



# INTERNAL QUALITY INSURANCE CELL (IQAC)

**SESSION: - 2024-25**

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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.

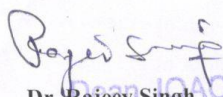
Venue: Conference Hall, NRB

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)

**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 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.



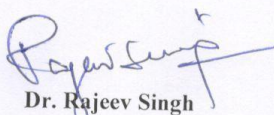
**With reference to Agenda No 3:** Submission of ATRs of All Departements for Annual Academic Audit Report to the Dean IQAC office:

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

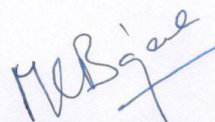
**With reference to Agenda No 4:** Any other suggestion/ ideas with the permission of the chair:

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  
Gwalior (M.P.)

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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.

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

ITM Campus, NH-75, Opposite Sithouli Railway Station, Gwalior (M.P.)- 475001, India  
mail: registrar@itmgoi.in, web: www.itmgoi.in



### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref.: ITM/IQAC/2025/1

Date: 23/05/2025

#### NOTICE

It is hereby notified that the 21<sup>st</sup> meeting of Internal Quality Assurance Cell (IQAC) is scheduled at 09:30 am on 24<sup>th</sup> May 2025.

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 20 <sup>th</sup> IQAC meeting of held on 31/08/2024
Agenda No. 2	Review of COs as per the "New Scheme Based On AICTE Flexible Curricula" provided by RGPV, Bhopal.
Agenda No. 3	Rotation of Positions of Deans after completion of Cycle of 3 Years
Agenda No. 4	Review and Revision of Target Setting Criteria for Course Outcome (CO) Attainment
Agenda No. 5	Shuffling of office/ office duties of non-teaching staff members.
Agenda No. 6	Fee deposit policy to reduce outstanding dues
Agenda No. 7	Examination form forwarding policy
Agenda No. 8	Bill of the purchased items submission policy
Agenda No. 9	Clarity on Honorarium for Invited Speakers/Experts.
Agenda No. 10	Need for a Centralized Mechanism to Collect/maintain/produce Academic Data including CO-PO attainment sheets.
Agenda No. 11	Discussion on Project-Based Learning (PBL) - Proposal to remove PBL from 2nd Year curriculum. - Recommendation to retain Minor and Major Projects in 3rd and Final Year as per RGPV scheme..
Agenda No. 12	Review and Restructuring of ABCA Activities - Limiting ABCA: only 2 activities per semester. - First Activity: Subject-related (academic enrichment). - Second Activity: Placement-oriented – mapping Super Test to this activity.
Agenda No. 13	<b>Review of CO &amp; PO Attainment:</b> <ul style="list-style-type: none"> <li>In Final Year (7th and 8th Semester), for calculating CO attainment, original marks of midterm and activities were considered, which are lower than the inflated marks sent to RGPV.</li> <li>Due to the unavailability of TRs, we are lagging 1.5 years behind in calculating CO attainment, which means ATRs for non-attained COs could not be properly followed.</li> </ul>

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



### MINUTES OF 21<sup>st</sup> IQAC MEETING HELD ON 24<sup>th</sup> May 2025

Meeting of IQAC members of Institute of Technology & Management, Gwalior was held on 24<sup>th</sup> May 2025 at 09:30 AM 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. Prashant Shrivastava, Dean Admin: Member
5. Dr. Manoj Mishra (DSW): Member
6. Dr. Deepesh Bhardwaj (Dean Research): Member
7. Dr. Rishi Soni (HOD, CSE): Member
8. Dr. Aditya Vidhyarthi (HOD, IT): Member
9. Dr. Preeti Singh, Member (HOD, MBA): Member
10. Dr. Deepak Gupta (Coordinator, CSE-DS)
11. Dr. Pradeep Yadav (Coordinator, CSE-AIML)
12. Mr Amit Jain, Member (Representative of HOD, ME)
13. Dr. Kapil Jain (Representative of HOD, EE)
14. Ms. Vishaka Yadav (Representative of HOD, CE)
15. Dr. Mahendra Singh Bhadoriya (Coordinator, B.Tech. 1<sup>st</sup> Year): Member
16. Shyam Singh Rawat (Examination Superintendent): Member
17. Mr. Arpit Singh Chauhan, Director TAP CELL (I/C): Member
18. Mr. Shyam Babu (Coordinator, Alumni Cell): Member

#### MINUTES OF MEETING:

**With reference to Agenda No 1:** Minutes of first meeting held on 31/08/2024 were approved.

**With reference to Agenda No 2:** Review of COs as per the "New Scheme Based On AICTE Flexible Curricula" provided by RGPV, Bhopal:

All the members discussed this matter seriously and evaluated the COS mentioned in the syllabus of all the subjects given by RGPV and found that still the university has mentioned COS in the syllabus of only about 30% of the subjects. Keeping this fact in mind, all agreed that until RGPV decides the COS of all the subjects, the COS decided earlier by the institute should be continued.

