

Ref.No.IIMT/POLY/2024-25/EVEN/MOM/03

Date: 18th March, 2025

MINUTES OF MEETING

From: HEAD (IQAC) OFFICE	To: THE DIRECTOR, CHAIRPERSON (IQAC)
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Offline Meeting	Day:	TUESDAY	Time:	4:00 PM
	Date:	18/03/2025		
	Venue:	DIRECTOR OFFICE		
Chaired By:		CHAIRPERSON (IQAC)	Coordinated By:	HEAD IQAC
Focal Agenda:		1. Review on Internal Audit Even Semester 2024-25 2. Review of External Audit session 2022-23 3. MOM of BOG Meeting 4. Website review 5. College magazine		
Meeting Attended By		1. Dean (R&D) 2. HODs 3. IQAC Internal Members		

Agenda:

1. Action Taken Report of Previous Meeting
2. Review of External Audit Report
3. Feedback on facility on ERP
4. MOM of BOG Meeting
5. Website review
6. College magazine
7. Review on Internal Audit Report
8. Conduction of Remedial classes & Time Table
9. PTM

Action Taken/Deadline/Remark

Agenda No.	Agenda Point	
1.	<p>Action Taken Report of Previous meeting:</p> <ol style="list-style-type: none"> 1. Review of Updated Timetable and Load Distribution 2. Submission of External Audit Report Session 2023-24 3. Calling & counseling report 4. PPT Presentation Report 	
	<ol style="list-style-type: none"> 1.1. Review Updated Time Table & Load Distribution Even Semester 2024-25- Received 1.2. External Audit Report Session 2022-23- Received 1.3. Calling & counseling report – Received in Director office 1.4. PPT Presentation- Completed 	
2.	Review of External Audit Report	Concerned Person: HODs
	<p>2.1. As discussed in the IQAC meeting, all HODs of the concerned departments are informed that the External Audit Report must be revised as per the observations. The revised report should be verified at the authority level and shared with the DG Academic and Dean IQAC by 19th March 2025.</p>	Due Date: 19-03-2025.
3.	Feedback on facility on ERP	Concerned Person: Mr. Dinesh Yadav.
	<p>3.1 During the IQAC meeting, all HODs were informed that feedback on facilities by students will be conducted on the ERP platform in the last week of April. The specific dates for this will be shared soon by Mr. Dinesh Yadav.</p>	Due Date: Not Decided
4.	MOM of BOG Meeting	Concerned Person: Director Office
	<p>4.1 The IQAC Coordinator informed the Director of her college to prepare the Minutes of the Meeting (MOM) of the BOG meetings held in December and January. Furthermore, DG Sir advised organizing one BOG meeting in July or August, and the same will be uploaded to the website.</p>	Due Date: 15-08-2025
5.	Website review	Concerned Person: HOD CE

	<p>5.1. During the IQAC meeting, it was informed that the institute's website must be reviewed and updated accordingly. This task has been assigned to HOD Civil, Mr. Rajiv Ranjan Singh, who will form a team to carry out the task under his supervision, as instructed by the Director Sir.</p>	<p style="text-align: center;">Due Date: 30-03-2025</p>
<p style="text-align: center;">6.</p>	<p style="text-align: center;">College Magazine</p>	<p style="text-align: center;">Concerned Person: IQAC HEAD & One Faculty From Each Department</p>
	<p>6.1 All IQAC coordinators were requested to prepare their Institute magazine by June 2025, as instructed by the Dean IQAC. The Dean IQAC will share the format and indexing required proceeding with this task. As per the instructions from the Director, the IQAC team, under the supervision of Ms. Neelam, will oversee the completion of this task.</p>	<p style="text-align: center;">Due Date: 15-06-2025</p>
<p style="text-align: center;">1.</p>	<p style="text-align: center;">Review on Internal Audit Report</p>	<p style="text-align: center;">Concerned Person: HODs & IQAC Members</p>
	<p>1.1. During the internal audit, deficiencies and pending items were identified in the course files of faculty members and certain departmental documents. During the IQAC meeting, all concerned HODs were reminded to oversee their respective departments, rectify these issues by Friday, and ensure the remaining documents, such as Sessional papers along with their solutions, are updated in the course files. The IQAC team is requested to verify the updates and share a report on the same day.</p>	<p style="text-align: center;">Due Date: 21-03-2025</p>
<p style="text-align: center;">8.</p>	<p style="text-align: center;">Conduction of Remedial classes & Time Table</p>	<p style="text-align: center;">Concerned Person: HODs</p>
	<p>8.1 During the meeting, all concerned HODs are requested to identify slow learners based on the Sessional examination results and start conducting remedial classes on a priority basis. Additionally, a timetable for these classes should be prepared and shared with the Director's office as well as the IQAC head for review and execution.</p>	<p style="text-align: center;">Due Date: 24-03-25</p>
<p style="text-align: center;">9.</p>	<p style="text-align: center;">PTM</p>	<p style="text-align: center;">Concerned Person: HODs</p>

10.1. During the meeting, all HODs were informed about the execution of the upcoming PTM (Parent-Teacher Meeting). It was also instructed to notify parents through WhatsApp messages sent to their personal accounts to ensure smooth coordination and conduction of the event & reminder message will be flare one day before PTM		Due Date:28-03-25
10.	Progress Report For Final Year Students	Concerned Person: Dean R&D
9.1. During the meeting, all HODs were informed that one progress meeting will be scheduled every week & report must be submitted to Dean R&D on the same day.		Due Date:28-03-25 onwards
Meeting conclusion: 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**