



# INTERNAL QUALITY INSURANCE CELL (IQAC)

**SESSION: -2023-24 & 2024-25**

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### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref.: ITM/IQAC/2023/ 6

Date: 02/06/2023

#### NOTICE

It is hereby notified that the 14<sup>th</sup> meeting of Internal Quality Assurance Cell (IQAC) is scheduled at 02:00 pm on 6<sup>th</sup> June 2023.

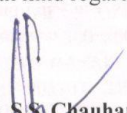
Venue: Conference Hall, NRB

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 13 <sup>th</sup> IQAC meeting of held on 18/05/2023
Agenda No. 2	Focus on student centric activities during the upcoming semester.
Agenda No. 3	Academic events to be organize in the departments
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)  
**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
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**Dean, IQAC**  
Institute of Technology & Management  
Gwalior (M.P.)



### MINUTES OF 14<sup>th</sup> IQAC MEETING HELD ON 6<sup>th</sup> June 2023

Meeting of IQAC members of Institute of Technology & Management, Gwalior was held on 6<sup>th</sup> June 2023 at 02:00 PM in the Conference Hall, 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. Mr. Gaurav Dubey         | : | Member      |
| 6. Dr. Preeti Singh         | : | Member      |
| 7. Dr. Prashant Shrivastava | : | Member      |
| 8. Mr. Manoj Bandil         | : | Member      |
| 9. Mr. Amit Jain            | : | Member      |
| 10. Dr. Ashutosh Trivedi    | : | Member      |
| 11. Dr. M.S. Bhadoriya      | : | Member      |
| 12. Dr. Deepesh Bhardwaj    | : | Member      |
| 13. Dr. Pradeep Yadav       | : | Member      |
| 14. Mr. Ramnaresh Sharma    | : | Member      |

#### MINUTES OF MEETING:

With reference to Agenda No 1: Minutes of first meeting held on 18/05/2023 were approved.

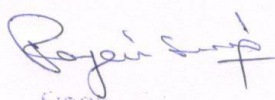
With reference to Agenda No 2: Academic planning for upcoming semester (ie. July-Dec. 2023):

Coordinator, IQAC focused on enhancing the student experience and promoting active learning through targeted, student-centric initiatives in the upcoming semester.

#### Points Discussed:

##### a) Review of Current Activities:

- **Feedback Analysis:** Review feedback from students regarding past activities, identifying areas for improvement.

  
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- **Effectiveness Assessment:** Evaluate the impact of previous student-centric initiatives on student engagement and learning outcomes.

**b) Proposed Improvements:**

- Increase interactivity and practical application of content.
- Incorporate hands-on activities, case studies, and place a greater emphasis on PBL. Consider hybrid formats to accommodate diverse learning preferences.
- Focus on iterative enhancement of student-centered activities to better meet students' needs and improve overall engagement and outcomes.

**With reference to Agenda No 3:** 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	"International Yoga Day 2023"	To fulfill the gap of weak understanding of students towards physical and mental fitness	Dept. of HR and Institute Innovation Council, ITM Gwalior
2	"NISM Certification Training Program"	To fulfill the gap of weak understanding of students towards funding for Startups in India	Innovation Council, ITM Gwalior

**With reference to Agenda No 4:** 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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Dr. Meenakshi Mazumdar  
(Chairperson/ Director)

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

For kind information to:

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

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



06/06/2023

### Action Taken Report on Minutes of Meeting of 13<sup>th</sup> IQAC Meeting

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

- **Discussion on Remedial Classes for First-Year and Second-Year Students:**  
Remedial classes started

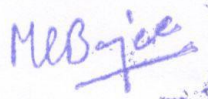
**Boot Camp for VII Semester Students and Module Finalization:** The TAP (Training and Placement) Cell, in collaboration with the department, has created a detailed schedule for the Boot Camp, which includes sessions on:

- Aptitude training
- Technical and HR interview preparation
- Group discussions
- Soft skills and communication workshops

The external industry experts have been identified to conduct the sessions.

- **Admissions in CE, ME and EC:**
  - The admission cell, in collaboration with the respective departments, organized webinars and seminars for potential students and their parents, highlighting the opportunities and career prospects in CE, ME, and EC.
  - Collaborations were established with local schools and coaching centres to provide counselling sessions and raise awareness about the engineering programs.
  - Alumni interactions were arranged to showcase successful career paths in CE, ME, and EC, helping to boost interest among prospective students.
- **Submission of proposed budget for 2023-24 and submission of utilization of budget for 2022-23 by departments and cells:** All departments submitted their proposed budgets on time, outlining specific allocations for academic programs, laboratory upgrades, faculty development programs, workshops, seminars, and research projects.
- **Proposal of scholarship scheme for newly admitted students:** The proposal for a scholarship scheme for newly admitted students has been reviewed and approved.

  
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.)



## IQAC meeting

Venue: ⇒ NRB Conference Hall		Date: ⇒ 06/06/23
Time: ⇒ 3:15 Pm		
S. No	Name	Signature
1	Dr. Meenakshi Mazumdar (Director)/IQAC Chair Person	
2	Dr. S. S. Chauhan (IQAC, Coordinator, Dean Academics)	
3	Dr. Ashutosh S. Trivedi, Head, CE Dept.	
4	Amil Dahiya (MED / MED IT)	
5	Dr. Pradeep Yadav (Coordinator)	
① 6	Ramnarayan Chakraborty	
② 7	Kashmi Pandey	
③ 8	Monika Bandi	
④ 9	Dr. Preeti Singh	
⑤ 10	Gaurav Dubey	
⑥ 11	Dr. Prashant Srivastava	
⑦ 12	Mani Mishra	
⑧ 13	Dr. M. S. Bhadaniya	
⑨ 14	Dr. Deepesh Bhadaniya	
⑩ 15	Rishi Soni	



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref.: ITM/IQAC/2023/12

Date: 01/08/2023

### NOTICE

It is hereby notified that the 15<sup>th</sup> meeting of Internal Quality Assurance Cell (IQAC) is scheduled at 02:00 pm on 4<sup>th</sup> August 2023.

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 14 <sup>th</sup> IQAC meeting of held on 06/06/2023
Agenda No. 2	One Spoken tutorial course for students in each semester (align with one Lab Subject)
Agenda No. 3	All final year students must complete one NPTEL course compulsorily. Students have to complete it in seventh semester or eighth semester.
Agenda No. 4	Utilization of seed funding
Agenda No. 5	NPTEL courses/coursera courses must be completed by faculties for core courses of their stream, they must also complete the educator level courses in eduskill/AICTE
Agenda No. 6	Registration of students and Faculty on Student Learning Assessment - PARAKH AICTE Portal. Implementation of prakhar AICTE portal and give assignment in regular academics
Agenda No. 7	Core subject & faculty identification for combined classes
Agenda No 8	Any other suggestion/ ideas with the permission of the chair

Looking forward to meeting you,

With kind regards,

**Dr. S.S. Chaudhan**  
(Coordinator/Dean Academics)  
Institute of Technology & Management  
Gwalior (M.P.)

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For kind information to:

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

*Meenakshi Mazumdar*

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

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

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





### MINUTES OF 15<sup>th</sup> IQAC MEETING HELD ON 4<sup>th</sup> August 2023

Meeting of IQAC members of Institute of Technology & Management, Gwalior was held on 4<sup>th</sup> August 2023 at 02:00 PM in the Conference Hall, to discuss the agenda given in the notice

Following members were present in the meeting:

