

6.5 Internal Quality Assurance System

Academic and Administrative Audit (AAA) and follow-up action taken

2023-24

MEENAKSHI
MAZUMDAR
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Dr. Meenakshi Mazumdar
DIRECTOR
Institute of Technology & Management
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Consolidated Report of AAA Session – 2023-24



Report on the Academic and Administrative Audit (AAA) Conducted by the Various Departments: Year 2023-24

The Academic and Administrative Audit (AAA) for the session 2023-24 were conducted by the various departments of the Institute of Technology & Management (ITM). This audit aimed to systematically review and evaluate the academic processes, administrative functions, and overall quality initiatives across all departments. The key findings, observations, and summaries from this comprehensive exercise are presented below.

Audit Coverage:

- Academic: Curriculum delivery, Course Outcomes (CO) and Program Outcomes (PO) attainment, teaching-learning processes, internal assessments, co-curricular and extra-curricular activities; department academic calendar adhered to.
- Faculty: Adoption of innovative teaching methods, participation in FDPs, research and publications, mentorship activities; use of teaching aids including PPTs, videos, and simulations.
- Administrative: Documentation of academic records, examination processes, internal policies, resource utilization, compliance with statutory requirements, and LMS/MIS used for tracking.
- Student Support Services: Career counseling, placement support, remedial coaching, project guidance, grievance redressal, and student engagement in clubs, projects, and competitions.

Key Observations:

- Curriculum delivery well-structured; CO-PO mapping clear; theory, practical/lab sessions documented digitally via LMS.
- Faculty engaged in blended teaching; teaching aids and LMS/MIS effectively used.
- Distribution of ABCA activities consistent across semester; student participation in project work and seminars high.
- Administrative processes compliant; minor delays in procurement documentation.
- Students actively involved in co-curricular activities; infrastructure in departments upgraded for labs and classrooms.
- Student feedback collected and analyzed; actions implemented in tutorials, lab sessions, and mentorship.

Recommendations:

- Strengthen documentation of practical sessions and lab records on LMS.
- Conduct faculty workshops especially for newly joined faculty members in the various departments.
- Continue upgrading departmental infrastructure and digital resources.

Follow-up Actions Taken:

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द्वारा पुरस्कृत

- Refresher workshops for faculty on activity-based and experiential learning conducted.
- Digital tracking of lab sessions, project progress, and ABCA activities implemented via LMS/MIS.
- Mentorship sessions, remedial coaching, and student guidance programs enhanced.
- Departmental seminars, research activities, and co-curricular events successfully organized.

Seminar / Research: Faculty and students participated in national/international seminars; research publications submitted and funded proposals initiated.

Strength, Weakness, Opportunities & Challenges (SWOC):

- Strengths: Competent faculty, modern infrastructure, structured ABCA, active student engagement. Enhanced mentorship programs and student support, particularly for project-based learning.
- Weaknesses: Very less number of governments funded research projects.
- Opportunities: Research funding, international collaborations, interdisciplinary projects.
- Challenges: Rapid technological changes, bridging skill gaps.

Best Practices: Activity-Based Learning integrated; structured mentorship and digital monitoring via LMS/MIS.

Future Plan: Strengthen industry tie-ups, expand digital resources and interdisciplinary projects.

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

Meenakshi Mezumdar
Dr. Meenakshi Mezumdar

DIRECTOR
Institute of Technology & Management
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Date: 29/06/2024

Circular

To,

The All Head of Department

In view of the conclusion of the academic session 2023-2024 of the affiliating Universities (RGPV Bhopal and Jiwaji University Gwalior), you are hereby requested to conduct the Departmental Annual Academic Audit (AAA) for your department during the period 08/07/2024 to 24/08/2024.

For this audit, the following external members have been appointed department-wise:

1. Dr. D. N. Goswami, Professor, Jiwaji University: For Department of CSE and MCA
2. Dr. D. K. Swami, Group Director, VNS College Bhopal: For Department of IT
3. Dr. Pratibha Gautam, Astt. Professor Department of Economics, Govt. SLP College, Gwalior: For Department of Management
4. Dr. A. K. Wadhvani, Professor, Department of EE, MITS, Gwalior: For Department of EC
5. Dr. V. K. Jain, Ex-Professor, MITS, Gwalior: For Department of Civil
6. Dr. Abhishek Jain, Principal, Adina Institute of Science & Technology, Sagar: For Department of ME

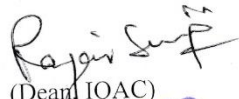
All of you are also requested to constitute the Departmental Academic and Planning Committee (DAPC) for the purpose of conducting the AAA and inform the IQAC about the same on or before 03/07/2024.

Copy to –

1. All HoDs
2. All Concerned External Members

For kind information to –

- Director ITM


(Dean IQAC)
Dean, IQAC
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Department of Computer Science & Engineering

Dr. Meenakshi Mazumdar

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Date: 06/08/2024

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

Academic & Administrative Audit (AAA) report: Session 2023-24

The Department of Computer Science and Engineering (CSE) successfully conducted the Academic and Administrative Audit (AAA) for the session 2023-2024 on the 6th of August, 2024. The audit process was carried out with the valuable participation of the following distinguished members, who served as expert evaluators throughout the session.

Details of Academic & Administrative Audit (AAA) Experts:

S.No.	Name	Designation	Affiliation
1	Prof. D N Goswami (External Expert)	Professor	SOS in Computer Science, Jiwaji University Gwalior
2	Dr. Rishi Soni	Professor & Head	Department of Computer Science, ITM Gwalior
3	Dr. Manoj Bandil	HoD, ECE	Department of ECE, ITM Gwalior
4	Mr. Mangesh Tomar	Associate Dean, Academics	ITM, Gwalior
5	Mr. Gaurav Dubey	Admin. Coordinator	Department of Computer Science, ITM Gwalior


HOD
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(HOD, CSE)


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Department Academic Audit

Session : (2023-2024)

Name of the Department : Computer Science & Engineering (CSE) and
Computer Applications (CA)

Date : 06 Augst 2024

Name, Designation and Address of Academic Audit Experts:

1. Dr. D. N Goswami, Professor, Jiwaji University, Gwalior
2. Dr. Rajeev Rathore, IQAC Coordinator, ITM Gwalior
3. Dr. Rishi Soni, Head of Department, CSE, ITM
4. Dr. Manoj Bandil, Head of Department, ECE, ITM
5. Mr. Gaurav Dubey, Admin Coordinator, Deptt. of CSE

Department Members of Staff Present:

1. Dr. Pradeep Yadav
2. Dr. Deepak Gupta
3. Ms. Rashmi Pandey
4. Ms. Rakhi Arora
5. Ms. Archana Tomar

Dean Academics
Institute of Technology &
Management, Gwalior



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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement, if any
1. Curriculum	Steps followed in distribution of the subjects	Yes	As per expertise of faculty members	Nil
	Department Academic Committee (DAC)	Yes	DAPC Monitor and control all the academic Activities	Nil
	Department Academic calendar	Yes	Prepared	Nil
	Credits allotted / distribution based on ABCA activities	Yes	Followed RGPV Prescribed curriculum	Nil
2. Curriculum Transaction	Teaching methods & teaching aids	Yes	Chalk and Talk and Smart classes	Nil
	E-learning module LMS/MIS	Yes	LMS implemented	Nil
	Project work	Yes	PBL implemented	Nil
	Internal assessment components – Uniqueness	Yes	2 midterms, 2 ABCA, PBL, QUIZ, Presentation, VIVA, Lab performance, Practical file	Nil
	Student support – Remedial coaching	Yes	For Low Attendance and weaker students	Nil
	Parents meeting – evaluation of student's progress	Yes	Mentor communicator with Students Parents through call and letters	Nil
	Feedback from students	Yes	Collected through online and offline in every semester	Nil
	Steps taken on the feedback	Yes	Advisory issued to concern faculty	



