

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

PA to Principal

S. N.	Agenda	Decision
1	<b>Upgradation of Students - Status</b>	Students have been upgraded on the AGC-LMS Portal who have paid their current Semester Fees
2	<b>Increment policy</b>	To prepare the Faculty Members' Annual Increment Policy
3	<b>Faculty Meeting Schedule</b>	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	<b>Uploading of Assignment - I</b>	To upload the Assignment-I before 19 <sup>th</sup> February, 2024
5	<b>Prayaas</b>	<b>Prayaas – A National Level Technical Fest</b> 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