



Approved by AICTE, New Delhi

Affiliated to BPUT, Odisha

Dated 21st June 2025

Agenda

1. Preparation for academic audit.
2. Active involvement in the admission process.
3. Any other matter with the permission of the chair.

Minutes of discussion are as follows:

- All the faculty members are advised to keep the documents ready and updated for the academic audit which may be conducted at any time.
- It has been finalized that, the academic progress meeting will be conducted twice in a month to review the proper functioning of all the academic activities.
- All the faculty members are advised to actively participate in the admission process to contribute for the overall growth of the organization.
- It has been decided that, the sessional and practical marks given by the faculty members will be verified by a committee consisting of all the HODs and Principal before the final submission to the examination section.
- The laboratory manuals of all the departments are to be updated before commencing the academic session.

Members present:

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