



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

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

Date: 04/07/2022

Notice


This is to inform to all the members of DQAC (EED) that there is a meeting schedule on 07/07/2022 regarding the following agenda.

Agenda:

1. Discussion about preparation of departmental time table.
2. Regarding conduction of lab.

Venue: Electrical Simulation Lab (EED)

Time: 2:00 P.M.


(Somendra Banerjee)
(HoD, 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)

AKTU-641

BTE-4186

Ref. No. – Ashoka/EE/DQAC/2022-23/

Dated: 07/07/2022

MINUTES OF THE MEETING

OPENING	
Date of the Meeting – 7/07/2022	Day of the Meeting Thursday
Time of Meeting – 2:00-3:30 PM	Meeting Venue – Electrical Simulation Lab
Meeting Duration – 1:00 Hr	Meeting Chaired by – Mr. Somendra Banerjee

MEMBERS ATTENDANCE

SR. NO.	NAME OF THE MEMBERS	DESIGNATION AND DEPARTMENT
1.	Mr. S. N. Singh	Member(DQAC) <i>SS</i>
2.	Mr. Manu Singh	Assistant Professor <i>MS</i>
3.	Mr. Sandeep Singh	Member(DUGC) <i>SS</i>
4.	Mr. Sajjad Ali	Member(DUGC) <i>SA</i>
5.	Mr. Avinash Prasad	Member(DQAC) <i>AP</i>
6.	Mr. Surendra Kushwaha	Convener (DUGC) <i>SK</i>
7.	Mr. Anand Vardhan Pandey	Assistant Professor <i>AV</i>

AGENDA OF THE MEETING

1. Commencement of the Classes
2. Subject Distribution
3. Course File
4. Time Table
5. Conduction of Lab

MINUTES OF THE MEETING

DISCUSSIONS HELD

1. Commencement of Classes from 1st August 2022.
2. All Faculty Members decided to add topics in the Class Notes as per the new syllabus.
3. Making of lesson plan for the upcoming session.
4. Time Table Coordinator will make Time-Tables for all three years.
5. Maintenance of the lab equipments with their manuals.

ACTION TO BE TAKEN

1. Class notes of current semester subjects will be updated by the respective faculties.
2. Time table coordinator will prepare the time table of all three semester of current session.
3. Course file will prepare by respective faculties for current Semester

Email: info@ashokainstitute.com



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4. DQAC members will visit all the labs of the department and check all the equipments and manuals.

ADJOURNMENT OF THE MEETING

The meeting was adjourned at SIMULATION LAB Time 2:00 - 3:30 PM....pm/am. the
Chairperson/Convener/Secretary declared the adjournment with the closing speech.

NEXT MEETING

The next meeting will be scheduled on date 25/08/2022 at 2:00 PM time and venue will be EE
Automation Lab.


SUBMITTED BY:

Mr. Avinash Prasad

Copy to:

- IQAC Coordinator

APPROVED BY



SOMENDRA BANERJEE

(CONVENER DQAC)

(Assistant Professor & Head)

(Department of Electrical Engineering)