



INTERNAL QUALITY INSURANCE CELL (IQAC)

SESSION:-2020-21

INDEX

S.No.	Meeting	Meeting Date	Documents	Page No.
1	Meeting-1	16.10.2020	Notice, MOM and ATR	4-9
2	Meeting-2	14.11.2020		10-12
3	Meeting-3	27.11.2020		13-20
4	Meeting-4	20.03.2021		21-24



No. ORDER/ITM/2020/1547

Date: 25.09.2020

ORDER

In view of submission of annual quality assurance reports, an **Internal Quality Assurance Cell (IQAC)** is formed for Institute of Technology and Management, Gwalior. The composition of IQAC is as follows:

1. Dr. Meenakshi Mazumdar, Director, Chairperson
2. Dr. S.S. Chauhan, Dean Academics, Coordinator
3. Mr. Rashid Khan, Registrar, Member
4. Dr. Manoj Mishra, DSW, Member
5. Dr. Rishi Soni, HOD CSE, Member
6. Dr. Preeti Singh HOD MBA, Member
7. Mr. Manoj K. Bandil, HOD EC, Member
8. Dr. Deepesh Bhardwaj, Dean Research, Member
9. Mr. Amit Jain, AHOD ME, Member
10. Mr. Akansh Jain, AHOD CE, Member
11. Dr. M.S. Bhadoriya, Coordinator 1st Year, Member
12. Mrs. Megha Lahane, Coordinator Women empowerment cell, Member
13. Mr. Mangesh Tomer, Associate Dean Academics, Member
14. Mr. Shirish Pandey, Alumni, Member (B.Tech)
15. Mr. Ankur Gupta, Alumni, Member (MBA)
16. Mr. Vaibhav Dixit, Industrialist, Member

MeBajie
Director

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- ❖ Hon'ble Chairman
- ❖ Managing Director
- ❖ Dean Administration

by E-mail

verified
Pravin Singh
Dean, IQAC
Institute of Technology & Management
Gwalior (M.P.)

MeBajie
Director



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref.: ITM/IQAC/2020/

Date: 12/10/2020

NOTICE

It is hereby notified that the 1st meeting of Internal Quality Assurance Cell (IQAC) is scheduled at 03:30 pm on 16th October 2020 at the institute premises.

Venue: Conference Hall, NRB

You are requested to attend the same without fail.

Agenda

Item	Agenda Point
Agenda No. 1	Introduction of IQAC members by Chairperson
Agenda No. 2	Opening words by Chairperson
Agenda No. 3	Introduction Speech by Dr. S. S. Chauhan, IQAC Coordinator
Agenda No. 4	Welcoming members and self-introduction of the members.
Agenda No. 5	IQAC Role, Objectives and Functions demonstrated by Coordinator
Agenda No. 6	IQAC Contribution to Teaching -Learning process
Agenda No. 7	Discussion on all the major activities to be carried out for the administration and day to day operations of the institute. Additionally, these are to be converted into policy documents.
Agenda No. 8	Any other suggestion/ ideas. with the permission of the chair

Looking forward to meeting you,

With kind regards,

Dr. S.S. Chauhan

(Coordinator/Dean Academics)

Institute of Technology & Management
Gwalior (M.P.)

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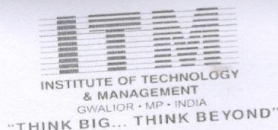
Meenakshi Mazumdar

Dr. Meenakshi Mazumdar

(Chairperson/ Director)

DIRECTOR

Institute of Technology & Management
Gwalior (M.P.)



MINUTES OF 1st IQAC MEETING HELD ON 16th & 17th OCTOBER 2020

The meeting of IQAC members of Institute of Technology & Management, Gwalior was held on 16th October 2020 in the Conference Hall, NRB at 03:30 pm to discuss the agenda given in the notice.

With reference to Agenda No. 1: The committee was constituted as per the guidelines establishment and monitoring of the Internal Quality Assurance Cell (IQAC) in affiliated colleges (2020-21).

