

Ref. No. IIMT/POLY/2026-27/ODD/MOM/01

Date: 10 AUGUST, 2026

MINUTES OF MEETING

From: HEAD (IQAC) OFFICE	To: THE DIRECTOR, CHAIRPERSON (IQAC)
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Offline Meeting	Day:	MONDAY	Time:	2:00 PM
	Date:	10/08/2026		
	Venue:	DIRECTOR OFFICE		
Chaired By:		CHAIRPERSON (IQAC)	Coordinated By:	HEAD IQAC
Focal Agenda:		Discussion on Execution Agenda for Upcoming Session		
Meeting Attended By		1. HODs		

Agenda:

1. Orientation Programme
2. Time table of Odd Semester 2026-27
3. Load Distribution
4. Subject Allotment

Action Taken/Deadline/Remark

Agenda No.	Agenda Point	
1.	Orientation Programme	Concerned Person: HOD - ASH
1.1 As discussed in the IQAC meeting, it was decided that the Orientation Programme will be conducted by the ASH Department. The overall responsibility for coordinating and conducting the programme has been assigned to the HOD, First Year.		Due Date: 20-08-2026
1.2 The remaining responsibilities related to the Orientation Programme will be allocated to the HODs of the respective departments as per the nature of the assigned duties.		
2.	Time table of Odd Semester 2026-27 / Load Distribution / Subject Allotment	Concerned Person: HODs
2.1.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.		Due Date: 19-08-2026
2.2.Please ensure that the timetable adheres to the following guidelines: • Allocation of courses and faculty as per departmental requirements. • Inclusion of all classes, labs, and other academic activities. • Compliance with any institutional policies or directives.		
Meeting conclusion: The meeting concluded with clear agreements on all the discussed points. Further, all the relevant data will be verified and duly reviewed as per the agreed requirements. .		

Neelam
Ms. Neelam
IQAC, Secretary
IIMT College of Polytechnic, Gr. Noida

CC

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