



## Minutes of Meeting

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|------------------|-----------------------|
| <b>Date:</b>     | 30/03/2017            |
| <b>Time:</b>     | 11:30 AM              |
| <b>Location:</b> | Director's Conference |

| Members Present |                                   | Members Absent |                    |
|-----------------|-----------------------------------|----------------|--------------------|
| i.              | Dr S Bhattacharya                 | i.             | Prof Senthil Kumar |
| ii.             | Prof S Banerjee (Special Invitee) | ii             | Gp. Capt. K. Nath  |
| iii.            | Prof H Rajpal                     |                |                    |
| iv.             | Prof R Kamble                     |                |                    |
| v.              | Dr K Nilakantan                   |                |                    |
| vi.             | Dr J Sharma                       |                |                    |
| vii.            | Dr S Singh (Special Invitee)      |                |                    |

### Meeting Agenda

The committee discussed the Quality Policy Document of the institute

### Points Discussed

- Suggestions for modification of the document were proposed and discussed.
- It was also suggested that service metrics for Administrative service Quality should also be subsequently added to the document.

### Action Plan

- SOPs for all administrative services and processes need to be prepared and put in place, as had been decided in the earlier meeting of 22-Dec2016.
- Policy document with the suggested modifications would be adopted by IMT-N as its policy document.