



# INTERNAL QUALITY INSURANCE CELL (IQAC)

**SESSION:-2021-22**

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### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref.: ITM/IQAC/2021/

Date: 05/07/2021

#### NOTICE

It is hereby notified that the 4<sup>th</sup> meeting of Internal Quality Assurance Cell (IQAC) is scheduled at 02:00 pm on 10<sup>th</sup> July 2021.

Venue: Online meeting at Zoom platform

<https://us02web.zoom.us/j/814431428322?pwd=WkdHRVFNWmtZRIJFRmRKUjloQ1lidz09>

Meeting ID: 814 4314 2832 Passcode: 09051TM

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

#### Agenda

Item	Agenda Point
Agenda No. 1	Approval of Minutes of Meeting & action taken report for 3 <sup>rd</sup> IQAC meeting of held on 20/03/2021
Agenda No. 2	To prepare a proposal of Rubrics for assessment tools along with their addressing COs, marks allotment etc. Best will be selected & finalized.
Agenda No. 3	Work on CO attainment calculations for proper understanding of sheet.
Agenda No. 4	To organize various academic events to motivate the students during the lockdown period

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.)

  
Dr. Meenakshi Mazumdar

(Chairperson/Director)

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

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





### MINUTES OF 4<sup>th</sup> IQAC MEETING HELD ON 10<sup>th</sup> July 2021

The meeting of IQAC members of Institute of Technology & Management, Gwalior was held on 10<sup>th</sup> July 2021 in an online mode at 02:00 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. Akansh Jain        | : | Member          |
| 9. Dr. Deepesh Bhardwaj   | : | Member          |
| 10. Mr. Mangesh Tomar     | : | Member          |
| 11. Mr. Ankur Gupta       | : | Member (Alumni) |

#### MINUTES OF MEETING:

With reference to Agenda No 1: Minutes of first meeting held on 20/03/2021 were approved.

With reference to Agenda No 2: To prepare a proposal of Rubrics for assessment tools along with their addressing COs, marks allotment etc.

The Coordinator outlined that each Subject Coordinator is responsible for preparing a proposal of rubrics for the various assessment tools used in their courses. These rubrics should clearly define the criteria for evaluation, align with the relevant COs, and include detailed marks allotment for each criterion. The need for rubrics that are specific, measurable, and aligned with the learning outcomes was emphasized. The





Coordinator highlighted that well-designed rubrics not only guide students in understanding the expectations but also help instructors in consistent and objective grading.

It was discussed that each rubric must address specific COs, ensuring that the assessment methods are directly linked to the intended learning outcomes. The Coordinator advised that this alignment be clearly indicated in the rubric proposal. Examples of how rubrics can address different levels of Bloom's Taxonomy, corresponding to the COs, were discussed. The Coordinator encouraged the use of a variety of assessment tools. It was agreed that the rubrics should be comprehensive yet concise, providing a clear guide for both students and faculty on how marks will be distributed and what constitutes different levels of performance, such as PBL, PPT presentations and written assignments, each with a tailored rubric.

**With reference to Agenda No 3:** Work on CO attainment calculations for proper understanding of sheet:

The Coordinator explained the importance of understanding and correctly applying CO attainment calculations. These calculations are crucial for measuring how well students have achieved the specified COs and for making data-driven decisions to improve course delivery and student learning. The Coordinator emphasized that all faculty members should be familiar with the process and that it is essential to maintain accuracy and consistency across all departments. A detailed explanation of the CO attainment calculation sheet was provided. The Coordinator walked the participants through the different sections of the sheet, explaining how to input data, calculate averages, and interpret the results.

It was stressed that understanding this sheet is crucial for accurately determining the level of CO attainment. Examples were provided to illustrate how to calculate attainment levels using student performance data. A discussion was held on how to standardize the CO attainment process across all departments to ensure uniformity in the evaluation of student outcomes.

The IQAC will oversee the overall process, providing support and guidance as needed, and ensuring that all departments adhere to the established standards.





**With reference to Agenda No 4:** To organize various academic events to motivate the students during the lockdown period:

In view of the lockdown, it was decided in the IQAC meeting that all the departments will conduct a series of online academic events to motivate and make the students aware about the scope of various fields. Under this agenda following academic events were proposed to be organize during next 1-2 months to cater to the diverse interests and needs of students and faculty:

S.No.	Title of Event	Purpose of Event	Responsibility
1	Determination of span of COVID-19 duration of maximum severity and changes of mutation using astrological aspects and fuzzy rules	To fulfill the gap of weak understanding of students towards Digital Business World	Innovation Council, ITM Gwalior
2	Campus to Corporate	To fulfill the gap of weak understanding of students towards Digital Business World	Department of Management, TAP Cell and Innovation Council, ITM Gwalior

Meeting ended after thanking to Chair.