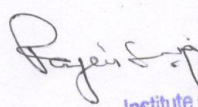
**With reference to Agenda No 3:** Rotation of Positions of Deans after completion of Cycle of 3 Years:

The Dean, IQAC, proposed the **rotation of the positions of Deans/Co-ordinators/Examination Superintendent** after the completion of a **three-year tenure cycle** in accordance with the institutional practices promoting leadership renewal and academic diversity.

The proposal was placed before the members present in the meeting for discussion.

Following deliberation, all members expressed their agreement with the proposal and emphasized the value of structured rotation in fostering institutional growth and offering leadership opportunities across faculty members.

The IQAC unanimously approved the proposal for the rotation of Deans/Co-ordinators/Examination Superintendent positions upon completion of their three-year term. The matter will be formally communicated to the competent authority for further necessary action and within

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



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#### MINUTES OF MEETING:

**With reference to Agenda No 1:** Minutes of first meeting held on 31/08/2024 were approved.

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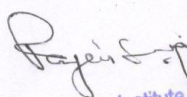
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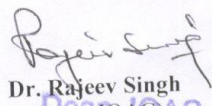


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"THINK BIG... THINK BEYOND"

	<ul style="list-style-type: none"> <li>The current CO attainment sheet is overly complex, making it difficult for faculty to accurately compute CO attainment.</li> </ul>
Agenda No. 14	Proposal to Establish an IEI (Institution of Engineers India) Student Chapter in the Department of Information Technology
Agenda No. 15	Fixed contribution at the time of admission for the Uniform of the students
Agenda No. 16	Proposal for Extension of Fee Concession Benefits to Students Whose Father is Deceased
Agenda No. 17	Any other suggestion/ ideas with the permission of the chair

Looking forward to meeting you,

With kind regards,

  
Dr. Rajeev Singh  
(Dean, IQAC)

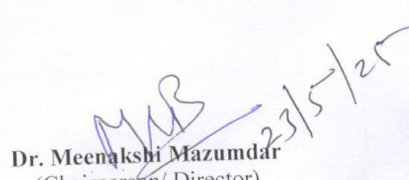
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Dr. Meenakshi Mazumdar  
(Chairperson/ Director)

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



**With reference to Agenda No 14: Proposal to Establish an IEI (Institution of Engineers India) Student Chapter in the Department of Information Technology:**

HoD, IT proposed to set up an IEI (Institution of Engineers India) Student Chapter in his department and shared his views about the academic benefits that students will get from this chapter. All the members present in the meeting appreciated and agreed to this move.

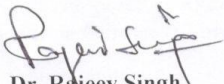
**With reference to Agenda No 15: Fixed contribution at the time of admission for the Uniform of the students.**

This issue was raised by the Dean, Student Welfare (DSW). It was informed that representatives of companies who had previously visited the institute for placement drives had mentioned in their feedback that students should pay special attention to their attire during such interactions. After thorough discussion, it was concluded that a committee should be formed under the chairmanship of the DSW to address this concern. The committee will include relevant members and will be responsible for examining the issue and drafting suitable recommendations. The committee will present its suggestions before the IQAC, so that appropriate measures can be adopted and implemented effectively from the upcoming academic session.

**With reference to Agenda No 16: Proposal for Extension of Fee Concession Benefits to Students Whose Father is Deceased:**

The issue was raised by the Coordinator, B.Tech 1st Year. It was noted that the institute has a well-defined policy in place for such cases. After a brief discussion, it was reaffirmed that such matters are to be handled strictly in accordance with the existing institutional policy. No further action was deemed necessary at this stage.

**With reference to Agenda No 17: Any other suggestion/ ideas with the permission of the chair: NA**

  
**Dr. Rajeev Singh**  
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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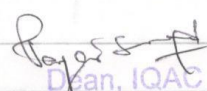
❖ Managing Director

IQAC Meeting

Venue : Conference hall NBR Date: 24/05/25

Time : 10:00 Am

Sr. No.	Name	Signature
01	Dr. Rajeev Singh	Rajeev Singh
02	Dr. S.S. Chaudhary	
03	Rishi Sani	
04	Dr. Deepesh Bhardwaj	
05	Dr. Aditya Vidyant	24/05/2025
06	Dr. Deepak Gupta	
07	Shyam Babu	
08	Dr. Pradeep Yadav	
09	Arpit Singh Chauhan	
10	Dr. Kapil Jain	
11	Shyam Singh Rawat	
12	Dr. M.S. Bhardwaj	
13	Ami Man	
14	Mani Mishra	
15	Preeti Singh	
16	Vishaka Yadav	
17	Prashant Shrivastava	

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