



ASHOKA INSTITUTE OF TECHNOLOGY & MANAGEMENT
RESEARCH AND DEVELOPMENT AND PLANNING COMMITTEE

Ref. No.: Ashoka/R&D/2024/ 001

Date: 13/09/2024

NOTICE

Dear R& D Members,

As per the office order circulated with ref no. AITM/DIR/2024-25/ODD/24 on 13th September 2024, all newly appointed R&D members are required to attend a meeting with the Director on 20th September 2024 at 3:00 PM in the Director's Office.


Dr Farhan Ahmad

(R & D Committee)

Copy to,

- Director, Pharmacy
- Principal ASB
- Dean Academics
- Registrar
- All HODs
- All Concerned Person
- IQAC
- Academic Cell
- DSW



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)

AKTU-641

BTE-4186

Ref. No - Ashoka/RDPC/2024-2025/001

Dated: 20.09.2024

MINUTES OF THE MEETING

OPENING	
Date of the Meeting -20/09/2024	Day of the Meeting- Tuesday
Time of Meeting - 2PM	Meeting Venue - Director Office
Meeting Duration -	Meeting Chaired by -Dr. Sarika Shrivastava

MEMBERS ATTENDANCE

Sr. No.	Name of the members	Designation	Signature
	Prof. Sarika Shrivastava	Director	<i>Sarika</i>
	Dr Farhan Ahmad	Associate Dean & Convenor	<i>Farhan</i>
	Dr. J. K. Chaurasia	Convenor	<i>J.K. Chaurasia</i>
	Er. Aditya Singh Yadav	Convenor	
	Mrs Sakshi Mishra	Convenor	
	Dr Sumedha Ojha	Project Coordinator (BT)	<i>Sumedha Ojha</i>
	Mrs Soni Ojha	Project Coordinator (CSE)	
	Mr Pankaj Vishkarma	Project Coordinator (ECE)	

AGENDA OF THE MEETING

- Discussion on strategies to foster research, explore funding opportunities, build collaborations, and enhance capacity building as part of the strategic plan for the next two years

MINUTES OF THE MEETING

- Prof. Sarika Shrivastava emphasized the need to involve more faculty participation in research along with academic.
- Dr. J. K. Chaurasia and Dr. Farhan Ahmad proposed organizing regular workshop on research paper and research grant writing to equip faculty and students
- Er. Aditya Singh Yadav suggested involving students in research by including live projects in their curriculum and encouraging their contributions.
- Dr. Ravi Tripathi and Mrs. Sakshi Mishra recommended regular workshops, training, and guest lectures to enhance research skills for faculty and students.



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)

AKTU-641

BTE-4186

ACTION TO BE TAKEN

- Faculty members are mandated to dedicate 4 hours per week to research, and Dr. Farhan Ahmad will notify them to submit quarterly research progress reports.
- Dr. J.K. Chaurasia & Dr. Farhan Ahmad will plan and schedule workshop for faculty and students on effective research paper writing, grant applications, and research proposal
Timeline- Conduct workshop by the end of January 2025
- Er. Aditya Singh Yadav will introduce a research component in final-year projects that encourages students to publish their findings.
- **Note: All departmental project coordinators have been officially informed to ensure that final-year project supervisors complete projects on time, compile data for publication**
- Dr Ravi Tripathi and Mrs Sakshi Mishra will plan and organize and share regular update of ongoing research workshops, training sessions on research methodologies, and guest lectures from prominent researchers

Timeline- Schedule the first workshop in February 2025 and continue quarterly

Meeting was ended with a vote of thanks

**Dr Farhan Ahmad
(R& D Committee)**