

Institutional Vision and Leadership

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short-term and long-term Institutional Perspective Plan.

Vision, Mission, and Value of the Institute:

Vision

To develop the institute into a center of excellence in education, research, training, and consultancy to the extent that it becomes a significant player in the technical and overall development of the country.

Mission

- To meet the global need for competent and dedicated professionals.
- To undertake R&D, Consultancy & extension activities which are of relevance to the needs of mankind.
- To serve the community by interacting on technical and other aspects of development.

Values

- Humanity and ethics are blended with sincerity, integrity, and accountability.
- Productive delivery supported by healthy competition.
- Efficiency and dynamism coupled with sensitivity.
- To nurture innovation and the ability to think differently with rational creativity.
- Appreciation of sustainable socio-cultural values and to feel proud to be a good professional contributing to the betterment of mankind and mother earth.

Administrative Setup of ITM:

The organization has a well-structured administrative setup with BoG as the highest decision-making body. The institute is striving to provide quality education to its students. This would require committed faculty members and efficient administrators at the helm of the affairs to attain quality at every level. Therefore, power has been delegated to various authorities to handle the problems and needs at the grassroots level. The administrative hierarchy of the institution with decentralization is illustrated in Fig. 6.1 below.

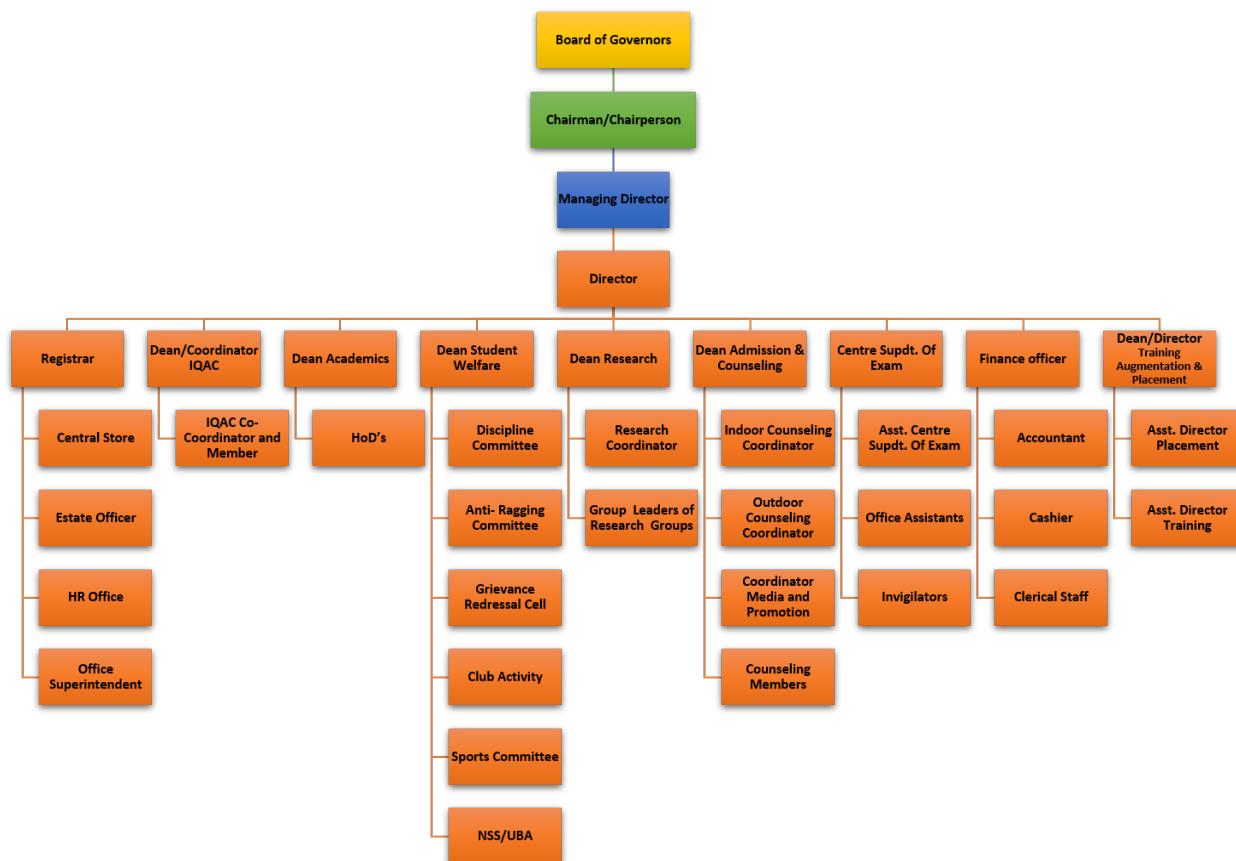


Fig 6.1 Administrative Hierarchy

Various key Positions in the administrative set-up and their functions are given below in Table 6.1:

Table 6.1: Administrative set-up and their functions		
Sr. No.	Position	Functions
1	Director, ITM Gwalior	<ul style="list-style-type: none"> ● Regulation / Monitoring, Development, Leadership, Planning, Execution, and Reporting of the Institute. ● Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audits, and any other matter related to the institute's administration. ● Monitoring the liaison of activities with departments within the institute and most importantly with the top management. ● Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, Institute Academic Council/IQAC, and the Governing Council.
