

**मानक समन्वय एवं निगरानी विभाग (एस सी एम डी)**  
**Standards Coordination and Monitoring Department (SCMD)**

हमारा सन्दर्भ: SCMD/G-31

दिनांक: 04 Dec 2024

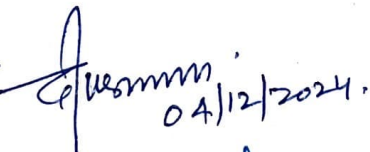

**विषय: Technical Sessions to be undertaken by BIS Officers at MoU Institutes**

1. This refers to the Technical Sessions to be conducted at MoU partner institutes for which discipline-wise workshops were conducted in Aug-Sep'2024 to train BIS Officers for delivery of lectures on the identified subjects.
2. The procedure for allotment of faculty has been taken up by the concerned departments and the detailed institute-wise and discipline-wise plan of action on technical sessions alongwith details of nominated faculty is updated on academic dashboard under the tile 'Annual Plan for Technical Session'. Further, a dedicated tile '**My Sessions**' has also been made active on academic dashboard through which each BIS Officer can view details of technical sessions allotted to them and submit the details, like conducted date, brief report, photographs, remarks etc, once the session is conducted by them.
3. Accordingly, all officers are requested to regularly review the tiles on 'Annual Plan for Technical Session' and 'My Sessions' on academic dashboard to identify sessions allotted to them and conduct the sessions as per plan on priority and submit details on completion.
4. Further, as per directions of DG BIS, Branch Offices have to organize exposure visits for students of Standards Clubs established in MoU Institutes, related to subject(s) on which technical sessions have been conducted. Therefore, the nominated faculty is also responsible for informing the concerned BO about their plan to conduct technical session well in advance so that exposure visits can be organized by the BO accordingly.
5. Issued for kind information and necessary action of all concerned.



Neha Yadav  
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**Head SCMD**  
**DDG (SCM)**

  
04/12/2024.  
  
4/12/24