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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 of the Director General, all Head of the Departments, and Director are requested to remain present in the Director General's Office on **15-06-2026 at 12:30 PM** for a discussion on the following matters regarding the preparation for the forthcoming academic session 2026-27:

1. Seating plan for new session 2026-27.
2. Preparation for the lab.

(Member Secretary, IAC)

Office of Dean Academic Affairs

BSSITM, Nigohan, Lucknow (U.P.)

BSSITM/DAA/2025-26/IAC- 102

Date: 15/06/2026

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 Website
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Ref. No:

Date: 15.06.26


Attendance

Attendance of meeting Held for the preparation of class room ambience, Lab repairing & allocation of ICT class room for M.E department

S.NO.	NAME OF FACULTY	DEPARTMENT	SIGNATURE
1	Prof (Dr) K K Singh	Director General	<u>KK Singh</u> 15-06-26
2	Dr. R. S. Mishra	Director	<u>R S Mishra</u> 15/06
3	Dr. Amit Kumar Srivastava	De. Acad Affairs	<u>Amit Kumar</u> 15/6/26
4	Er. Sanjiv Mishra	ME	<u>Sanjiv Mishra</u>
5	Er. Pankaj Kumar	HOD (A9)	<u>Pankaj Kumar</u>
6	Dr. Sanyogita Singh	HOD (IT)	<u>Sanyogita Singh</u>
7	Er. Prashant Pandey	HOD EE & EL	<u>Prashant Pandey</u>
8	Trinambhachandran	HOD, A9H	<u>Trinambhachandran</u>
9	Er. Hiral Singh Yadav	HOD (CSE)	<u>Hiral Singh</u> 15/6/26
10	Er. Vinayak	DSW & HOD (CSE)	<u>Vinayak</u>
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GPS Map Camera

Bhagwan Pur, Uttar Pradesh, India 

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

Lat 26.553888° Long 81.046519°

Monday, 15/06/2026 12:37 PM GMT +05:30



Google

Minutes of Meeting

A meeting of all Heads of the Departments and the Director was held in the Director General's Office on 15 June 2026 at 12:30 PM under the chairmanship of the Director General to discuss matters related to the preparation regarding the forthcoming academic session 2026-27. The specific agenda items included:

1. Seating plan for new session.
2. Preparation for lab for session 2026-27.
3. Any other matter.

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	Prof. (Dr.) R.S. Mishra, Special Invitee	7	Mr. Tripesh Tiwari, HOD, ASH
3	Dr. Amit Kumar Srivastava, Dean Academic Affairs and Convener	8	Er. Hira Singh Yadav, HOD CSE
4	Er. Vishavjeet, HOD, CE	9	Er. Pankaj Kumar HOD AG
5	Er. Sanjeev Mishra, Representative, ME	10	Er. Prashant Pandey, HOD, EE & ECE and Member Secretary

During the meeting following points were discussed and resolved:

Point No. 1. Seating Plan for New Session:

The seating plan for the new session will be monitored by Er. Hira Singh Yadav, HoD CSE for all department classrooms. He is instructed to properly manage the bench and desk of the same type in a classroom, along with having a podium, whiteboard, condition of lights and fans (if repair is needed, then arrange it), and curtains as according to the number of students in each branch and year. Furthermore, as new courses BCA and MBA are being introduced from the session 2026-27, the faculty room and seating arrangements for students must be properly managed and arranged.

Point No. 2. Preparation for Lab for Session 2026-27: The comprehensive preparation, maintenance, and operational readiness of all departmental laboratories will be directly managed and executed by the respective Heads of Departments (HODs) ahead of the session commencement. The Director General strongly emphasized that HODs must personally guarantee that robust, high-quality practical labs are conducted regularly and systematically for every branch, year, and section. To achieve this objective, the following standard operating directives were laid out for immediate compliance: Maintenance and Procurement Proposals: A detailed consolidated list outlining all necessary repairs, servicing of non-functional machinery,

and fresh requirements for laboratory consumables or hardware components must be compiled and submitted to the central management immediately to prevent any disruption in the academic schedule.

Point No. 3. Any Other Matter (Preparation of ICT Room):

Under any other matter, an ICT room will be prepared for the Mechanical Engineering department. Prof Director General instructed everyone to look for a suitable location for it. Following this, Dean Academics affair suggested that it can be prepared on the first floor at room no. 115 so that there is an ICT room available on all floors.

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-103

Date: 15/06/2026

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