

**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 instructions of the Director General, all Heads of the Departments, In-charge Diploma, Registrar and Director are requested to remain present in the Director General's Office on 05-06-2026 at 12:30 PM for a discussion on the following matters:

1. Preparation of the Training and Placement Brochure for the academic session 2026-27.
2. Submission of the complete contact details of industry professionals, including their names, designations, organizations, postal addresses, mobile numbers, and e-mail IDs.
3. Preparation and submission of the Annual Progress Report for the academic session 2025-26.
4. Submission of faculty requirement in view of existing vacant positions and the proposed introduction of new programmes/courses.

(Member Secretary, IAC)

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

BSSITM/DAA/2025-26/IAC- 100

Date: 05/06/2026

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)
- In-charge Diploma
- In-charge Website
- Registrar
- Guard File

(Member Secretary, IAC)



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Ref. No:

Date: 05.06.26

Attendance

Attendance of meeting Held for the preparation of T & P Brochure, Data for Industry Professionals, APR & faculty Requirement of HODs, Diploma Incharge, Registrar & Director with DG

Table with 4 columns: S.NO., NAME OF FACULTY, DEPARTMENT, SIGNATURE. Rows 1-11 contain handwritten entries for various faculty members and their signatures, including dates like 05/06/26.



Minutes of Meeting

A meeting of all Heads of the Departments, In-charge Diploma, Registrar, and Directors was held in the Director General's Office on 05 June 2026 at 12:30 PM under the chairmanship of the Director General to discuss matters related to:

1. Preparation of the Training and Placement Brochure for the academic session 2026–27.
2. Submission of the complete contact details of industry professionals, including their names, designations, organizations, postal addresses, mobile numbers, and e-mail IDs.
3. Preparation and submission of the Annual Progress Report for the academic session 2025–26.
4. Submission of faculty requirement in view of existing vacant positions and the proposed introduction of new programmes/courses.

Following members were present in the meeting :

S. No.	Name	S. No.	Name
1	Prof. (Dr.) K.K. Singh, Special Invitee	7	Er. Amit Kumar Yadav, HOD, ME
2	Prof. (Dr.) R.S. Mishra, Special Invitee	8	Dr. Dharmendra Singh, HOD, AIML
3	Er. Abhishek Singh, Special Invitee	9	Dr. Suyogita Singh, HOD, IT
4	Er. Atul Verma, Special Invitee	10	Mr. Tripesh Tiwari, HOD, ASH
5	Dr. Amit Kumar Srivastava, Dean Academic Affairs and Convener	11	Er. Prashant Pandey, HOD, EE & ECE and Member Secretary
6	Er. Vishavjeet, HOD, CE		

During the meeting following points were discussed and resolved:

Point No. 1. Preparation of Training and Placement Brochure (Session 2026–27):

The committee discussed the preparation of a comprehensive Training and Placement Brochure for the academic session 2026–27. It was decided that each department shall provide updated information regarding placements, internships, industry collaborations, achievements, alumni success stories, and department-specific highlights to Dr. Ashray Jaiswal (Department of Applied Sciences and Humanities) that will compile the information and prepare the Training and Placement brochure in consultation with the Director General.

Point No. 2. Collection of Industry Professionals' Contact Details:

The committee emphasized the need to strengthen industry–institute interaction and enhance opportunities for internships, placements, expert lectures, industrial visits, consultancy, and collaborative activities. After detailed deliberations, it was resolved that each department shall prepare and submit a database of industry organizations relevant to its discipline in the prescribed format, including details such as Organization/Company Name, Address, Contact Person, Sector/Domain, Mobile Number, and E-mail ID.

The prescribed format shall be circulated by the Dean Academic Affairs. All concerned were directed to submit (soft copy and hard copy) the completed database on or before 20 June 2026.

