



NAAC Accredited
(Grade B)

DURGAPUR INSTITUTE OF ADVANCED TECHNOLOGY & MANAGEMENT

[Approved by AICTE, New Delhi and Affiliated to MAKAUT, West Bengal]

Campus: NH-2, G.T. Road, Rajbandh, Durgapur – 713 212, Dist.: Paschim Burdwan, West Bengal

Phone : (0343) 252 0712, 252 0713, Fax: (0343) 252 0881

City office: 21 Princep Street, 1st Floor, Kolkata – 700 072, Tele Fax: (033) 2225 8326, 2225 8829

Visit: <https://diatm.rahul.ac.in>

Email: diatm@rahul.ac.in

No. DIATM/IQAC/70/11-2020

Date: 16.03.2020.

Minutes of the meeting dated 16.03.2020

Meeting Date: 16th March, 2020

Venue: 1st Floor Seminar Hall, DIATM

Agenda of meeting

1. Precautions and planning regarding the wake up of Covid 19.
2. Discussions regarding online class & laboratory facilities.
3. Discussions regarding industrial visit and training.
4. Proposal for conducting online workshop, webinars etc.

Minutes of Meeting:

1. Discussions happened in the wake up of Covid 19 and possibilities of lockdown from end of this month. For immediate precaution of students and all staff members, must wear mask and use sanitizer. Any kind of gathering should be avoided, classroom sitting must be rearranged.
2. In case of lockdown we have to move in online mode. A short training session needed to be organized for all faculty and staff members regarding online teaching and basic lab facilities.
3. Discussion should be done with the company officials for probable way out in case of lockdown.
4. All the departmental heads are requested to take the necessary steps for organizing online Workshop and Webinars.

Sd/-
Coordinator, IQAC

[Handwritten signatures]