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

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

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  - ❖ Managing Director
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**Dr. Meenakshi Mazumdar**  
(Chairperson/ Director)

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



10/07/2021

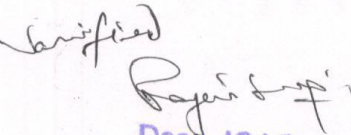
### Action Taken Report on Minutes of Meeting of 3<sup>rd</sup> IQAC Meeting

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

- **Preparation of the CO-PO Mapping Matrix aligned with Outcome-Based Education (OBE):**
  - An interactive session with the Chairperson and Co-coordinator of IQAC was held to discuss about the Outcome Based Education (OBE) and Preparation of the CO-PO Mapping Matrix aligned with Outcome-Based Education (OBE)
- **To reset the PO attainment target for the session 2021-22:**
  - All the department heads have been informed by the Dean Academic to reset the target attachment for the session 2021-22 in accordance with the session 2019-20.

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

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

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



(13)

Date 10/7/2021 IOAC Online meeting

Agenda: Discussion on Assignment/MCO/Academic Activity

S.N	Name	Sign
1	Dr Meenakshi Mazumdar	Meen
2	Dr S.S. Chauhan	S.S.
3	Dr Rishi Soni	Rishi
4	Dr Preeti Singh	Preeti
5	Dr Manoj Mishra	Manoj
6	Dr Deepesh Bhargava	Deepesh
7	Mr Manoj Bandil	Manoj
8	Mr Armit Jain	Armit
9	Dr Prashant Shrivastava	Prashant
10	Mr Rachit Jain	Rachit
11	Dr. Megha Lahane	Megha
12	Mr Ankur Gupta	Ankur



### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref.: ITM/IQAC/2021/

Date: 14/07/2021

#### NOTICE

It is hereby notified that the 5<sup>th</sup> meeting of Internal Quality Assurance Cell (IQAC) is scheduled at 02:00 pm on 17<sup>th</sup> July 2021.

Venue: Online meeting at Zoom platform

<https://u02web.zoom.us/j/84007132171?pwd=cnFTaWhsa3FNbnpmWGVWVms1U1h6UT09>

Meeting ID: 840 0713 2171 Passcode: 09051TM

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

#### Agenda


Item	Agenda Point
Agenda No. 1	Approval of Minutes of Meeting & action taken report for 4 <sup>th</sup> IQAC meeting of held on 10/07/2021
Agenda No. 2	Discussion on ABCA activities/ MCQ/ PBL Assessment tools for the upcoming semester.
Agenda No. 3	Preparation of Part A, CO PO Assessment for upcoming semester as per the reference document circulated in IQAC Interaction on CO PO Assessment dated:14.04.2021
Agenda No. 4	Update of the Institute's Learning Management System (LMS)
Agenda No. 5	Academic events to be organize in the departments





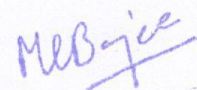
Looking forward to meeting you,

With kind regards,

  
Dr. S.S. Chauhan

(Coordinator/Dean Academics)

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



Dr. Meenakshi Mazumdar

**DIRECTOR**  
(Chairperson/Director)  
Institute of Technology & Management  
Gwalior (M.P.)

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  - ❖ Managing Director
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### MINUTES OF 5<sup>th</sup> IQAC MEETING HELD ON 17<sup>th</sup> July 2021

Meeting of IQAC members of Institute of Technology & Management, Gwalior was held on 17<sup>th</sup> July 2021 at 02:00 PM in online mode 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. Megha Lahane       | : | Member          |
| 6. Mr. Manoj Bandil       | : | Member          |
| 7. Mr. Amit Jain          | : | Member          |
| 8. Dr. Deepesh Bhardwaj   | : | Member          |
| 9. Mr. Rachit Jain        | : | Member          |
| 10. Mr. Mangesh Tomar     | : | Member          |
| 11. Mr. Ankur Gupta       | : | Member (Alumni) |

#### MINUTES OF MEETING:

**With reference to Agenda No 1:** Minutes of first meeting held on 10/07/2021 were approved.

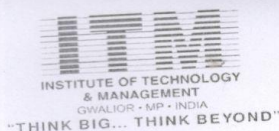
**With reference to Agenda No 2:** Discussion on ABCA activities/ MCQ/ PBL Assessment tools for the upcoming semester:

The chair initiated the discussion on the planned ABCA (Activity-Based Continuous Assessment) activities for the upcoming semester. The importance of integrating ABCA into the curriculum was emphasized to enhance student engagement and learning outcomes. The meeting addressed the effectiveness of Multiple Choice Questions (MCQs) as an assessment tool in the upcoming semester. It was agreed to revise the MCQ question bank to ensure it aligns with the latest course objectives. The role of Project-Based Learning (PBL) in the curriculum was discussed, with a focus on enhancing assessment tools for PBL.

There are total 13 marks for CO attainment in core courses out of which 3 marks will be taken from Practical where CO i.e. question addressed by practical will be evaluated with quiz, two quizzes from the same CO will be conducted and best of two will be taken for 3 marks and remaining 10 marks will be taken from Theory (4 activities carrying 2.5 marks each are proposed in place of regular assignments which address remaining COs i.e. do not use COs mapped with quiz).