2	Registrar, ITM Gwalior	<ul style="list-style-type: none"> ● Monitoring all hiring, promotion, tenure, and evaluation processes ● Reshuffling of ministerial and contingency personnel regularly ● As the custodian of the institute's property, he/she records and manages the filing, storage, and security of documents. ● Transport facilities, Campus safety and security, Campus maintenance and construction ● Monitoring of all HR-related matters ● Any other tasks delegated by the Director from time to time

3	Dean Academics, ITM Gwalior	<ul style="list-style-type: none"> ● Monitoring effective teaching as prescribed in the curriculum and as per the pedagogy of the institution ● Leading the institute's efforts toward achieving its academic goals and strategic planning ● Supervising, evaluating, and supporting Departments in a manner that promotes excellence in instruction, scholarly and creative productivity, and service ● Leading the processes of institute administrator selection and overseeing the processes of faculty and staff selection and retention ● Coordinating the professional development of institute administrators and staff. ● Evaluating the performance of HODs, Coordinators, and faculty of the institute in coordination with the Director. ● Coordinating all activities of IQAC to achieve an outcome-based education ● Monitoring, evaluating, and initiating corrective measures on students' feedback, academic council reports, and student council meetings ● Monitor participation in MOOCs courses like Swayam
4	Dean IQAC	<ul style="list-style-type: none"> ● Coordinating the development and application of quality benchmarks/parameters for various academic and administrative activities of the Institute. ● Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation. Ensuring a continuous improvement culture within the Institute through institutionalization of best practices. ● Conducting periodic assessment and accreditation processes. Preparing Annual Quality Report.
5	Dean Students, Welfare, Chairman Anti-ragging and Discipline Committee	<ul style="list-style-type: none"> ● Maintaining a ragging-free campus. ● To act as Proctor of the Institute. ● To ensure the discipline of the institute. ● Organizing extracurriculars, student counseling, and related activities. ● Liaison with parents/ guardians about the progress and problems of their wards in consultation with Dean academics. ● Coordinating activities of various students' clubs. ● Coordination with the alumni cell for the conduction of alumni meet

