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 Heads of Departments and the Diploma In-charge are requested to be present in the Conference Hall at 12:50 PM for a discussion on the following matters:

1. Ensuring the submission of daily attendance for the 2nd and 5th lectures positively.
2. Preparation and planning for the 1st Sessional Test, Odd Semester 2026.
3. Any other matter : Russian Language Course preparation, which is starting from 21.9.26 to 02.10.26.

(Member Secretary, IAC)

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

Date: 01/09/2026

BSSITM/DAA/2026-27/IAC- 05

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)
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Ref. No:

Date: 01.09.2026

Attendance

Attendance of meeting Held for HOD, class co-ordinators for daily Attendance

S.N	Name	Designation	Deptt.	e.mail ID	Mobile.No	Signature
1	Prof (Dr) K K Singh	DG			7607011855	K K Singh
2	DR. ARUN K. SINGH	DIRECTOR				01/09/2026
3	Dr. Amit K. Srivastava	DAA	ASH	deam@bssitm.ac.in	7607003753	01/09/2026
4	Er. Hira Singh	HOD	CSE	hodCSE@bssitm.ac.in	7607006026	01/9/26
5	Er. Amit Kr. Yadav	HOD/Mentor	ME/AG	hodme@bssitm.ac.in	8188054531	01/09/26
6	Er. Prashant Pandey	HOD	EE	eehodbssitm@gmail.com	9450660696	01/09/26
7	Er. Pankaj Kumar	HOD	Agri. Engg.	hodag@bssitm.ac.in	8808767754	01/09/2026
8	Dr. Suyogita Singh	HOD(IT)	IT	hodIT@bssitm@gmail.com	7985500829	01/9/2026
9	Ms. Ananya Chhavi	A.P	CSE	chhaviananya@gmail.com	7408506624	01/9/26
10	Er. Shashank Verma	A.P.	AE	shashankagril7881@gmail.com	9140347881	01/9/26
11	Er. Arun Maurya	Asst. Prof.	CSE	ak690386@gmail.com	8874806821	01/09/26
12	Er. Sanjeev Mishra	Ast. Prof.	ME	mishrasanjeev38@gmail	9696006624	
13	Er. Pradeep Kr. Yadav	"	CE	yadavsurya2008@gmail.com	8953273972	
14	Er. Shruti Sagar	"	EE	shuklashrutisagar@gmail.com	8840539656	
15	Neeta yadav	"	EE	neeta.yadav687@gmail	8604409771	
16	Dr Dharmendra Singh	HOD, AIML	CSE	hodaiml bssitm@gmail	9557[illegible]	
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Minutes of Meeting

A meeting of all Heads of the Departments, Dean Academic Affairs, Director and Director General was held in the Conference Hall on 01 September 2026 at 12:50 PM to discuss matters related to:

1. Ensuring the submission of daily attendance for the 2nd and 5th lectures positively.
2. Preparation and planning for the 1st Sessional Test, Odd Semester 2026.
3. Any Other Matter: Russian Language Course preparation, which is starting from 21-09-2026 to 02-10-2026.

Following members were present in the meeting :

S. No.	Name	S. No.	Name
1	Prof. (Dr.) K.K. Singh, Special Invitee	9	Er. Shashank Verma
2	Prof. (Dr.) Arun Kumar Singh, Special Invitee	10	Er. Arun Maurya
3	Dr. Amit Kumar Srivastava, Dean Academic Affairs and Convener	11	Er. Sanjeev Mishra, Exam. Controller
4	Er. Hira Singh Yadav, HOD, CSE	12	Er. Pradeep Kumar Yadav
5	Er. Amit Kumar Yadav, HOD, ME	13	Er. Shruti Sagar Shukla
6	Er. Pankaj Kumar, HOD, AG	14	Er. Neeta Yadav
7	Dr. Suyogita Singh, HOD, IT	15	Dr. Dharmendra Singh, HOD, AIML
8	Ms. Ananya Chhavi	16	Er. Prashant Pandey, HOD, EE & ECE and Member Secretary

During the meeting following points were discussed and resolved:

Point No. 1. Ensuring the Submission of Daily Attendance for the 2nd And 5th Lectures Positively:

All concerned Class Coordinators are directed to ensure that the daily attendance for the 2nd and 5th lectures is collected, verified and sent to **Mr. Anil Kumar** every working day without fail. The concerned HODs shall monitor compliance and ensure timely submission. Any discrepancy or delay must be immediately brought to the notice of the concerned HOD.

Following class coordinators will send daily attendance to Mr. Anil Kumar in 2nd and 5th lecture daily:

Branch	Year	Coordinator's Name	Mobile No.
CSE/IT/AIML	2	Ms. Ananya Chhavi	7408506624
	3	Er. Arun Maurya	8874806821
ME	2	Er. Sanjeev Mishra	9696006624
	3	Dr. Vinay Mishra	9450458656
CE	2	Er. Pradeep Yadav	8953273972
	3	Er. Vishavjeet	8090567795
AG	2	Er. Shashank Verma	9140347881
	3	Er. Pankaj Kumar	8808767754
EE	2	Er. Shruti Sagar Shukla	8840539654
	3	Er. Neeta Yadav	8604409791

All coordinators are requested to ensure strict and timely compliance.

Point No. 2. Regarding Calling Register:

All designated Class Coordinators shall contact the parents/guardians of absent students through mobile and or e-mail on a daily basis and record the details in the Calling Register.

The concerned Head of Department (HOD) shall regularly verify and monitor the Calling Register. All HODs shall submit the updated Calling Register to the Dean, Academic Affairs, every Wednesday for review. The Director shall review and verify all Calling Registers every Saturday to ensure proper monitoring and compliance.

Point No. 3. Preparation and planning for the 1st Sessional Test, Odd Semester 2026:

The 1st Sessional Test of Odd Semester 2026 is scheduled to be commenced from 19-09-2026 tentatively. The prescribed question paper format will be circulated by the Controller of Examination to all Heads of Departments. The respective HODs shall ensure timely preparation and scrutiny of the question papers. The finalized question papers shall be sent through email to the Dean, Academic Affairs at dean@bssitm.ac.in for record and further necessary action. Heads of the respective departments will submit the hard copies of the question papers to the Controller of Examination on or before 16-09-2026.

Point No. 4. Any Other Matter: Russian Language Course preparation:

Necessary preparation and coordination for the Russian Language Course, scheduled from 21-09-2026 to 02-10-2026, shall be completed in advance. The concerned coordinators and departments shall ensure the proper attendance of the students for the smooth and successful conduction of the course.

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/2026-27/IAC- 06

Date: 01/09/2026

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01/09/2026

(Member Secretary, IAC)