



SWAMI VIVEKANANDA INSTITUTE OF SCIENCE & TECHNOLOGY

Dakshin Gobindapur, P.S.- Sonarpur
Kolkata - 700 145

NAAC ACCREDITED
Approved by AICTE &
Affiliated to MAKAUT &
WBSCTE
College Code : 241
☎ 033-2437-9913
☎ Fax : 033-2437-9913
✉ info@svist.org
🌐 www.svist.org

Reference Number: SVIST/CE/2023

Date: 08/12/2023

Notice

The faculty members and technical assistants of the department are hereby informed to attend a meeting of departmental academic committee to be held on 8th December, 2023 at 3.30PM. All are requested to join the meeting on time at the Departmental Faculty Room.

Agenda:

1. Project Distribution
2. Course coverage of previous semester
3. Panning for preparation of lesson plan for current semester
4. Mentorship distribution for lateral entries of 2nd year
5. Selection of class representatives of 2 nd year, 3 rd year and 4 th year
6. Distribution of preparation of course files
7. Planning for organization of faculty-student interaction sessions

Dr.Sourav Sarkar

Head of the Department

Department of Civil Engineering

- Copy to: 1. Principal Office
2. HOD Notice Board
3. Faculty Notice Boar