BSSITM
AKTU 648 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

All Bus Coordinators, Coordinators of BCA & MBA, Incharge Diploma, Transport Officer, Heads of Departments, Dean Academic Affairs, Registrar, Principal, (BSSDC) and Director (BSSITM) are requested to be present in the Conference Hall at 1:30 PM for a meeting to discuss the following agenda items:

1. Adjustment of lecture hours and teaching periods.
2. Revision of Institute timings.
3. Revision of bus departure timings

All concerned are requested to ensure their presence and punctuality.

(Director General)

Office of Director General
BSSITM, Nigohan, Lucknow (U.P.)

BSSITM/DG/2026-27/ 03

Date: 20/08/2026

Copy forwarded for information, necessary action and records:

- Hon'ble Chairman for kind information
- Hon'ble Chairperson for kind information
- Director BSSITM
- Principal BSSDC
- Dean Academic Affairs
- All the hods (CSE, IT, AI&ML, ME, EE, ECE, CE, AGE & ASH)
- Coordinators of BCA & MBA
- Incharge Diploma
- Registrar
- Transport Officer
- Bus Co-Ordinators of all routes
- Website In-charge
- Guard File

K K Singh 20.8.26
(Director General)

Scanned with OKEN Scanner

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

Ref. No:

Date: 20.08.2026

Attendance

Attendance of meeting Held for Adjustment of lectures, Revision of Institute Timing & late departure.

S.NO.	NAME OF FACULTY	DEPARTMENT	SIGNATURE
1	Prof(Dr) K K Singh	Director General	K K Singh
2	Dr. Arun Kr. Singh	DIRECTOR	20/08/2026
3	Dr. Amit K. Srivastava	Deam Acad. Affairs	20/8/26
4	Er. Hira Singh Yadav	HOD (CSE)	20/8/26
5	Er. Vishavjot	HOD (CCE) & DSW	20/08/2026
6	Er Sanjay Mishra	[redacted] (Buss Coordinator)	
7	Er. Prashant Pandey	HOD EE & EC	20/8/26
8	Er. Pankaj Kumar	HOD Appll. Engl.	20/08/2026
9	Dr. Suyogita Singh	HOD (IT)	20/8/2026
10	Er. Abhishek Singh	Registrar	
11	Dr Anand Singh	Principal	20/8/26
12	Dr Dharmendra Singh	HOD, AIML	
13	Er. Atul Verma	Dip Incharge	
14	Tripurari Kumar Jha	HOD, ASH	20/08/26
15	Er. Amit Kr. Yadav	HOD + MEMentor Ath	20/08/2026
16	S. Bhadra	MBA/BBA-incharge	
17	PRADEEP MANI	Coordinator/BCA Dept	
18			
19			
20			

Scanned with OKEN Scanner

Scanned with OKEN Scanner

Minutes of Meeting

A meeting of all Bus Coordinators, Coordinators of BCA & MBA, Incharge Diploma, Transport Officer, Heads of Departments, Dean Academic Affairs, Registrar, Principal, (BSSDC) and Director (BSSITM) was held in Conference Hall at 1:30 PM on dated 20-08-2026 to discuss the following agenda items:

1. Adjustment of lecture hours and teaching periods.
2. Revision of Institute timings.
3. Revision of bus departure timings

Following members were present in the meeting:

Name	Remarks	Name	Remarks
Prof. (Dr.) K.K. Singh (Director General)	Present	Er. Abhishek Singh, Registrar	Present
Prof. (Dr.) Arun Kumar Singh (Director)	Present	Prof. (Dr.) Anand Kumar Singh (Principal)	Present
Prof. (Dr.) Amit Kumar Srivastava (Dean Academics Affairs)	Present	Dr. Dharmendra Singh (HOD, AI&ML)	Present
Er. Hira Singh Yadav (HOD, CSE)	Present	Er. Atul Verma, Incharge Diploma	Present
Er. Viswajeet Singh Yadav (HOD, CE and TO)	Present	Mr. Tripesh Tiwari (HOD, ASH)	Present
Er. Sanjeev Mishra, Bus Coordinator	Present	Er. Amit Kumar Yadav (HOD, Mechanical Engg. & Mentor AG)	Present
Er. Prashant Pandey (HOD, EE & ECE)	Present	Dr. Shubhajit Bhadra (Co-ordinator MBA)	Present
Er. Pankaj Kumar (HOD, Agricultural Engg.)	Present	Mr. Pradeep Kumar (Co-ordinator BCA)	Present
Er. Suyogita Singh (HOD, Inormation Technology)	Present		

