

Date: 03.02.2025

## Minutes of Meeting of IQAC Meeting (14<sup>th</sup>) held on February 03, 2025 in HRD Room

An IQAC meeting (14<sup>th</sup>) was conducted on Feb 03, 2025 in HRD Room wef 12:00 noon. The agenda of this meeting and attendees is attached here with.

The outline of the discussions held/outcome of the meeting are mentioned hereunder:

1. **Agenda 1 -Approval of Minutes of previous meeting** - The Minutes of the 13<sup>th</sup> IQAC meeting which was held on Sep 13, 2024 were summarized briefly by the IQAC Coordinator and same is approved by the IQAC members.
2. **Agenda 2 - Action taken report of previous meeting** – The Action taken report of the 13<sup>th</sup> IQAC meeting was presented by the IQAC Coordinator and same is approved by IQAC members.
3. **Agenda 3 - Internal Audit Report: 2024-25 (odd Sem)** – The schedule of Internal Audit (session 2024-25, Odd Sem) was communicate to department across the institute and departments are requested to conduct audit as per schedule with given format and auditors are requested to submit audit report as per prescribed format to IQAC.
4. **Agenda 4 – Curriculum Planning (including academics and Academic Calendar (Central and Depts.) – 2024-25 (Odd Sem)** - Coordinator explained the Institute academic calendar, the same is approved by IQAC members and asked to department to prepare departmental academic calendar in align with institute calendar with incorporating all activities concerned to curriculum planning.
5. **Agenda 5 - Academic Monitoring, Academic Data and OBE related formats** – The procedures/formats pertaining to Academic Monitoring, Academic Data and OBE related formats, as attached herewith, were approved with the consent of all concerned. These are to be used for regular record-keeping / academic monitoring purposes.
6. **Agenda 6 - Analysis of various feedbacks (submitted by concerned stake-holders) with Measures-** the analysis of various feedback is discussed in the meeting and measures to taken with concerned person is also discussed in the meeting.
7. **Agenda 7 - Activities for the month of July and Dec. 2024** –IQAC presented the report of all activities conducted by department and all are requested to plan the various activities across the department and institute through DSW.
8. **Agenda 8 - Adoption of new sessional paper / PUT format and audit format** – New sessional paper and PUT format is discussed and all members approved the same.
9. **Agenda 9- Permission to take MCQ based exam for final year students** - Coordinator discussed the same with all members and all members are agreed for the same.
10. **Agenda 10 – Preparation of NIRF 2025** – The IQAC coordinator explained the NIRF formats and all data explained for NIRF 2025.
11. **Agenda 11 – Preparation of Autonomous visit of Institute** – Coordinator asked to all to prepare the department for autonomous visit.
12. **Agenda 12 – Course files and lab manual** are to be prepared as per prescribed checklist. The quality of contents is to be reviewed at department level through respective DQAC.



The meeting was adjourned at 1.30 pm with thanks to everyone. The minutes of meeting are prepared by IQAC Coordinator and approved by undersigned.



(Dr. Sanjay Kumar Singh)  
Director

Copy for Information and necessary action to:

- ⇒ Hon'ble Chairman and Vice-chairman
- ⇒ All the IQAC Members

18/06/10  
Raveen K. Chakravarty

