

Date: 08.09.2023

Minutes of meeting conducted for Stakeholders
Department of Electronics and Communication Engineering

Name and Designation of Mentor: Mr. Satyendra Kumar Srivastav, Assistant Professor

Discussion Points:

- 1. Academic Progress and monitoring**
- 2. Examination**
- 3. Any other issues of the students**
- 4. Suggestions and Feedback**

1. Academic Progress and monitoring

- (g) Attendance status of students were collected and suggested students not to miss the classes, because 75% attendance is mandatory to appear in the examination
- (h) Received the information on timely conduct of theory and Lab Classes, students are satisfy with the class conduction.

Remedial Measure: Report has been submitted to HoD office for information.

2. Examination

- (g) Given awareness about the various examination rules and regulation
- (h) Probable dates of Mid Term and final examination were communicated to the students and asked for the issues if they have any.

Remedial Measure: Information has been submitted to the HoD Office.

3. Any other issues of the students

- (g) Awareness given about Ragging activities and its consequences
- (h) Collected the inputs of the students on all others facilities such as Hostel, Transport, Campus life, water, cleaning, sports etc

Remedial Measure Hostel, Transport, Campus life, water, cleaning, sports related issues have been communicated to the Associate Dean (Students Welfare)

4. Suggestions and Feedback

No Suggestion were given by the students.



Signature of Mentor



Attendance Sheet

S. No	Name of the students	Signature
1	Ritika Sharma	<i>Ritika</i>
2	YASH	<i>Yash</i>
3	SHARON PRUTHI	<i>[Signature]</i>
4	Prateek	<i>[Signature]</i>
5	Arpit Gupta	<i>Arpit...</i>
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Signature of Mentor

Date: 09.12.2023

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Department of Electronics and Communication Engineering

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Discussion Points:

- 1. Academic Progress and monitoring**
- 2. Examination**
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1. Academic Progress and monitoring

- (e) Evaluation has been discussed with students and informed them about the consolidated MST marks.
- (f) The students are also informed that, if they will score less than 50% in internals, they shall not be allowed to appear in the examination.

Remedial Measure Information has been submitted to HoD office.

2. Examination

- (e) Consolidated attendance after the MST has been informed to the students, also information given to their parents.
- (f) Consolidate the points raised by the students regarding Mid Term examination

Remedial Measure Point given by the students has been submitted to HoD office for perusal.

3. Any other issues of the students

- (e) Collected the issues of those who are either residing in the Hostel or using University transport.
- (f) Other issue related to the facilities in the University have also collected

Remedial Measure All these issues have submitted to Associate Dean (Students Welfare).



Attendance Sheet

S. No	Name of the students	Signature
1	Ritika Sharma	<i>Ritika</i>
2	YASH	<i>Yash</i>
3	SHARAN PRUTHI	<i>S</i>
4	Prateek	<i>Prateek</i>
5	Aarjit Gupta	<i>Aarjit...</i>
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