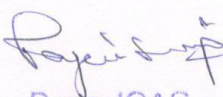
- |                           |   |                 |
|---------------------------|---|-----------------|
| 1. Dr. Meenakshi Mazumdar | : | Chairperson     |
| 2. Dr. S.S. Chauhan       | : | Coordinator     |
| 3. Dr. Manoj Mishra       | : | Member          |
| 4. Dr. Aditya Vidhyarthi  | : | Member          |
| 5. Dr. Megha Lahane       | : | Member          |
| 6. Dr. M.S. Bhadoriya     | : | Member          |
| 7. Mr. Manoj Bandil       | : | Member          |
| 8. Mr. Amit Jain          | : | Member          |
| 9. Dr. Ashutosh Trivedi   | : | Member          |
| 10. Ms. Rashmi Pandey     | : | Member          |
| 11. Mr. Gaurav Dubey      | : | Member          |
| 12. Mr. Kapil Jain        | : | Member          |
| 13. Dr. Ankit Gupta       | : | Member          |
| 14. Mr. Shyam Rawat       | : | Member          |
| 15. Mr. Narendra Verma    | : | Member          |
| 16. Ms. Tania Das         | : | Member          |
| 17. Mr. Ankur Gupta       | : | Member (Alumni) |

#### MINUTES OF MEETING:

**With reference to Agenda No 1:** Minutes of first meeting held on 06/06/2023 were approved.

**With reference to Agenda No 2:** One Spoken tutorial course for students in each semester (align with one Lab Subject):

Coordinator, IQAC discussed how to enhance practical learning by integrating a spoken tutorial course with a laboratory subject in each semester. All the committee members agreed that one spoken tutorial every year (from the second year onwards) will be compulsory only in the laboratory subject. Marks for this activity will be taken from the quiz. Ms. Rakhi Arora was nominated as Institute Coordinator. All departments need to nominate departmental coordinators for this course.

  
Dean, IQAC  
Institute of Technology & Management  
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**With reference to Agenda No 3:** All final year students must complete one NPTEL course compulsorily. Students have to complete it in seventh semester or eighth semester:

All the committee members were agreed that all final year students of CSE, IT and EC must complete one AWS course while ME, Civil students must complete one NPTEL course per year. Normally course should start in odd semester (7<sup>th</sup> semester). If not able to complete in 7<sup>th</sup> Semester then have to do it in 8<sup>th</sup> semester. Both courses will be clubbed with their attendance. Ms. Aruna Bajpai nominated as the Institute Coordinator.

**With reference to Agenda No 4:** Utilization of seed funding:

It was discussed that effective use of seed funding is critical to support academic and research initiatives, enhance student experience, and improve departmental infrastructure. Regular monitoring and transparent reporting will ensure optimal use of allocated funds. It was concluded that faculty need to utilize the seed funding from the Institute for project research work. Marks will be added in PI seat to promote it. 10 marks from research publication to be added in project category

**With reference to Agenda No 5:** NPTEL courses/coursera courses must be completed by faculties for core courses of their stream, they must also complete the educator level courses in eduskill/AICTE:

**Decision Made:** Minimum one NPTEL course must be completed by faculties for core courses of their stream. Faculties need to become educators for eduskill/AICTE.

**With reference to Agenda No 6:** Registration of students and Faculty on Student Learning Assessment - PARAKH AICTE Portal. Implementation of prakhar AICTE portal and give assignment in regular academics:

**Decision Made:** Each department must ensure the proper utilization of PARAKH portal with academic activities. Faculties must give assignments as a part of session plan through parakh portal.

**With reference to Agenda No 7:** Core subject & faculty identification for combined classes

Coordinator, IQAC focused on the teaching of core subject and suggested to HODs of CSE, IT & EC to assign qualified faculty members who can effectively teach the identified core subjects in a combined class format.

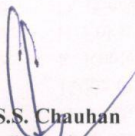
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With reference to Agenda No 8: Any other suggestion/ ideas with the permission of the chair: NA

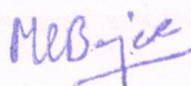
Meeting ended after thanking to Chair.

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

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

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Dr. Meenakshi Mazumdar  
(Chairperson/ Director)

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

For kind information to:

- |   |   |            |
|---|---|------------|
| <ul style="list-style-type: none"> <li>❖ Hon'ble Chairman SLS Trust</li> <li>❖ Managing Director</li> </ul> | } | by – email |
|---|---|------------|

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



04/08/2023

### Action Taken Report on Minutes of Meeting of 14<sup>th</sup> IQAC Meeting

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

- **Academic planning for upcoming semester (ie. July-Dec. 2023):**
  - The academic calendar for July-Dec 2023 has been finalized, including the schedule for classes, mid-semester and end-semester exams and other key academic activities.
  - All departments have submitted their session plans, which include the lecture plan, teaching methods, and evaluation schemes for the semester.
  - Continuous assessment and evaluation schemes, including mid-semester exams, quizzes, assignments, and project work, have been planned and scheduled.
  - Rubrics for project evaluation and lab assessments have been reviewed and updated to ensure clarity and consistency.
  - An orientation program for newly admitted students has been scheduled.

  
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.)



## IOAC meeting.

VENUE:- NRB Conference Hall      Date: 04/08/2023  
TIME:-

S.NO.	Name.	Signature.
1.	Dr. Meenakshi Mazumdar (Director)/IOAC Chairperson	
2.	Dr. S.S. Chauhan (IOAC, Coordinator, Dean Academic)	
3.	Dr. Ashutosh S. Privedi, Head CE DEPT.	
4.	Amit Jain, AHO. ME DEPT.	
5.	Dr. Pradeep Yadav Coordinator	
6.	Rashmi Panday Coordinator	<u>Rashmi</u>
7.	Dr. Deepak Gupta	
8.	Manoj K. Bandil	<u>Manoj</u>
9.	Gaurav Dobey	<u>GDP</u>
10.	Dr. Prabhant Shrivastava	
11.	Manoj Mishra	
12.	Dr. M.S. Bhadauriya	<u>T.S.</u>
13.	Dr. Deepesh Bhardwaj	
14.	Dr. Rishi Soni	
15.	Kapil Jain	<u>Kapil</u>
16.	Dr. Ankit Gupta	<u>AG</u>
17.	Shyam Singh Rawat	<u>SR</u>
18.	Dr. Vlegha Lahane	<u>V.L.</u>
19.	Dr. M. Mishra	<u>M.M.</u>
20.	Dr. A. Vidhyathi	<u>A.V.</u>
21.	Amil	
22.	Manish Vlegha	<u>Manish</u>
23.	Dr. A.S. Trivedi	<u>A.S.</u>
24.	Tania Das.	<u>Tania Das.</u>
25.	Ankur Gupta	<u>AG</u>



### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref.: ITM/IQAC/2023/7

Date: 01/09/2023

#### NOTICE

It is hereby notified that the 16<sup>th</sup> meeting of Internal Quality Assurance Cell (IQAC) is scheduled at 02:00 pm on 4<sup>th</sup> September 2023.