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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
3. Faculty Profile	Projects completed / on going	Yes	Project in ongoing	Nil
	Seminars / Conferences attended	Yes	Satisfactory	Nil
	Papers / articles / books published	Yes	Excellent	Nil
	FDP / RC / Training Program / Workshop attended	Yes	Good	Nil
	Preparation of E- learning materials / Content	Yes	Excellent	Nil
	Acted as resource persons	Yes	-	Faculty should involve in knowledge exchange program. Acted as resource person.
	M.Phil. & Ph. D awarded	-	-	Most of the faculties are enrolled in PHD
4. Profile of Student s	Demand ratio (Applications received Vs Sanctioned Strength)	Yes	Students are admitted through MPDTE counselling	Nil
	Students involvement in extra-curricular & Co-curricular activities	Yes	Satisfactory	Nil
	Study tour / industrial visits / exhibitions / Internship / Training	Yes	Satisfactory	Nil
	Achievements	Yes	Satisfactory	Nil

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Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
5. Infrastructure in the Department	No. of class rooms	Yes	Sufficient	Nil
	No. of laboratories	Yes	Sufficient	Nil
	No. of computers – for teachers	Yes	Sufficient	Nil
	No. of computers – for students	Yes	Sufficient	Nil
	No. of computers – research scholars	Yes	Sufficient	Nil
	No. of instruments	Yes	Sufficient	Nil
6. Activities of the Department	MOUs signed	Yes	–	–
	Consultancy	Yes	Satisfactory	–
	Collaborations	Yes	Satisfactory	–
	Association Meetings	–	–	–
	Guest lectures	Yes	Satisfactory	Department should focus on number of good number of guest lectures
	Conference / Seminar / Workshop conducted	Yes	Very low	Dept. should focus on good number of seminar and workshop organisation.
	Extension Activity	Yes	Satisfactory	Nil
	Interaction with Industry / Research Centres / Educational Institutions	Yes	TAP responsible for interaction with industry for Training and Placement Activities.	Nil
	Newsletters / Magazine	Yes	Satisfactory	Nil
	Placement	Yes	Satisfactory	Nil



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Please comment on the following:

Strength: 1. Faculty Retention.
2. 100% Admission.
3. Faculty Competencies
4. Project Based Learning
5. Good number of research Publications.

Weakness:

1. Less number of funded project.
2. Department carrier Development cell.

Opportunities: 1. Department follows new exam reform policies.
2. Newly joined faculties are involved in research and publications.

Challenges:

1. Number of faculty publications in SCI and SCIE-Indexed Journals.
2. Increased student participation in industrial live projects and capstone projects.

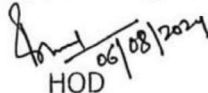
Best Practice (s) / Innovations of the Department:

1. ABCAs Activities.
2. Student Centric Activities.
3. Mentoring
4. E-learning facility.

Future Plans of the Department: More than 90% Placements

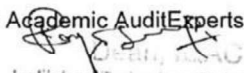
1. Student and faculty collaborative research.
2. To increase value added Courses.
3. To engage the students in funding projects.

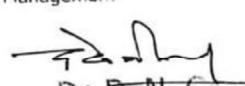
Signature of the HoD with Seal


HOD

Deptt. of Computer Sci. & Engg.
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Signature of the Academic Audit Experts


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Dr. D. N. Gaurami
Professor
S.O.S. In Computer Science
Jiwaji University Gwalior


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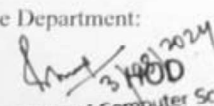
Action Taken Report for Department Academic Audit

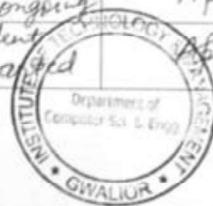
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Name of the Department: Department of Computer Science & Engineering and
Department of Computer Applications

Criterion	Items	Comments By Committee	Action taken for improvement
1. Curriculum	Steps followed in designing of Curriculum Co-PO Mapping	Affiliated to RGPV Bhopal Implementing new exam reform policy	Appreciated
2. Curriculum Transaction	Teaching learning Methodology Student seminar classes	Implementing visual aids, lectures, labs, NPTEL, ABIA, PBL For low attendance and weaker students	Appreciated Satisfactory
3. Faculty Profile	Project completed/ongoing Paper/Article Published	Project is ongoing Many faculties have excellent publications	Good Excellent
4. Profile of Students	Industrial Visit/Tour Students involvement in extra curriculum activities	— Majority of students are involved	Atleast two industrial visit must be planned in academic year Satisfactory
5. Infrastructure in the Department	No. of classes and labs No. of Computer for students and teachers	Sufficient Sufficient	Satisfactory Satisfactory
6. Activities of the Department	MOU Signed Consultancy Collaboration	Two MOU Signed One consultancy project is ongoing IEEE student chapter started	Good Appreciated Appreciated

Future Plans of the Department:

Name & Signature: 
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Department of Civil Engineering

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Date: 10/08/2024

DEPARTMENT OF CIVIL ENGINEERING

Academic & Administrative Audit (AAA) report: Session 2023-24

The Department of Civil Engineering (CE) successfully conducted the Academic and Administrative Audit (AAA) for the session 2023-2024 on the 10th of August, 2024. The audit process was carried out with the valuable participation of the following distinguished members, who served as expert evaluators throughout the session.

Details of Academic & Administrative Audit (AAA) Experts:

S.No.	Name	Designation	Affiliation
1	Prof. Vinod Kumar Jain (External Expert)	Professor	MITS, Gwalior
2	Dr. S S Chauhan	Dean, Academics	ITM, Gwalior
3	Dr. Ashutosh S. Trivedi	Professor & Head	Department of Civil Engineering, ITM Gwalior
4	Ms. Vishakha Yadav	Asstt. Professor	Department of Civil Engineering, ITM Gwalior
5	Mr. Mangesh Tomar	Associate Dean, Academics	ITM, Gwalior


Head
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(HoD, CE)


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CIVIL ENGINEERING DEPARTMENT

Date: 07/08/2024

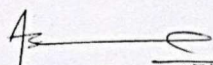
NOTICE

All faculty members of the department are hereby notified that departmental annual academic audit for the session 2023-24 will be held on 10/08/2024 at 5:00PM. The audit will involve reviewing of all academic records of all subject, course file, attendance registers and other documents for the current year.

Faculty members are requested to ensure that all required documents and records are available and accessible at the time of inspection.

Venue: HoD Cabin, Old Reynold Block

Note: All faculty and staff members are requested to attend the meeting.


