

**MINUTES OF MEETING**

<b>From: HEAD (IQAC) OFFICE</b>	<b>To: THE DIRECTOR, CHAIRPERSON (IQAC)</b>
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<b>Offline Meeting</b>	<b>Day:</b>	THURSDAY	<b>Time:</b>	3:00 PM
	<b>Date:</b>	16/01/2025		
	<b>Venue:</b>	DIRECTOR OFFICE		
<b>Chaired By:</b>		CHAIRPERSON (IQAC)	<b>Coordinated By:</b> HEAD IQAC	
<b>Focal Agenda:</b>		<ol style="list-style-type: none"> <li>1. Discussion on the Upcoming Even Semester 2024-25</li> <li>2. Review of Course File Odd Semester 2024-25</li> <li>3. Preparation of External Audit session 2023-24</li> </ol>		
<b>Meeting Attended By</b>		<ol style="list-style-type: none"> <li>1. Dean (R&amp;D)</li> <li>2. HODs</li> <li>3. IQAC Internal Members</li> </ol>		

**Agenda:**

1. Action Taken Report of Previous Meeting
2. Discussion on the Upcoming Even Semester 2024-25
3. Review of Course File Odd Semester 2024-25
4. Preparation of External Audit session 2023-24
5. Faculty allotted subject presentation Even Semester 2024-25
6. Basant Panchami Pooja on the Commencement of Odd Semester Classes

**Action Taken/Deadline/Remark**

Agenda No.	Agenda Point
1.	Action Taken Report of Previous meeting: <ol style="list-style-type: none"> <li>1. Course file completion of Odd semester</li> <li>2. Time table of Even Semester 2024-25</li> <li>3. Load Distribution</li> <li>4. Subject Allotment</li> </ol>

	<p>1.1 Course file completion of Odd semester - OK</p> <p>1.2 Time table of Even Semester 2024-25– Submitted</p> <p>1.3 Load Distribution-OK</p> <p>1.4 Subject Allotment-OK</p>	
2.	Discussion on the Upcoming Even Semester 2024-25	Concerned Person: HODs
	<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, Load &amp; Subject distribution and submit it to the Director Office as well (IQAC) for keeping record before commencement of the classes.</p> <p>3.2. HODs are informed to prepare their concerned departments' calendar of Major, Minor &amp; Club Activity &amp; submit to director office as well as IQAC along with executive summary plan before commencement of the classes.</p> <p>3.3. HODs to make ensure that all faculty members under your department are informed &amp; prepared for the upcoming session's LDS &amp; LPS Sheet to upload on ERP as per scheduled timeline.</p>	Due Date:31-01-25
3.	Review of Course file of Odd semester 2024-25	Concerned Person: HODs
	<p>3.1 During the IQAC Meeting informed to all the HODs are required to review the course files for the odd semester. This review is important for audit purpose, and it is essential that all documentation should be in compliance with the institutional guidelines.</p>	Due Date:31-01-25
4.	Preparation of External Audit session 2023-24	Concerned Person: HODs
	<p>4.1 During the meeting, it was informed that external academic audit is rescheduled to take place in the first week of February. In preparation of for this audit HODs, please ensure that all necessary documentation should be complete &amp; up-to-date.</p>	Due Date: 10-01-25

5.	Faculty Allotted Subject Presentation Even Semester 2024-25	Concerned Person: HODs
5.1 As discussed during the meeting, it has been made mandatory for each faculty member to prepare & present their subject matter for the allotted subjects in even semester in Director Office.		Due Date:31-01-25
6.	Basant Panchami Pooja	Concerned Person: HODs
6.1 During Meeting, HOD ASH informed to one of the female faculty members from his department be allotted for Basant Panchami Pooja ceremony, which will be take place on the day of the commencement of classes.		Due Date:03-02-25
<b>Meeting conclusion:</b> The meeting concluded with vote of thanks.		



Signature

CC

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