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 15 <sup>th</sup> IQAC meeting of held on 04/08/2023
Agenda No. 2	Student induction program for 1 <sup>st</sup> year
Agenda No. 3	Revised Time Table for second year and third year
Agenda No. 4	Regarding IDs of faculty & staff duty in buses
Agenda No. 5	To create secure WhatsApp groups
Agenda No. 6	Submission of attendance to IQAC and strictly follow attendance guideline
Agenda No 7	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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For kind information to:

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

by – email

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

*Meenakshi*

**Dr. Meenakshi Mazumdar**

(Chairperson/ Director)

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





### MINUTES OF 16<sup>th</sup> IQAC MEETING HELD ON 4<sup>th</sup> September 2023

Meeting of IQAC members of Institute of Technology & Management, Gwalior was held on 4<sup>th</sup> September 2023 at 02:00 PM in the Conference Hall, 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. Rishi Soni         | : | Member      |
| 4. Dr. Aditya Vidhyarthi  | : | Member      |
| 5. Mr. Manoj Bandil       | : | Member      |
| 6. Mr. Amit Tiwari        | : | Member      |
| 7. Mr. A.S. Trivedi       | : | Member      |
| 8. Mr. Kapil Jain         | : | Member      |
| 9. Dr. J.S. Kushwah       | : | Member      |
| 10. Ms. Rashmi Pandey     | : | Member      |
| 11. Mr. Gaurav Dubey      | : | Member      |
| 12. Dr. Pradeep Yadav     | : | Member      |
| 13. Dr. M.S. Bhadoria     | : | Member      |

#### MINUTES OF MEETING:

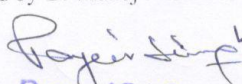
**With reference to Agenda No 1:** Minutes of first meeting held on 04/08/2023 were approved.

**With reference to Agenda No 2:** Student Induction Program for 1st Year:

The IQAC Coordinator focused on designing and implementing a comprehensive induction program for first-year students to smooth their transition to college life, integrate them into the academic environment, and lay the foundation for their success.

#### Resolution:

- First year students will report in the institute from 11 September 2023.
- SIP is scheduled for 1st year from 11.09.2023 onwards.
- A detail activity plan will be circulated by Dr Manoj Mishra to all concerns till 08.09.2023.

  
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**With reference to Agenda No 3:** Revised Time Table for second year and third year:

Detailed discussions were held to finalize the revised timetable for II and III year students to ensure optimal scheduling of classes, laboratories and other academic activities.

**Resolution:**

- Time Table for 1<sup>st</sup> year with 4 lectures before lunch and 2 lectures after lunch.
- For 2<sup>nd</sup> year 2 lectures before lunch and 4 lectures after lunch.

**With reference to Agenda No 4:** Regarding IDs of faculty & staff duty in buses:

All the members were agreed that faculty and staff must be put on duty in the buses to prevent ragging till the IP party.

**With reference to Agenda No 5:** To create secure WhatsApp groups:

IQAC Chair focused on facilitating efficient communication for academic coordination, announcements, and collaborative activities while protecting sensitive information.

**Resolution:**

Students WhatsApp groups must be reformed in view of security purpose.

**With reference to Agenda No 6:** Submission of attendance to IQAC and strictly follow attendance guideline:

It was focused in the meeting that timely submission of attendance records and strict adherence to attendance guidelines are critical to maintaining academic standards and accountability. Effective implementation and monitoring will support accurate reporting and compliance across all departments.

**Resolution:**

- All department must submit students signed attendance to IQAC and also to be displayed on the Notice boards timely.
- Letter must be dispatch to short the students having short attendance after completion one month.
- It is decided that 75% attendance is mandatory for exam form forwarding

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





With reference to Agenda No 7: 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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3. All the members of Board of Governors
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For kind information to:

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

Meenakshi Mazumdar

Dr. Meenakshi Mazumdar

(Chairperson/ Director)

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

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



04/09/2023

### Action Taken Report on Minutes of Meeting of 15<sup>th</sup> IQAC Meeting

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

- **One Spoken tutorial course for students in each semester (align with one Lab Subject):**
  - All departments have identified one lab subject per semester for which a Spoken Tutorial course will be integrated.
  - The relevant Spoken Tutorial courses from the available repository (such as those provided by IIT Bombay) have been mapped to the identified lab subjects.
  - Students in each department have been enrolled in the selected Spoken Tutorial courses, with access links and schedules shared via the learning management system (LMS)
  - Regular slots for engaging with the Spoken Tutorials have been incorporated into the lab schedule, allowing students to apply the knowledge in practical sessions.
  - Feedback forms have been distributed to gather insights on the effectiveness of the tutorials in enhancing students' understanding of lab subjects.
- **All final year students must complete one NPTEL course compulsorily. Students have to complete it in seventh semester or eighth semester:**
  - Faculty mentors were assigned to guide students in selecting courses based on their interests and career objectives.
  - The enrollment process was facilitated by faculty mentors who provided step-by-step guidance to students on how to register for NPTEL courses.
  - By the end of the seventh semester, a majority of the final year students had enrolled in an NPTEL course, with others expected to complete enrollment in the eighth semester.
  - Regular progress checks have been put in place to ensure students stay on track with their coursework and assignments.
  - Students have been made aware of the importance of completing the course, including taking the final proctored exam to earn NPTEL certification
- **Utilization of seed funding:**
  - Funds were utilized for purchasing lab equipment, materials for student projects, software licenses, and organizing research workshops/seminars.
- **Registration of students and Faculty on Student Learning Assessment - PARAKH AICTE Portal. Implementation of PARAKH AICTE portal and give assignment in regular academics:**
  - All departments were instructed to ensure that students and faculty members completed their registration on the PARAKH AICTE Portal. As of now, the majority of students and faculty have successfully registered.
- **Core subject & faculty identification for combined classes:**
  - Pilot combined classes have been conducted for the selected core subjects to evaluate the effectiveness of the approach.

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

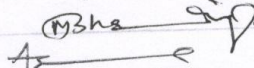
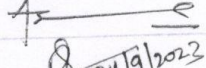
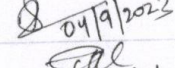
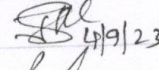
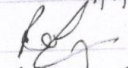
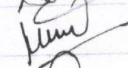
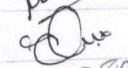
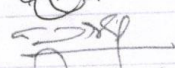

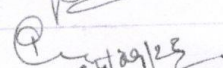
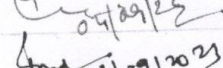
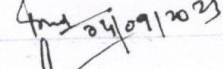
  
DIRECTOR  
Institute of Technology & Management  
Gwalior (M.P.)

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



ISAC meeting

Venue :-> NRB Conference Hall      Date :-> 04/09/2023

S.No	Name	Signature
1.	Dr. N.S. Bhadani	
2.	Dr. A.S. Trivedi	
3.	Dr. A. Vidyant	
4.	Dr. J.S. Chakraborty	
5.	Rashmi Pawar	
6.	Manoj K. Bhandari	
7.	Amid. Tiwari	
8.	Geetanjali Dubey	
9.	Pradip Yadav	
10.	Kajal Jain	
11.	Rishi Soni	
12.	Dr. S.S. Chauhan	

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



### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref.: ITM/IQAC/2023/19

Date: 09/12/2023

#### NOTICE

It is hereby notified that the 17<sup>th</sup> meeting of Internal Quality Assurance Cell (IQAC) is scheduled at 02:00 pm on 15<sup>th</sup> December 2023.

