



Ashoka Institute of Technology & Management, Varanasi  
Department of Electrical Engineering  
DUGC

Ref No. : Ashoka/EE/DUGC/2022-23/02

Date: 13/08/2022

Notice

This is to inform to all the members of DUGC (EED) and HoD (EED), that there is a meeting schedule on 16/08/2022 regarding the following agenda.

**Agenda:**

1. Discussion about Attendance of Students.
2. Regarding the registration of students in MOOCs Course.

**Venue: Electrical Machine Lab (EED)**

**Time: 2:00 P.M.**

A handwritten signature in black ink, appearing to read 'Surendra Kushwaha', written over a horizontal line.

(Surendra Kushwaha)

(Convener, DUGC, EED)

(Ashoka Institute of Technology & Management, Varanasi)



# Ashoka Institute of Technology and Management Pahariya, Sarnath, Varanasi-221007 (U.P.)

(Affiliated to Dr. A.P.J. Abdul Kalam Technical University & Board of Technical Education, Lucknow)  
(Approved by AICTE & PCI, New Delhi)

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Ref. No. - Ashoka/EE/DUGC//2022-23/2

Dated: 16.08.2022

## MINUTES OF THE MEETING

OPENING	
Date of the Meeting – 16/08/2022	Day of the Meeting - Tuesday
Time of Meeting – 4:00-4:30 PM	Meeting Venue – Machine Lab
Meeting Duration – 30 min.	Meeting Chaired by – Mr. Surendra Kushwaha

## MEMBERS ATTENDANCE

			SIGNATURE
1	Mr. Surendra Kushwaha	Asst. Prof. & EE	<i>Surendra</i>
2	Mr. Sandeep Kumar Singh	Asst. Prof. & EE	<i>S.K.Singh</i>
3	Mr. Sajjad Ali	Asst. Prof. & EE	<i>S.Ali</i>

## AGENDA OF THE MEETING

1. Assignment given
2. Regularity of students
3. Student's complaints
4. Course completion status
5. MOOC course registration

## REVIEW OF PREVIOUS AGENDA AND ACTION STATUS (IF ANY)

1. Course file has been prepared by all faculty.
2. Time table has been displayed in classroom & department notice board
3. All labs conducted as per. time table.
- 4.
- 5.

## MINUTES OF THE MEETING

### DISCUSSIONS HELD

1. Assignment is to be given from each unit of subjects.
2. Mentors observed the irregular students, & also short out the student computer
3. Every student must register the one MOOCs course.
- 4.



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5.

## ACTION TO BE TAKEN

1. Assignment is given by all faculty after completion of
2. Irregular students are identified and informed their parents <sup>unit.</sup>
3. Complaints are forwarded to DQAC in charge,
4. All faculty ~~report~~ submit course completion reports <sup>every week</sup> to the DUGC.
5. All student register MOOC course on NPTEL.

## ADJOURNMENT OF THE MEETING

The meeting was adjourned at ~~12.00~~ 4.00 pm on ~~16.08~~ 20.08.2018. The Chairperson/Convener/Secretary declared the adjournment with the closing speech.

## NEXT MEETING

For next meeting it was decided to be scheduled and information being circulated by the chairperson/Convener/Secretary.

Or

The next meeting will be held/scheduled on ~~20.08~~ 20.08.2018 Date ~~4.00~~ 4.00 time and venue.

## SUBMITTED BY:


Mr. Surendra Kushwaha (Surendra)

Copy to:

- IQAC Coordinator

Surendra

## APPROVED BY

  
SOMENDRA BANERJEE  
(CONVENER DQAC)  
(Assistant Professor & Head)  
(Department of Electrical Engineering)