- | | | |
|---------------------------|---|-----------------|
| 1. Dr. Meenakshi Mazumdar | : | Chairperson |
| 2. Dr. S.S. Chauhan | : | Coordinator |
| 3. Dr. Manoj Mishra | : | Member |
| 4. Dr. Rishi Soni | : | Member |
| 5. Dr. Preeti Singh | : | Member |
| 6. Dr. Megha Lahane | : | Member |
| 7. Mr. Manoj Bandil | : | Member |
| 8. Mr. Amit Jain | : | Member |
| 9. Mr. Akansh Jain | : | Member |
| 10. Dr. Deepesh Bhardwaj | : | Member |
| 11. Mr. Mangesh Tomar | : | Member |
| 12. Mr. Ankur Gupta | : | Member (Alumni) |

With reference to Agenda No 2: Opening words by Chairperson: The Chairman discussed the constitution and responsibilities of IQAC in ITM.

With reference to Agenda No 3: Introduction Speech by Dr. S. S. Chauhan Coordinator, IQAC

With reference to Agenda No 4: Self introduction of the members: All the above mentioned members introduced themselves.

With reference to Agenda No 5: IQAC Role, Objectives and Functions demonstrated by Coordinator:

The following points were discussed in detail in the meeting. All members agreed to abide by the functions of IQAC

The functions of IQAC were discussed and the committee members were briefed.

a) Amis

- To develop a quality system for conscious, consistent and catalytic programmed action.
- To improve the academic and administrative performance of the Institute
- To promote measures for institutional functioning towards quality enhancement through Internationalization of quality culture and institutionalization of best practices



b) The IQAC shall have the following function:

- i) Development and application of quality benchmarks/parameters for the various academic and Administrative activities of the Colleges;
- ii) Facilitating the creation of a learner-centric environment conducive for quality education and willingness of faculty members to accept technology and knowledge necessary for a collaborative teaching and learning environment;
 - Arrangement for feedback responses from students, parents and other stakeholders on quality Related to institutional processes.
 - Dissemination of information on the various quality parameters of higher education
 - Organization of inter and intra institutional workshops, seminars on quality related themes and Promotion of quality circles.
 - Documentation of the various programmes/activities of the College, leading to quality Improvement;
 - Acting as a nodal agency of the college for coordinating quality-related activities, including Adoption and dissemination of good practices
 - Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.

c) Benefits of IQAC:

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement.
- Ensure internalization of the quality culture.
- Ensure enhancement and integration among the various activities of the institute and good practices.
- Provide a sound basis for decision-making to improve institutional functioning.
- Act as a dynamic system for quality changes in the Colleges.
- Build an organized methodology of documentation and internal communication

With reference to Agenda No 6: IQAC Contribution to Teaching -Learning process:

Measures taken to improve teaching-learning process are discussed and summarized. The institute will improve the use a number of cutting-edge teaching strategies to keep students' interest in the subject, spark their curiosity, stimulate their minds, and help them understand the concepts rather than just memorize them. These strategies will encourage student participation and enhance their capacity to apply what they have learned. Additionally, students will become more engaged in the class as a result of the innovative assignments. The teaching-learning process will incorporate a variety of techniques, including problem-solving approaches that will make use of ICT resources,



e-resources, as well as experiential learning and participatory learning. All academic activities will be completed systematically in accordance with both the academic calendar of the institute and the activity calendar of the departments. Expert lectures delivered by various eminent resource persons are available in the digital library, facilitating faculty and students to utilize E-Tutorials from NPTEL, access MOOCs, E-Journals, and Video Conferences, among other resources. Faculty members will be encouraged to use the department library, digital library, and other open-source platforms to enhance their teaching skills. Additionally, faculty members will also be encouraged to participate in short-term courses, staff development programs, and workshops on advanced topics to keep pace with the latest advancements in knowledge and skills.