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 16 <sup>th</sup> IQAC meeting of held on 04/09/2023
Agenda No. 2	Reviews on Spoken Tutorials
Agenda No. 3	Review on NPTEL course
Agenda No. 4	Value added courses
Agenda No. 5	Review of weightage of attendance in midterm and activities marks
Agenda No. 6	Accelerate the purchasing for departments
Agenda No 7	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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1. All the members of Board of Governors
  2. Office Copy

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

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

For kind information to:

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

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





### MINUTES OF 17<sup>th</sup> IQAC MEETING HELD ON 15<sup>th</sup> December 2023

Meeting of IQAC members of Institute of Technology & Management, Gwalior was held on 15<sup>th</sup> December 2023 at 02:00 PM in the Conference Hall, 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. Aditya Vidhyarthi	:	Member
6. Dr. Preeti Singh	:	Member
7. Dr. Prashant Shrivastava	:	Member
8. Dr. Megha Lahane	:	Member
9. Mr. Manoj Bandil	:	Member
10. Mr. Amit Tiwari	:	Member
11. Mr. Kapil Jain	:	Member
12. Dr. Deepesh Bhardwaj	:	Member
13. Dr. M.S. Bhadoriya	:	Member
14. Mr. Mangesh Tomar	:	Member
15. Dr. Jitendra Singh Kushwah	:	Member
16. Mr. Narendra Verma	:	Member
17. Ms. Rashmi Pandey	:	Member
18. Mr. Shyam Rawat	:	Member
19. Mr. D.D. Shrivastava	:	Member
20. Mr. Ankur Gupta	:	Member (Alumni)
21. Mr. Siddharth Jain	:	Member (Student)

### MINUTES OF MEETING:

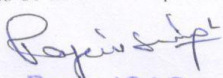
**With reference to Agenda No 1:** Minutes of first meeting held on 04/09/2023 were approved.

**With reference to Agenda No 2:** Reviews on Spoken Tutorials:

All members agreed that the Spoken Tutorial Initiative has the potential to enhance students' understanding and application of laboratory concepts. Regular reviews and updates based on feedback received from students and teachers will help maximize the effectiveness of this resource.

### Resolution:

- All HoDs & Coordinator needs to coordinate for better implementation so that maximum students get certificates. Marks of spoken tutorial to be taken from quiz.

  
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Gwalior (M.P.)



- HODs of CE & ME need to guide students so that they can also get certificates
- Institute's coordinator to update files as per NAAC requirement

**With reference to Agenda No 3:** Review on NPTEL course:

The Coordinator, IQAC emphasized that while NPTEL courses provide valuable resources to enhance academic and professional skills of students, continuous review and improvement based on feedback and data analysis will ensure that these courses are effectively integrated into the academic experience.

**Resolution:**

- Students of all Branches must complete at least one NPTEL course in an academic year. Students must register in odd semester (7th semester). If they are unable to complete it in 7th Semester then they must do it in 8th Semester. 25 Marks of projects can be based on NPTEL result for its better implementation.
- A committee of Dean Academics and all HODs will be formed for discussing the importance of NPTEL course and connecting internal exam with it.

**With reference to Agenda No 4:** Value added courses:

For implementation of Value added courses, it was decided in the meeting that each department will decide each course in one semester (4<sup>th</sup> and 6<sup>th</sup> semester)

**With reference to Agenda No 5:** Review of weightage of attendance in midterm and activities marks:

The current weighting given to attendance in calculating midterm and activity marks was discussed, and possible adjustments were considered.

**Resolution:**

A committee will be formed to review the weightage of attendance in midterm and activities marks.

The members of this committee will be the Dean Academic and all HODs.

**With reference to Agenda No 6:** Accelerate the purchasing for departments:

The CPC Secretary stressed that the ongoing delay in the procurement process has affected the availability of required resources and equipment in various departments.

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Institute of Technology & Management  
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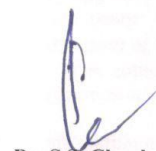


**Resolution:**

HOD must ensure to call quotations for the purchasing and the CPC notify before 30.12.2023.

With reference to Agenda No 7: Any other suggestion/ ideas with the permission of the chair: NA

Meeting ended after thanking to Chair.



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

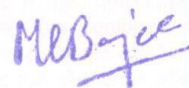
**Co-ordinator, IQAC**  
Institute of Technology & Management  
Gwalior (M.P.)

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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.)

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



15/10/2023

### Action Taken Report on Minutes of Meeting of 16<sup>th</sup> IQAC Meeting

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

- **Student Induction Program for 1st Year:**
  - Due to the postponement of the admission programme by DTE, it has been decided to hold it in September.
- **Revised Time Table for second year and third year:**

Following time tables were implemented:

  - A time table was prepared for the 1st year students with 4 lectures scheduled before lunch and 2 lectures after lunch.
  - A time table was prepared for the 2nd year students with 2 lectures scheduled before lunch and 4 lectures after lunch.
- **Regarding IDs of faculty & staff duty in buses:**
  - ID cards were issued to all faculty and staff members assigned to bus duties.
- **To create secure WhatsApp groups:**
  - Community student WhatsApp groups were formed for the purpose of communication from safety point of view

  
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.)



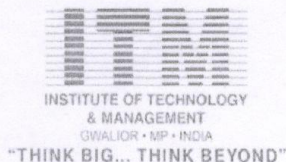
## IQAC MEETING

Venue - NRB Conference Hall

Time - 3:30 - 5:00 PM

Date - 15/12/2023, 18/12/23

Sr. No.	Name	Signature
1.	Dr. Meenakshi Mazumdar (Director)	
2.	Dr. S.S. Chauhan (Dean Academics)	
3.	Dr. Manoj Mishra (DSW)	
4.	Mr. Abhishek Kushwah (Registrar)	ABSENT
5.	Dr. Rishi Soni (HoD, CSE)	
6.	Dr. Preeti Singh (HoD, MBA)	
7.	Mr. Manoj K. Bandil (HoD, EC)	15.12.23
8.	Dr. Deepesh Bhardwaj (Dean R&D)	15/12/2023
9.	Mr. Amit Jain (AHO, ME)	ABSENT
10.	Mr. Kapil Jain (Coordinator, IOT)	15/12/23
11.	Dr. Brahmant Sheeravastava	15/12/23
12.	Dr. M.S. Bhadoriya (Coordinator 1st year)	15.12.23
13.	Dr. Megha Lahane (WEC, Coordinator)	15/12/23
14.	Mr. Mangesh Tomar (Asso. Dean A.)	
15.	Dr. Jitendra Singh Kushwah (Depth. of IT)	
16.	Dr. Aditya Vidhyarthi (HoD, IT)	15/12/2023
17.	Mr. Anil Tiwari (C Mech.)	
18.	Mr. Anurag Kumar Veng	15/12/23
19.	Karimi Paudyal	15/12/23
20.	Shyam Babin	15/12/23
21.	Dr. Deepesh Bhardwaj	15/12/2023
22.	Dr. Manoj Mishra	
22.	D D Sharma (IT)	
23.	Ankur Gupta	
24.	Siddharth Jain	



Ref. No. ORDER/ITM /2024/DO/2017  
Date: 16.02.2024

## ORDER

Dr. Rajeev Singh Rathore, Associate Professor, Department of Basic Science and Humanities of ITM is hereby being appointed as the Dean of IQAC with immediate effect. He will report to the Chairperson of IQAC for all the work related to the IQAC. This responsibility is in addition to all previous ones.