Dr. Ashutosh Shanker Trivedi
(HoD, CE Department) Head
Department of Civil Engineering
ITM, Gwalior Institute of Technology and Management Gwalior

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement, if any
1. Curriculum	Steps followed in distribution of the subjects	Yes	Subject choice taken from the faculties and distributed accordingly	Core subject should be allotted to experienced faculty and interchange on semester to semester.
	Department Academic Committee (DAC)	Yes	Organized for discussion and subject result analysis	—
	Department Academic calendar	Yes	Prepared by the mentors	Should be adhered with dates
	Credits allotted / distribution based on ABCA activities	Yes	Prepared by the subject coordinators	—
2. Curriculum Transaction	Teaching methods & teaching aids	Yes	PPT, Chalks and marker, Models	—
	E-learning module LMS/MIS	Yes	Implemented through LMS and MIS	—
	Project work	Yes	Performance based learning activity	Encourages students to focus to their own understanding
	Internal assessment components – Uniqueness	Yes	ABCA's activities, mid-term exam, internal presentations and external examinations	Create open ended tasks to explore the topics
	Student support – Remedial coaching	Yes	Extra classes conducted for weak students. Strategic sessions and interactions to ensure measurable progress and improved academic performance.	Assignments should be given for understanding the concept.
	Parents meeting – evaluation of student's progress	Yes	Implemented two per month as per calendar and short attendance letters are sent through post.	Mentors contacted parents through mails and mobile phone calls.
	Feedback from students	Yes	Online and offline mode	—
	Steps taken on the feedback	Yes	Suggestions sent by the dean academics to respective faculties	—

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
3. Faculty Profile	Projects completed / on going	No	—	Steps Should be taken on priority basis for such activities
	Seminars / Conferences attended	Yes	FDP/Expert talk/ webinars	Increase the frequency of FDP and expert talk
	Papers / articles / books published	Yes	Published	Paper should be in SCI/UGC/Springer etc
	FDP / RC / Training Program / Workshop attended	Yes	Attended	SWAYAM and NPTEL, AICTE should be promoted
	Preparation of E- learning materials / Content	Yes	Prepared and uploaded on MIS	ICT facility used
	Acted as resource persons	Yes	Seminar	Encourage faculty members to follow
	M.Phil. & Ph. D awarded	No	Pursuing(Ph.D)	Encourage other faculties for higher studies
4. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	No	NIL	NIL
	Students involvement in extra-curricular & Co- curricular activities	Yes	NSS and NCC/Inter college /RGPV nodal sport events and annual function	Encourage students to participate
	Study tour / industrial visits / exhibitions / Internship / Training	Yes	Internship opportunities provided by the TAP cell as well as department	Focused on core field by the TAP and department
	Achievements	Yes	AICTE-NHAI internship Selection	Encourage students to participate

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
5. Infrastructure in the Department	No. of class rooms	Yes	03	Smart Class rooms required, ICT facility available
	No. of laboratories	Yes	08	Suggested for state of the art lab
	No. of computers – for teachers	Yes	05	Should be equipped with latest software
	No. of computers – for students	Yes	30	Should Equipped with latest software and hardwares
	No. of computers – research scholars	No	UG course runs	Nil
	No. of instruments	Yes	Available	Should be calibrated time to time
6. Activities of the Department	MOUs signed	Yes	Yes	Suggested for more activities
	Consultancy	No	Initiated	Should start with various approach
	Collaborations	No	-	-
	Association Meetings	Yes	Organized by Alumni Cell	Should be increased
	Guest lectures	Yes	Industry/Academia expert and alumni interaction	Should be increased
	Conference / Seminar / Workshop conducted	Yes	Organized	Suggested to improve the frequency
	Extension Activity	Yes	UBA	Should involve more students
	Interaction with Industry / Research Centres / Educational Institutions	Yes	Industry and Academia expert and alumni interaction organized	Suggested to improve the frequency
	Newsletters / Magazine	Yes	Under progress	Should be prepared along with activities
	Placement	Yes	Placed in various companies	Suggestion for more frequency of visit of industries

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Please comment on the following :

Strength: Laboratories & mentorship.

Weakness: Higher study, placement, Research

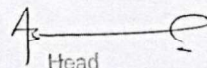
Opportunities: Subject with software implementation

Challenges: Research & Consultancy

Best Practice (s) / Innovations of the Department: Patents & research paper

Future Plans of the Department: Research & Consultancy

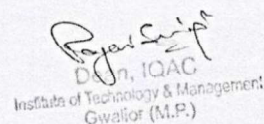
Signature of the HoD with Seal


Head

Department of Civil Engineering
Institute of Technology and Management Gwalior

Signature of the Academic Audit Experts

1. Prof. V.K. Jain, Ex-Professor, MITS Curation Jain
2. Dr. S.S. Chauhan, Coordinator, IQAC & Dean Academics
3. Dr. A.S. Trivedi, Professor & Head, CE Dept
4. Mr. Mangesh Tomar, Associate Dean Academics & IQAC Coordinator


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Action Taken Report for Department Academic Audit

Name of the Department: Civil Engineering

(2023-24)

Criterion	Items	Comments By Committee	Action taken for improvement
1. Curriculum	Steps followed in distribution of the subjects	Subject choice taken from the faculties and distributed accordingly	To improve teaching quality core subjects are given to experienced faculty and the subjects may change after every semester.
	Department Academic Committee (DAC)	Organized for discussion and subject result analysis	Suggested for foreign writer books and SCI papers
	Department Academic calendar	Prepared by the mentors	Regular monitoring of the calendar to maintain alignment with deadlines and enhance overall coordination of activities.
	Credits allotted / distribution based on ABCA activities	Prepared by the subject coordinators	Periodical review of ABCAS activities to ensure that they must align with outcome.
2. Curriculum Transaction	Teaching methods & teaching aids	PPT, Chalks and marker, Models	Explore the integration of augmented reality and interactive simulations to provide hands-on experience and reinforce understanding of engineering concepts.
	E-learning module LMS/MIS	Implemented through LMS and MIS	Regular uploading of more vital and informative resources on LMS and easily assessable
	Project work	Performance based learning activity	Create project-based learning opportunities that require students to solve real-world problems using contemporary techniques and tools.
	Internal assessment components – Uniqueness	ABCAS activities, mid-term exam, internal presentations and external examinations	Allowing students to critique each other constructively and learn from diverse perspectives in their internal examinations and interactions.
	Student support – Remedial coaching	Extra classes conducted for weak students. Strategic sessions and interactions to ensure measurable progress and improved academic performance.	Strategic sessions and interactions to ensure measurable progress by tutoring respectively.
	Parents meeting – evaluation of student's progress	Implemented two per month as per calendar and short attendance letters are sent through post.	To keep tracks regular online and offline parents teacher meeting are planned as per calendar and implemented.

