

No. ITM/Notice/DO/2021/1566

Date 19/01/2021

Notice

The 20th meeting of Board of Governors is scheduled on January 29, 2021 (Saturday). All the members are requested to make it convenient to attend the meeting. The agenda of the meeting is enclosed.

Venue: Online Google Meet

Time: 11:30 am

To,
All the members of Board of Governors.

M.B. Jais
Director ITM

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

Copy to:

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

For Kind Information to:

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

Agenda

20.1	Approval of the minutes & action taken report of 19 th meeting of Board of Advisors & Officials held on July 21, 2020.
20.2	a) Admission details of 2020-2021 b) Amendment in the Multi-faceted scholarship initiatives for the session 2021-2022
20.3	Increase/Reduction in Intake for B.Tech. Courses.
20.4	Closure of Diploma Courses
20.5	Ratification of the appointments and exists, experts talks and FDP's.
20.6	Approval of Policy Documents.
20.7	Approval of Standard Operating Procedures (SoPs)
20.8	IQAC guidelines for evaluating the attainment of Program Outcomes (POs) and Course Outcomes (COs)
20.9	Any other discussion with the permission of the chair.

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Date: 20/01/2021

Minutes of 20th Meeting of Board of Advisors & officials, ITM GOI, Gwalior

The minutes of the 20th meeting of board of Advisors & officials held on 19th January 2021.

Venue: Online Google Meet

Time: 11:30 AM

The following members were present:

Ms. Ruchi Singh Chauhan Vice-Chairperson, SLS Trust	Chairman
Dr. Daulat Singh Chauhan Managing Director, ITM	Member
Dr. Sunil Kumar Gupta Vice-Chancellor R.G.P.V., Bhopal	Member
Dr. R. D. Gupta, Retired Professor, MITS	Member
Dr. Rajendra Sahu Director, IIITM, Gwalior	Member
Prof. N K Goyal President CMAI Association of India, Chairman Emeritus, TEMA. Member Governing Council Telecom Equip & Services export promotion council, Govt. of India	Member
Dr. Omveer Singh Registrar ITM University	Member
Mr. Ajay Khatri CFAO, ITM University	Member
Mr. Asish Vaish MD, Precision System, Bhopal	Member
Mr. Sajal Agrawal Director, Invert Sugar Pvt. Ltd. Malanpur	Member

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Mr. Bhagyesh Choubey , Director, Risk Division Credit Suisse, Singapore	Member
Dr. Rishi Soni Professor & HOD, CSE/IT	Member
Mr. Akansh Jain	Member
Dr. Meenakshi Mazumdar Director, ITM GOI	Secretary

The secretary extended a hearty welcome to everyone in present at the beginning of the meeting. The secretary informed everyone acknowledge that the other board members were not available. The items from the agenda of the meeting were taken up as follows:

Agenda no.	Agenda & Discussion
20.1	Minutes of 19th meeting of BoG were unanimously approved by all the members. The action taken report on the decisions of 19th meeting were presented & confirmed
20.2	<p>a) Admission details of 2019-2020 Discussion: Admission details of 2019-2020 were provided to the BoG and some new strategies for admission were also discussed. (Annexure 1) The BoG was made aware about all the unfruitful attempts made to fill the vacant seats in the core branches of ME/CE/EC and CM. A detailed discussion was carried out and it was finally suggested that in the interest retaining the overall intake of the institute 30 seat from CE should be transferred to IT.</p> <p>The BoG members all suggested to provide financial benefit schemes for these branches based on their merit. Financial benefits were also extended to the wards of ITM staff members.</p> <p>b) Amendment in the Multi-faceted scholarship initiatives for the session 2021-2022 The secretary proposed only miner amendment in the Multi-faceted scholarship initiatives for the session 2021-2022 under Merit based scholarship scheme. She proposed to reduce the % age marks in the 12th Board Examination from 65% to 60% to award scholarship of Rs. 11550/-. All the board members were agreed for this amendment in the scholarship policy.</p>
20.3	The secretary in her presentation gave an overview on the performance and current status of the B.Tech IT program. It was noted that the intake capacity for the program currently stands at 90 students. Data on student performance, placements, and industry demand was presented, indicating a growing interest in the program. On this ground the secretary proposed to increase the intake from 90 to 120 students, starting with the academic session 2021-2022. After thorough discussion, the BoG unanimously approved the proposal to increase the intake in B.Tech IT from 90 to 120 students, effective from the academic session 2021-2022. To review of the Current Status of B.Tech ME Program, secretary presented a review of the current situation in the B.Tech Mechanical Engineering



