



AKTU 648

**BSSITM**

BTE 2289

**BABU SUNDER SINGH INSTITUTE OF TECHNOLOGY & MANAGEMENT**

(Approved By AICTE, Govt. of India & Affiliated to AKTU, BTE Lucknow)

NH-24B, Raebareilly Road, Nigohan, Lucknow (U.P.) - 226302

Tel. : +91 7897462222, 7897472222, www.bssitm.com, Email : info@bssitm.com

## NOTICE

As per the instructions received from Director General office, all members of the Internal Quality Assurance Cell (IQAC), HoDs, In-charge Diploma and Registrar are requested to be present on 01-05-2026 in the Conference Hall at 2:30 PM to discuss the following matters:

- Commencement of Revision after the Pre-University Test (Even Sem) for the academic session 2025-26.
- Compulsory organization of cross-cutting issues as indicated in NAAC Criteria 1.3.
- Submission of the Departmental Annual Progress Report for the session 2025-26.
- Submission of teaching performance feedback of all departmental faculties through annual self-assessment for the Performance-Based Appraisal System (PBAS).

(Member Secretary, IQAC)

**Office of Dean Academic Affairs  
BSSITM, Nigohan, Lucknow (U.P.)**

BSSITM/MISC/2025-26/ DAA- IQAC-90

Date: 01-05-2026

Copy forwarded for information, necessary action and records:

- Hon'ble Chairman for kind information
- Hon'ble Chairperson for kind information
- Director General BSSGI
- Director
- All members of Internal Quality Assurance Cell (IQAC)
- All the hods (CSE, IT, AI&ML, ME, EE, ECE, CE, AGE & ASH) and In-charge Diploma
- In-charge Website
- Registrar
- Guard File

(Member Secretary, IQAC)



AKTU 648

BSSITM

BTE 2289

# BABU SUNDER SINGH INSTITUTE OF TECHNOLOGY & MANAGEMENT

(Approved By AICTE, Govt. of India & Affiliated to AKTU, BTE Lucknow)

NH-24B, Raebareilly Road, Nigohan, Lucknow (U.P.) - 226302

Tel. : +91 7897462222, 7897472222, www.bssitm.com, Email : info@bssitm.com

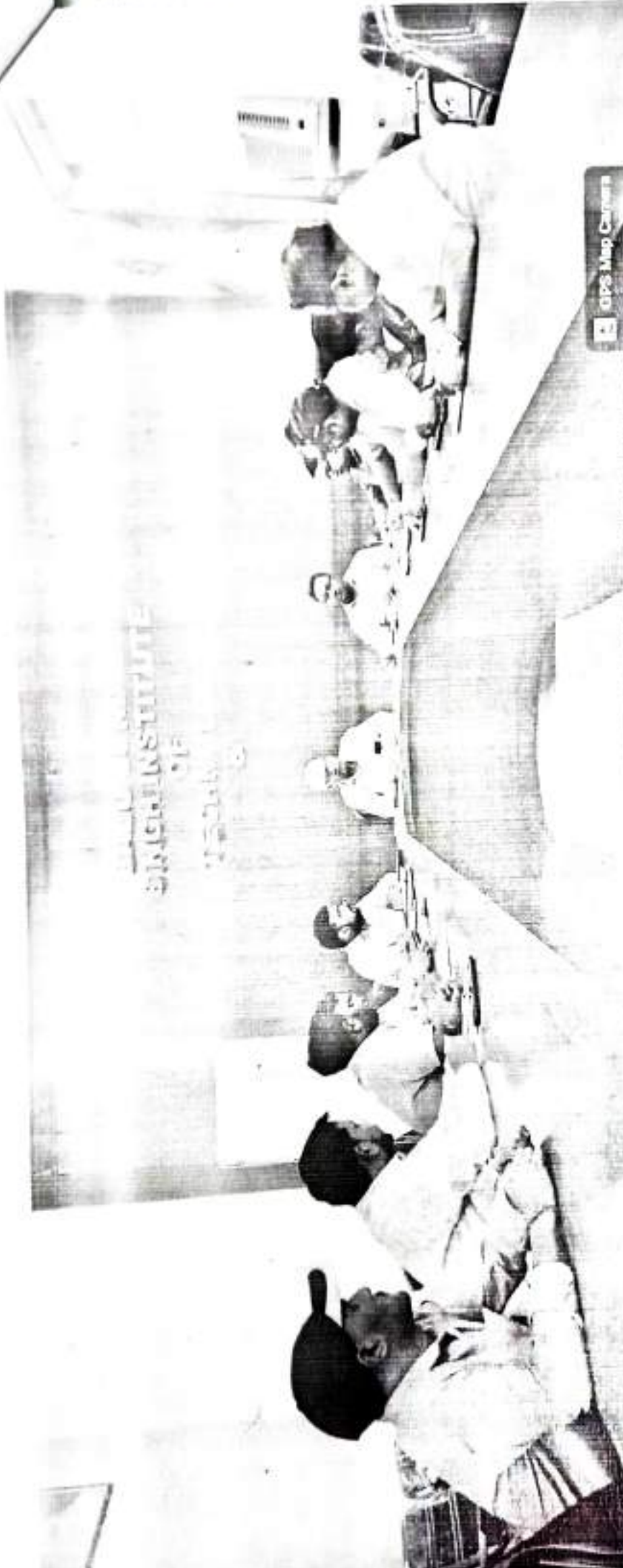
Ref. No:

Date: 01.05.2026

## Attendance

Attendance of meeting Held for BAAC Meeting Regarding (a) Revision classes (b) Organization Cross-Cutting (NATC 1-3) (c) Deptal Annual Progress Report (d) Performance Based Annual Appraisal System of Faculty (2025-26) PBAS - Self assessment

| S.NO. | NAME OF FACULTY      | DEPARTMENT         | SIGNATURE           |
|-------|----------------------|--------------------|---------------------|
| 1     | Prof(Dr) KK Singh    | Director General   | KK Singh 01/05/26   |
| 2     | Dr. Amit Kr. Sankar  | Dean Acad. Affairs | Amit 01/05/2026     |
| 3     | Er. Hira Singh Yadav | HOD (CSE)          | Hira 01/05/26       |
| 4     | Er. Vinayak          | DSW & HOD (CE)     | Vinayak 01/05/2026  |
| 5     | Tripura Kumar        | HOD, ASM           | Tripura 01/05/2026  |
| 6     | Dr. Sujogita Singh   | HOD IT             | Sujogita 01/05/26   |
| 7     | Saurabh Kr. Asipai   | EE                 | Saurabh 01/05/26    |
| 8     | Er. Abhishek Singh   | Registrar          | Abhishek 01/05/2026 |
| 9     | Er. Amit Kr. Yadav   | HOD ME             | Amit 01/05/2026     |
| 10    | Dr. Dharmendra Singh | HOD, AIML          | Dharmendra 01/05/26 |
| 11    | Er. Pankaj Kumar     | HOD AG             | Pankaj 01/05/2026   |
| 12    | Er. Atul Verma       | Dip Incharge       | Atul 01/05/26       |
| 13    | Anjit Yadav          | LI (CSE)           | Anjit 01/05/26      |
| 14    |                      |                    |                     |
| 15    |                      |                    |                     |
| 16    |                      |                    |                     |
| 17    |                      |                    |                     |
| 18    |                      |                    |                     |
| 19    |                      |                    |                     |
| 20    |                      |                    |                     |



GPS Map Camera

# Bhagwan Pur, Uttar Pradesh, India

H23w+jh4, Bhagwan Pur, Uttar Pradesh 226302, India

Lat 26.554168° Long 81.046687°

Friday, 01/05/2016 02:38 PM GMT+05:30



### Minutes of Meeting

As per the instructions received from the Director General's Office, all members of the Internal Quality Assurance Cell (IQAC), Heads of Departments (HoDs), In-charge Diploma, and the Registrar were requested to be present in the Conference Hall on 01/05/2026 at 2:30 PM to discuss the following matters:

- Commencement of Revision after the Pre-University Test (Even Sem) for the academic session 2025-26.
- Compulsory organization of cross-cutting issues as indicated in NAAC Criteria 1.3.
- Submission of the Departmental Annual Progress Report for the session 2025-26.
- Submission of teaching performance feedback of all departmental faculties through annual self-assessment for the Performance-Based Appraisal System (PBAS).