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	Feedback from students	Online and offline mode	Actions are communicated to the concerned faculty for improvement
	Steps taken on the feedback	Suggestions sent by the dean academics to respective faculties	A systematic tracking system is being implemented for feedback.
3. Faculty Profile	Projects completed / on going	Nil	Nil
	Seminars/ Conferences attended	FDP/Expert talk/webinars	Promoted and encourage to participate in international conferences and workshops
	Papers/articles/ book published	Published and marginally increased	Faculty members are encouraged to publish in SCI/SCOPUS and UGC care journals
	FDP / RC / Training Program / Workshop attended	Attended	Encourage to participate in SWAYAM, NPTEL and other advanced courses.
	Preparation of E-learning materials / Content	Prepared and uploaded on MIS	Use of smart classrooms to create and upload recorded lectures for students.
	Acted as resource persons	Seminar	Encourage other faculty members to follow the same
	M.Phil. & Ph. D awarded	Pursuing(Ph.D)	Encourages for higher studies
4. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	NIL	Nil
	Students involvement in extra-curricular & Co- curricular activities	NSS and NCC/Inter college /RGPV nodal sport events and annual function	Encourages to participated in technical competitions as well as other institution and industry competitions.
	Study tour / industrial visits / exhibitions / Internship / Training	Internship opportunities provided by the TAP cell as well as department	More and more internships are being arranged in core technical field to align with industry demand.
	Achievements	AICTE-NHAI internship Selection	Encourages other students to follow the same
5. Infrastructure in the Department	No. of class rooms	03	Available infrastructure is satisfactory
	No. of laboratories	08	Planning to improve and number of labs and modernize
	No. of computers – for teachers	05	Available with latest hardware and software's
	No. of computers – for students	30	Planning to improve the computer with latest hardware
	No. of computers – research scholars	UG course runs	Nil

Head
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	No. of instruments	Available	State of the art equipments should be available with calibration reports
6. Activities of the Department	MOUs signed	Yes	Faculty members encourages to have MOU with industries and academic institutions
	Consultancy	Initiated	Encourage to initiate either to bring or offer consultancy
	Collaborations	Nil	Nil
	Association Meetings	Organized by Alumni Cell	Encourage to increase the frequency
	Guest lectures	Industry/Academia expert and alumni interaction	Encourages to increase the frequency of lectures
	Conference / Seminar / Workshop conducted	Organized	Encourage to increase the frequency
	Extension Activity	UBA	Students participation should be increased and encourage them to join
	Interaction with Industry / Research Centres / Educational Institutions	Industry and Academia expert and alumni interaction organized	Promote an increase in lecture frequency to enhance knowledge retention and provide more opportunities for student engagement
	Newsletters / Magazine	Under progress	Should be published
	Placement	Placed in various companies	Efforts are focused on creating additional opportunities for student engagement and skill development

Future Plans of the Department:

- (1). Consultancy and Collaborations with various organizations should be initiated.
- (2). Publication in renowned journals especially SCI/SCOPUS/Web of Science and collaborations with industries and academic organization.
- (3). Encouragement to faculty members for higher studies.

Name & Signature of the HOD with Seal

Head
Department of Civil Engineering
Institute of Technology and Management Gwalior.

(Dr. Ashutosh Shanker Privedi)

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

Dr. Meenakshi Mazumdar

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



Department of Electronics & Communication Engineering

Dr. Meenakshi Mazumdar

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



Date: 10/08/2024

DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Academic & Administrative Audit (AAA) report: Session 2023-24

The Department of Electronics & Communication Engineering (ECE) successfully conducted the Academic and Administrative Audit (AAA) for the session 2023-2024 on the 10th of August, 2024. The audit process was carried out with the valuable participation of the following distinguished members, who served as expert evaluators throughout the session.

Details of Academic & Administrative Audit (AAA) Experts:

S.No.	Name	Designation	Affiliation
1	Dr. A K Wadhvani (External Expert)	Professor	Department of Electrical Engineering, MITS, Gwalior
2	Dr. S S Chauhan	Dean, Academics	ITM, Gwalior
3	Dr. Ranjeet Tomar	Professor & Head	Department of Electronics Communication, ITM University Gwalior
4	Dr. Shyam Akashe	Professor	Department of Electronics Communication, ITM University Gwalior
5	Dr. Manoj K. Bandil	Associate Professor	Department of Electronics & Communication Engineering, ITM, Gwalior


HOD, Electronics & Communication
Institute of Technology & Management
(HOD, ECE)
Gwalior


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



Department of Electronics & Communication Engineering
AY 2023-24

Name of the Department: Electronics and communication Engg.

Date: August 10, 2024

Time: 3:00 PM

Venue: Software Lab

Name, Designation and Address of Academic Audit Experts:

1. Dr A. K. Wadhvani
Professor, Department of Electrical Engineering
MITS, Gwalior
2. Dr Ranjeet Tomar
Professor & Head
Department of Electronics Communication
TIM University, Gwalior
3. Dr Shyam Akashe
Professor, Department of Electronics Communication
IIM University. Gwalior

Members of Staff Present:

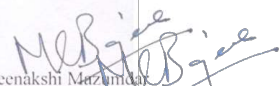
1. Dr. Manoj Kumar Bandil
2. Mr. Sushant Kumar Jain
3. Dr. Sadhana Mishra
4. Mr. Sandeep Pradhan
5. Mr. Kapil Jain
6. Mr. Vineet Shrivastava
7. Mr. Mangesh Tomar
8. Mr. Raj Kumar Rajoria
9. Mr. Shyam Babu
10. Mr. Narottam Dutt Upadhyay
11. Mrs. Sapna Rajput

Dr. Meenakshi Mazumdar
Dr. Meenakshi Mazumdar

DIRECTOR

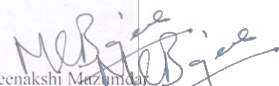
Institute of Technology & Management
Gwalior (M.P.)

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement, if any
1. Curriculum	Steps followed in distribution of the subjects	Yes	Subject class taken from faculties and distributed accordingly.	
	Department Academic Committee (DAC)	Yes		
	Department Academic calendar	Yes	Prepared by the mentors	
	Credits allotted / distribution based on ABCA activities	Yes	Prepared by subject coordinators	
2. Curriculum Transaction	Teaching methods & teaching aids	Yes	PPT, Chalk, Talk, visual, Audio and video	
	E-learning module LMS/MIS	Yes	LMS /MIS	
	Project work	Yes	PBL Activity	
	Internal assessment components – Uniqueness	Yes	ABCA activities, mid-term, internal, external exams.	
	Student support – Remedial coaching	Yes	Extra classes conducted for weak students.	
	Parents meeting – evaluation of student's progress	Yes	*Progress report available on LMS *Short attendance also	
	Feedback from students	Yes	Online by MIS	
	Steps taken on the feedback	Yes	Issue -Show-cause/ Suggestions sent by dean academics is to respective faculties	


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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
3. Faculty Profile	Projects completed / on going	No		
	Seminars / Conferences attended	Yes	STTP/FDP/worksh op /Webinar / Exp. Lecture	
	Papers / articles / books published	Yes	Chapter publish	
	FDP / RC / Training Program / Workshop attended	Yes		
	Preparation of E- learning materials / Content	Yes	Prepared and uploaded on LMS	
	Acted as resource persons	-		
	M.Phil. & Ph. D awarded	No	NIL	
4. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)			
	Students involvement in extra-curricular & Co- curricular activities	Yes	Students cultural event /NSS/UBA	
	Study tour / industrial visits / exhibitions / Internship / Training	Yes	Internship opportunities provided by Deptt. /TAP	
	Achievements	Yes		


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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
5. Infrastructure in the Department	No. of class rooms	Yes	02	
	No. of laboratories	Yes	07	
	No. of computers – for teachers	Yes	10	
	No. of computers – for students	Yes	30	
	No. of computers – research scholars	No		
	No. of instruments	Yes		
6. Activities of the Department	MOUs signed	No		
	Consultancy	No		
	Collaborations	No		
	Association Meetings	No		
	Guest lectures	YES		
	Conference / Seminar / Workshop conducted	Yes		
	Extension Activity			
	Interaction with Industry / Research Centres / Educational Institutions	YES		
	Newsletters / Magazine	Yes		
	Placement	YES	Placed in various companies	

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DIRECTOR

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Please comment on the following:

Strength: (1) Project Based Learning

(2) Experienced faculty members.