*M.B. Gaur*  
Director

Copy to:

1. Dean Academics
2. All HOD's/AHod's
3. Persons Concerned
4. Registrar office
5. HR Office
6. IQAC Cell Members
7. Office Copy

by E-mail

For Kind Information to:

- ❖ Hon'ble Managing Director
- ❖ Registrar ITM University (Member of BOG)

*M.B. Gaur*  
Director

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





Ref. No: ITM/Order/2024/DO/2023  
Date: 23.02.2024

### ORDER

The members of the **Internal Quality Assurance Cell (IQAC)** of the institute are hereby being revised. These members will be active until 23<sup>rd</sup> Feb.2026 or till the validity of their appointments at the respective position/designation, whichever is earlier. The composition of IQAC is as follows:

1. Dr. Rajeev Singh (Associate Professor)	: Dean/Coordinator
2. Mr. Mangesh Tomar (Assistant Professor)	: Co-Coordinator
3. Dr. S. S. Chauhan (Dean Academics)	: Member
4. Dr. Manoj Mishra (DSW)	: Member
5. Dr. Deepesh Bhardwaj (Dean Research)	: Member
6. Dr. Rishi Soni (HOD, CSE)	: Member
7. Dr. Preeti Singh (HOD, MBA)	: Member
8. Dr. Manoj Kumar Bandil (HOD, ECE)	: Member
9. Dr. Aditya Vidharythi (HOD, IT)	: Member
10. Dr. Ashutosh Trivedi (HOD, CE)	: Member
11. Dr. S. K. Sharma (HOD, ME)	: Member
12. Dr. Prashant Shrivastava (Associate Dean Counseling)	: Member
13. Dr. M. S. Bhadoriya (Coordinator, BE 1 <sup>st</sup> Year)	: Member
14. Dr. Megha Lahane (Coordinator, WEC)	: Member
15. Dr. D. Kumar (Professor & Head, Chemistry, Govt. Science College Gwalior)	: Member
16. Mr. Madhukar Dubey (Assistant. Professor)	: External Member
17. Mrs. Archana Tomar (Assistant. Professor)	: Member
18. Mr. Shirish Pandey	: Member
19. Mr. Ankur Gupta	: Alumni Member (B.Tech.)
20. Mr. Vipranish Shrivastava	: Alumni Member (MBA)
	: Alumni Member (B.Tech.)

Copy to:

1. Dean IQAC
2. All HOD's
3. All members of IQAC
4. Registrar office
5. H R office
6. Office copy

For kind information to:

- ❖ Managing Director
- ❖ Registrar ITM University (Member of BOG)

By Email

*MJB*  
Chairperson of IQAC &  
Director ITM

*MJB*  
Chairperson of IQAC &  
Director ITM

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



### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref.: ITM/IQAC/2024/20

Date: 01/03/2024

### NOTICE

It is hereby notified that the 18<sup>th</sup> meeting of Internal Quality Assurance Cell (IQAC) is scheduled at 03:30 pm on 7<sup>th</sup> March 2024.

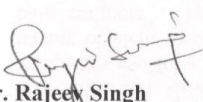
Venue: Conference Hall, NRB

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 17 <sup>th</sup> IQAC meeting of held on 15/12/2023
Agenda No. 2	Timely submission of pre and end- semester academic audit reports
Agenda No. 3	Approval of new CO as per the revised curriculum of MBA
Agenda No. 4	Minimum Attendance Criteria for Students Appearing in Mid-Term Examination
Agenda No. 5	Entry of items in new stock register
Agenda No 6	Entry of items in new stock register
Agenda No 7	Any other suggestion/ ideas with the permission of the chair

Looking forward to meeting you,

With kind regards,

  
Dr. Rajeev Singh

(Dean, IQAC)

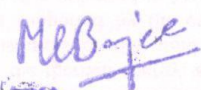
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Institute of Technology & Management  
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For kind information to:

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

  
Dr. Meenakshi Mazumdar  
(Chairperson/ Director)

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

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





### MINUTES OF 18<sup>th</sup> IQAC MEETING HELD ON 7<sup>th</sup> & 16<sup>th</sup> March 2024

Meeting of IQAC members of Institute of Technology & Management, Gwalior was held on 7<sup>th</sup> March 2024 at 03:30 PM in the Conference Hall, to discuss the agenda given in the notice

Following members were present in the meeting:

1. Dr. Meenakshi Mazumdar: Chairperson
2. Dr. Rajeev Singh: Dean IQAC
3. Dr. S.S.Chauhan (Dean Academics): Member
4. Dr. Manoj Mishra (DSW): Member
5. Dr. Deepesh Bhardwaj (Dean Research): Member
6. Dr. Aditya Vidhyarthi (HOD, IT): Member
7. Dr. Preeti Singh, Member (HOD, MBA): Member
8. Dr. S.K.Sharma, Member (HOD, ME)
9. Dr. Ashutosh Trivedi, Member (HOD, CE)
10. Dr. Mahendra Singh Bhadoriya (Coordinator, B.Tech. 1<sup>st</sup> Year): Member
11. Ms. Archana Tomar (Assistant Professor): Member
12. Mr. Madhukar Dubey (Assistant Professor): Member
13. Mr. Gaurav Dubey (Representative of Dr. Rishi Soni): Member
14. Dr. Prashant Sharma (Representative of Dr. Prashant Shrivastava): Member
15. Dr. Dr. D. Kumar: External member

#### MINUTES OF MEETING:

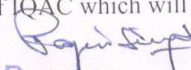
**With reference to Agenda No 1:** Minutes of first meeting held on 04/09/2023 were approved.

**With reference to Agenda No 2:** Timely submission of pre and end- semester academic audit reports:

Dean, IQAC emphasized the importance of timely submission of pre and end-semester academic audit reports by all departments and discussed the measures to ensure adherence to the deadlines.

#### Resolution:

A minimum time of seven days has been set to complete any work assigned to faculty members/staff. If the work assigned is not completed by any person within the prescribed time limit, a maximum of two reminders will be given within next three days. If the work is not completed even after two reminders, then what action should be taken in such a situation will be decided and finalized by all the members of IQAC during the next meeting of IQAC which will be held on 16/03/2024.

  
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**With reference to Agenda No 3:** Approval of new CO as per the revised curriculum of MBA:

Due to change in MBA syllabus by Jiwaji University, an agenda was presented in the IQAC meeting by HOD MBA for approval of new CO of the syllabus.

**Resolution:**

The MOM of departmental advisory committee are missing in the documents produced by the department. Therefore, HOD is suggested to include it and then IQAC will consider for its approval.

**With reference to Agenda No 4:** Minimum Attendance Criteria for Students Appearing in Mid-Term Examination:

Dean, IQAC has acknowledged the importance of maintaining fair and effective attendance criteria for mid-term examinations. The proposed adjustments aim to balance the need for regular attendance with flexibility for exceptional circumstances. The new criteria will be implemented with proper communication and monitoring.

**Resolution:**

Minimum 60% attendance will be mandatory for students to appear in the mid-term exams

**With reference to Agenda No 5:** Entry of items in new stock register:

Secretary, CPC discussed the processes and responsibilities of registering items in the new stock register, ensuring accurate tracking and management of departmental resources.

**Resolution:**

New stock registers are available in the store department for preparation of NAAC and NBA. All HODs have been advised to issue new stock registers and ensure entry of all available items from session 2022-23. Secretary CPC, Dr. Prashant Shrivadtava has been advised to call a meeting on 21/03/2024 for the utilization of the allotted budget as soon as possible.