Activity 1- 2.5 marks (address 1 CO)





Activity 2- 2.5 marks (address 1 CO)

Activity 3- 2.5 marks (address 1 CO)

Activity 4- 2.5 marks (address 1 CO)

Quiz- 3marks (two quiz from the same CO conducted and best of the two one will be taken)

Lab marks distribution of core subjects;

Lab attendance: 5marks

Lab file: 6marks Lab viva 6marks

Quiz: 3marks (these marks transferred in theory section)

Activity & COs allotment will be subject teacher's decision.

**None Core** courses having total 10 marks for CO attainment

(4 assessment/ activities which address all the COs)

Activity 1- 2 marks (address 1 CO)

Activity 2- 2marks (address 1 CO)

Activity 3- 2 marks (address 1 CO)

Activity 4- 4marks (address 2 COs) Activity & COs allotment will be subject teacher's decision

**With reference to Agenda No 3:** Preparation of Part A, CO PO Assessment for upcoming semester as per the reference document circulated in IQAC Interaction on CO PO Assessment dated:31.03.2021:

The meeting focused on the preparation and implementation of Part A, CO-PO Assessment for the upcoming semester, in line with the guidelines provided in the reference document from the IQAC Interaction on CO-PO Assessment dated 31.03.2021.

- The importance of aligning Course Outcomes (COs) with Program Outcomes (POs) to ensure the academic quality and relevance of the curriculum.
- Detailed analysis of the reference document to understand the expectations and requirements for CO-PO mapping and assessment.
- Discussion on the methodologies to be used for CO-PO mapping, including direct and indirect assessment tools.
- It was decided that each department will review their COs and POs to ensure they align with the updated guidelines.
- A thorough review of the reference document was conducted to ensure all members are familiar with the protocols and criteria for CO-PO assessment as outlined.





#### Decisions Made:

- A checklist based on the reference document will be developed to assist faculty in the preparation of CO-PO assessments.
- The IQAC will conduct periodic reviews to ensure that the CO-PO assessment process is being implemented effectively.
- HODs/ AHODs are required to submit a copy of: Part A for semester 3, 5 and 7 of all the subjects) to IQAC latest by **10th Aug 2021** and the Session Plan/ Lesson Plan (semester 3, 5 and 7 of all the subjects) latest by **13th Aug 2021**.

#### With reference to Agenda No 4: Update of the Institute's Learning Management System (LMS):

The meeting also focused on the need to update the Institute's LMS to enhance user experience, ensure compatibility with modern educational technologies, and better meet the academic and administrative needs of the Institute. The LMS page should be properly maintained and aligned as per the previous semester (January-June 2021), it should contain all the relevant documents like session plan, lesson plan etc. All HODs/ AHODs requested to monitor this activity rigorously

#### With reference to Agenda No 5: Academic events to be organize in the departments:

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	Web Development using Django	To fulfill the gap of weak understanding of students towards Web Development	Dept. of CSE, ITM Gwalior
2	Webinar on Industry Exposure	To enhance working experience of company	Department of Computer Science and Engineering / MCA
3	Catalyzing Research: Strategies for Future	To fulfill the gap of weak	





INSTITUTE OF TECHNOLOGY  
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GWALIOR - MP - INDIA

"THINK BIG... THINK BEYOND"

	Challenges	understanding of students towards	Department of
4	Webinar on "New Product Development"	Product Development Process	Management and Innovation Council

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)

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

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

} by – email



17/07/2021

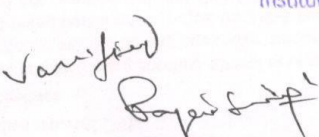
### Action Taken Report on Minutes of Meeting of 4<sup>th</sup> IQAC Meeting

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

- **To prepare a proposal of Rubrics for assessment tools along with their addressing COs, marks allotment:**
  - A proposal for rubrics, detailing assessment tools along with their alignment to Course Outcomes (COs) and marks allotment, is being prepared for review and implementation.
- **Work on CO attainment calculations for proper understanding of sheet:**
  - To ensure a complete and clear understanding of the calculation sheet, work on CO attainment calculation is ongoing.
- **To organize various academic events to motivate the students during the lockdown period:** The following academic programmes have been finalised to motivate and engage students during the lockdown period:
  - Institution Innovation Council, ITM University Gwalior and ITM Gwalior jointly planned to organize an expert talk on "Determination of span of COVID-19 duration of maximum severity and changes of mutation using astrological aspects and fuzzy rules" in the month of September 2021.
  - Department of Management, TAP Cell, and Innovation Council of the institute prepared a proposal to organize an event "Campus to Corporate". This event was proposed to organize in 1<sup>st</sup> week of the October 2021.

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

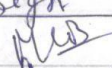
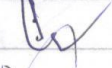
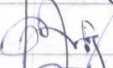


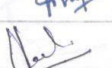
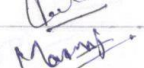


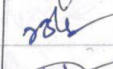
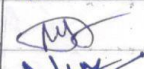
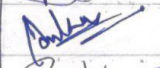
  
DIRECTOR  
Institute of Technology & Management  
Gwalior (M.P.)