6.	Dean Research	<ul style="list-style-type: none"> • Facilitates and encourages a research culture among the faculty and students. • Monitors the progress of research in the departments • Coordination with external bodies like RGPV, MPCOST for research grants • Facilitates and ensures availability of research tools (like access to plagiarism check)
7	Dean Admission and Counselling	<ul style="list-style-type: none"> • Monitors and coordinates overall admission process as per DTE, MP. • Planning and implementation for admission of students with high grades in the qualifying exams • Monitors the daily activities of counselling cell
8	Head of Departments	<ul style="list-style-type: none"> • Overall monitoring of the academic and co-curricular affairs of respective departments. • To assign duties to the Department's teaching and non-teaching staff. • To present the departmental budget/requirement to the Director. • To take the lesson plan from the teachers and ensure they follow it and the syllabi are completed within the stipulated time. • To ensure smooth conduct of internal examinations, including paper setting, assessment of the theory, and lab. • To monitor the functioning of all departmental committees. • To ensure updated stock registers of the department. • To recommend leaves staff to the Director. • To encourage research/innovative programmes in the department. • To organize need-based workshops, seminars, symposia, visits, excursions, and invited/guest speakers to interact with students. • To facilitate faculty in the preparation and processing of self-appraisal of performance.
9	Superintendent of exam	<ul style="list-style-type: none"> • To conduct and monitor the sessional (internal) exams. • To prepare for sessional invigilation duties, seating arrangements, etc., for midterm and end-of-term exams. • To collect the question papers from the faculty concerned in a sealed cover signed by them or through the mail. • To form an internal sub-committee for the distribution of question papers in the examination halls.

		<ul style="list-style-type: none"> To maintain the records of the conducted examinations like attendance particulars, invigilation duties, supporting staff, etc. To deal with all the matters concerning examinations and hear the complaints received on any matter arising out of the conduct of examinations and decide the course of action. To ensure smooth conduction of examinations at the centre and dissemination of the theory and practical exam schedule.
10	Finance Officer	<ul style="list-style-type: none"> Overall accounting of the institute's expense and earnings Preparation of the balance sheet Monitoring the budget of the institute Coordinating the audit of the institute with CA
11	Dean/Director, Training Augmentation and Placement (TAP)	<ul style="list-style-type: none"> Dean/Director (TAP) is responsible for all corporate relations (other than research and academic activities), training, internship, and placement activities of the Institute. It is the responsibility of the Dean/Director (TAP) to plan, design, and execute a strategy for attracting good companies for the recruitment of students on campus. The Dean/Director (TAP) shall help and assist various departments to collaborate with relevant industries and to induct industry experts on the advisory boards of various departments. The Dean/Director (TAP) will monitor the activities and progress of the placement team members on daily basis and ensure documentation of it digitally on the MIS of the department.

The Academic administration of the institute is decentralized, and transparency is maintained by constituting the following committees/ cells Table 6.2.

Table 6.2 Details of the Committees in the Institute		
Minutes of Meeting of all committees: https://www.itmgoi.in/itm_igac.php		
Name of Committee/Cell and frequency of meetings	Members of Committee/Cell	Responsibilities and functions of the committee/cells
1. IQAC (Meetings are conducted twice a semester. However, depending on the	1. Director, Chairperson 2. Dean Academics, Coordinator	<ul style="list-style-type: none"> To ensure academic accountability. To monitor the effective implementation of outcome-based education Quality enhancement through internalization of quality culture.

required additional meetings are convened.)	3. Dean/HoDs and Senior Faculty, Members	<ul style="list-style-type: none"> • Creation of a learner-centric environment, conducive for quality education • Documentation and academic auditing to provide quality assurance. • Quality improvement through interactive forums • Monitoring the accreditation process of various bodies • Assistance to institutions in their quest for quality
2.Students Council (Meetings are conducted twice a semester.)	1. Director-ITM 2. Dean Academics 3. DSW 4. All HOD's/ 5. AHOD's 6. Class Coordinators 7. All CR's / CS (all branches/ all semesters) 8. Nominee of the Management	<ul style="list-style-type: none"> • To enhance communication between students, management and staff. • To promote an environment conducive to educational and personal development. • To support the management and staff in the development of the institute. • To represent the students' views on matters of general concern to them.
3. Central Purchasing committee (CPC) (Meetings are conducted twice a semester. However, depending on the required additional meetings are convened.)	1 Chairperson 2 Secretary 3 Deans and HOD's	<ul style="list-style-type: none"> • To call for quotations, monitor the analysis of the quotations as provided by the department and followed by recommendations and approvals. • To ensure all documentation is accurately completed. • Seek clarification from suppliers/service providers where necessary. • Ensuring proportionality, transparency, accountability, and fairness in the procurement process. • Ensuring all necessary procurement procedures are properly followed.
4. Research Cell (Meetings are conducted twice a semester. However, depending on the required additional	1. Dean Research 2. Coordinator 3. Group leaders of various research groups	<ul style="list-style-type: none"> • The Research Cell is responsible for creating a work environment conducive to research. • It also monitors the progress of various research groups of the institute as per the timelines

