



## Minutes of academic meeting held on 1<sup>st</sup> February, 2020

A meeting was held among all faculty members under chairmanship of Principal, LNJPIT, Chapra on 1<sup>st</sup> February, 2020 in Conference Hall, LNJPIT, Chapra.

Following decisions have been taken.

1. Attendance of students must be submitted to academic in charge through HOD of each subject in running session.
2. Student's affidavit must be submitted to academic office through HOD.
3. Dept. of Mechanical and Electrical & Electronics Engineering department have instructed to complete stock register of each lab, and it should be cross verified by the department. Dept. of CSE have asked to cross verify the stock registers.
4. Committee members must submit the actual requirements of CCTV Camera in the campus. They may take help of some expert to finalize the actual number.
5. CSE department should start preparation for SAR for NBA Accreditation.
6. NBA visit date for Dept. of EEE should be planned in the month of August, 2020.
7. All HOD must verify whether workload on each faculty members are as per AICTE or not.
8. NPIU has given 12 Digital Boards to LNJPIT, Chapra, there should be arrangements for protection of Digital Boards.
9. Literary club should be established in the institute.
10. Responsibility for Chemistry Department must be hand overed to Dept. of Chemistry.
11. TEQIP cell, Accountant is instructed to start procedure for Arriar of TEQIP faculty who joined in the month of Jan, 2018.
12. For any activities in the campus, DJ must be prohibited.
13. Each Faculty must take class test of their subject and must submit report to their concerned Department. HOD must verify this report and submit to Academic in Charge.
14. As per Letter Number LNJPIT/TEQIP-III/75 dated 29/01/2020, concerned faculty members have asked to submit the report within stipulated time.
15. Start Up Coordinator must take initiative for patenting the idea of winner team of Hackathon event.
16. College must form it's own Patent Policy.
17. TPO was instructed to conduct two viva during internship whether at institute or through Skype. Students must be asked to submit photographs during internship with their guide at the site/firm. After completing internship presentation of students must be conducted in the campus.
18. Each mentor will conduct one seminar for their mentee within 15 days. Topic must be predefined by the concerned mentor. At the end of the session each mentor will provide details of best mentee and then one completion will be conducted among all best mentees. The best student must be awarded by the institute.
19. Each faculty must enroll on ARPIT(Annual Refresher Program in Teaching).
20. SWAYAM Prabha classes must be conducted for students. It should be maintained in their respective departmental Time table. One faculty member must be assigned for each course. Attendance Register, Course name, Timing must be maintained.
21. NPIU has communicated that more activities may be added in Performance Benchmark Key point. It has been communicated to all Faculty members.
22. EAP coordinator must conduct remedial classes for at least 10 subjects after analysis of result and requirements.
23. R & D Coordinator must take follow-up for Utilization Certificate for each PI of CRS through NPIU.

*Handwritten signature and date: 11/2/20*

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