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



(15)

7/7/2021 IQAC meeting (Attendance)  
Agenda: Academic Activities for upcoming Sem

S. N	Name	Sign
1.	Dr Meenakshi Mazumdar	
2.	Dr S S. Chauhan	
3.	Dr Manoj Mishra	
4.	Dr Preeti Singh	
5.	Dr Rishu Sone	
6.	Dr Megha Lahane	
7.	Mr Manoj Bandil	
8.	Mr Annet Jain	
9.	Dr Deepesh Bhargava	
10.	Mr Mangesh Tomar	
11.	Mr Ankur Gupta	
12.	Mr. Rachit Jain.	





### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref.: ITM/IQAC/2022/

Date: 12/01/2022

#### NOTICE

It is hereby notified that the 6<sup>th</sup> meeting of Internal Quality Assurance Cell (IQAC) is scheduled at 01:00 pm on 17<sup>th</sup> January 2022.

Venue: Conference Hall, NRB

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

Item	Agenda Point
Agenda No. 1	Approval of Minutes of Meeting & action taken report for 5 <sup>th</sup> IQAC meeting of held on 17/07/2021
Agenda No. 2	Common application format for organizing expert/guest/lectures/talks/seminars
Agenda No. 3	Strategies to Enhance Research Motivation
Agenda No. 4	Strategies for Creating a Learner-Centered Environment for Students
Agenda No. 5	Establishment of a Rigorous Feedback Policy for Continuous Improvement.
Agenda No. 6	To commence classes on offline mode
Agenda No. 7	Amendment in the Multi-faceted scholarship initiatives for the session 2022-2023
Agenda No. 8	Academic events to be organize in the departments

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

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





### MINUTES OF 6<sup>th</sup> IQAC MEETING HELD ON 17<sup>th</sup> January 2022

Meeting of IQAC members of Institute of Technology & Management, Gwalior was held on 17<sup>th</sup> January 2022 at 1:00 PM in online mode 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. Prashant Shrivastava	:	Member
7. Dr. Megha Lahane	:	Member
8. Mr. Manoj Bandil	:	Member
9. Mr. Amit Jain	:	Member
10. Mr. Akansh Jain	:	Member
11. Dr. Deepesh Bhardwaj	:	Member
12. Mr. Mangesh Tomar	:	Member
13. Mr. Rachit Jain	:	Member
14. Mr. Ankur Gupta	:	Member (Alumni)
15. Mr. Siddharth Jain	:	Member (Student)
16. Ms. Bahar Grover	:	Member (Student)
17. Mr. Sparsh Mathur	:	Member (Student)
18. Mr. Utkarsh Chauhan	:	Member (Student)

### MINUTES OF MEETING:

With reference to Agenda No 1: Minutes of first meeting held on 17/07/2021 were approved.

With reference to Agenda No 2: Common application format for organizing expert/guest/lectures/talks/seminars:

The meeting focused on the need to standardize the process for organizing academic events such as expert lectures, guest lectures, talks, and seminars across the institute. A common application format was proposed to streamline the approval and coordination process. The existing procedures for organizing these events were reviewed, highlighting inconsistencies and delays in the approval process. The necessity of a unified





application format to ensure that all relevant information is captured and that the process is efficient and transparent. Dean Research will make necessary changes and disseminate it.

**With reference to Agenda No 3: Strategies to Enhance Research Motivation**

The meeting focused on exploring strategies to boost research motivation among faculty and students. The aim is to cultivate a strong research culture that encourages innovation and academic excellence within the institute. Encouraging interdisciplinary collaboration and providing platforms for researchers to showcase their work. Discussion on the need for mentoring and guidance, particularly for early-career researchers and students. Dr. S.S. Chauhan and Dr. Rishi Soni will work on it and form committee. Committee will submit report how to motivate & boost research in all departments.

**With reference to Agenda No 4: Strategies for Creating a Learner-Centered Environment for Students:**

The meeting focused on identifying and implementing strategies to establish a learner-centered environment that prioritizes student engagement, active learning, and personalized educational experiences.

- The importance of shifting from traditional teacher-centered approaches to learner-centered methods that empower students to take an active role in their education.
- Encouraging the use of innovative teaching techniques such as flipped classrooms, project-based learning (PBL), and collaborative learning.
- Discussion on the need for continuous assessment and feedback mechanisms that help students track their progress and take ownership of their learning.

All HODs to propose & submit Learner centric activities for different subjects other than ABCA & PBL

**With reference to Agenda No 5: Establishment of a Rigorous Feedback Policy for Continuous Improvement:**

The meeting focused on the development of a comprehensive and rigorous feedback policy aimed at enhancing the quality of education and overall institutional performance. The need for a standardized feedback system that is easy to administer and analyze, ensuring that insights can be effectively translated into actionable steps. The feedback will be collected at regular intervals—mid-semester, end of the semester, and post-event for specific activities. Regular audits of the feedback process will be conducted to ensure compliance and to identify any areas for further improvement. Dean Academics is suggested to work on it.

