

Ref. No.: IQAC/2025-26/Odd/Oct/02

Date: 27 Oct, 2025

**MINUTES OF MEETING**

<b>From: IQAC office</b>			<b>To: IQAC Members</b>	
<b>Offline Meeting</b>	<b>Day:</b>	MONDAY	<b>Time:</b>	1 PM
	<b>Date:</b>	27 October,2025		
	<b>Venue:</b>	Room No204, A Block		
<b>Chaired By:</b>		Chairman IQAC	<b>Coordinated By:</b> Dr. Seema Nayak	
<b>Focal Agenda:</b>		IQAC Activities		
<b>Meeting Attended By</b>		Dr. Prabhat Kumar, Dr. Ajay Gupta, Dr. N.K.Sharma, Dr. Nitin Waghmare, Dr. Deepak Sharma, Dr. Tabassum Abbasi, Dr Mahinder Sharma, Mr Dinesh Kumar Yadav, Mr Rajesh Jha, Drv Pankaj Jha, Mr Sarathi Gouda, Mr Surender kumar, Dr Girish Gautam, Dr Kirti, Dr Mahinder Prasad Sharma, Dr Surbhi Singh		

**Agenda:**

- Remedial Classes
- Publications
- Academic Policy
- CSE NBA
- Activities, ERP module
- Any other agenda with the permission of the Chair.

**Action Taken/Deadline/Remark**

<b>Agenda No.</b>	<b>Agenda Points</b>	
1.	Chairman IQAC started the IQAC meeting by reading the review of the previous meeting's MOM	
2.	All HoD were asked that based on the 1st sessional results, a result analysis has to be done & Course Coverage must be systematically planned for better results. . In the same context, the attendance of the students must be regularly monitored & maintained.	Concerned Person: All HoDs

3.	All HoDs were asked to focus on publications (SCI, SCOPUS) and Utility Patent must be published or granted till 31 <sup>st</sup> December, 2025	Concerned Person: All HoDs
4.	All HoDs were asked to monitor the remedial classes of low learners	Concerned Person: All HoDs
5.	All HoDs were asked to adhere the academic policy	Concerned Person: All HoDs
	HOD CSE was asked to prepare NBA ppt and present it to core team	Concerned Person: All HoDs
6.	All HoDs were asked to complete the activities like Guest lecture, workshop within deadline	Concerned Person: All HoDs
7.	All HoDs were asked to upload all contents on ERP module and maintain all Mentor Mentees records	Concerned Person: CSE HOD
8.	Director Placement was asked to focus on quality placement and package	Concerned Person: Director T&P
<b>Meeting conclusion</b>		
Meeting ended with vote of thanks		



**Prof.(Dr.)SeemaNayak**  
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**CC:**

- PA to Honourable MD Sir
- Dy. DG Sir
- All IQAC members