

KALINGA NAGAR POLYTECHNIC (KNP)

Minutes of the Meeting

Date: 31.01.2024

Time: -3.00PM

Venue: - 203

To discuss regarding the Academic review 4th & 6th Sem 2024(S), a meeting was held on 31st January 2024 at 3.00PM presided by Er. Bishnu Charan Dash, Principal. The following members were present in the meeting.

• Abhilash Panda

• Satyabrata Moharana

• Sadeqa Khatun

• Biswabandita Khuntia

• Aisurya Mishra

• Satyabrata Khilar

• Sumitrarani Mallick

• Rajashree Sahoo

• Amiya Ranjan Behera

• Konark Patra

• Lipsharani Barik

• Somya Moharana

• Kajal Priya Pani

• Manas Ranjan Dash

• Bhartuhari Singh

•

The details deliberations of the meeting are appended as under:

1. PTM to be conducted department wise on the month of February 2024.
2. Hostel Parents meeting end of February 2024.
3. Industrial visit final year students probable date may be mentioned.
4. Lesson plan to be uploaded in website within 15th February 2024.
5. Staff requirement for Civil department (01no.)
6. PROCTORIAL system (Attendance upload in website) SMS / letter to parents may be initiated by dept.
7. Major projects finalizations & guidance to students and procurement quotation & documentation may be completed before 28th February 2024.
8. On campus drive on dt:-03.02.2024 by wriston India ltd. (i-phone manufacturing company).

Meeting end with thanks to the chair

2
01.02.2024