meetings are convened.)		<ul style="list-style-type: none"> It also makes various resources available for the research groups within and outside the institute
5. Training, Augmentation, and Placement Cell (TAP) (Meetings are conducted twice a semester. However, depending on the required additional meetings are convened.)	<ol style="list-style-type: none"> Dean/ Director (TAP) Assistant Director (Placement) Assistant Director (Training) Faculty Coordinators 	<ul style="list-style-type: none"> To motivate students to develop technical knowledge and soft skills for a successful career. Aims to ensure placements for all eligible students through on/off-campus placement drives. Provides resources and activities to aid in the advancement of student's careers.
6. Alumni Relation Cell (ARC) (Meetings are conducted twice a semester. However, depending on the required additional meetings are convened.)	<ol style="list-style-type: none"> Institute Coordinator Departmental Coordinators 	<ul style="list-style-type: none"> The Cell offers the alumni a host of services that include documentation required from the university and the institute. It helps them in networking across batches. To get alumni involved in supporting and contributing to the institute's development.
7. NSS Cell (Meetings are conducted twice a semester. However, depending on the required additional meetings are convened.)	<ol style="list-style-type: none"> Program Officer (Boys Unit) Program Officer (Girls Unit) Faculty members 	<ul style="list-style-type: none"> Providing opportunities for students to participate in the planning and execution of development projects of societal benefit. Encouraging students to work together along with villagers in rural areas. Organizing NSS camps in rural and urban areas. Emphasizing the dignity of labor and self-help, and the need to combine physical work with intellectual pursuits.

8. Library Committee (Meetings are conducted twice a semester. However, depending on the required additional meetings are convened.)	1. Chairman 2. Secretary 3. Faculty Members	<ul style="list-style-type: none"> • To consider policy matters regarding the institute library and departmental library, including procurement of books and journals, etc. • To frame rules and regulations for the use of the library. • to monitor the proper functioning of the institute library. • To facilitate all members of the Institute in scholarly activities.
9. Counselling Cell (Meetings are conducted twice a semester. However, depending on the required additional meetings are convened.)	1. Dean Counselling Chairman 2. Coordinator, Indoor 3. Coordinator, Outdoor 4. Members from various departments	<ul style="list-style-type: none"> • The Admission Committee is responsible for admitting graduate and post-graduate students. • Develop contacts to identify and attract potential B. Tech/M candidates.Tech/MCA or MBA programmes. • Maintains a database of the pertinent information on the applicants. Reviews and develops strategies for better admission concerning high grades in the qualifying exam.
10. Women empowerment cell (Meetings are conducted as and when required)	1. Chairperson 2. Faculty Member	<ul style="list-style-type: none"> • Addresses all grievances by female faculty, staff, and students • Ensures workplace safety and dignity for all females of the institute • Conducts awareness events for the betterment of women
11. Central Monitoring Committee (Meetings are conducted twice a semester. However, depending on the required additional meetings are convened.)	1. DSW 2. Coordinator 3. Faculty Member	<ul style="list-style-type: none"> • To monitor day-to-day discipline on campus • Monitors regularity of classes

