

KIPM - College of Engineering & Technology

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

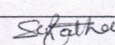
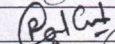
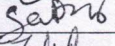
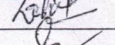

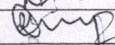
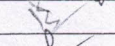
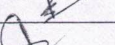
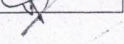
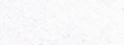
5th July, 2022

Minutes of Meeting

1. Opening

The meeting of the Institute Administrative Committee (IAC) has been called by the Director of the Board, Prof. (Dr.) Surya Kant Pathak. The meeting has been organized in the conference Hall at 2:00 PM, 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.) Surya Kant Pathak	Director	
2	Mr. Rakesh Kumar Pandey	Dean Academics	
3	Dr. Satyabrata Singh	Dean (Student Welfare)	
4	Dr. M. Z. R. Khan	HOD-ME & Dean Planning	
5	Dr. Harendra Chauhan	Convener Admission & HOD-AS&H	
6	Mr. Bhaskar Pandey	HOD-EC & Controller of Exams	
7	Mr. Ranjeet Kumar Rai	HOD-CS	
8	Dr. Puneet Kumar Srivastava	HOD-EE	
9	Mr. Prateek Shahi	HOD-CE	
10	Mr. Alok Srivastava	Asst. Registrar	

3. Agenda of the Meeting

- Campus Safety Measures
- To discuss about asking the root of all the college busses, their Service / maintenance schedule and fuel record.
- The fuel record of all the concerned vehicles including busses and cars has to be maintained by security guard and has to be checked by the director on the month end.
- To discuss about the requirement of a Bus.
- Faculty members have to prepare notes, assignment & tutorials of that subject they are taking.
- To discuss about the repair/testing of all the computer lab equipments along with the facilities provided to different departments.

4. Discussion Held

- In view of regular classes and different online exam related activities all the computer labs checked. In addition for proper functioning of administration and academics all the facilities provided to different faculties of the institute has to be checked. If any kind of repair or maintenance work is required.



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4. Discussion Held

- Dr. M. Z. R. Khan instructs to all Hod's have to inform their students to be in proper dress and maintain discipline in the campus & also Casual Leave should be Pre-approved.

5. Action to be taken

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

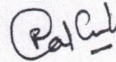
6. Adjournment

The Meeting was adjourned at 3:30 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.) Surya Kant Pathak