Following members were present in the meeting:

| S. No. | Name  | S. No. | Name  |
|--------|---|--------|---|
| 1      | Prof.(Dr.) K.K. Singh, Director General           | 8      | Er. Abhishek Singh, Registrar                       |
| 2      | Er. Hira Singh Yadav, HOD, CSE                    | 9      | Dr. Dharmendra Singh, AI&ML (Special Invitee)       |
| 3      | Er. Amit Kumar Yadav, HOD, ME                     | 10     | Er. Pankaj Kumar, HOD AGE (Special Invitee)         |
| 4      | Er. Vishavjeet, HOD, CE                           | 11     | Er. Atul Verma, In-Charge Diploma (Special Invitee) |
| 5      | Er. Saurabh Bajpai, Representative, HOD, EE & ECE | 12     | Mr. Anjit Yadav, Representative, ITI&WMC            |
| 6      | Mr. Tripesh Tiwari, HOD, ASH (Special Invitee)    | 13     | Dr. Amit Kumar Srivastava, Member Secretary         |
| 7      | Dr. Suyogita Singh HOD, IT(Special Invitee)       |        |   |

At the outset, the Director General welcomed all members and highlighted the following agenda points:

#### **Point No. 1: Commencement of Revision Classes after the Pre-University Test (Even Semester) for the academic session 2025-26:**

It was decided that revision classes shall commence after the Pre-University Test (PUT). The revision class schedule for B. Tech. students will be prepared by the Mr. Tripesh Tiwari and communicated to students and respective subject teachers. Additionally, doubt-clearing sessions for Diploma students will be conducted after pre-board examination.

**Point No. 2: Organization of Cross-Cutting Issues (NAAC Criteria 1.3):**

All departments shall ensure the organization of a minimum of two activities addressing cross-cutting issues (such as professional ethics, gender sensitization, environmental sustainability, human values, and social responsibility) within academic session 2025-26, in alignment with NAAC Criteria 1.3. Each department is required to submit a comprehensive action plan in the prescribed format well in advance, clearly specifying the title of the activity, theme/topic, objectives, proposed date(s), duration, resource person(s), target participants, and tentative number of beneficiaries. Further, departments shall ensure proper documentation and reporting of each activity, including attendance records, photographs, and a brief report, for submission to IQAC for record and compliance purposes.

**Point No. 3: Submission of Departmental Annual Progress Report (2025–26):**

All Heads of Departments (HoDs) shall ensure the timely submission of the Departmental Annual Progress Report for the academic session 2025–26 by the end of the even semester. The report should comprehensively cover all academic, administrative, research, and co-curricular activities undertaken by the department during the session, along with relevant supporting data and outcomes.

A soft copy of the prescribed format/template for the report will be shared with all HoDs via email along with this MoM. All departments are required to strictly adhere to the provided format and ensure that the information submitted is complete, accurate, and properly documented.

HoDs shall also ensure that the report is duly verified before submission, and both soft and signed hard copies are submitted within the stipulated timeline for institutional record, review, and further submission to IQAC.

**Point No. 4: Submission of Teaching Performance Feedback under PBAS :**

All Heads of Departments (HoDs) shall ensure that the teaching performance feedback of all departmental faculty members is submitted through the annual self-assessment process under the Performance-Based Appraisal System (PBAS) on or before 07/05/2026 in true spirit. A soft copy of the prescribed format/template will be shared with all HoDs via email along with this MoM.

HoDs shall verify, comment and review the submitted self-assessment reports to ensure accuracy, completeness, and proper supporting documentation, wherever applicable. The consolidated departmental submission must be forwarded within the stipulated deadline for further review and record at the institutional level.

**Point No. 5: Any Other Matter:**

B. Tech final year practical/lab examinations shall be completed by 10/05/2026. Submission of B. Tech sessional marks shall be completed by 15/05/2026.

The meeting concluded with a vote of thanks to the Chair.

(Member Secretary, IQAC)

**Office of Dean Academic Affairs  
BSSITM, Nigohan, Lucknow (U.P.)**

BSSITM/MISC/2025-26/ DAA-~~QAC~~-91

Date: 01-05-2026

Copy forwarded for information, necessary action and records:

- Hon'ble Chairman for kind information
- Hon'ble Chairperson for kind information
- Director General BSSGI
- Director
- All members of Internal Quality Assurance Cell (IQAC)
- All the hods (CSE, IT, AI&ML, ME, EE, ECE, CE, AGE & ASH) and In-charge Diploma
- In-charge Website
- Registrar
- Guard File

(Member Secretary, IQAC)