Point No. 1. Adjustment of Lecture Hours and Teaching Periods:

The members discussed the existing academic schedule and the need for optimum utilization of teaching hours. It was decided that the lecture schedule should be reviewed and suitably adjusted to ensure effective curriculum delivery, adequate contact hours, and smooth conduct of academic activities. After detailed discussion, it was decided that there shall be 7 lectures per day, with each lecture of 50 minutes duration. All HODs, Diploma Incahrge and Coordinators shall prepare the academic time tablt accordingly, ensuring effective curriculum delivery and optimum utilization of teaching hours. Soft copy of the time table format will be provided by Dean Academic Affairs by today which will be effective from 24-08-2026.

Point No. 2. Revision of Institute Timings:

After detailed discussion, it was decided that the Institute timing shall be from 9:30 AM to 4:10 PM. The academic schedule shall be structured accordingly, comprising 7 lectures of 50 minutes each, along with the required break and transition time.

Scanned with OKEN Scanner

Point No. 3. Revision of Bus Departure Timings:

It was decided that the Institute buses shall depart from the campus at 4:20 PM & thumb impression at 4:15 PM, i.e., immediately after the completion of the Institute schedule at 4:10 PM. The Transport Officer and all Bus Coordinators shall ensure that the buses are positioned and ready for departure by the scheduled time.

The revised bus schedule shall be communicated to all students and staff to ensure smooth, safe and timely transportation.

Point No. Any Other Matter:

The meeting discussed the transportation requirement for students commuting through the Raebareli route. It was noted that the number of students using this route has increased and is presently more than the seating capacity of the existing bus. After discussion, it was decided that one additional bus may be required for the Raebareli route to ensure safe, comfortable and convenient transportation for all students. The Transport Officer and bus coordinators were directed to assess the requirement on the basis of students and staff strength desiring bus facility. The revised arrangement shall be implemented keeping in view student safety, seating capacity, punctuality and smooth transportation operations. It was also decided that once option is given by users the bus fee will be charged for full academic session.

Meeting ended with thanks to chair.

(Director General)

Office of Director General
BSSITM, Nigohan, Lucknow (U.P.)

BSSITM/DG/2026-27/ Date: 20/08/2026

Copy forwarded for information, necessary action and records:

- Hon'ble Chairman for kind information
- Hon'ble Chairperson for kind information
- Director BSSITM
- Principal BSSDC
- Dean Academic Affairs
- All the hods (CSE, IT, AI&ML, ME, EE, ECE, CE, AGE & ASH)
- Coordinators of BCA & MBA
- Incharge Diploma
- Registrar
- Transport Officer
- Bus Co-Ordinators of all routes
- Website In-charge
- Guard File

K K Singh 20.8.26 DG
(Director General)

Scanned with OKEN Scanner

BSSITM & BSSDC, LUCKNOW

TIME TABLE

SESSION 2026-27

B.Tech/BCA/MBA/BBA/B.COM/DIPLOMA .....YEAR

Department of

CO-ORDINATOR:

DAY \ PERIOD & TIME	1st	2nd	3rd	4th	12:50-1:40	5th	6th	7th
	9:30-10:20	10:20-11:10	11:10-12:00	12:00-12:50		1:40-2:30	2:30-3:20	3:20-4:10
MONDAY					LUNCH			
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								

SUBJECT NAME	FACULTY NAME	LAB NAME	FACULTY NAME

Scanned with OKEN Scanner