

Approved by : AICTE Ministry of HRD, Govt. of India, Affiliated to : U.P.B.T.E., Lucknow

Ref.No. IIMT/POLY/2026-27/ODD/MOM/02

Date: 2nd September, 2026

MINUTES OF MEETING

From: HEAD (IQAC) OFFICE	To: THE DIRECTOR, CHAIRPERSON (IQAC)
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Offline Meeting	Day:	WEDNESDAY	Time:	4:00 PM
	Date:	10-09-2026		
	Venue:	DIRECTOR OFFICE		
Chaired By:		CHAIRPERSON (IQAC)	Coordinated By:	HEAD IQAC
Focal Agenda:		Academics		
Meeting Attended By		1. Mr. Pramod Sajwan (HOD ASH) 2. Mr. Rajiv Ranjan Singh (HOD -CE) 3. Mr. Mritunjay Kumar (HOD -EE) 4. Mr. Abhishek Singh (HOD -CSE) 5. Ms. Gargi Vyas (HOD -ME)		

Agenda:

1. Review of previous meeting
2. Calling & Counseling Report
3. HOD Feedback
4. To check the lab & Department Notice Board
5. Preparation of Course Files with Uniform Formats

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Action Taken/Deadline/Remark

Agenda No.	Agenda Point	
1.	Action Taken Report of Previous meeting 1. Orientation Programme 2. Time table of Odd Semester 2026-27 3. Load Distribution 4. Subject Allotment	
	The IQAC Coordinator presented the Action Taken Report (ATR) of the previous meeting. 1.1. The Orientation Programme for the Odd Semester 2026–27 was planned and conducted successfully, with all necessary duties and arrangements completed. 1.2. The timetable for the Odd Semester 2026–27 was prepared, finalized, circulated among the faculty members, and implemented accordingly. 1.3. The teaching workload was assessed and distributed among the faculty members as per departmental requirements. 1.4. Subjects were allotted to faculty members based on their specialization and academic requirements, and the concerned faculty members were informed accordingly. 1.5. The committee expressed satisfaction with the compliance of action points.	
2.	Calling & Counseling Report	Concerned Person: HODs
	2.1. The HODs were informed to instruct their respective faculty members to conduct weekly calls with their allotted mentees. Counseling sessions should be conducted at least once every 15 days. The HODs will internally cross-check the Calling and Counseling Reports of their respective departments. During observations, no discrepancies should be found in the records, and all Calling and counseling records must be maintained properly and regularly.	Due Date: 10-09-2026
3.	HOD Feedback	Concerned Person: HODs
	3.1. The HODs were advised to ensure that the feedback process is completed on time and that the complete report is submitted to the Director's Office within the stipulated timeline. along with action taken report.	Due Date: 10-09-2025
4.	To check the lab & Department Notice Board	Concerned Person: HODs
	4.1. All HODs were informed to review and update the Lab and Department Notice Boards as per the requirements of the new academic session 2026–27 and ensure that all displayed information is current and relevant.	Due Date: 15-09-2026

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4.2. Informed IQAC to take follow up & audit their allotted department and submit the report regarding pendency.	
5. Department Allotment for Monitoring	
5.1. The HODs were advised to instruct their respective department faculty members and guide the new faculty members in preparing the Course Files for the academic session 2026–27 as per the prescribed format. It was emphasized that the format and contents of the Course Files should be uniform across all departments.	Due Date: 15-09-2026
Meeting conclusion The meeting concluded with a vote of thanks to the Director and HODs for their guidance and support. The decisions taken will be implemented during the academic year 2026–27 under the monitoring of IQAC.	

Neelam

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

CC:

- 1. Director IIMT College of Polytechnic (for kind information)**
- 2. HODs (for Execution)**