The following is a list of some of practices which will be emphasized during the teaching learning process:

1. Session Plan (Part A) of all the subjects
2. Activity-Based Continuous Assessment System (ABCAS)
3. Collaborative Learning through Project-Based Learning (PBL)
4. Flipped Classroom Methodology
5. ICT Supportive Teaching Learning
6. Experiential Learning
7. Guest Lectures and workshops
8. 17 Sustainable Development Goals (SDGs): The 2030 agenda for Sustainable Development (UN)

With reference to Agenda No 7: Discussion on all the major activities to be carried out for the administration and day to day operations of the institute. Additionally, these are to be converted into policy documents:

The IQAC Chairperson emphasised that in order to improve efficiency, accountability, and overall institutional quality, it is essential to streamline the institute's routine tasks and administration. The main focus of the institute is on students through teaching and learning process. Furthermore NBA accreditation is dependent on implementing the OBE framework. The Chairperson highlighted that all the activities discussed would be formalized into policy documents to ensure consistency and clarity in implementation. The Chairperson also stressed the need for rigorous academic planning, including tracking course completion, evaluating faculty performance and conducting timely examinations. The Chairperson proposed to formally establish all the functions outlined in the policy documents. These documents should specify the objectives, responsibilities, procedures and timelines associated with all tasks. All the members present in the meeting expressed their views on this matter and all the members unanimously agreed on the agenda placed by the Chairperson. It was decided in the meeting that various committees

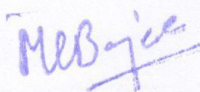


will be formed under the supervision of the Chairperson to draft all policy documents. IQAC will hold a review meeting within 15 days after notification of the draft policy committees.

With reference to Agenda No 8: Any other suggestion/ ideas with the permission of the chair IQAC suggested to organize some academic activities in the various department for the students as well as faculty members. All the members showed their positive response for the organizing such events. All HoDs were given the responsibility to prepare plans for the conduction of the events in their departments.

Meeting ended after thanking to Chair


Dr. S.S. Chauhan
(Coordinator/Dean Academics)
Co-ordinator, IQAC
Institute of Technology & Management
Gwalior (M.P.)


Dr. Meenakshi Mazumdar
(Chairperson/Director)
DIRECTOR
Institute of Technology & Management
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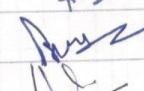
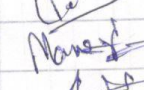
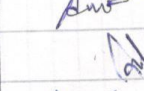
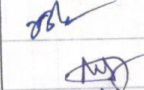
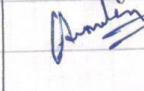
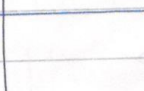
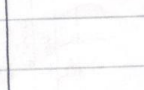
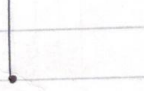
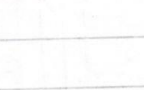

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(7)

Date: 16/10/2020 IOAC Online meeting (Attendance)
Agenda: IOAC introduction

S.N.	Name	Sign
1.	Dr Meemkshi Mazumdar	
2.	Dr. S.S. Chauhan	
3.	Dr. Manoj Mishra	
4.	Dr. Rishi Soni	
5.	Dr. Preeti Singh	
6.	Dr. Megha Lahane	
7.	Mr. Manoj Bandil	
8.	Mr. Amit Jain	
9.	Mr. Akash Jain	
10.	Dr. Deepesh Bhardwaj	
11.	Mr. Mangesh Tomar	
12.	Mr Ankur Gupta	





INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref.: ITM/IQAC/2020/

Date: 12/11/2020

NOTICE

It is hereby notified that in reference of the previous IQAC meeting, a review meeting of Internal Quality Assurance Cell (IQAC) is scheduled at 01:30 pm on 14th November 2020 at the institute premises.


Venue: Conference Hall, NRB

Agenda: Discussion and review of policy documents

Members are requested to steer the meeting for the listed agenda

Looking forward to meeting you,

With kind regards,


Dr. S.S. Chaudhan
(Coordinator/Dean Academics)
Co-ordinator, IQAC
Institute of Technology & Management
Gwalior (M.P.)


Dr. Meenakshi Mazumdar
(Chairperson/ Director)
Institute of Technology & Management
Gwalior (M.P.)

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MINUTES OF REVIEW MEETING OF IQAC HELD ON 27th NOVEMBER 2020

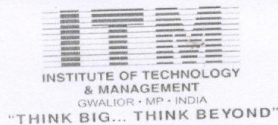
The meeting of IQAC members of Institute of Technology & Management, Gwalior was held on 14th November 2020 in the Conference Hall, NRB at 01:30 pm to discuss the agenda given in the notice.