**With reference to Agenda No 6:** 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	Recent Trends in Antenna Design For 5G Communication	Designing concept of various antennas for 5G communication applications	Dept. ECE, ITM
2	National Business Quiz Competition, 2024	Address curriculum gaps by promoting critical thinking, practical business skills, and industry knowledge through the National Business Quiz Competition 2024.	Department of Management, ITM Gwalior

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

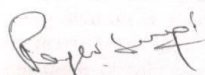




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& MANAGEMENT  
Gwalior (M.P.)  
"THINK BIG... THINK BEYOND"

With reference to Agenda No 7: Any other suggestion/ ideas with the permission of the chair: NA

Meeting ended after thanking to Chair.

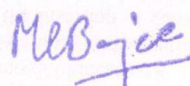


Dr. Rajeev Singh

(Dean, IQAC)

Dean, 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

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

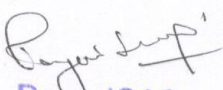


07/03/2024

### Action Taken Report on Minutes of Meeting of 17<sup>th</sup> IQAC Meeting

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

- **Reviews on Spoken Tutorials:**
  - A system was implemented to track student participation and progress in the spoken tutorials. Completion reports were collected, and students were encouraged to complete the corresponding quizzes or certificates, where applicable.
- **Review on NPTEL course:**
  - A committee comprising Dean Academics and all Heads of Departments was constituted to discuss the importance of NPTEL courses and explore the possibility of integrating internal examinations with them.
- **Value added courses:**
  - Value added courses will be implemented in the 4<sup>th</sup> and 6<sup>th</sup> semester.
- **Review of weightage of attendance in midterm and activities marks:**
  - A committee was formed to review the weightage of attendance in midterm and activities marks.
- **Accelerate the purchasing for departments:**
  - The procurement process from all departments has been completed.

  
Dean, 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.)



# 15th IQAC Meeting

Venue: ⇒ NRB Conference Hall

Date: ⇒ 07/03/2024

Time: ⇒ 3:30 - 5:00 PM

Sr. No	Name	Signature
1.	Dr. Meenakshi Mazumdar	MelBajee
2.	Dr. Rajeev S. Rathore	Rajeev S. Rathore
3.	Dr. S. S. Chauhan	S. S. Chauhan
4.	Dr. Manoj Mishra	Manoj Mishra
5.	Dr. Deepesh Bhardwaj	Deepesh Bhardwaj
6.	Mr. Manoj K. Pandey	Manoj K. Pandey
7.	Dr. Aditya Kulkarni	Aditya Kulkarni
8.	Dr. A. S. Trivedi	A. S. Trivedi
9.	Gaurav Dubey	Gaurav Dubey
10.	Dr. Freeti Singh	Freeti Singh
11.	Dr. Prashant Sharda	Prashant Sharda
12.	Madhukar Dubey	Madhukar Dubey
13.	Dr. S. K. Sharma	S. K. Sharma
14.	Dr. M. S. Bhadwaj	M. S. Bhadwaj
15.	Anehang Tomar	Anehang Tomar

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

Dean, IQAC  
Institute of Technology & Management  
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### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref.: ITM/IQAC/2024/21

Date: 20/05/2024

#### NOTICE

It is hereby notified that the 19<sup>th</sup> meeting of Internal Quality Assurance Cell (IQAC) is scheduled at 03:30 pm on 27<sup>th</sup> May 2024.

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 18 <sup>th</sup> IQAC meeting of held on 7 <sup>th</sup> & 16 <sup>th</sup> March 2024
Agenda No. 2	Inclusion of a non-credit subjects in the B.Tech Course which are mentioned in the RGPV Scheme of Examination. It will be beneficial for the accreditation purpose: <ul style="list-style-type: none"> <li>i. For B.Tech. 3rd Semester: Indian Constitution.</li> <li>ii. For B.Tech 4th Semester : a) Indian Knowledge System b)Cyber Security</li> </ul> <p>* There may be 01 class/week</p>
Agenda No. 3	Inclusion of Lingua Skill course for PG Courses.
Agenda No. 4	<ul style="list-style-type: none"> <li>i. Excel sheet of FPR to be revised.</li> <li>ii. Student Centric Activities with proof like recording/geotag photograph etc. award of such activities should be included in the excel sheet of internal marks.</li> <li>iii. Excel sheet should be changed semester wise as per requirement.</li> <li>iv. Faculty should be motivated to join some important relevant courses through NPTEL/FDP/STTP etc. for their skill upgradation. It should also be included in FPR excel sheet.</li> </ul>
Agenda No. 5	For V & VI semester there should be minimum 03 departmental elective subjects to be floated and the minimum no. of students should not less than 60 per elective subject
Agenda No. 6	<p>Following three open elective subjects may be floated for V semester of CE, EC, ME, AIML and DS:</p> <ul style="list-style-type: none"> <li>• Internet and Web Technology</li> <li>• Object Oriented Programming</li> </ul>

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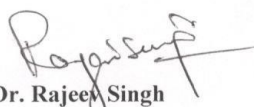
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	• Introduction to Database Management Systems.
Agenda No. 7	To arrange extra classes for 3rd year students who were not allowed to appear in the mid-term examinations due to their low attendance
Agenda No 8	Academic events to be organize in the departments
Agenda No 8	Any other suggestion/ ideas with the permission of the chair

Looking forward to meeting you,

With kind regards,

  
Dr. Rajeev Singh  
(Dean, IQAC)

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

  
Dr. Meenakshi Mazumdar  
(Chairperson/ Director)

DIRECTOR  
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  - ❖ Managing Director
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### MINUTES OF 19<sup>th</sup> IQAC MEETING HELD ON 27<sup>th</sup>, 28<sup>th</sup> & 29<sup>th</sup> May 2024

Meeting of IQAC members of Institute of Technology & Management, Gwalior was held on 27<sup>th</sup>, 28<sup>th</sup> & 29<sup>th</sup> May 2024 at 03:30 PM in the Conference Hall, to discuss the agenda given in the notice

Following members were present in the meeting:

1. Dr. Meenakshi Mazumdar: Chairperson
2. Dr. Rajeev Singh: Dean IQAC
3. Dr. S.S.Chauhan (Dean Academics): Member
4. Dr. Rishi Soni (HOD,CSE): Member
5. Dr. Manoj Mishra (DSW): Member
6. Dr. Deepesh Bhardwaj (Dean Research): Member
7. Dr. Aditya Vidhyarthi (HOD, IT): Member
8. Dr. Preeti Singh, (HOD, MBA): Member
9. Dr. S.K.Sharma, Member (HOD, ME) : Member
10. Dr. Ashutosh Trivedi (HOD, CE) : Member
11. Dr. Mahendra Singh Bhadoriya (Coordinator, B.Tech. 1<sup>st</sup> Year): Member
12. Dr. Prashant Shriviastava : Member
13. Ms. Archana Tomar (Assistant Professor): Member
14. Mr. Madhukar Dubey (Assistant Professor): Member
15. Mr. Gaurav Dubey (Assistant Professor): Member
16. Dr. Jitendra Singh Kushwah(Coordinator ,DS):Member
17. Dr. Pradeep Yadav (Coordinator,AIML) : Member
18. Mr. Kapil Jain (Coordinator,IOT): Member
19. Dr. D. Kumar: External member

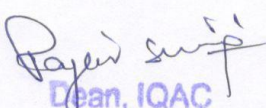
#### MINUTES OF MEETING:

With reference to Agenda No 1: Minutes of first meeting held on 7<sup>th</sup> & 16<sup>th</sup> March 2024 were approved.