(3) ABCAS based activity.

Weakness: (1) Less Student's Admission in the Branch as Regional Educational Scenario

(2) Subject cannot be shuffled or modified.

(3) Strictly follow the guidelines of teaching methodologies.

Opportunities:

(1) Enhanced Soft Computing Skills by conducting TAP Program.

(2) Alumni Conclave/Interaction conducted by departmental alumnus to enhance the qualities of students for better placement opportunities.

(3) Better Placement Record

(4) Students have better opportunities for internships in various technical and non-technical companies to enhance their knowledge.

Challenges:

(1) Improvement in the No of Admission.

(2) New labs should be established as per new technologies like IOT and robotics.

Best Practice (s) / Innovations of the Department:

(1) Students involvements in the PBL.

(2) Students should be more involved in experimental studies, so their practical concept will be cleared.

Future Plans of the Department:

(1) More Research Activities involvements of Faculty and Students.

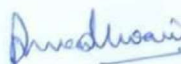
(2) New courses should be joined by the students or faculties to enhance the technical skill Time to time.

(3) New laboratory should be established for Robotics and IOT.

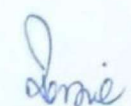
Signature of the HoD with Seal


 HOD, Electronics & Communication
 Institute of Technology & Management
 Gwalior

Signature of the Academic Audit Experts


 (Dr A. K. Wadhvani)

Dr. A K Wadhvani
 Professor, EED
 MITS, Gwalior


 (Dr Ranjeet Tomar)

Head of Department
 Electronics & Communication Engg.
 ITM University
 Gwalior (M.P.)


 (Dr Shyam Akashe)

Professor ECE
 ITM University Gwalior (M.P.)
 Dr. Meenakshi Mazumdar

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

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



Action Taken Report for Department Academic Audit- 2023-24

Name of the Department: Electronics and Communication Engineering

Criterion	Items	Comments by Committee	Action Taken for Improvement
1: Curriculum	Steps followed in distribution of subjects	Subject class taken from faculties and distributed accordingly.	Core subjects will be allotted to experienced faculties for better learning outcomes.
	Department Academic Committee (DAC)		
	Department Academic Calendar	Prepared by respective mentors.	Ensured uniform preparation of the academic calendar across mentors.
	Credits allotted/distribution based on ABCA activities	Prepared by subject coordinators.	Reviewed ABCA activity alignment with Program Outcomes for continuous improvement.
2: Curriculum Transaction	Teaching methods & teaching aids	Use of PPT, Chalk, Talk, visual, audio, and video aids in teaching.	Introduced more interactive tools and simulation software in teaching methodologies.
	E-learning module (LMS/MIS)	LMS/MIS	Encouraging regular updates of course materials on LMS and promoting self-paced learning.
	Project work	PBL Activity	Emphasis on real-world problem-solving in projects and introducing multidisciplinary approaches.
	Internal assessment components – Uniqueness	ABCA activities, mid-term, internal, and external exams are used effectively.	Innovative assessment methods will be introduced to cater to subject-specific needs.
	Student support – Remedial coaching	Extra classes conducted for weak students.	Introduced experimental assignments to enhance understanding of engineering concepts.
	Parents meeting – evaluation of student's progress	Progress reports and short attendance intimations are sent via letters.	Updates will be introduced to increase parent engagement.
	Feedback from students	Online via MIS.	Action steps based on feedback are communicated to students and implemented promptly.
	Steps taken on the feedback	Issue /so cause/ Suggestions sent by dean academics is to respective faculties	Faculty are encouraged to act on feedback and monitor the impact of these changes.
	Projects completed/on-going		

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DIRECTOR

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



Criterion	Items	Comments by Committee	Action Taken for Improvement
3: Faculty Profile	Seminars/Conferences attended	STTP/FDP/workshop /Webinar / Exp. Lecture	Increased participation in international conferences is encouraged for faculty development.
	Papers/articles/books published	Chapters published.	Papers will be targeted for publication in reputed SCI/SCOPUS/UGC-indexed journals.
	FDP/RC/Training Program/Workshop attended		
	Preparation of E-learning materials	Prepared and uploaded on LMS	E-learning materials uploaded on LMS.
	Acted as resource persons		
	M.Phil. & Ph.D. awarded	One Ph.D. degree awarded recently.	Faculty will be motivated to pursue higher education, such as Ph.D., for career and academic growth.
4: Profile of Students	Demand ratio		
	Students involvement in extracurricular & co-curricular activities	Students participated in cultural events, NSS, UBA, and annual functions.	Encouragement of participation in technical fests and innovation challenges.
	Study tour/industrial visits/internship/training	Internships provided by Dept./TAP.	Focus on internships in core technical areas to align with industry needs.
	Achievements		
5: Infrastructure in the Department	No. of classrooms	Adequate classroom availability (2).	Additional classrooms will be added as enrolment increases.
	No. of laboratories	Adequate laboratory availability (7).	Plans to upgrade lab facilities with new technologies like IOT and robotics.
	No. of computers – for teachers	10 computers available for faculty.	Ensured that faculty have access to updated systems and necessary software.
	No. of computers – for students	30 computers available for students.	
	No. of computers – research scholars		
	No. of instruments		Regular maintenance
6: Activities of the Department	MOUs signed	No MOUs signed.	Focus on establishing MOUs with industries and academic institutions.
	Consultancy	No consultancy services offered.	Faculty will be encouraged to undertake consultancy projects to generate revenue.
	Collaborations		
	Association Meetings		
	Guest lectures	Alumni interaction with students to be aware of	Regular alumni interactions and expert lectures will be arranged.

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Criterion	Items	Comments by Committee	Action Taken for Improvement
		the technologies, which is going in industry.	
	Conference/Seminar/Workshop conducted		
	Extension Activity		
	Interaction with Industry/Research Centers/Educational Institutions		Strengthening collaborations with industry for better placement and research opportunities.
	Newsletters/Magazine		
	Placement	Successful placement of students in various companies.	Strengthening ties with core technical companies to improve placement statistics.

Future Plans of the Department:

1. **Research Activities:** Increase faculty and student involvement in research and innovation.
2. **Skill Enhancement:** Introduce new technical skill development courses for both students and faculty.
3. **New Laboratory Establishment:** Develop new labs for cutting-edge technologies such as IoT and Robotics to prepare students for industry needs.

Name & Signature of the HoD with Seal

(Dr. Manoj Kumar Bandil)

HOD, Electronics & Communication
 Institute of Technology & Management
 Gwalior

Dr. Meenakshi Mazumdar
 Dr. Meenakshi Mazumdar

DIRECTOR

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



Department of Information Technology

Dr. Meenakshi Mazumdar

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



Date: 08/07/2024

DEPARMENT OF INFORMATION TECHNOLOGY

Academic & Administrative Audit (AAA) report: Session 2023-24

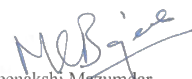
The Department of Information Technology (IT) successfully conducted the Academic and Administrative Audit (AAA) for the session 2023-2024 on the 8th of August, 2024. The audit process was carried out with the valuable participation of the following distinguished members, who served as expert evaluators throughout the session.

