

# KIPM - College of Engineering & Technology

(Approved by AICTE, New Delhi & Affiliated to AKTU & BTE, Lucknow)

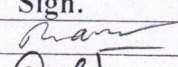
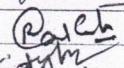
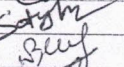
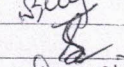


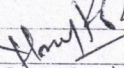
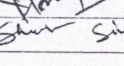
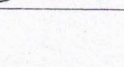
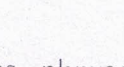
07<sup>th</sup> January, 2020

## Minutes of Meeting

### 1. Opening

The meeting of the Institute Administrative Committee (IAC) has been called by the Director of the Board, Prof. (Dr.) Praveen Kumar Pandey. The meeting has been organized in the conference Hall at 11:00 AM, available at KIPM-College of Engineering and Technology. The meeting started with a welcome speech by Director Sir. In his speech he welcomed all the members of the Committee.

### 2. Members Attended the Meeting

S.No.	Name of the Member	Designation	Sign.
1	Prof.(Dr.) Praveen Pandey	Director	
2	Mr. Rakesh Kumar Pandey	Dean Academics	
3	Dr. Satyabrata Singh	Dean (Student Welfare)	
4	Mr. Bhaskar Pandey	HOD-EC & Controller of Exams	
5	Dr. Harendra Kumar Chauhan	Convener Admission & HOD-AS&H	
6	Mr. Ranjeet Kumar Rai	HOD-CS	
7	Mr. Amit Kumar Singh	HOD-ME	
8	Mr. Pawan Kumar Sen	HOD-EE	
9	Mr. Manish Kumar Singh	HOD-CE	
10	Mr. Shekhar Singh	Registrar	

3.

### Agenda of the Meeting

- To discuss about the steps to be taken for dilapidated furniture, tiles, plywood, glasses, pipes etc.
- The committee focuses on discipline related issues of the students and resolves the issues by students counseling, monitoring and control. The members also study the case of indiscipline and send the final report to the Director for necessary action.
- To discuss about the Maintenance of doors and windows in hostel / academic building etc.
- To focus on medical facilities and cleanness of classes and campus.
- Parents will be informed by the concerned department about to attendance of the students having below 75 % attendance.





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- To discuss on the requirements of furniture (faculty table, faculty chair, almirah, lab table, stools etc.) raised by the different departments.

#### 4. Discussion Held

- All the members of IAC have involved in the discussion about the points made available in agenda of the meeting. All the members have appreciated the point raised in meeting.
- All HOD's were asked for preparing two different lists for dilapidated items and their requirements and submit it to Director for further action.

#### 5. Action to be taken

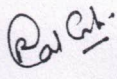
All the concern has asked to be intact with the discussion held in the meeting and start acting in the direction.

#### 6. Adjournment

The Meeting was adjourned at 12:30 PM. The Chairperson declared the adjournment with her closing speech.

#### 7. Next Meeting

No consensus could found for next date of meeting, so it has decided that next date of the meeting will be conveyed to everyone separately.

8. Submitted by: Mr. Rakesh Kumar Pandey 

9. Approved by: Prof.(Dr.) Praveen Pandey 