

**MINUTES OF MEETING**

|                                 |   |
|---------------------------------|---|
| <b>From: HEAD (IQAC) OFFICE</b> | <b>To: THE DIRECTOR, CHAIRPERSON (IQAC)</b> |
|---------------------------------|---|

|                            |               |  |                                  |         |
|----------------------------|---------------|--|----------------------------------|---------|
| <b>Offline Meeting</b>     | <b>Day:</b>   | WEDNESDAY  | <b>Time:</b>                     | 2:00 PM |
|                            | <b>Date:</b>  | 12/12/2024   |                                  |         |
|                            | <b>Venue:</b> | DIRECTOR OFFICE                                      |                                  |         |
| <b>Chaired By:</b>         |               | CHAIRPERSON (IQAC)                                   | <b>Coordinated By:</b> HEAD IQAC |         |
| <b>Focal Agenda:</b>       |               | Discussion on Execution Agenda for Upcoming Session  |                                  |         |
| <b>Meeting Attended By</b> |               | 1. Dean (R&D)<br>2. HODs<br>3. IQAC Internal Members |                                  |         |

**Agenda:**

1. Action Taken Report of Previous Meeting
2. Course file completion of Odd semester
3. Time table of Even Semester 2024-25
4. Load Distribution
5. Subject Allotment

**Action Taken/Deadline/Remark**

| Agenda No. | Agenda Point  |                        |
|------------|---|------------------------|
| <b>1.</b>  | Action Taken Report of Previous meeting: <ol style="list-style-type: none"> <li>1. Compiled Result Session 2023-24</li> <li>2. Moderation Committee</li> </ol>  |                        |
|            | 1.1 Moderation Committee : Submitted  |                        |
|            | 1.2 Compiled Result Session 2023-24 : Submitted   |                        |
| <b>2.</b>  | Course file completion of Odd semester  | Concerned Person: HODs |
| 2.1.       | As per discussion IQAC Meeting informed to all the HODs of concerned department that as part of the academic requirements for the odd semester, make ensure the completion and submission of the course |                        |

|  |  |                                   |
|--|--|-----------------------------------|
|  | <p>files for your department. The course files are a critical part of maintaining academic records and should be in compliance with the institutional guidelines.</p> <p>2.2. This is also conveyed to HODs after preparing all the records informed to director office as well as IQAC for audit as soon as possible.</p> <p>2.3. In case the files are not completed or available by the specified deadline, the Director office &amp; IQAC may visit the department at any time to check the status of the course files and data.</p>   | <p>Due Date: 30-12-2024</p>       |
| 3.   | <p><b>Time table of Even Semester 2024-25 / Load Distribution / Subject Allotment</b></p>  | <p>Concerned Person:<br/>HODs</p> |
|  | <p>3.1. As per discussion IQAC Meeting informed to all the HODs of concerned department as part of the preparations for the upcoming even semester to prepare the departmental timetable and submit it to the Director Office as well (IQAC) for keeping record.</p> <p>3.2. Please ensure that the timetable adheres to the following guidelines</p> <ul style="list-style-type: none"> <li>• Allocation of courses and faculty as per departmental requirements.</li> <li>• Inclusion of all classes, labs, and other academic activities.</li> <li>• Compliance with any institutional policies or directives.</li> </ul> | <p>Due Date: 15-01-2024</p>       |
| <p><b>Meeting conclusion:</b> The meeting concluded with vote of thanks.</p> |  |                                   |



Signature  
CC

1. Director IIMT College of Polytechnic (for kind information)
2. Internal Members of IQAC (for the execution as per MOM)