Following members were present in the meeting:

- | | | |
|---------------------------|---|-------------|
| 1. Dr. Meenakshi Mazumdar | : | Chairperson |
| 2. Dr. S.S. Chauhan | : | Coordinator |
| 3. Dr. Manoj Mishra | : | Member |
| 4. Dr. Rishi Soni | : | Member |
| 5. Dr. Preeti Singh | : | Member |
| 6. Dr. Megha Lahane | : | Member |
| 7. Mr. Manoj Bandil | : | Member |
| 8. Mr. Amit Jain | : | Member |
| 9. Mr. Akansh Jain | : | Member |
| 10. Dr. Deepesh Bhardwaj | : | Member |
| 11. Mr. Mangesh Tomar | : | Member |

MINUTES OF MEETING:


The meeting was convened to discuss and review the policy documents prepared by various departments and committees as per the guidelines laid down in previous IQAC meetings. The main objective was to ensure that these documents are comprehensive, practical and in line with the objectives of the Institute. Each Committee presented its own policy document, providing an overview of key elements, including objectives, roles, responsibilities, processes and timelines. The discussion focused on the practicality of the proposed policies, with members assessing whether the processes outlined were feasible given current resources and constraints. Suggestions were made to simplify some procedures to increase efficiency and reduce administrative burden.

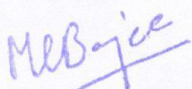


Alignment of proposed policies with institutional goals:

The Chairperson and members ensured that each policy document aligned with the institution's broader mission and vision. Discussion focused on how these policies would support the institution's long-term strategic goals, including academic excellence, student success, and continuous improvement. Final approval will be provided at the next IQAC meeting after ensuring that all feedback has been incorporated and the policies are ready for implementation.

Meeting ended after thanking to Chair.


Dr. S.S. Chauhan
(Coordinator/Dean Academics)
Co-ordinator, IQAC
Institute of Technology & Management
Gwalior (M.P.)


Dr. Meenakshi Mazumdar
(Chairperson/ Director)
DIRECTOR
Institute of Technology & Management
Gwalior (M.P.)

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref.: ITM/IQAC/2020/

Date: 23/11/2020

NOTICE

It is hereby notified that the 2nd meeting of Internal Quality Assurance Cell (IQAC) is scheduled at 03:30 pm on 27th November 2020 at the institute premises.

Venue: Conference Hall, NRB

IQAC members are requested to steer the meeting for the listed agenda

Agenda

Item	Agenda Point
Agenda No. 1	Approval of Minutes of Meeting & action taken report for 1 st IQAC meeting of held on 16/10/2020
Agenda No. 2	Discussion on the implementation strategy for approved policies.
Agenda No. 3	Academic events to be organize in the departments
Agenda No. 4	Multi-faceted scholarship initiatives for the session 2021-2022
Agenda No. 5	Any other suggestion/ ideas with the permission of the chair

Looking forward to meeting you,

With kind regards,

Dr. S.S. Chauhan
(Coordinator/Dean Academics)
Co-ordinator, IQAC
Institute of Technology & Management
Gwalior (M.P.)

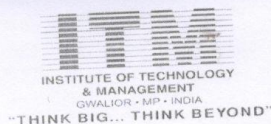
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Dr. Meenakshi Mazumdar
(Chairperson/Director)
DIRECTOR
Institute of Technology & Management
Gwalior (M.P.)



MINUTES OF 2nd IQAC MEETING HELD ON 27th NOVEMBER 2020

The meeting of IQAC members of Institute of Technology & Management, Gwalior was held on 27th November 2020 in the Conference Hall, NRB at 03:30 pm to discuss the agenda given in the notice.

