

# KIPM - College of Engineering & Technology

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

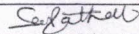
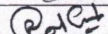
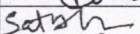







9<sup>th</sup> August, 2021

## 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 online mode at 11:00 AM via Zoom Application. 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

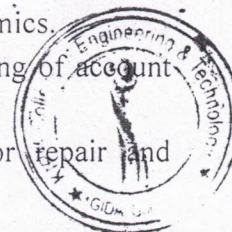
S. No.	Name of the Member	Designation	Sign.
1	Prof. (Dr.) Surya Kant Pathak	Director	
2	Mr. Rakesh Kumar Pandey	Dean Academics	
3	Dr. Satyabrata Singh	Dean (Student Welfare)	
4	Dr. M. Z. R. Khan	HOD-ME & Dean Planning	
5	Dr. Harendra Chauhan	Convener Admission & HOD-AS&H	
6	Mr. Bhaskar Pandey	HOD-EC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

### 3. Agenda of the Meeting

- Encourage frequent hand washing with soap and water for at least 20 seconds. Provide hand sanitizers in high-traffic areas.
- Discuss strategies for increasing awareness and participation in safety training.
- To discuss about the shifting of Account office.
- To discuss about the repair/testing of all the water purifiers available on different floors of academic block, hostels and canteen.

### 4. Discussion Held

- In view of COVID-19, different points have been raised by members and responsibility of readiness for the same has handed over to Dean Academics.
- Due to academics in progress it has suggested by members that shifting of account office can be deferred till next semester.
- Director Sir has agreed to discuss with the competent person for repair and maintenance of water purifiers.



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## 5. Action to be taken

- Notices regarding protection against COVID have to be pasted on different location of interest.
- Use of hand sanitizer by the students as well as faculty members has to be ensured.
- Classrooms must get sanitized before and after the conduction of classes.
- All the water purifiers that needs repair must be ready within Two-Three days.

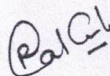
## 6. Adjournment

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.) Surya Kant Pathak