**With reference to Agenda No 6: To commence classes on offline mode:**

One of the main objectives of the meeting was to discuss and finalize the shift from online to offline classes for the upcoming semester. The decision has been taken in view of the improved public health situation and the need to enhance the learning experience through in-person instruction. The benefits of resuming offline classes, including improved student engagement, hands-on learning opportunities, and better interaction





between students and faculty. Consideration of the challenges and concerns related to the transition, such as health and safety protocols, classroom capacity, and hybrid learning for students unable to attend in person. Ensuring that all necessary infrastructure and resources are in place to support a smooth transition back to offline classes.

#### Decisions Made:

- It was decided that classes will resume in offline mode starting before 01/03/2022. However, B. Tech IV sem (All Branches) classes should start from 21.02.2022 in online mode. Hybrid options will be considered for students who cannot attend in person due to valid reasons.
- Departments were instructed to finalize their schedules and classroom allocations to accommodate social distancing and other safety measures.
- A communication plan will be implemented to inform students, faculty and staff about virus transmission and necessary protocols.

**With reference to Agenda No 7:** Amendment in the Multi-faceted scholarship initiatives for the session 2022-2023

Dean, Admission & Counseling Proposed a Multi-faceted scholarship initiatives for the session 2022-2023. Dean Counselling in its proposal insisted on re-implementing the previous session. In his proposal, he proposed to reduce the number of seats for MBA from 35 to 30 only under the Early Bird Scheme, to which all the members agreed.

**With reference to Agenda No 8:** Academic events to be organize in the departments:


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

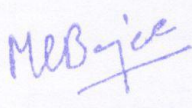
S.No.	Title of Event	Purpose of Event	Responsibility
1	Intellectual Property Rights Awareness Programme	To fulfill the gap of weak understanding of students towards IPR and its filing Process	Innovation Council, ITM Gwalior
2	Internal Hackathon for Smart India Hackathon 2022	To fulfill the gap of weak understanding of students towards innovation	Institute Innovation Council, ITM Gwalior



3	Webinar on "Supply Chain Management"	To fulfill the gap of weak understanding of students towards Business Management	Alumni Relation Cell and Innovation Council, ITM Gwalior
---	--------------------------------------	--	--

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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  - ❖ Managing Director
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17/01/2022

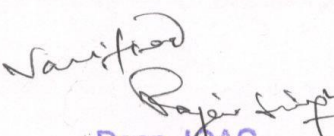
### Action Taken Report on Minutes of Meeting of 5<sup>th</sup> IQAC Meeting

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

- **Discussion on ABCA activities/ MCQ/ PBL Assessment tools for the upcoming semester:**
  - Relevant strategies for their implementation have been finalized, and discussions on ABCA activities, MCQs and PBL assessment tools for the upcoming semester have been concluded.
- **Update of the Institute's Learning Management System (LMS):**
  - The Institute's Learning Management System (LMS) has been updated, and necessary improvements have been implemented for enhanced functionality.

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




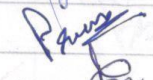
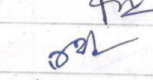

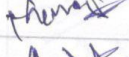
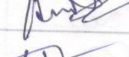

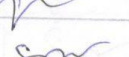
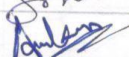
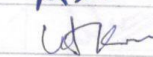
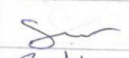
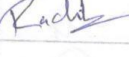
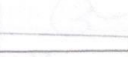

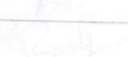
  
DIRECTOR  
Institute of Technology & Management  
Gwalior (M.P.)

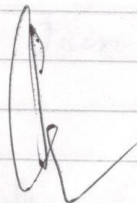
  
Dean, IQAC  
Institute of Technology & Management  
Gwalior (M.P.)



(18) (17)

Date 17/01/2022 IOAC meeting (Attendance)  
Agenda: Assessment Strategies for upcoming sem.

S.N.	Name	Sign
1	Dr. Meenakshi Mazumdar	
2	Dr. S.S. Chauhan	
3	Dr. Manoj Mishra	
4	Dr. Rishi Sone	
5	Dr. Preeti Singh	
6	Dr. Prashant Shrivastava	
7	Dr. Deepesh Bhardwaj	
8	Dr. Megha Lahane	
9	Mr. Manoj Bandel	
10	Mr. Ankit Jain	
11	Mr. Mangesh Tomar	
12	Ms. Kahar Grover	
13	Mr. Sparsh Mathur	
14	Mr. Ankur Gupta	
15	Mr. Utkarsh Chauhan	
16	Mr. Siddharth Singh	
17	Mr. Rachit Jain	





### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref.: ITM/IQAC/2022/

Date: 05/02/2022

#### NOTICE

It is hereby notified that the 7<sup>th</sup> meeting of Internal Quality Assurance Cell (IQAC) is scheduled at 03:00 pm on 8<sup>th</sup> February 2022.