Following members were present in the meeting:

- | | | |
|---------------------------|---|-----------------|
| 1. Dr. Meenakshi Mazumdar | : | Chairperson |
| 2. Dr. S.S. Chauhan | : | Coordinator |
| 3. Dr. Manoj Mishra | : | Member |
| 4. Dr. Rishi Soni | : | Member |
| 5. Dr. Preeti Singh | : | Member |
| 6. Dr. Megha Lahane | : | Member |
| 7. Mr. Manoj Bandil | : | Member |
| 8. Mr. Amit Jain | : | Member |
| 9. Mr. Akansh Jain | : | Member |
| 10. Dr. Deepesh Bhardwaj | : | Member |
| 11. Mr. Mangesh Tomar | : | Member |
| 12. Mr. Ankur Gupta | : | Member (Alumni) |

MINUTES OF MEETING:

With reference to Agenda No 1: Minutes of first meeting held on 16/10/2020 were approved

With reference to Agenda No 2: Discussion on the implementation strategy for approved policies.

The IQAC Coordinator presented the final draft of the following policy documents prepared by the respective departments/cells:

• IQAC Guidelines for Evaluating the Attainment of POs and Cos	• Budget Allocation and Utilization
• Institute Scholarship Policy	• Policy Document Central Purchase
• Research Promotion Policy	• Policy Document for Library Advisory Committee
• Handling and Disposing Case of Indiscipline	• Disabled-Friendly, Barrier-Free Environment
• ITM Digital Governance Framework (E-Governance Policy)	• Green Campus Initiatives
• Management of Degradable and Non-degradable Waste	• Water Conservation



<ul style="list-style-type: none"> • Code of Conduct for ITM Officials 	<ul style="list-style-type: none"> • Standard Operating Procedures: Electrical Maintenance Cell
<ul style="list-style-type: none"> • Standard Operating Procedures: Security Service • Code of Conduct for Faculty 	<ul style="list-style-type: none"> • Code of Conduct for ITM Staff Members (Non-Teaching & Administrative)
<ul style="list-style-type: none"> • Standard Operating Procedures: Fire Safety 	<ul style="list-style-type: none"> • Code of Conduct for Students

Each policy was discussed in detail, with particular attention given to its alignment with the institution's vision and mission, and its relevance to current academic and administrative practices. All the policies were unanimously approved by the members present.

The Chairperson proposed a resolution to submit the finalized policy documents to the Board of Governors (BoG) for their approval. The proposal highlighted the need for formal approval from the Board of Governors to ensure proper implementation of these policies in the institute.

With reference to Agenda No 3: Academic events to be organized in the departments

A discussion was held on the types of academic events to be organized in the departments to promote knowledge sharing, student engagement, and faculty development. Proper documentation of all events, including reports, participant feedback, and outcomes, will be maintained for future reference.

The following key events were proposed:

Workshops and Seminars:

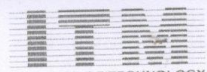
- Organize workshops on emerging technologies such as Artificial Intelligence, Machine Learning, Data Science, and Cloud Computing.
- Invite industry experts for seminars to provide insights on industry trends, innovation, and employability skills.

Guest Lectures:

- Engage with academic and industry professionals for guest lectures on specialized topics.
- Plan inter-departmental guest lectures to encourage interdisciplinary learning.

Conferences and Symposiums:

- Organize national and international conferences on contemporary research areas, allowing students and faculty to present their research papers.



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- Encourage participation in symposiums that focus on solving real-world problems through collaboration with industry and academia.

Faculty Development Programs (FDPs):

- Conduct FDPs on advanced pedagogical techniques, curriculum design, and outcome-based education (OBE) strategies.
- Focus on enhancing research methodologies and publication strategies for faculty.

Hackathons and Coding Competitions:

- Organize coding competitions and hackathons to promote problem-solving skills and creativity among students.
- Collaborate with industry partners for sponsorships and mentorship opportunities.

Alumni Interaction and Networking Events:

- Invite alumni to interact with current students and share their career journeys and industry experiences.
- Organize networking events to establish mentorship programs between alumni and students.