With reference to Agenda No 2: Inclusion of non-credit subjects in B.Tech course, which are mentioned in the RGPV exam scheme. This will be beneficial for the overall development of the students:

- For B.Tech. 3rd Semester: Indian Constitution.
- For B.Tech 4th Semester : a) Indian Knowledge System and b) Cyber Security

\* There may be 01 class/week

  
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**4.4. Faculty should be motivated to join some important relevant courses through NPTEL/FDP/STTP etc. for their skill upgradation. It should also be included in FPR excel sheet:**

It has been unanimously decided that all the faculty members will get registered in relevant courses through NPTEL/FDP/STTP etc. for their skill upgradation. It should also be included in FPR excel sheet month wise.

**With reference to Agenda No 5:** For V & VI semester there should be minimum 03 departmental elective subjects to be floated and the minimum no. of students should not less than 60 per elective:

**Resolution:**

Each department will float minimum 03 elective subjects. In the view of number of students, CSE and IT departments, there will minimum number of 60 students per elective subject. In the case of EC, ME & CE the criteria of minimum 60 students will not be followed due to less number of students in the department.

**With reference to Agenda No 6:** Following three open elective subjects may be floated for V semester of CE, EC, ME, AIML and DS:

- Internet and Web Technology
- Object Oriented Programming
- Introduction to Database Management Systems.

**Resolution:**

CSE department will offer the open elective subjects to the students of other departments.

These open elective subjects will be thought with the merging the students of other departments with the students of CSE department.

**With reference to Agenda No 7:** To arrange extra classes for 3rd year students who were not allowed to appear in the mid-term examinations due to their low attendance:

**Resolution:**

Two special MT examination will be conducted for these students. For these MT examinations same CO will be covered as in the 1<sup>st</sup> & 2<sup>nd</sup> MT examinations so that CO-PO mapping may be done accordingly. Schedule of special MT examination will be finalized by Dean Academic.

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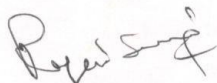
**With reference to Agenda No 8:** Academic events to be organize in the departments:

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	"Expert Lecture on - Constitutional Rights & Values"	To have awareness among faculties & supporting staff regarding Constitutional Rights & Values	Dept. IT, ITM

**With reference to Agenda No 9:** Any other suggestion/ ideas with the permission of the chair: NA

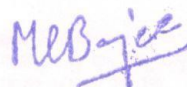
Meeting ended after thanking to Chair.



**Dr. Rajeev Singh**

(Dean, IQAC)

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



**Dr. Meenakshi Mazumdar**

(Chairperson/ Director)

**DIRECTOR**  
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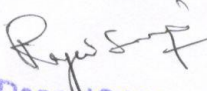
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29/05/2024

### Action Taken Report on Minutes of Meeting of 18<sup>th</sup> IQAC Meeting

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

- **Timely submission of pre and end- semester academic audit reports:**
  - Departments were instructed to prepare their pre-semester academic audit reports, covering course planning, course coverage, and faculty preparation, and then prepare final semester reports detailing course completion and assessment results.
- **Approval of new CO as per the revised curriculum of MBA:**
  - The MoM of the departmental advisory committee was missing from the documents submitted by the department. Therefore, the HoD was advised to include it, after which IQAC would consider it for approval.
- **Minimum Attendance Criteria for Students Appearing in Mid-Term Examination:**
  - A minimum of 60% attendance was made mandatory for students to appear in the mid-term exams.

  
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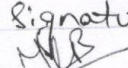
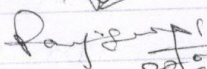
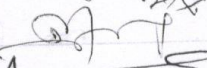
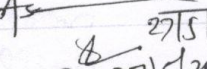
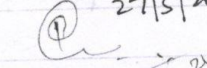
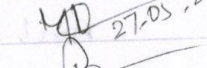

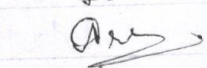
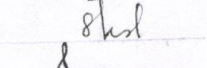
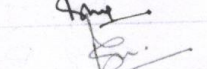
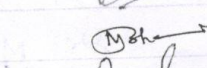
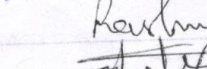
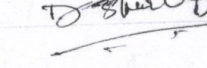

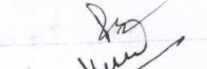

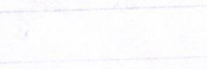

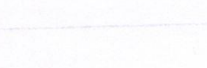
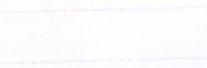


15<sup>th</sup> IQAC Meeting.

Venue:- NRB Block Conference Hall

Time:- 3:30 - 5:00 PM

Date:- 27.5.24

S.No.	NAME.	Signature.	
1	Dr. Meenakshi Mazumdar.		me.
2	Dr. Rajeev Singh Rathore		dy
3	Dr. Manoj Mishra		20
4	Dr. A.S. Prividin		h/b
5	Dr. Aditya Vidyarthi		SP
6	Kapil Jain		—
7	Madhukar Dubey		8
8	Dr. Pradip Yadav		gl
9	Dr. Jitendra Singh Kishore		18/21
10	Aschana Raman		
11	Dr. S.K. Sharma		
12	Dr. Rishi Sani		
13	Dr. Prashant Shrivastava		
14	Dr. M.S. Bhadwaj		
15	Rashmi Pawley		
16	Dr. Deepesh Bhadwaj		
17	<del>Dr. Manoj</del>		
18	Dr. Megha Lahane		
19	Dr. Preeti Singh		
20	Manoj K Baudh		

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# 16<sup>th</sup> IQAC Meeting.

Venue: NRB Block Conference Hall

Time: 3:30 PM - 5:00 PM.

Date: 28/5/2024

S.No.	NAME	Signature
1.	Dr. Meenakshi Magundam	[Signature]
2.	Dr. S.S. Chauhan	[Signature]
3.	Dr. Rishi Soni	[Signature]
4.	Dr. Aditya Vidyarthi	[Signature]
5.	Dr. Rajeev Singh	[Signature]
6.	Shyam Singh - Guest	[Signature]
7.	Archanu Toman	[Signature]
8.	Dr. Megha Lahane	[Signature]
9.	Kapil Jain	[Signature]
10.	Madhuka Dubey	[Signature]
11.	Dr. Pradeep Yadav	[Signature]
12.	Dr. Jitendra Singh Panhwar	[Signature]
13.	Dr. Brahmant Srinivastava	[Signature]
14.	Dr. M. S. Bhadani	[Signature]
15.	Rashmi Pawar	[Signature]
16.	Dr. Preeti Singh	[Signature]
17.	Dr. S.K. Sharma	[Signature]
18.	Dr. Ashutosh S. Fomede	[Signature]
19.	Dr. Deepesh Bhadwaj	[Signature]
20.	Manoj K. Bandi	[Signature]
21.	Dr. Manj Mishra	[Signature]

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Institute of Technology & Management  
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## 16th IQAC Meeting

Venue: NRB Conference Hall  
Time: 03:30 PM - 05:00 PM

Date: 29/05/2024

S.No.	Name	Signature
01	Dr. Meenakshi Mazumdar	Mes
02	Dr. Rajeev Singh	Rajeev Singh
03	Dr. Megha Lahane	Megha
04	Archana Tomar	Archana
05	Madhulika Dubey	MD
06	Kajit Sami	Kajit
07	Dr. Pradeep Yadav	Pradeep
08	Dr. S. S. Chawhan	S. S. Chawhan
09	Dr. Deepesh Bhardwaj	Deepesh
10	Dr. Preeti Singh	Preeti
11	Rashmi Pandey	Rashmi
12	Dr. M. S. Bhadaniya	M. S. Bhadaniya
13	Ankit Shrivastava	Ankit
14	Dr. S. K. Sharma	S. K. Sharma
15	Dr. Manoj K Pandit	Manoj
16	Dr. Prashant Shrivastava	Prashant
17	Dr. A. Vidyanthi	A. Vidyanthi
18	Dr. J. S. Chakraborty	J. S. Chakraborty
19	Dr. Lishi Sani	Lishi

Dean, IQAC  
Institute of Technology & Management  
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### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref.: ITM/IQAC/2024/22

Date: 28/08/2024

#### NOTICE

It is hereby notified that the 20<sup>th</sup> meeting of Internal Quality Assurance Cell (IQAC) is scheduled at 03:30 pm on 31<sup>st</sup> August 2024.