Venue: Online meeting at Zoom platform

Time: 12:30 pm

<https://02web.zoom.us/j/83670912495?pwd=dkYvaFN3WVRMUW52eVd5RERWHNHUT09>

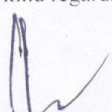
Meeting ID: 836 7091 2495 Passcode: ITM2022

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

Item	Agenda Point
Agenda No. 1	Approval of Minutes of Meeting & action taken report for 6 <sup>th</sup> IQAC meeting of held on 17/01/2022
Agenda No. 2	Scheduling of Mock Accreditation for CS and MBA Programs
Agenda No. 3	Internal Marks Discussion/Rubrics
Agenda No. 4	AICTE Student Learning Assessment –PARAKH project in the AICTE Approved Institutions
Agenda No. 5	Any other suggestion/ ideas. with the permission of the chair

Looking forward to meeting you,

With kind regards,

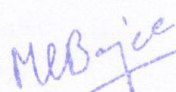
  
Dr. S.S. Chauhan  
Coordinator/Dean Academics)  
Co-ordinator, IQAC  
Institute of Technology & Management  
Gwalior (M.P.)

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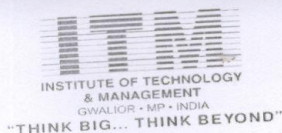
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For kind information to:

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

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





### MINUTES OF 7<sup>th</sup> IQAC MEETING HELD ON 8<sup>th</sup> February 2022

Meeting of IQAC members of Institute of Technology & Management, Gwalior was held on 8<sup>th</sup> February 2022 at 03:00 PM in online mode 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. Prashant Shrivastava | : | Member           |
| 7. Dr. Aditya Vidhyarthi    | : | Member           |
| 8. Dr. Megha Lahane         | : | Member           |
| 9. Mr. Manoj Bandil         | : | Member           |
| 10. Mr. Amit Jain           | : | Member           |
| 11. Mr. Akansh Jain         | : | Member           |
| 12. Dr. Deepesh Bhardwaj    | : | Member           |
| 13. Mr. Mangesh Tomar       | : | Member           |
| 14. Mr. Rachit Jain         | : | Member           |
| 15. Mr. Gaurav Narwariya    | : | Member           |
| 16. Mr. Ankur Gupta         | : | Member (Alumni)  |
| 17. Mr. Siddharth Jain      | : | Member (Student) |
| 18. Ms. Bahar Grover        | : | Member (Student) |
| 19. Mr. Sparsh Mathur       | : | Member (Student) |
| 20. Mr. Utkarsh Chauhan     | : | Member (Student) |
| 21. Mr. Ankur Gupta         | : | Member (Student) |

#### MINUTES OF MEETING:

With reference to Agenda No 1: Minutes of first meeting held on 17/01/2022 were approved.

With reference to Agenda No 2: Scheduling of Mock Accreditation for CS and MBA Programs:





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& MANAGEMENT  
Gwalior - MP - INDIA  
"THINK BIG... THINK BEYOND"

The IQAC coordinator discussed the need and schedule of mock accreditation exercises for the Computer Science (CS) and MBA programs. The purpose of these mock sessions is to simulate the actual accreditation process, giving both departments a chance to identify and rectify any deficiencies before the official visit. The IQAC Coordinator outlined the preparation strategy for the upcoming mock accreditation exercises, emphasizing the need for thorough documentation, evidence-based reporting, and comprehensive faculty readiness. All work related to NBA should be completed before 24<sup>th</sup> Feb 2022. Mock visit dates: 25<sup>th</sup> to 27<sup>th</sup> Feb 2022.

The IQAC Coordinator will oversee the scheduling process and ensure that both departments adhere to the timelines set for their respective mock accreditations.

**With reference to Agenda No 3: Internal Marks Discussion/Rubrics:**

The current practices of internal marks allocation in various departments were discussed in detail in the meeting. The aim was to ensure uniformity, fairness and alignment with the overall academic objectives of the institute. The IQAC discussed the development of rubrics as a tool for enhancing the objectivity and transparency of internal assessments. Rubrics are intended to provide clear criteria for grading various aspects of student work, such as assignments, ABCAS, presentations, quiz and PBL.

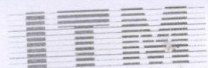
**Decisions Made:**

- Departments will be required to develop rubrics for all major internal assessments and submit them to the IQAC for review and approval.
- The rubrics will be piloted in the upcoming semester, with feedback collected from both faculty and students to assess their effectiveness and make necessary adjustments.
- If student not appear in assessment activities, to get minimum marks he/she has to submit assessment activities otherwise student is responsible for his/her results.

**With reference to Agenda No 4: AICTE Student Learning Assessment –PARAKH project in the AICTE**

Approved Institutions:





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The IQAC coordinator introduced the AICTE Student Learning Assessment - PARAKSHA (Performance

Assessment, Review and Analysis of Knowledge for Holistic Development) project. The project aims to enhance the quality of education and learning outcomes in AICTE-approved institutions through a structured assessment framework.

A committee comprising of Dr. Prashant Srivastava, Mr. Amit Jain and Mr. Gaurav Narwaria was constituted to carry out research and work on AICTE-SLA PARAKH.

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

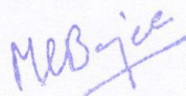
Meeting ended after thanking to Chair.