	<p>program. The intake capacity for the program is currently 90 students, but recent trends show a decline in demand for the program. Data on enrollment, placement records, and industry demand over the past five years was presented, highlighting challenges in sustaining the current intake. Secretary presented the proposal to reduce the intake from 90 to 60 students, starting with the academic session 2021-2022. After detailed discussion, the BoG approved the proposal to reduce the intake in B.Tech Mechanical Engineering from 90 to 60 students, effective from the academic session 2021-2022. It was agreed that the necessary regulatory approvals would be obtained, and the administration would ensure a smooth transition for the increased/decreased intake.</p>
20.4	<p>The Secretary presented an overview of the existing Diploma programs, including enrollment trends, academic performance, and feedback from students and industry partners.</p> <ul style="list-style-type: none"> • Courses under consideration for closure: <ul style="list-style-type: none"> ○ Diploma (Civil Engineering) ○ Diploma (Mechanical Engineering) ○ Diploma (Electrical Engineering) ○ Diploma (Computer Science & Engineering) <p>The following reasons were presented as part of the proposal to close the Diploma programs:</p> <p>a) Declining Enrollment: Over the past few years, there has been a significant decline in student enrollment in Diploma courses, with many students opting for undergraduate degree programs instead.</p> <p>b) Changing Industry Demands: Industry trends indicate a higher demand for graduates with bachelor's and specialized degrees, making Diploma qualifications less competitive in the job market.</p> <p>c) Resource Optimization: Closing the Diploma programs would free up institutional resources, including laboratories and infrastructure, which could be redirected toward emerging new courses in future.</p> <p>d) Institutional Focus: The institution's strategic plan emphasizes the expansion of undergraduate and postgraduate programs in advanced technologies, aligning more closely with industry needs and research opportunities.</p>
20.5	<p>Ratification of the appointments and exists, experts talks and FDP's.</p> <p>Discussion: The board members were appraised about the new appointments of faculty & staff members.</p> <p>Details of various events organized by the institute was also discussed and appreciated by the members.</p>
20.6	<p>Approval of Policy Documents:</p> <p>The Chairperson emphasized the importance of the policy documents under consideration and the need for their timely approval. She highlighted the key objectives, scope and expected outcomes of each policy. The Chairperson underlined the importance of these policies in guiding the strategic direction and operational efficiency of the institution. The policy documents were unanimously approved by the Board after the extensive</p>

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	discussions. The Chairperson assured the Board members that the finalised documents will be executed effectively and thanked them for providing input.
20.7	<p>Approval of Standard Operating Procedures (SoPs):</p> <p>The Secretary presented Standard Operating Procedures (SoPs) for all the policy documents discussed in the agenda point 20.6. The proposed SoPs aligned with the all policy documents. The SoPs were reviewed and approved by the BoG. The BoG also emphasized the need for regular monitoring and review to ensure effective implementation</p>
20.8	<p>IQAC Guidelines for Evaluating Attainment of POs and Cos:</p> <p>The Chairperson highlighted the importance of the issues included in the agenda and emphasized the need for discussion.</p> <p>The Coordinator, IQAC presented its proposed guidelines for evaluating the attainment of Program Outcomes (POs) and Course Outcomes (COs), outlined the following key aspects of the guidelines:</p> <p>Overview of PO and CO: Definitions and the importance of aligning these outcomes with the institution's mission.</p> <p>Assessment methods: A combination of direct and indirect methods for assessing achievement and peer assessment.</p> <p>Calculation of attainment: Detailed procedures for calculating levels of attainment, with specific weightings given to various assessment tools.</p> <p>Continuous improvement process: Strategies for using assessment data to enhance curriculum and instructional practices.</p> <p>After considering the feedback, the Board unanimously approved the IQAC guidelines for assessment of achievement of POs and COs. The Chairperson directed the IQAC to circulate the final version of the guidelines to all relevant stakeholders for immediate implementation.</p>
20.9	<p>Any other discussion with the permission of the chair.</p> <p>Discussion:</p> <p>The Secretary informed the board to reduce stress of students during pandemic extracurricular activities had been started online which were integrated with LMS 'Tattva' under different clubs.</p> <p>BoG suggested a plan for e-Library resources to enable students to access books online. On this the director informed the board the process had already begun and all the books would be available within the next 15 days.</p>

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The BoG advised that medical facilities should be provided to the employees in the group's hospital. The management informed the advisors that the employees would be given preference to get them vaccinated and they would also be given financial assistance in case of emergency or if they had to be hospitalized due to Corona. The board of advisors hailed the decision.

The Director informed that on the silver jubilee anniversary of the institute, the institute would felicitate its 125 alumni selected by an internal committee to recognize their achievements,

The Director informed in the board meeting that the institute is also exploring an opportunity to establish an NCC wing in the institute. The management suggested to the Director to expedite the procedure and the target was to introduce NCC by July 2023.

The meeting ended with a vote of thanks to the chair.


Dr. Meenakshi Mazumdar

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

Copy to:

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2. Office Copy

For Kind Information to:

- ♦ Hon'ble Chairman SLS Trust
 - ♦ Managing Director
- } by e-mail


Ms. Ruchi Singh Chauhan

(Chairman BOG/ Vice-Chairperson, SLS Trust)

No. ITM/Notice/DO/2020/1528

Date 15/07/2020

Notice

The 19th meeting of Board of Governors is scheduled on July 21, 2020 (Tuesday). All the members are requested to make it convenient to attend the meeting. The agenda of the meeting is enclosed.

