

KIPM - College of Engineering & Technology

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

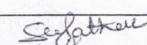


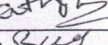


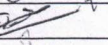
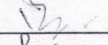

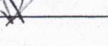
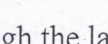
12th January, 2023

Minutes of Meeting

1. Opening

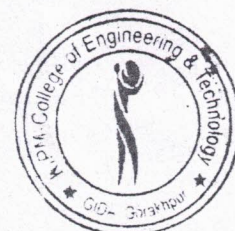
The meeting of the Institute Administrative Committee (IAC) has been called by the Director of the Board, Prof. (Dr.) Surya Kant Pathak. The meeting has been organized in the conference Hall at 2:30 PM, available at KIPM-College of Engineering and Technology. The meeting started with a welcome speech 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.	Dr. M. Z. R. Khan	Additional Director	
3.	Mr. Rakesh Kumar Pandey	Dean Academic	
4.	Dr. Satyabrata Singh	DSW	
5.	Mr. Bhaskar Pandey	Controller of Exam and HOD-ECE	
6.	Dr. Harendra Chauhan	HOD-AS&H and Convener Admission	
7.	Mr. Ranjeet Kumar Rai	HOD-CSE	
8.	Dr. Shah Fateh Azam	HOD-ME	
9.	Dr. Puneet Kumar Srivastava	HOD-EE	
10.	Mr. Prateek Shahi	HOD-CE	
11.	Mr. Alok Srivastava	Asst. Registrar	

3. Agenda of the Meeting

- HOD's of the all department were advised to organize their laboratory through the lab in-charges keeping in mind, labeling of the all the instruments, standard operating procedures, up-to-date lab manuals etc.
- HOD's have to prepare the items to be purchased and have to be kept in finance committee for approval.
- The Casual Leave (CL) form should be Pre-approved. Only in case of emergency it will be approved later.
- All students should be in proper college uniform.



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5. Action to be taken

- (Dr.) Surya Kant Pathak has decided to prepare a proposal regarding bus and discuss with Chairman Sir for its final approval.
- Once it is approved by the Chairman Sir, quotation from different companies must be asked and a comparative analysis has to be performed before final order.
- Mr. Pramesh Chandra Srivastava in association with Sanjay Srivastava will take care of the repair and maintenance related work concerning to IT related facilities at Institute.

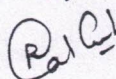
6. Adjournment

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

