

Ref: IQAC/2024-25/Q1

Date: 5-08-2024

MINUTES OF THE MEETING

A meeting was conducted on dated 5/08/2024 in Room 204 under the chairmanship of Prof. (Dr) Vinod Kumar at 11:00 AM. The following members attended the meeting.

1. Prof.(Dr) Vinod Kumar
2. Dr.A.P.Singh
3. Dr. Seema Nayak
4. Dr. Prabhat Kumar
5. Dr. Ajay Gupta
6. Dr. N.K.Sharma
7. Mr. Krishnkant Karothiya
8. Dr. Deepak Sharma
9. Dr. Tabassum Abbasi
10. Dr.Ambrish Sharma
11. Dr Mahinder Sharma
12. Dr. Amarnath Singh
13. Mr Dinesh Kumar Yadav
14. Mr Saswat Das
15. Mr Rajesh Jha

Agenda:

1. NAAC preparation
2. Strategic Perspective Plan
3. Academic Calender
4. Preparation of upcoming semester
5. Action taken report of External Audit
6. Updation of department website page
7. R & D activities

In the meeting following points were discussed.

1. Meeting started with motivation words by Director for NAAC preparation
2. All HoDs were asked to prepare all assigned files for NAAC visit which is supposed to be in September/ October month.



3. All HoDs were asked to prepare strategic Perspective plan as per NAAC seven criteria
4. All HoDs must keep ready students practical files/records of last five years for inspection
5. Dean Academics was asked to prepare Academic Calender for session 2024-25 for smooth functioning.
6. All HoDs were asked to check student faculty ratio, subject allocation and time table as per IQAC formats
7. All HoDs were asked to work out on Action to be taken on suggestions given by external auditor in external audit.
8. All HoDs were asked to update their webpage on web site
9. R&D activities were assigned to all HoDs and asked to plan to complete in given deadline
10. All HoDs were asked to prepare all files and core team will monitor the data.
11. Meeting ended with vote of thanks.

Prof. (Dr.) Seema Nayak
IQAC Coordinator
IIMT College of Engineering,
Greater Noida

CC:

1. Director
2. All IQAC members