the Assignment-I before 19 th February, 2024 |
| 5 | Prayaas | Prayaas – A National Level Technical Fest has been proposed to conduct in February or March Month. ISTE Faculty Advisor is required to propose the exact date(s), and also make the necessary arrangements in consultation with DSA |



Dr. Upain Kumar Bhatia
Dean Academic Affairs