Venue: Online Google Meet

Time: 02:30 pm

To,
All the members of Board of Governors.


Director-ITM
Institute of Technology & Management
Gwalior (M.P.)

Copy to:

1. All the members of Board of Governors.
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For Kind Information to:

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 - ❖ Managing Director
- } by e-mail

Agenda

19.1	Approval of the minutes & action taken report of 18th meeting of Board of Advisors & Officials held on Jan 13, 2020.
19.2	Ratification of the following: <ul style="list-style-type: none">a. Budget of the institute for the year 2020-2021b. Appointments and exits of faculty membersc. Infrastructural and Building changesd. Annual Report of the institute for the Academic Year 2019-2020e. Report on e-governance of the institute for the Year 2019-2020
19.3	Online Virtual Campus
19.4	Integration of Grievance redressal cell with MIS
19.5	Any other item with the permission of the chair.

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Date: 22/07/2020

Minutes of 19th Meeting of Board of Advisors & officials, ITM GOI, Gwalior

The minutes of the 19th meeting of board of Advisors & officials held on 21st July 2020,

Venue: Online Google Meet

Time: 02:30 PM

The following members were present:

Ms. Ruchi Singh Chauhan Vice-Chairperson, SLS Trust	Chairman
Dr. Daulat Singh Chauhan Managing Director, ITM	Member
Dr. Sunil Kumar Gupta Vice-Chancellor R.G.P.V., Bhopal	Member
Dr. R. D. Gupta, Retired Professor, MITS	Member
Dr. Rajendra Sahu Director, IIITM, Gwalior	Member
Prof. N K Goyal President CMAI Association of India	Member
Dr. Omveer Singh Registrar ITM University	Member
Mr. Ajay Khatri CFAO, ITM University	Member
Mr. Asish Vaish MD, Precision System, Bhopal	Member
Mr. Sajal Agrawal Director, Invert Sugar Pvt. Ltd. Malanpur	Member
Mr. Bhagyesh Choubey , Director, Risk Division Credit Suisse, Singapore	Member
Dr. Rishi Soni Professor & HOD, CSE/IT	Member
Mr. Akansh Jain	Member
Dr. Meenakshi Mazumdar Director, ITM GOI	Secretary

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The Secretary welcomed everyone who was present at the opening of the meeting. She informed everybody regarding the unavailability of the other board members

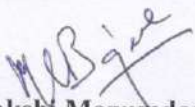
The items from the agenda of the meeting were taken up as follows:


Agenda no.	Agenda & Discussion
19.1	Minutes of 18th meeting of BoG were approved by all the members unanimously & action taken report on the decisions of 18th meeting is presented & confirmed.
19.2	<p>Ratification of the following:</p> <p>a. Budget of the institute for the year 2020-2021</p> <p>Discussion: A report of the budget utilization of the year 2019-2020 was presented by the Director.</p> <p>b. Appointments and exits of faculty members</p> <p>Discussion: The Secretary presented recommendations for appointment of new faculty members required in various departments which were accepted by the BoG.</p> <p>c. Infrastructural and Building changes.</p> <p>Discussion: Infrastructure built up related expenses and repair & maintenance expenses presented in-front of board members.</p> <p>d. Annual Report of the institute for the Academic Year 2019-2020</p> <p>Discussion: The Secretary presented a comprehensive overview of the institute's Annual Report for the Academic Year 2019-2020, covering areas such as academic achievements, faculty development and student performance.</p> <p>e. Report on e-governance of the institute for the Year 2019-2020</p> <p>The Secretary presented the e-Governance Report for the year 2019-2020, detailing digital initiatives aimed at enhancing administrative efficiency, transparency, and ease of access for students and staff.</p>
19.3	<p>Online virtual campus</p> <p>Discussion: The BoG also introduced with virtual campus of ITM to strengthen learning management system LMS also known as TATTVA.</p>
19.4	<p>Integration of Grievance redressal cell with MIS</p> <p>Discussion: The Director informed the board that the Grievance redressal cell had been integrated with the MIS.</p>
19.5	Any other Suggestions by BoG:

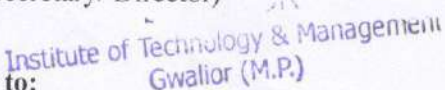
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	<p>Discussion: The BoG emphasized to conduct technical fest and technical events online in order to connect with more and more students of various institutions in this pandemic time.</p> <p>The BoG recommended the formation of IQAC for internal quality assurance in teaching pedagogy and course outcomes attainments as per NBA.</p> <p>The chairman of the board emphasized to work upon the activities so as to contribute to the mental health of the students as it was felt that students were in stress due to shift in pedagogical tools (online)</p>
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The meeting ended with a vote of thanks to the chair.


Dr. Meenakshi Mazumdar
(Secretary/ Director)


Ms. Ruchi Singh Chauhan
(Chairman BOG/ Vice-Chairperson, SLS Trust)

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Gwalior (M.P.)

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to:

- | | |
|------------------------------|-------------|
| ♦ Hon'ble Chairman SLS Trust | } by e-mail |
| ♦ Managing Director | |

