

**MINUTES OF THE HOD's and F I/C's MEETING HELD ON 6TH OCTOBER, 2017 AT
3.00PM IN THE OFFICE OF THE DIRECTOR**

MEMBERS PRESENT:

1. Prof. Rajat Gupta, Director
2. Dr. Alok Shukla, F I/C, Academics
3. Dr. K Gyanendra Singh, Chairman Library Committee
4. Dr. P. Ajmal Koya, HOD, BS&HSS
5. Dr. P. K. Biswas, HOD, EEE
6. Dr. Partha Pakray, HOD, CSE
7. Dr. B. Mohanty, HOD, CE
8. Dr. Chaitali Koley, HOD, ECE
9. Dr. B. Kuriachan, HOD I/C, ME
10. Dr. Shuchi, F I/C, Student Activity
11. Mr. Ramesh Kumar, AP (EEE)
12. Mr. A. Bhattacharya, AP (EEE)

A meeting was convened to discuss points for **Action Plan 17-by-17** as required by the Ministry vide letter no. F.No.8-6/2017-TEL dated 31/08/2017. The following points were discussed and decided:

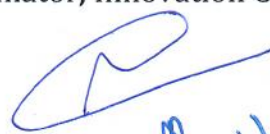
1. **Publicise the Courses:** Dr. Basil Kuriachen, AP (ME) shall be the Coordinator. He has to execute the work as mandate.
2. **Prepare new Courses:** Brainstorm session will be conducted by the Head of Departments to find interested faculty members for preparing new courses. Identified faculty members are to be encouraged.
3. **Monitoring Cell:** Mr. Ramesh Kumar, AP (EEE), shall be the coordinator of the Digital Learning monitoring cell.
4. **Swayam Prabha DTH channels:** Chairman Purchase Committee shall do the needful.
5. **National Digital Library:** Chairman, Library Committee shall to do the needful.
6. **National Academic Depository:** Necessary action shall be taken by Faculty i/c Academics for joining NAD.
7. **Digital Campus, Smart Campus, Clean Campus:** Dr. Bijayananda Mohanty, HoD (CE) shall be the Coordinator for the activities.
8. **Unnat Bharat Abhiyaan:** This program is in progress under the coordinator ship of Dr. P. Ajmal Koya, HoD (BS&HSS).
9. **Innovation drives:** Coordinator, Innovation Club will do the needful.


Director

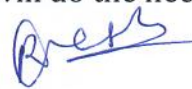

F I/C, Academics


Chairman Library Committee


HOD, BS&HSS


HOD, EEE

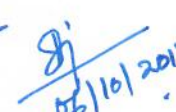

HOD, CSE


HOD, CE


HOD, ECE


HOD I/C, ME


F I/C, Student Activity


AP (EEE)


AP (EEE)


10. **Plan for future:** A Committee is constituted as follows:


Prof. Rajat Gupta, Director : Chairman
All Hods : Members
Dupty Registrar (F&A) : Member
F I/C (Academics) : Member & Convener


11. **Overall Monitoring Committee:** A overall Monitoring Committee is constituted as follows:


Prof. Rajat Gupta, Director : Chairman
Coordinators of all programmes/ activities : Members
F I/C (Academics) : Member & Convener


With this, the meeting came to an end.


Dr. K Gyanendra Singh,
Chairman Lib Committee



Dr. P. Ajmal Koya,
HOD, BS&HSS

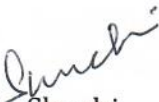

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Prof. Rajat Gupta
Director