



ENGINEERING COLLEGE, AJMER
(An Autonomous Institute of Govt. of Rajasthan)
Barliya Chouraha, NH. - 8, Ajmer (305025)

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Ref no.: ECA/MECH/2019/745

Date: 16/10/19

Minutes of DFB meeting held on Sept. 23, 2019

Departmental faculty board meeting was held in NB 218 (Mechanical Engineering Department) on 23 Sept 2019. Following faculty were present,

- 1) Dr. Alok Khatri
- 2) Dr. Chandan Sharma
- 3) Mr. Yogesh K. Gupta
- 4) Dr. Devendra Chaudhary
- 5) Dr. Sandesh Trivedi
- 6) Mr. Dilip Gehlot
- 7) Mr. Tarun K. Aseri
- 8) Mr. Vinod Kumar Verma
- 9) Dr. Rohit Misra
- 10) Mr. Mool Chand Khatri
- 11) Dr. Jai Kishan
- 12) Mr. Jagbir Singh
- 13) Mr. Kamal Singh

Following points were discussed:

1. Progress for SAR file for different criteria was discussed.
2. It was decided that for M.Tech. Project supervisor from other than production engineering field can be allowed to act as co supervisor.
3. B. Tech. Project coordinator will initiate the process of allotment of project for final year in the month of March- April at the end of 6th semester.
4. Lab stock register of all labs have to be prepared by Lab technicians under the supervision of lab coordinator and departmental store in-charge.
5. The sitting room to Lab technician was discussed and three rooms in the workshop were allotted to technicians who were earlier in the possession Dr. Rohit Misra, Dr. Ankur Pareek and Sh Y K Gupta.



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6. Since the department is running from 1997 and many of the equipments and items have been obsolete hence write off of unusable items is required therefore following departmental write off committee is constituted. The committee will submit report by the last week of November.

a) Dr. Rohit Misra

b) Dr. Chandan Sharma

c) Dr. Devendra Chaudhary

7. It was decided that the PPT presentation will be compulsory in each lab from 2nd year onwards in all practical curriculum and will be part of internal assessment. The marks will be 30% of internal component as per RTU/BTU norms.

8. It was decided that Dr. Chandan Sharma will be act as NBA coordinator and Dr. Doraj Kamal Jamuwa will be act as Departmental Library coordinator.

9. Departmental in-charge for Proctor/Examination and other work to maintain all records of B Tech such as attendance record, sending letters to students, examination form filling, collection of filled marks, maintaining student feedback etc. was allotted to following faculty members.

In-charge B Tech 2nd Year - Mr. Jagbir Singh.

In-charge B Tech 3rd Year - Mr. Kamal Singh.

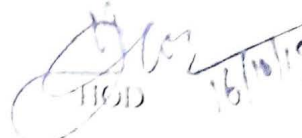
In-charge B Tech 4th Year - Dr. Jai Kishan

10. It was decided that departmental library will be developed in the one small room in the I.E. lab and all faculty will donate books in the departmental library.

11. It was decided that DFB secretary will maintain record of DFB meetings for NBA purpose.

12. It was decided that LDC, Mechanical will maintain all records of DSR/CSR and other necessary documentation from the date of joining of the department; he will not be responsible for old entries.


DFB (Secretary)


HOD 16/10/19

Copy (through website) to:

1. Principal for kind information
2. Faculty by circulation
3. Guard file