12. Internal Complaint Committee (ICC) / Grievance Cell Committee (Meeting is Conducted once a year. However depending upon the circumstances when it is Required)	1. Chairperson 2. Coordinator 3. Faculty Member	<ul style="list-style-type: none"> ● Promote awareness and prevent sexual harassment. ● Provide a fair and confidential process for addressing complaints. ● Assist and protect complainants during the process. ● Safeguard women's right to work with dignity and without fear.
13. Anti-Ragging Committee (ARC) (Meeting is Conducted twice a year. However depending upon the circumstances as when is Required)	1. Chairperson 2. Faculty Member	<ul style="list-style-type: none"> ● Implement measures to prevent ragging through awareness programs and strict enforcement of rules. ● Provide a platform for students to report incidents of ragging and ensure prompt and fair action against perpetrators. ● Offer protection and support to victims of ragging, ensuring their safety and well-being. ● Ensure adherence to anti-ragging laws and guidelines set by educational authorities. ● Educate students about the harmful effects of ragging and promote a culture of mutual respect and dignity.
14. Website Committee (Meetings are conducted twice a semester. However, depending on the required additional meetings are convened.)	1. Coordinator 2. Faculty Member	<ul style="list-style-type: none"> ● To ensure an updated Institute website ● Dissemination of institute notices online
15. Sports/ Cultural Committees (Meetings are conducted twice a semester. However, depending on the required additional meetings are convened.)	1. Dean Students Welfare (DSW) 2. Associate Dean Students Welfare (ADSW) 3. Faculty Coordinators 4. Faculty members	<ul style="list-style-type: none"> ● Monitoring the organization of annual sports, cultural meet, farewell and fresher's party ● Compilation of all the data about students who had represented the institute at nodal, state, and national sports events ● Preparing and selecting teams for participation at the nodal level. ● To organize nodal level sports events assigned by the nodal centre of the university.

		<ul style="list-style-type: none"> ● Review of the stock of sports equipment, and facilities available along with the related purchase.
16. SC/ST Committee (Meeting is Conducted twice a year. However, depending upon the circumstances when is Required)	1. Chairperson 2. Coordinator 3. Faculty Member 4. Student Representative Office Assistant	<ul style="list-style-type: none"> ● To ensure the welfare of SC and ST students in the college. ● To make sure the scholarships are properly distributed. ● To ensure proper functioning of the grievance redressal system for SC and ST students. ● To promote the traditional arts of ST students.

Short-term and Long term Plan:

The **Perspective Plan (2018-2033)** of ITM is a 15-year comprehensive roadmap aimed at guiding the institution towards excellence in education, research, and industry collaboration, aligning with both national and global trends. It focuses on key areas such as infrastructure development, academic and administrative excellence, human resource policies, and student-centered initiatives to ensure sustained growth and relevance.

Complementing this, the **Strategic Plan (2021-2026)** serves as a short-term, actionable roadmap, breaking down the long-term vision into specific, focused objectives. This five-year plan aligns with national educational priorities and global standards, ensuring that ITM stays responsive and adaptable while achieving its institutional goals. Together, both plans support ITM's overarching mission of academic and operational excellence.

Institution Growth in the last five years:

ITM Gwalior has experienced remarkable growth across various dimensions from 2019-20 to 2023-24. The total student enrollment has steadily increased, rising from 1,507 to 2,420, reflecting the growing popularity and expansion of the institution. Participation in fieldwork, internships, and projects also saw a dramatic rise, jumping from 560 students in 2019-20 to 2,186 by 2023-24. This indicates a strong emphasis on practical, hands-on learning.

The number of students involved in extracurricular activities, including sports, expanded significantly as well, from 525 to 1,017, showing a balanced focus on both academics and holistic development.



Students completing value-added courses also surged from 523 to 1,720, highlighting the institution's commitment to enhancing students' skills beyond the core curriculum.

There was some fluctuation in the number of students receiving scholarships, with a peak of 1,578 in 2020-21 and a subsequent levelling at 1,034 by 2023-24. Similarly, while placements and final exam pass rates saw minor fluctuations, It has maintained steady performance in these critical areas. The institution also strengthened its academic profile, with the number of books and research articles published by faculty increasing substantially, as well as a notable rise in Faculty Development Programs (FDP) participation, which rose from 78 in 2019-20 to 86 in 2023-24.

Overall, ITM Gwalior has shown consistent and impressive growth, focusing not only on academic excellence but also on student development, industry readiness, and faculty engagement.

ITM Growth Chart for five year 2019-2024

