

Ref.No.: IQAC/2024-25/Even/Feb/01

Date: 17 February, 2025

MINUTES OF MEETING

From: IQAC office			To: IQAC Members	
Offline Meeting	Day:	MONDAY	Time:	4:30 PM
	Date:	17 February, 2025		
	Venue:	Room No 204, A Block		
Chaired By:		DG Sir	Coordinated By:	Dr. Seema Nayak
Focal Agenda:		IQAC Activities		
Meeting Attended By		Dr.A.P.Singh , Dr. Prabhat Kumar, Dr. Ajay Gupta, Dr. N.K.Sharma, Dr. Nitin Waghmare, Dr. Deepak Sharma, Dr. Tabasssum Abbasi, Dr Mahinder Sharma, Mr Dinesh Kumar Yadav, Mr Saswat Das, Mr Rajesh Jha		

Agenda:

- Review of Previous Meeting
- Implementation of ERP
- Format of Final year Project report
- Course files
- Lab Audit
- Newsletter
- Quality activity

Action Taken/Deadline/Remark

Agenda No.	Agenda Point	
1.	Action Taken Report of Previous meeting was reviewed.	
2.	All Heads were asked to implement ERP 100%.Use flipped classroom , Quiz, GD options in LDS in the department	Concerned Person: All Heads

3.	All Final year students' projects must be in given format. Also mentioned external industry person as co guide if any	Concerned Person: All Heads
4.	All Heads were asked to prepare current semester course files in hardcopy format as per index	Concerned Person: All Heads
5.	Lab Audit will be done in the first week of March'25. All were requested to set up labs as per AKTU syllabus.	Concerned Person: All Heads
6.	All Heads were asked to add students in the Editorial Board of the Newsletter. Also add achievements of the departments.	Concerned Person: All Heads
7.	All Heads were requested to invite Resource person from reputed organizations.	Concerned Person: All Heads
Meeting conclusion		
All Heads were asked to ensure the quality in all respect.		

Seema

Prof.(Dr.) Seema Nayak
Dean IQAC
IIMT College of Engineering, Gr.Noida

CC:

- PA to Honourable MD Sir
- DG Sir
- All Heads
- Registrar