Details of Academic & Administrative Audit (AAA) Experts:

S.No.	Name	Designation	Affiliation
1	Prof. D K Swami (External Expert)	Group Director	VNS Group Bhopal
2	Dr. S S Chauhan	Dean, Academics	ITM, Gwalior
3	Dr. Rishi Soni	Professor & Head	Department of Computer Science, ITM Gwalior
4	Dr. Aditya Vidhyarthi	Professor & Head	Department of Information Technology, ITM Gwalior
5	Dr. Jitendra Singh Kushwah	Associate Professor	Department of Information Technology, ITM Gwalior



HOD
Deptt. of Information Technology
Institute of Technology & Management
Gwalior



Dr. Meenakshi Mazumdar

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



Department Academic Audit

Name of the Department:

Information Technology

Date

: 08.07.2024 (As per the affiliating University RGPV sem ends in July)

Name, Designation and Address of Academic Audit Experts:

1. Prof. (Dr.) D. K. Swami, Group Director, VNS Group Bhopal
2. Dr. S. S. Chauhan, Deen Academics, ITM Gwalior
3. Dr. Rishi Soni, HOD-CS, ITM Gwalior
4. Dr. Aditya Vidyarthi, HOD-IT, ITM Gwalior

Members of Staff Present:

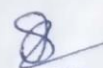
1. Dr. Jitendra Singh Kushwah, Associate Professor
2. Mr. D D Shrivastava, Asstt. professor
3. Mr. Medhakar Dubey, Asstt. professor
4. Mr. Sanjay Shrivastava, Asstt. professor

HOD
Deptt. of Information Technology
Institute of Technology & Management
Gwalior

Dr. Meenakshi Mazumdar

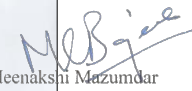
DIRECTOR
Institute of Technology & Management
Gwalior (M.P.)

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement, if any
1. Curriculum	Steps followed in distribution of the subjects	Yes	DAPC & HOD meeting conducted with faculty for distribution	NIL
	Department Academic Committee (DAC)	Yes	DAPC monitors activities	NIL
	Department Academic calendar	Yes	prepared	NIL
	Credits allotted / distribution based on ABCA activities	Yes	As per RGPV & departmental activities	NIL
2. Curriculum Transaction	Teaching methods & teaching aids	Yes	chalk & Talk with smart classes	NIL
	E-learning module LMS/MIS	Yes	MIS & LMS implemented	NIL
	Project work	Yes	PBL implemented	NIL
	Internal assessment components – Uniqueness	Yes	ABCA, PBL assignment, Quiz implemented	NIL
	Student support – Remedial coaching	Yes	for low attendance & slow learners students	NIL
	Parents meeting – evaluation of student's progress	Yes	Parents teacher meeting scheduled two times in a month	NIL
	Feedback from students	Yes	Feedback via MIS	NIL
	Steps taken on the feedback	Yes	Advisory issued for concerned	NIL


HOD

Deptt. of Information Technology
Institute of Technology & Management
Gwalior

Dr. Meenakshi Mezumdar


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

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
3. Faculty Profile	Projects completed / on going	NO	Planning for the next session	—
	Seminars / Conferences attended	Yes	02	—
	Papers / articles / books published	Yes	4	—
	FDP / RC / Training Program / Workshop attended	Yes	3	—
	Preparation of E-learning materials / Content	Yes	E-learning material prepared and uploaded	—
	Acted as resource persons	Yes	Some faculty deliver expert lectures.	—
	M.Phil. & Ph. D awarded	NO	—	—
4. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	NA	As per the DTE-MP Policy	—
	Students involvement in extra-curricular & Co-curricular activities	Yes	Students involved in extra curricular activities through Art club.	—
	Study tour / industrial visits / exhibitions / Internship / Training	Yes	Industrial visit for students to Micro Turner & conducted	—
	Achievements	Yes	Students achieved positions at state & National level	Needs to improve participation at international level


HOD

Deptt. of Information Technology
Institute of Technology & Management
Gwalior


Dr. Meenakshi Mazumdar

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

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
5 Infrastructure in the Department	No. of class rooms	04	—	—
	No. of laboratories	06	—	—
	No. of computers – for teachers	02	—	—
	No. of computers – for students	270	—	—
	No. of computers – research scholars	NIL	—	—
	No. of instruments	NIL	—	—
6. Activities of the Department	MOUs signed	Yes	MOU with MAAC	—
	Consultancy	NO	—	—
	Collaborations		—	—
	Association Meetings	Yes	satisfactory	—
	Guest lectures	Yes	satisfactory	—
	Conference / Seminar / Workshop conducted	Yes	satisfactory	—
	Extension Activity	Yes	satisfactory	programming classes for students
	Interaction with Industry / Research Centers / Educational Institutions	Yes	TAP conducted Interaction with Industry	—
	Newsletters / Magazine	Yes	institution's magazine script. news letter was published	—
	Placement	Yes	Good	—

Please comment on the following:

Strength:

1. Advanced Infrastructure:- Robust hardware and software infrastructure, including high speed networks, servers and cloud services.
2. Skilled Personnel:- Trained and certified IT professionals with expertise in various domains (cyber security, system administration)

Weakness:

1. Skill Gaps:- Potential gaps in certain emerging technologies or areas of IT expertise.
2. User training:- Inadequate training for users on new systems & technologies.

Opportunities:

1. Digital transformation:- Implementing digital tools and platforms to streamline process and improve efficiency across departments.
2. Partnerships:- Collaborating with tech companies or research institutions for access to the latest innovations and resources.

Challenges:

Challenges in integrating new technologies with existing systems and processes.


HOD

Deptt. of Information Technology
Institute of Technology & Management
Gwalior

Dr. Meenakshi Mezumdar

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

Best Practice (s) / Innovations of the Department:

Providing ongoing training to users to ensure they are comfortable and proficient with current technologies.

Future Plans of the Department:

1. Technology Upgrades :- Upgrading or replacing outdated systems to stay current with technological advancements.
2. Research and Development :- Exploring new technologies and methods to drive innovation within the department and institute.

Signature of the HoD with Seal

HOD
Deptt. of Information Technology
Institute of Technology & Management
Gwalior

Signature of the Academic Audit Experts

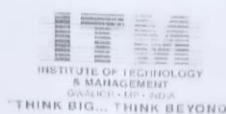
Prof. (Dr.) D.K. Swami
Group Director
VNS Group, Bhopal

Dean Academics
Institute of Technology & Management, Gwalior

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

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



Action Taken Report for Department Academic Audit (2023-2024)

Name of the Department: Information Technology

Date: 19/07/2024

Criterion	Items	Suggestion by Committee	Action taken for improvement
1. Curriculum	teaching methods & teaching aid	—	Smart classes are used for innovation teaching
2. Curriculum Transaction	—	—	—
3. Faculty Profile	—	Department should apply for funded projects	Department initiated for research project
4. Profile of Students	—	—	—
5. Infrastructure in the Department	Number of computers	—	Departmental labs are upgraded with latest configuration
6. Activities of the Department	collaboration	—	Department collaborated with industry for students
	conference	—	faculties attended
	seminar	—	Several workshop & FDP
	workshop attended	—	

Future Plans of the Department:

Name & Signature of the HOD with seal

HOD
Deptt. of Information Technology
Institute of Technology & Management
Gwalior

Dr. Meenakshi Mazumdar

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



Department of Mechanical Engineering

Dr. Meenakshi Mazumdar

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



Date: 17/08/2024

DEPARMENT OF MECHANICAL ENGINEERING

Academic & Administrative Audit (AAA) report: Session 2023-24

The Department of Mechanical Engineering (ME) successfully conducted the Academic and Administrative Audit (AAA) for the session 2023-2024 on the 17th of August, 2024. The audit process was carried out with the valuable participation of the following distinguished members, who served as expert evaluators throughout the session.