Point No. 3. Preparation of Annual Progress Report (Session 2025–26):


The Director General reviewed the requirement for preparation of the Annual Progress Report for the Academic Session 2025–26. All departments were instructed to compile and submit comprehensive information regarding Department Overview, Faculty Details, Student Strength and Performance, Academic Activities, Research and Development, Infrastructure and Facilities, Industry-Academia Interface, Extracurricular Activities, Alumni Engagement & SWOT Analysis. It was resolved that the report shall be prepared in the prescribed format to be provided by the Dean Academic Affairs. All

concerned were directed to submit the duly completed Annual Progress Report (soft copy and hard copy) on or before 12 June 2026 for compilation and presentation before the management.

Point No. 4. Submission of Faculty Requirements:

The committee reviewed the existing faculty positions and the requirements arising from vacant posts and the proposed introduction of new programmes/courses. It was resolved that each department shall submit a detailed proposal indicating sanctioned strength, existing faculty, vacancies, and additional faculty requirements along with proper justification on the prescribed format to be provided by the Dean Academic Affairs. All concerned were directed to submit the duly completed Requirement of Faculty Format (soft copy and hard copy) on or before 8 June 2026. The consolidated proposal shall be placed before the management for necessary approval and recruitment action.

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


(Member Secretary, IAC)

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

BSSITM/DAA/2025-26/IAC- 101

Date: 05/06/2026

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FORMAT FOR SUBMISSION OF ORGANIZATION/COMPANY DETAILS FOR PLACEMENTS OPPORTUNITY

DEPARTMENT:.....

S. No.	Organization/Company Name with Complete Address	Sector/Domain	Contact Person	Mobile No.	E-mail ID	Remarks
1						
2						
3						
4						
5						
6						
7						



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DIPLOMA

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Annual Progress Report (APR)**Academic Year:****Department:****Vision of the Institute:-**

To evolve into distinguished institution that nurtures a vibrant learning atmosphere, empowering aspiring engineers to emerge as ethical technology leaders and entrepreneurs for societal wellbeing and national advancement through innovation and research.

Mission of the Institute:-

- To bridge the gap between theory and practice through effective teaching learning process and hands on experiments.
- To cultivate creative minds by indulging them in innovative projects and research.
- To foster a culture that promotes entrepreneurial risk taking and adaptability.
- To create technological leaders by inculcating moral values for societal welfare and lifelong learning.

1. Department Overview

- Brief introduction of the department:
- Vision and Mission statements of the department:
- Program Outcomes (POs):

2. Faculty Details

- List of faculty members with qualifications, designations, Aadhaar Number, Pan Number, Contact Number and e-mail id
- Faculty achievements (awards, publications, conferences, etc.)

3. Student Strength and Performance

- Total number of students enrolled year wise (Diploma, UG and PG)
- Student pass percentage and placements
- Student achievements (competitions, projects, etc.)

4. Academic Activities

- Teaching-learning methods and innovations

5. Research and Development

- Research projects and grants
- Publications (journals, conferences, books)
- Patents and copyrights

6. Infrastructure and Facilities

- Laboratories and equipment
- Library and online resources
- Other facilities (workshops, etc.)

7. Industry-Academia Interface

- Industry collaborations and MoUs
- Invited lectures, workshops, and seminars/Wwbinar
- Internships and placements

8. Extracurricular Activities

- Student organizations and clubs
- Sports and cultural events
- Social outreach programs

9. Alumni Engagement

- Alumni meet and feedback
- Alumni contributions (mentorship, placements, etc.)

10. SWOT Analysis and Action Plan

- Strengths, Weaknesses, Opportunities, and Threats
- Action plan for the next academic year



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REQUIREMENT OF FACULTY POSTION

DEPARTMENT:.....

YEAR		SANCTIONED INTAKE	CURRENT ATTENDING STUDENTS IN THE CLASS				
1							
2							
3							
4							
S. No.	SEMESTER	SUBJECT NAME	SUBJECT CODE	L	T	P	SUBJECT LOAD
1							
2							
3							
4							
5							
6							
7							

EXISTING FACULTY:

FACULTY REQUIRED:

Signautre of HOD