Dr. S.S. Chauhan

(Coordinator/Dean Academics)

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



Dr. Meenakshi Mazumdar

(Chairperson/ Director)

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

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For kind information to:

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

} by - email



08/02/2022

### Action Taken Report on Minutes of Meeting of 6<sup>th</sup> IQAC Meeting

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

- **Common application format for organizing expert/guest/lectures/talks/seminars:**
  - A common application format for conducting expert lectures, guest talks and seminars has been developed and approved for use in all departments.
- **Strategies to Enhance Research Motivation:**
  - Strategies to enhance research motivation were discussed and developed, including new initiatives and support mechanisms to encourage faculty and student involvement in research activities.
- **Strategies for Creating a Learner-Centered Environment for Students:**
  - Strategies for creating learner-centred environments for students have been reviewed and outlined. These strategies focus on increasing student engagement and providing a personalized learning experience
- **Establishment of a Rigorous Feedback Policy for Continuous Improvement:**
  - A rigorous feedback policy has been established for continuous improvement, outlining systematic processes for collecting, analysing, and acting on feedback from students and faculty to enhance educational quality and institutional performance.
- **To commence classes on offline mode:**
  - This decision was taken recognizing the need to improve public health and enhance learning through in-person classes.
- **Proposal of scholarship scheme for newly admitted students:**
  - The proposal for scholarship scheme for newly admitted students was reviewed and approved.

*[Signature]*  
Coordinator IQAC  
Institute of Technology & Management  
Gwalior (M.P.)




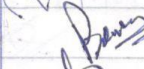
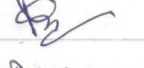

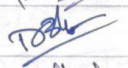

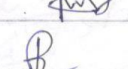




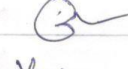







*[Signature]*  
DIRECTOR  
Institute of Technology & Management  
Gwalior (M.P.)

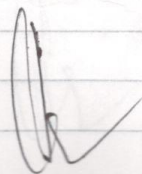
*[Signature]*  
Dean, IQAC  
Institute of Technology & Management



(19)

Date 8/2/2022 IOAC meeting (Attendances)  
Agenda: Jan-June 2022 Session academic activities

S.N	Name	Sign
1	Dr Meenakshi Mazumdar	
2	Dr S. S. Chauhan	
3	Dr Manoj Mishra	
4	Dr Rishi Soni	
5	Dr Preeti Singh	
6	Dr Prashant Shrivastava	
7	Dr Aditya Vidyarthi	
8	Mr Manoj Bandil	
9	Dr Deepesh Bhardwaj	
10	Dr Megha Lahane	
11	Mr Mangesh Tamar	
12	Ms Bahar Grover	
13	Mr Sparsh Mathur	
14	Mr Uttam Chaudhary	
15	Mr Ankur Gupta	
16	Mr Siddharth Singh	
17	Mr Shyam Rawat	
18	Mr Gaurav Marwariya	
19	Mr Vikas Divedi	
20	Mr Amit Tiwari	
21	Mr Rachet Jain	





### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref.: ITM/IQAC/2022/

Date: 06/05/2022

#### NOTICE

It is hereby notified that the 8<sup>th</sup> meeting of Internal Quality Assurance Cell (IQAC) is scheduled at 03:30 pm on 12<sup>th</sup> & 13<sup>th</sup> May, 2022.

Venue: Conference Hall, NRB

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

Item	Agenda Point
Agenda No. 1	Approval of Minutes of Meeting & action taken report for 7 <sup>th</sup> IQAC meeting of held on 08/02/2022
Agenda No. 2	Review of Academic Planning for the Upcoming Odd Semester
Agenda No. 3	Discussion on 5 day classes
Agenda No. 4	TAP cell registration fees
Agenda No. 5	Any other suggestion/ ideas. with the permission of the chair

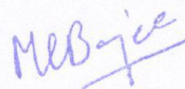
Looking forward to meeting you,

With kind regards,



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

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



**Dr. Meenakshi Mazumdar**  
(Chairperson/ Director)

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

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For kind information to:

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





### MINUTES OF 8<sup>th</sup> IQAC MEETING HELD ON 12<sup>th</sup> & 13<sup>th</sup> May 2022

Meeting of IQAC members of Institute of Technology & Management, Gwalior was held on 12<sup>th</sup> & 13<sup>th</sup> May 2022 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. Prashant Shrivastava  | : | Member           |
| 7. Dr. Megha Lahane          | : | Member           |
| 8. Dr. Ankit Gupta           | : | Member           |
| 9. Mr. Manoj Bandil          | : | Member           |
| 10. Dr. Aditya Vidhyarthi    | : | Member           |
| 11. Dr. Deepesh Bhardwaj     | : | Member           |
| 12. Mr. Mangesh Tomar        | : | Member           |
| 13. Ms. Ashma Khan           | : | Member (Alumni)  |
| 14. Mr. Avinash Kumar Mishra | : | Member (Student) |

#### MINUTES OF MEETING:

With reference to Agenda No 1: Minutes of first meeting held on 08/02/2022 were approved.

With reference to Agenda No 2: Review of Academic Planning for the Upcoming Odd Semester:

The meeting discussed the allocation of resources and readiness of infrastructure to support the upcoming semester. This includes ensuring that classrooms, laboratories, and other facilities are prepared for use.



