

Ref.No.IIMT/POLY/2024-25/EVEN/MOM/02

Date: 14th February, 2025

MINUTES OF MEETING

From: HEAD (IQAC) OFFICE	To: THE DIRECTOR, CHAIRPERSON (IQAC)
---------------------------------	---

Offline Meeting	Day:	THURSDAY	Time:	4:00 PM
	Date:	13/02/2025		
	Venue:	DIRECTOR OFFICE		
Chaired By:		CHAIRPERSON (IQAC)	Coordinated By: HEAD IQAC	
Focal Agenda:		ACADEMIC		
Meeting Attended By		1. Dean (R&D) 2. HODs 3. IQAC Internal Members		

Agenda:

1. Action Taken Report of Previous meeting:
2. Submission of External Audit Report
3. Review of Updated Timetable and Load Distribution
4. Calling and Counseling
5. PPT Presentation Report

Action Taken/Deadline/Remark

Agenda No.	Agenda Point
1.	Action Taken Report of Previous meeting: <ol style="list-style-type: none"> 1. Discussion on the Upcoming Even Semester 2024-25 2. Review of Course File Odd Semester 2024-25 3. Preparation of External Audit session 2023-24 4. Faculty allotted subject presentation Even Semester 2024-25
	1.1 Discussion on the Upcoming Even Semester 2024-25 : OK 1.2 Review of Course File Odd Semester 2024-25: OK 1.3 Preparation of External Audit session 2023-24 : OK 1.4 Faculty allotted subject presentation Even Semester 2024-25 : OK

2.	Submission of External Audit Report	Concerned Person : HODs
2.1 During the IQAC meeting, it was informed that the submission of the External Audit Report is required at the earliest. Kindly ensure that the report is duly signed by all the concerned persons and submit it as soon as possible.		Due Date:28-02-25
3.	Review of Updated Timetable and Load Distribution	Concerned Person : HODs
1.1 During the IQAC meeting, it was informed HODs to share the updated Timetable and Load Distribution for review by the IQAC Monitoring & Observation team. This will help ensure the smooth conduct of classes.		Due Date:15-02-25
4.	Calling and Counseling	Concerned Person : HODs
4.1 As attendance has been observed to be low, HODs are asked to submit the Calling & Counseling Report to the Director's Office for monitoring by IQAC & Dean . Kindly ensure necessary actions are taken to improve student attendance.		Due Date:15-02-25
5.	PPT Presentation	Concerned Person : IQAC Head
5.1 During meeting, asked to IQAC Coordinator to submit the PPT Presentation Report to facilitate the preparation of updated PPTs by Faculty members accordingly and submit the revised versions to the Dean (R&D) .		Due Date: 20-02-25
Meeting conclusion: The meeting concluded with vote of thanks.		

CC

Yeelaw
Signature

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