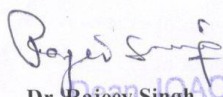
Venue: Conference Hall, NRB

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 19 <sup>th</sup> IQAC meeting of held on 27/05/2024
Agenda No. 2	Timely submission of pre and end- semester academic audit reports
Agenda No. 3	Submission of ATR of All Departments for Annual Academic Audit Report to the Dean, IQAC Office
Agenda No 4	Any other suggestion/ ideas with the permission of the chair

Looking forward to meeting you,

With kind regards,

  
Dr. Rajeev Singh

(Dean, IQAC)

  
Dr. Meenakshi Mazumdar  
(Chairperson/ Director)

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- ❖ Managing Director

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### MINUTES OF 20<sup>th</sup> IQAC MEETING HELD ON 31<sup>st</sup> August 2024

Meeting of IQAC members of Institute of Technology & Management, Gwalior was held on 31<sup>st</sup> August 2024 at 03:30 PM in the Conference Hall, NBR to discuss the agenda given in the notice.

Following members were present in the meeting:

1. Dr. Meenakshi Mazumdar: Chairperson
2. Dr. Rajeev Singh: Dean IQAC
3. Dr. S.S.Chauhan (Dean Academics): Member
4. Dr. Manoj Mishra (DSW): Member
5. Dr. Deepesh Bhardwaj (Dean Research): Member
6. Dr. Rishi Sonr (HOD, CSE): Member
7. Dr. Aditya Vidhyarthi (HOD, IT): Member
8. Dr. Preeti Singh, Member (HOD, MBA): Member
9. Dr. Manoj Bandil (HOD, EC): Member
10. Dr. S.K.Sharma, Member (HOD, ME)
11. Dr. Ashutosh Trivedi, Member (HOD, CE)
12. Dr. Mahendra Singh Bhadoriya (Coordinator, B.Tech. 1<sup>st</sup> Year): Member
13. Ms. Archana Tomar (Assistant Professor): Member
14. Mr. Madhukar Dubey (Assistant Professor): Member
15. Dr. Prashant Sharma (Representative of Dr. Prashant Shrivastava): Member

**With reference to Agenda No 1:** Minutes of 19<sup>th</sup> meeting held on 27/05/2024 were approved.

**With reference to Agenda No 2:** Timely submission of pre and end- semester academic audit reports:

Dean, IQAC emphasized the importance of timely submission of pre and end-semester academic audit reports by all departments and discussed the measures to ensure adherence to the deadlines.

#### Resolution:

A minimum time of seven days has been set to complete any work assigned to faculty members/staff. If the work assigned is not completed by any person within the prescribed time limit, a maximum of two reminders will be given within next three days. If the work is not completed even after two reminders, then what action should be taken in such a situation will be decided and finalized by all the members of IQAC during the next meeting of IQAC.





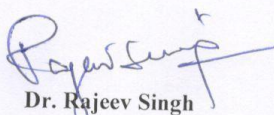
**With reference to Agenda No 3:** Submission of ATRs of All Departements for Annual Academic Audit Report to the Dean IQAC office:

Each HoD presented a summary of actions taken in response to audit recommendations which were reflecting in their respective audit reports

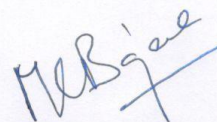
**With reference to Agenda No 4:** Any other suggestion/ ideas with the permission of the chair:

HOD, CSE presented the MoM of the Departmental Advisory Committee (DAC) meeting held on 06/08/2024 regarding the departmental Vision, Mission, and PEOs for approval, wherein it was suggested to continue with the pre-determined departmental Vision, Mission, and PEOs. The MoM of the DAC was discussed and subsequently approved by the IQAC.

Meeting ended after thanking to Chair.



**Dr. Rajeev Singh**  
(Dean, IQAC)  
Dean, IQAC  
Institute of Technology & Management  
Gwalior (M.P.)



**Dr. Meenakshi Mazumdar**  
(Chairperson/ Director)  
**DIRECTOR**  
Institute of Technology & Management  
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| ❖ Hon'ble Chairman SLS Trust | } by – email |
| ❖ Managing Director          |              |

Venue - NRD Conference Hall. Date: - 31/8/24  
Time: - 3.30 PM

S.No.	Name	Signature
1.	Dr. Meemakshi Mazumdar	
2.	Dr. Rajeev Singh	Rajeev Singh
3.	Dr. S.S. Chauhan	
4.	Dr. Manoj Mishra	
5.	Dr. Deepesh Bhargava	
6.	Dr. Aditya Vidhyarthi	
7.	Dr. Preeti Singh	
8.	Dr. S.K. Sharma	
9.	Dr. A.S. Trivedi	
10.	Dr. Mahendra Singh Bhadoria	
11.	Mr. Archana Tanna	
12.	Mr. Madhukar Dubey	
13.	Dr. Rishi Sani	
14.	Dr. Prashant Sharma	P. Sharma
15.	Dr. Manoj Bandil	

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



31/05/2024

**Action Taken Report on Minutes of Meeting of 19<sup>th</sup> IQAC Meeting held on 27/05/2024**

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

- **Inclusion of a non-credit subjects in the B. Tech Course which are mentioned in the RGPV Scheme of Examination:**  
Identified relevant non-credit subjects for inclusion:  
B.Tech 3rd Semester: Indian Constitution  
B.Tech 4th Semester:  
(a) Indian Knowledge System  
(b) Cyber Security  
Proposed scheduling of one class per week for each subject.  
Departments have been informed to incorporate these subjects into the timetable.
- **Inclusion of lingua Skill Course for PG Course:**  
Proposed the inclusion of a Lingua Skill Course for PG students to improve their English proficiency and communication skills.  
Departments have been advised to integrate this course as a non-credit/add-on program.  
Possible collaboration with language experts or online certification platforms is under discussion.  
Tentative schedule: One class per week with interactive sessions, assessments, and practical exercises.  
**Excel sheet of FPR to be revised.**  
Implemented
- **Student Centric Activities with proof like recording/geotag photograph etc award of such activities should be included in the excel sheet of internal marks**  
Implemented
- **To arrange extra classes for 3rd year students who were not allowed to appear in the mid-term examinations due to their low attendance**  
Implemented
- **For V & VI semester there should be minimum 03 departmental elective subjects to be floated and the minimum no. of students should not less than 60 per elective subject**
- Implemented
- **Following three open elective subjects may be floated for V semester of CE, EC, ME, AIML and DS:**
  - \* Internet and Web Technology
  - \* Object Oriented Programming
  - \* Introduction to Database Management Systems

Departments have been advised to include these electives in the curriculum and ensure faculty availability.

Student preference surveys have been conducted to assess demand for each elective.

A minimum enrolment of 60 students per elective has been set as a criterion for offering the course.

  
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