Details of Academic & Administrative Audit (AAA) Experts:

S.No.	Name	Designation	Affiliation
1	Dr. Abhishek Jain (External Expert)	Principal	Adina Institute of Science & Technology, Sagar MP
2	Dr. S S Chauhan	Dean, Academics	ITM, Gwalior
3	Dr. S K Sharma	HoD	Department of Mechanical Engineering, ITM Gwalior
4	Mr. Amit K. Jain	AHoD	Department of Mechanical Engineering, ITM Gwalior
5	Mr. Mangesh Tomar	Associate Dean, Academics	ITM, Gwalior

Shohane
(HoD, ME)
Dept. of Mechanical Engg.
Institute of Technology & Management
Gwalior

Meenakshi
Dr. Meenakshi Mazumdar

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



ANNUAL ACADEMIC AUDIT (AAA) REPORT

2023-24

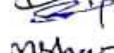
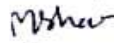
Name of the Department: **MECHANICAL ENGINEERING**

Dates of Audit: 17.08.2024

Name, Designation and Address of Academic Audit Experts:

- 1: Dr. S.K. Sharma, HOD 
- 2: *Dr. Abhishek Jain, Principal, Adina Institute of Science and Technology, Sagar M.P.*
- 3: Mr. Amit Jain, Assistant Professor 
- 4: Mr. Ajeet Singh Sikarwar, Assistant Professor 

Members of Staff Present:

- 1: Mr. Narendra Kumar Verma, Assistant Professor 
- 2: Mr. Amit Kumar Tiwari, Assistant Professor 
- 3: Mr. Mukesh Hemnani, Assistant Professor 
- 4: Mr. Shyam Singh Rawat, Assistant Professor 
- 5: Mr. Manoj Sharma, Assistant Professor 


HOD
Deptt. of Mechanical Engg.
Institute of Technology & Management
Gwalior


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



Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement, if any
1. Curriculum	Steps followed in distribution of the subjects	Yes	Choice from faculty was taken	—
	Department Academic & Planning Committee (DAPC)	Yes	Grad Meeting was done	—
	Department Academic calendar	Yes	DAPC Proposal	—
	Credits allotted/ distribution based on ABCA activities	Yes	Grad activities	—
2. Curriculum Transaction	Teaching methods & teaching aids	Yes	Audio-visual aids were used	—
	E-learning module LMS/MIS	Yes	Grad work on L.M.S	—
	Project work	Yes	Project was completed on time	—
	Internal assessment components – Uniqueness	Yes	It was unique for all faculty	—
	Student support – Remedial coaching	Yes	Remedial class was held	—
	Parents meeting – evaluation of student's progress	Yes	Twice in a semester	—
	Feedback from students	Yes	NA	NA
	Steps taken on the feedback	Yes	Advisory was issued	—
	Projects completed / on going	Yes	Student Project completed	—
	Seminars / Conferences attended	Yes	Faculty member attended	This number should increase.
3. Faculty Profile	Papers/articles/books published	Yes	All faculty members	—
	FDP/RC/Training Program/ Workshop attended	Yes	All faculty members attended	—
	Preparation of E-learning materials Content	Yes	All faculty members prepared	—
	Acted as resource persons	Yes	Mr. Anil Kumar & Dr. SK Sh. Nandani & others	—
4. Profile of Students	Demand ratio (Admissions Vs Sanctioned Strength)	Yes	Demand Ratio is not good	Department should take extra efforts
	Students involvement in extra-curricular & Co-curricular activities	Yes	Students participate in sports & cultural activities	—
	Study tour/industrial visits/ exhibitions/ Internship/ Training	Yes	One study tour visit done	More visits planned in future
	Achievements	Yes	NA	—
5. Infrastructure	No. of class rooms	03	Sufficient	—

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in the Department				
	No. of laboratories	09	Sufficient	—
	No. of computers for teachers	04	few faculty use own laptop	—
	No. of computers for students	30	CAD/CAM ANSYS etc	—
	No. of computers for research scholars	NIL	No research scholar	—
	No. of instruments	Yes	All lab have	—
6. Activities of the Department	MOUs signed	01	JK Cement	—
	Consultancy	NIL	NIL	—
	Collaborations	NIL	NIL	—
	Association Meetings	NIL	NIL	—
	Guest lectures	NIL	NIL	focus on guest lecture
	Conference/Seminar/ Workshop conducted	NIL	NIL	—
	Extension Activity	05 Yes	05 (NSS)	—
	Interaction with Industry/ Research Centers/ Educational Institutions	02 Yes	Individual visit and other lab	—
	Newsletters / Magazine	No	—	try to do
	Placement	Yes	Sufficient	—

Please comment on the following:

Strength: Lab are rich in terms of equipments working models are good in condition.

Weakness: Department should focus more on consultancy and research projects.

Opportunities: Due to less number of students, attention can be focused on individual students.

Challenges: Admission's Intake is a challenges

Best Practice (s) / Innovations of the Department:

Regular presentation of Project based Learning

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Future Plans of the Department:

Publish more research paper.

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Signature of the HoD with Seal

HOD

Deptt. of Mechanical Engg.
Institute of Technology & Management
Gwalior

2:

[Signature]

Signature of the Academic Audit Experts

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

[Signature]
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**Action Taken Report for Department Academic Audit
2023-24**

Name of the Department: Mechanical Engineering

Criterion	Items	Comments By Committee	Action taken for improvement
1. Curriculum	Teaching Pedagogy	Need to improve continuously.	More focus on smart classes
2. Curriculum Transaction	Elective Subjects	Curriculum is based on RGPV but Elective subjects should change	This year new elective subject was chosen by the students of 5th Semester
3. Faculty Profile		ME Department should focus more on research	Project proposals for funded project will be submitted
4. Profile of Students	Strength	Department does not have sufficient number of admissions	Better training and activities will be conducted for students
5. Infrastructure in the Department	Projector	Only two projectors are available	One more projector will be installed
6. Activities of the Department	Expert Lectures	Number of expert lectures are not satisfactory	More expert lectures will be organised in upcoming session

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Dr. S.K. Shau
Name and Signature of HOD with Seal
HOD
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Gwalior

MEB
DIRECTOR
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MEB
Dr. Meenakshi Mazumdar
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Department of Management

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Institute of Technology & Management
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Date: 24/08/2024

DEPARMENT OF MANAGEMENT

Academic & Administrative Audit (AAA) report: Session 2023-24

The Department of Management successfully conducted the Academic and Administrative Audit (AAA) for the session 2023-2024 on the 24th of August, 2024. The audit process was carried out with the valuable participation of the following distinguished members, who served as expert evaluators throughout the session.

