



ENGINEERING COLLEGE, AJMER

(An Autonomous Institution Of Government Of Rajasthan)

NH-8, Barliya Circle, Ajmer, Rajasthan 305025

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Ref. No.- ECA/CE/2024/ 194

Date: - 02/02/24

Minutes of Meeting (DFB)

A departmental faculty board meeting held on date 01/02/2024 at 11.15AM in departmental computer lab. The meeting is chaired by head of department Dr. Ganpat Singh. Following Faculties were present in the meeting.

1. Dr Ganpat Singh(H.O.D)
2. Mr Mahesh Manwani
3. Mr. Vishal Srivastava
4. Mr. Dharmendra S. Dhaka
5. Mr Chukesh Singh
6. Mr Rishi Bhalavada
7. Ms. Gahna Ajmera

1. Choice of subjects and teaching load of each faculty for preparation of time table was discussed and instructed to prepare and upload the time-table of even semester before 05/02/2024.
2. Faculties were instructed to prepare lab manuals of concerned Labs.
3. All the faculties are advised to prepare all the midterm and practical marks and submit a copy to Exam Coordinator within 15 days of exams.
4. All faculties were instructed to upload marks of Back Improvement students on BTU portal timely and submit a copy of filled marks in office for record within 7 days of marks filling.
5. Faculties were instructed to take their classes regularly and to complete the course of concerned subject/labs timely for the upcoming even semesters.
6. It is decided to consider the marks for attendance of students in concerned subject in marks of III mid-term exam to enhance student's attendance percentage in classroom.


HOD (Civil)

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1. Principal to kind information
2. Office file