During the meeting following academic events were proposed to be organize to cater to the diverse interests and needs of students and faculty:

S.No.	Title of Event	Purpose of Event	Responsibility
1	Certificate Course on Entrepreneurship	To fulfil the gap of weak understanding of students towards entrepreneurship	Mr. Pawan Tiwari, Associate Professor (Under Ideapad Incubation Centre)
2	Opportunities in Indian Defence Services	To fulfil the gap of weak understanding of students towards Tech. Career in Defence Services	Alumni Relations Cell & Institution Innovation Council



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3	Design for Social Change!	To fulfil the gap of weak understanding of students towards Digital Business World	Alumni Relations Cell & Institution Innovation Council
4	Data Analytics - Explore useful information from your unused data	To fulfil the gap of weak understanding of students towards Practicing Innovation Professional Life	Alumni Relations Cell & Institution Innovation Council
5	Last-Mile Digital"- Creating 1 Bn Engagement with Mobile	To fulfill the gap of weak understanding of students towards Digital Business World	Alumni Relations Cell & Institution Innovation Council
6	Opportunities in Wireless Communication 5G and Beyond	To fulfill the gap of weak understanding of students towards how to fulfil industrial demands using 5G communication	Alumni Relations Cell & Institution Innovation Council
7	Career Opportunities in Research	To fulfill the gap of weak understanding of students towards Research as a career	Alumni Relations Cell & Institution Innovation Council
8	Making the Right Choices in the Digital First World	To fulfill the gap of weak understanding of students towards Digital Business World	Alumni Relations Cell & Institution Innovation Council



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9	Challenges and Sustainability in the IT World	To fulfill the gap of weak understanding of students towards Digital Business World	Alumni Relations Cell & Institution Innovation Council
10	Life Beyond The Campus	To fulfill the gap of weak understanding of students towards Professional Skills Practice	Alumni Relations Cell & Institution Innovation Council
11	Workshop on Covid-19 vaccination	To aware the students and staff about the importance of vaccination	NSS unit of the institute

With reference to Agenda No 4: Multi-faceted scholarship initiatives for the session 2021-2022

Dean, Admission & Counseling Proposed a Multi-faceted scholarship initiatives for the session 2021-2022 as follows:

1. Merit based scholarship scheme: Only 15 seats to be filled on the basis of Institute's scholarship as per the following:

Branch: ME/EC/CE/IT/CM

Eligibility: On the basis of percentage of marks obtained in 10+2:

- (a) Above 80%: 25% Fees Relaxation one time (Rs. 77000/-) i.e. Rs. 19250/-
- (b) 76% to 80%: 20% Fees Relaxation one-time Rs. 15400/-
- (c) 71% to 75%: 15% Fees Relaxation one-time Rs. 11550/-
- (d) 60% and above in 10th & 12th Board examinations: Fees Relaxation one time Rs. 11,550/-

2. Early bird scheme:

Under early bird scheme only 15 seats may be reserved for those who submit their entire fees before the schedule of DTE counseling session 2021-22. The scheme will benefit the candidate on first come first serve basis. A one-time relaxation of Rs 10000/- may be given to the candidates of this scheme. This scheme is applicable for B.Tech (ME/EC/CE/CM) MCA courses. For MBA course this scheme will be applicable for and 35 seats.

3. ITM Community Scholarship:

Total Rs.33000/- fee should be charged annually from the Diploma students for B.Tech. This scholarship scheme is applicable only for students who have completed Diploma from ITM itself.



Student those who are ward /relatives of staff members may be benefitted with staff welfare scholarship as per HR policy.


Students with economically weak may be get benefitted with trust policy scheme.

Note: Student may avail the benefit of one scholarship at a time.

All the member were agreed for the implementation of the above scholarship scheme.

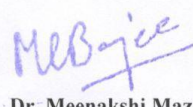
With reference to Agenda No 5: Any other suggestion/ ideas with the permission of the chair

Meeting ended after thanking to Chair.


Dr. S.S. Chauhan
(Coordinator/Dean Academics)
Co-ordinator, IQAC
Institute of Technology & Management
Gwalior (M.P.)

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Dr. Meenakshi Mazumdar
(Chairperson/ Director)
DIRECTOR
Institute of Technology & Management
Gwalior (M.P.)

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| ❖ Hon'ble Chairman SLS Trust | } by – email |
| ❖ Managing Director | |



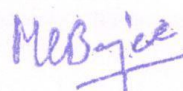
27/11/2020

Action Taken Report on Minutes of Meeting of 1st IQAC Meeting

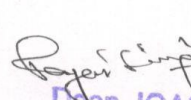
As per the planning and instructions of IQAC following actions have been taken:

- IQAC released the following two documents:
 - A comprehensive document outlining the role, objectives and functions of IQAC
 - A complete drafted document of IQAC Contribution to Teaching and Learning Process
- Orders to constitute a committee to draft the policy document have been issued by the office of the Director to the Coordinator, IQAC.