Details of Academic & Administrative Audit (AAA) Experts:

S.No.	Name	Designation	Affiliation
1	Dr. Pratibha Gautam (External Expert)	Assistant Professor	Department of Economics, Govt. SLP PG College, Gwalior
2	Dr. S S Chauhan	Dean, Academics	ITM, Gwalior
3	Dr. Preeti Singh	Professor & Head	Department of Management, ITM Gwalior.
4	Dr. Ankit Gupta	Associate Professor	Department of Management, ITM Gwalior.
5	Dr. Alka Sanyal	Assistant Professor	Department of Management, ITM Gwalior.
6	Ms. Priyanka Verma	Assistant Professor	Department of Management, ITM Gwalior.



HEAD
Department of Management
ITM, Gwalior
(HoD, Management)



Dr. Meenakshi Mezumdar

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Departmental Academic Planning Committee (DAPC)

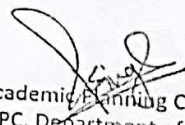
Date: 22/08/2024

Notice

All faculty members and students are hereby notified that a Departmental Academic Audit for the 2023-2024 academic years will take place on August 24th, 2024 at 3:00 PM. This audit will involve reviewing academic records, course files, attendance registers, and other pertinent documents for the current year. Faculty members are requested to ensure that all required records and documents are up-to-date and readily accessible for inspection.

Venue: Department of Management, Kautilya Block

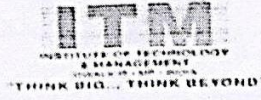
All of you are requested to attend the meeting.


Academic Planning Coordinator
DAPC, Department of Management


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


Dr. Meenakshi Mazumdar

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



Department Academic Audit

Name of the Department: Management

Date : 24/08/2024

Name, Designation and Address of Academic Audit Experts:

- 1 Dr. Preksha Gautam, Assistant Professor, Department of Commerce, Govt. SLP P.B. College,
- 2 Dr. S. S. Chauhan, Dean Academic, ITH Gwalior
- 3 Dr. Preet Singh, HOD, Department of Management, ITH
- 4

Members of Staff Present:

- 1) Dr. Ankit Gupta
- 2) Dr. Aika Sonyal
- 3) Ms. Priyanka Verma

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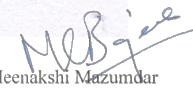

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Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement, if any
1. Curriculum	Steps followed in distribution of the subjects	YES.	As per the choice of faculties.	Subject should be allocated as per specialization and specialization.
	Department Academic Committee (DAC)	YES.	Satisfactory based on the experience of member.	-
	Department Academic calendar	YES.	Align with Institute Academic calendar	-
	Credits allotted / distribution based on ABCA activities	YES.	As per approved University Norm	-
2. Curriculum Transaction	Teaching methods & teaching aids	YES.	PPT Presentation, Case Study, Field work.	Practical Exposure should be there.
	E-learning module LMS/MIS	YES.	-	Utilization should be empirical.
	Project work	YES.	PBL Activities	Suggestion for Purchase more Projects.
	Internal assessment components – Uniqueness	YES.	ABCA's Activity Quiz Seminars.	-
	Student support – Remedial coaching	YES.	Extra classes Remedial work, Student.	Counseling required to weak student.
	Parents meeting – evaluation of student's progress	YES.	1- Parents meeting Conducted.	-
	Feedback from students	YES.	Feedback received from student of m.s.	-
	Steps taken on the feedback	YES.	Feedback from Satisfactory.	No Action Required.

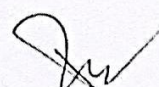
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Dr. Meenakshi Mazumdar


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Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
3. Faculty Profile	Projects completed / on going	YES.	Project going on.	Try to start government Project
	Seminars / Conferences attended	YES.	faculties attended National/International Conferences	-
	Papers / articles / books published	YES.	Paper Published in edited book.	-
	FDP / RC / Training Program / Workshop attended	YES.	One faculty attended FDP. Most faculty attended more than five days FDP.	-
	Preparation of E-learning materials / Content	-	-	-
	Acted as resource persons	YES.	Three faculties acted as Resource Person.	-
	M .Phil. & Ph. D awarded	YES.	Mr Ravikant Vasthyananda Sharma Ph.D degree completed this year.	-
4. Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)	YES.	-	-
	Students involvement in extra-curricular & Co- curricular activities	YES.	Participation of students in various events	more participation required.
	Study tour / industrial visits / exhibitions / Internship / Training	YES.	More industrial visit required for practical exposure.	-
	Achievements	YES.	Gold medalist in MCAI competition.	-


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Criterion	Items	Verification Yes / No	Comments	Suggestions for Improvement
5. Infrastructure In the Department	No. of class rooms (05)	YES.	Sufficient	-
	No. of laboratories (01)	YES	As per AICTE norms	-
	No. of computers – for teachers (05)	YES.	Sufficient	-
	No. of computers – for students (20)	(YES)	-	More computer required to student
	No. of computers – research scholars (03)	YES)	-	-
	No. of instruments	-	-	-
6. Activities of the Department	MOUs signed	(YES)	new sign with MRC Gwalior	collaboration actual work be time
	Consultancy	(YES)	freelance personnel as required	-
	Collaborations	-	-	-
	Association Meetings	-	-	-
	Guest lectures	YES-	conducted for student	some expert lecture to be given
	Conference / Seminar / Workshop conducted	YES-	continuous workshops conducted for faculty	more workshop should be conducted for faculty
	Extension Activity	-	-	-
	Interaction with Industry / Research Centers / Educational Institutions	YES	Student participate in NISM Seminar	-
	Newsletters / Magazine	YES.	Newsletter based on Academics	-
	Placement	YES.	good student placed in IT/Software S.V.A. Special	-

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Please comment on the following :

Strength: *International Collaborations*

Weakness: *Consultancy from Industry.*

Opportunities: *Research & Innovation.*

Challenges: *Quality Based Student Enrollment*

Best Practice (s) / Innovations of the Department: *Student Centered Learning approach.*

Future Plans of the Department:
To start U. G. Courses.

Signature of the HoD with Seal

[Signature]
HEAD
Department of Management
ITM, Gwalior

Signature of the Academic Audit Experts

[Signature]
(Dr. Pratibha Grantam)
प्रध्यापक / सहायक प्रध्यापक
(सामाजिक विज्ञान)
आर.एस.पी. कॉलेज ग्वालियर (म.प्र.)

[Signature]
Dean Academics
Institute of Technology &
Management, Gwalior

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Dean, IQAC
Institute of Technology & Management
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[Signature]
DIRECTOR
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Action Taken Report for Department Academic Audit

Name of the Department: Management (2023-2024)

Criterion	Items	Comments By Committee	Action taken for improvement
1. Curriculum	—	N.I. should be added in Curriculum	—
2. Curriculum Transaction	—	—	—
3. Faculty Profile	—	Faculty should Teach using Case Studies	—
4. Profile of Students	—	Student-Exchange Program should increase	—
5. Infrastructure in the Department	—	—	—
6. Activities of the Department	—	Students Participation on global issues should increase via presentations.	—

Future Plans of the Department:

Regular Assessments + Constructive feedbacks to build Strong Relationship with students + faculties.

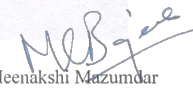
Name & Signature of the HOD with Seal

Dr. Preeti Singh
HOD & Professor
Department of Management
ITM, Gwalior


DIRECTOR
Institute of Technology & Management
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MEENAKSHI
MAZUMDAR

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