Currently 1<sup>st</sup> midterm is subjective & 2<sup>nd</sup> Midterm is objective, and in objective questions it is very difficult to frame questions of L4 & L5. Hence IQAC members suggested that out of two midterm examination, first one should be objective and second should be subjective, as per the details given below:

Midterm	Days	COs	Bloom Level
Midterm 1 (Objective)	After 40-45 Days	CO1 & CO2, partially CO3 (as per syllabus coverage)	L1, L2, L3
Midterm 2 (Subjective)	After 75-80 Days	CO3, CO4, CO5	L1 to L5

It is proposed by HOD CS in-place of 4 ABCA activities, 2 ABCA activity will be conducted as their evaluations are very time consuming. All IQAC members accept the proposal and chairperson suggested that assessment questions must be based on L4 & L5 of Blooms level Modus Operandi for 3<sup>rd</sup> & 4<sup>th</sup> Year:

Activity	Days	COs	Bloom Level
Activity 1	Submission within 55 Days	Subject Teacher's decision	L4 – L5
Activity 2	Submission within 85 Days	Subject Teacher's decision	L4 – L5





Modus Operandi for 1<sup>st</sup> & 2<sup>nd</sup> Year:

Activity	Days	COs	Bloom Level
Activity 1	Submission within 55 Days	Subject Teacher's decision	Up to L4
Activity 2	Submission within 85 Days	Subject Teacher's decision	Up to L4

On the basis of above changes internal marks assessment excel sheet will be prepared by CS dept. within 10-15 days in coordination with Dean Academics Office.

Chairperson of IQAC proposed two student centric activities will be conducted within 45 days from the beginning of semester to make class more interactive & interesting, which is unanimously accepted by all the IQAC members. Report of such activities to be submit by respective HOD to IQAC.

**With reference to Agenda No 3:** Discussion on 5 day classes

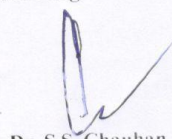
It is decided that all Saturdays (except the first Saturday, which is a holiday for all) of the month will be NIWD (Non- Instructional Working Day). Notice will be circulated from Dean Academics Office.

**With reference to Agenda No 4:** TAP cell registration fees

It is decided for previously admitted students that no increase in the TAP fees. In case AFRC recommend the increase in fee structure then no change required in TAP fees, otherwise, it may be increased for upcoming new admissions 2022 with proper information to Dean Admission and Counseling.

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

Meeting ended after thanking to Chair.



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

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

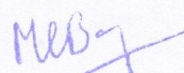
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For kind information to:

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

} by – email



**Dr. Meenakshi Mazumdar**  
(Chairperson/Director)

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



03/05/2022

### Action Taken Report on Minutes of Meeting of 7<sup>th</sup> IQAC Meeting

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

- **Scheduling of Mock Accreditation for CS and MBA Programs:**
  - Scheduling of mock accreditation exercises for CS and MBA programs has been completed, and dates and procedures have been set to assess preparedness and identify areas for improvement prior to the formal accreditation process.
- **Internal Marks Discussion/Rubrics:**
  - The development of rubrics for discussion and evaluation of internal scores has been completed, and standardized criteria have been established to ensure fairness and transparency in evaluating student performance.
- **AICTE Student Learning Assessment –PARAKH project in the AICTE**

#### Approved Institutions:

- A committee comprising of Dr. Prashant Srivastava, Mr. Amit Jain and Mr. Gaurav Narwaria was constituted to carry out research and work on AICTE-SLA PARAKH.

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

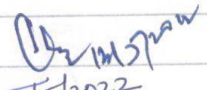
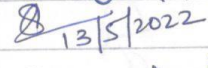
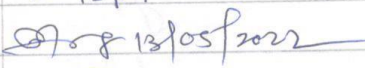
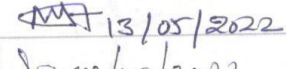
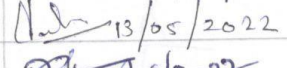
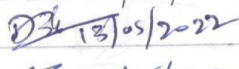
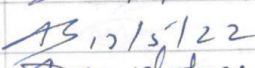
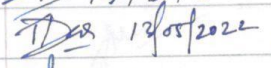
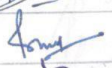
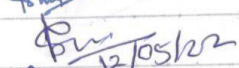
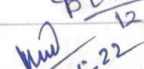
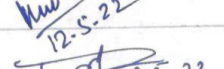

Verified  
Dean, IQAC  
Institute of Technology & Management  
Gwalior (M.P.)

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



Date: 13/05/2022

Time: 10:00 AM Venue: Conference Hall, NFD

S.N	Name	Sign.
1.	Dr. Meenakshi Mozumdar	
2.	Dr. S.S. Chauhan	
3.	A. Vidyarthi	
4.	Dr. M. Murlu	
5.	Mangesh Tomar	
6.	Dr. Megha Lahane	
7.	Dr. D. Bhardwaj	
8.	Anshir Singh Chauhan	
9.	Tania Das.	
10.	Rishi Sani	
11.	Prashant Srivastava	
12.	Manoj K. Baidya	
13.	Dr. Mahendra Singh Bhedani	
14.	Mangesh Tomar	
15.	Manoj K. Baidya	