Co-ordinator, IQAC
Institute of Technology & Management
Gwalior (M.P.)


MeB-jee

DIRECTOR
Institute of Technology & Management
Gwalior (M.P.)


Dean, IQAC
Institute of Technology & Management
Gwalior (M.P.)



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref.: ITM/IQAC/2020/

Date: 16/03/2021

NOTICE

It is hereby notified that the 3rd meeting of Internal Quality Assurance Cell (IQAC) is scheduled at 03:30 pm on 20th March 2021 at the institute premises.

Venue: Seminar Hall, VSB

IQAC members are requested to steer the meeting for the listed agenda

Agenda

Item	Agenda Point
Agenda No. 1	Approval of: i) Minutes of Meeting & action taken report for 2 nd IQAC meeting of held on 29/11/2020 ii) Minutes of review meeting of 2 nd IQAC held on 14/11/2020
Agenda No. 2	Preparation of the CO-PO Mapping Matrix aligned with Outcome-Based Education (OBE).
Agenda No. 3	To reset the PO attainment target for the session 2021-22
Agenda No. 4	Any other suggestion/ ideas with the permission of the chair

Looking forward to meeting you,

With kind regards,

Dr. S.S. Chauhan
(Coordinator/Dean Academics)

Institute of Technology & Management
Gwalior (M.P.)

Copy to:

1. All the members of Board of Governors
2. Office Copy

For kind information to:

- ❖ Hon'ble Chairman SLS Trust
 - ❖ Managing Director
- } by – email

Meenakshi Mazumdar

Dr. Meenakshi Mazumdar

(Chairperson/ Director)

Institute of Technology & Management
Gwalior (M.P.)



MINUTES OF 3rd IQAC MEETING HELD ON 20th March 2021

The meeting of IQAC members of Institute of Technology & Management, Gwalior was held on 20th March 2021 in the Seminar Hall, VSB at 03:30 pm to discuss the agenda given in the notice.

Following members were present in the meeting:

- | | | |
|---------------------------|---|-----------------|
| 1. Dr. Meenakshi Mazumdar | : | Chairperson |
| 2. Dr. S.S. Chauhan | : | Coordinator |
| 3. Dr. Manoj Mishra | : | Member |
| 4. Dr. Rishi Soni | : | Member |
| 5. Dr. Preeti Singh | : | Member |
| 6. Dr. Megha Lahane | : | Member |
| 7. Mr. Manoj Bandil | : | Member |
| 8. Mr. Amit Jain | : | Member |
| 9. Mr. Akansh Jain | : | Member |
| 10. Dr. Deepesh Bhardwaj | : | Member |
| 11. Mr. Mangesh Tomar | : | Member |
| 12. Mr. Ankur Gupta | : | Member (Alumni) |

MINUTES OF MEETING:

With reference to Agenda No 1: Minutes of first meeting held on 27/11/2020 and minutes of review meeting held on 14/11/2020 were approved

With reference to Agenda No 2: Preparation of the CO-PO Mapping Matrix aligned with Outcome-Based Education (OBE).

The Coordinator, IQAC instructed that each Subject Coordinator must prepare a CO-PO mapping matrix. This matrix should clearly indicate the strength of the relationship between each CO and the relevant POs, typically on a scale (e.g., 1 to 3, where 1 is low and 3 is high). The strengths should reflect the actual contribution of each CO to achieving the corresponding PO. The Coordinator stressed that for each CO, the assessment methods used must be aligned with the mapped POs. Faculty should ensure that the assessments are designed to accurately measure the students' achievement of the COs, and by extension, the POs. Examples



of various assessment methods, such as quizzes, assignments, PBL and ABCAS, were discussed. The importance of choosing the right method to assess the right CO was highlighted. The Coordinator instructed that along with the CO-PO matrix, a brief justification must be provided. This justification should explain why each CO has been mapped to specific POs at the given strength and how the chosen assessment methods effectively measure the intended outcomes. It was agreed that this justification is critical for ensuring transparency and accountability in the mapping process.

