



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, Raebarely Road, Nigohan, Lucknow (U.P.) - 226302

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

NOTICE

As per the directions received from the Director General, all the Heads of Departments are requested to be present in the Conference Hall at 11:30 AM on 21-05-2026 for a meeting regarding the thorough checking and verification of course files of each subject for both semesters of all departments to ensure proper academic documentation as per NAAC criteria.

(Member Secretary, IAC)

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

BSSITM/DAA/2025-26/IAC- 96

Date: 21/05/2026

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 the hods (CSE, IT, AI&ML, ME, EE, ECE, CE, AGE & ASH)
- Registrar
- Guard File

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Ref. No:

Date: 21.5.26.....

Attendance


Attendance of meeting Held for verification & servicing of course file
for NAAC compliance and distribution of list
to heads for smart phone / Tablet

S.NO.	NAME OF FACULTY	DEPARTMENT	SIGNATURE
1	Prof. Dr. K.K. Singh	Director General	KK Singh 21/5/26
2	Dr. Anurag K. Srivastava	Dean Acad. Affairs	Dr. Anurag K. Srivastava 21/5/26
3	Er. Anurag K. Yadav	HOD Mechanical Engg	Er. Anurag K. Yadav 21/5/26
4	Dr. Dharmendra Singh	HOD AIML	Dr. Dharmendra Singh 21/5/26
5	Triparnika Kumari	HOD, AIT	Triparnika Kumari 21/5/26
6	Ms. Neeta Yadav	BB (A.P)	Ms. Neeta Yadav 21/5/26
7	Dr. Sujogita Singh	HOD IT	Dr. Sujogita Singh 21/5/26
8	Er. Pankaj Kumar	HOD Ag	Er. Pankaj Kumar 21/05/2026
9	Er. Vishvajit	DSW & HOD(CG)	Er. Vishvajit 21/05/2026
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**BABU SUNDER
SINGH INSTITUTE
OF
TECHNOLOGY
&
MANAGEMENT**



GPS Map Camera

Bhagwan Pur, Uttar Pradesh, India 

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

Lat 26.553922° Long 81.046498°

Thursday, 21/05/2026 11:42 AM GMT +05:30

Google

Minutes of Meeting

A meeting was conducted in the conference hall at 11:30 AM on 21-05-2026 under the directions of the Director General regarding the thorough checking and verification of course files of all departments to ensure proper academic documentation as per NAAC criteria and providing list of students for the distribution of tablet/smart phone to the heads under the Swami Vivekananda Yuva Sashaktikaran Yojana "Digishakti" initiative of the Technical Education Department .

Following members were present in the meeting :

S. No.	Name	S. No.	Name
1	Prof. (Dr.) K.K. Singh, Special Invitee	6	Dr. Suyogita Singh, HOD, IT
2	Dr. Amit Kumar Srivastava, Dean Academic Affairs and Convener	7	Mr. Tripesh Tiwari, HOD, ASH
3	Er. Vishavjeet, HOD, CE	8	Dr. Pankaj Kumar, HOD, Agril. E.
4	Er. Amit Kumar Yadav, HOD, ME	9	Er. Neeta Yadav, Representative HOD, EE & ECE and Member Secretary
5	Dr. Dharmendra Singh, HOD, AIML		

During the meeting following points were discussed and resolved:

Point No. 1. Regarding Verification and Scrutiny of Course Files for NAAC Compliance:

In view to ensure proper academic documentation as per NAAC criteria, the Director General has directed that the course files of all departments be checked and verified thoroughly. All departments must maintain complete and updated course files for each subject of both semesters strictly as per NAAC requirements and institutional guidelines. In this context, all Heads of Departments were instructed to ensure that the course files of respective faculty members are complete in all respects and properly arranged in the prescribed format.

The meeting discussed that each course file must contain the following contents:

S.No.	CONTENT
1	Vision and Mission of Institute
2	Vision-Mission of the Department ,Program Outcomes (POs),PSO,Program Educational Objective (PEOs)
3	Course Outcomes (COs) and Mapping of COs with POs &PSO's
4	Blooms Taxonomy action verb sheet
5	Academic Calendar (Institute &Department)
6	Syllabus with text and reference books
7	University Evaluation scheme
8	Time Table(Faculty and Class)
9	List of Students
10	Last Year External Result (CO based) analysis and new CO targets for current semester Criteria for Attainment level Previous year Attainment Target Attainment for current semester
11	Lecture Plan

12	Unit wise tutorial sheets and assignments
13	Previous years University papers,
	Gap Analysis in Sessional Examination –(For each sessional and Mock Examination)
	A. Question Paper (CO specific)
	B. Rubrics of Examination (Average CO attainment and weak student identification)
14	C. Remedial Action
15	Final Internal Sessional Marks(CT+TA+AT)
16	External Marks
17	Course Attainment (Current Semester)
18	POs Attainment sheet
19	PSO's Attainment sheet
20	Student's attendance record and any other documents

In this regard, the Director General has constituted a Scrutiny Committee for verification and scrutiny of the departmental course file checking. The constitution of the committee is as follows:

1. Dr. Amit Kumar Srivastava – Convener
2. Er. Hira Singh Yadav – Member
3. Er. Amit Kumar Yadav – Member Secretary

Further, the departmental course file checking committee shall scrutinize the files and submit the compliance report to the Director General on or before 30-05-2026. Any discrepancy found during verification must be rectified immediately. All concerned are directed to comply with the above instructions on priority basis.

Point No. 2. Any Other Matter:

Under the Swami Vivekananda Yuva Sashaktikaran Yojana “Digishakti” initiative of the Technical Education Department, the lists of beneficiaries for tablet and smartphone distribution have been provided to the Heads of Departments for intimating the concerned students via WhatsApp, telephonic call, or email to receive the allotted devices on the same day and date after the conduction of practical examinations 2025-26 (Even Semester).

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

(Member Secretary, IAC)

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

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