The Coordinator informed that after submission, the IQAC will review the matrices to ensure that the mapping and justifications are sound and that the assessments are appropriately aligned with the COs.

With reference to Agenda No 3: To reset the PO attainment target for the session 2021-22;

It was discussed in the meeting that during the lockdown period, RGPV conducted online open book end-semester examinations which result unusually high attainment levels which may not accurately reflect the standard performance metrics in a regular academic environment.

Resolution: All the members unanimously agreed to re-fix the target set for the session 2021-22 in accordance with the session 2019-20.

With reference to Agenda No 4: Any other suggestion/ ideas with the permission of the chair

Meeting ended after thanking to Chair.

Dr. S.S. Chaudhan
(Coordinator/Dean Academics)

Co-ordinator,
Institute of Technology & Management,
Gwalior (M.P.)

Copy to:

3. All the members of Board of Governors
4. Office Copy

For kind information to:

- ❖ Hon'ble Chairman SLS Trust
- ❖ Managing Director

} by – email

Dr. Meenakshi Mazumdar
(Chairperson/ Director)

DIRECTOR
Institute of Technology & Management,
Gwalior (M.P.)

Date: 20/3/21 IQAC interaction of VSB Block
Agenda: IQAC interaction

Sl. No.	Faculty Name	Department	Signature
1	Dr. Anil Gupta	ME	
2	Vishal Sharma	ME	
3	Dr. Anil Gupta	ME	
4	Dr. Anil Gupta	ME	
5	Dr. Anil Gupta	ME	
6	Dr. Anil Gupta	ME	
7	Dr. Anil Gupta	ME	
8	Dr. Anil Gupta	ME	
9	Dr. Anil Gupta	ME	
10	Dr. Anil Gupta	ME	
11	Dr. Anil Gupta	ME	
12	Dr. Anil Gupta	ME	
13	Dr. Anil Gupta	ME	
14	Dr. Anil Gupta	ME	
15	Dr. Anil Gupta	ME	
16	Dr. Anil Gupta	ME	
17	Dr. Anil Gupta	ME	
18	Dr. Anil Gupta	ME	
19	Dr. Anil Gupta	ME	
20	Dr. Anil Gupta	ME	
21	Dr. Anil Gupta	ME	
22	Dr. Anil Gupta	ME	
23	Dr. Anil Gupta	ME	
24	Dr. Anil Gupta	ME	
25	Dr. Anil Gupta	ME	
26	Dr. Anil Gupta	ME	
27	Dr. Anil Gupta	ME	
28	Dr. Anil Gupta	ME	
29	Dr. Anil Gupta	ME	
30	Dr. Anil Gupta	ME	

Date: 20/3/2021
Venue: VSB Seminar Hall

Attendance for first IQAC Interaction

Sl. No.	Faculty Name	Department	Signature
1	Dr. Anil Gupta	ME	
2	Dr. Anil Gupta	ME	
3	Dr. Anil Gupta	ME	
4	Dr. Anil Gupta	ME	
5	Dr. Anil Gupta	ME	
6	Dr. Anil Gupta	ME	
7	Dr. Anil Gupta	ME	
8	Dr. Anil Gupta	ME	
9	Dr. Anil Gupta	ME	
10	Dr. Anil Gupta	ME	
11	Dr. Anil Gupta	ME	
12	Dr. Anil Gupta	ME	
13	Dr. Anil Gupta	ME	
14	Dr. Anil Gupta	ME	
15	Dr. Anil Gupta	ME	
16	Dr. Anil Gupta	ME	
17	Dr. Anil Gupta	ME	
18	Dr. Anil Gupta	ME	
19	Dr. Anil Gupta	ME	
20	Dr. Anil Gupta	ME	
21	Dr. Anil Gupta	ME	
22	Dr. Anil Gupta	ME	
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26	Dr. Anil Gupta	ME	
27	Dr. Anil Gupta	ME	
28	Dr. Anil Gupta	ME	
29	Dr. Anil Gupta	ME	
30	Dr. Anil Gupta	ME	