



INTERNAL QUALITY ASSURANCE CELL (IQAC)

2023-24

Regular Meeting of Internal Quality Assurance Cell (IQAC); Quality Improvement Initiatives Identified and Implemented


Dr. Meenakshi Mazumdar

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

Table of Contents

S. No.	Particulars	Page No.
1.	14 th IQAC Meeting • Notice • Minutes of Meetings / Quality Improvement Initiatives Identified • ATR / Quality Improvement Initiatives Implemented	3-7
2.	15 th IQAC Meeting • Notice • Minutes of Meetings / Quality Improvement Initiatives Identified • ATR / Quality Improvement Initiatives Implemented	8-14
3.	16 th IQAC Meeting • Notice • Minutes of Meetings / Quality Improvement Initiatives Identified • ATR / Quality Improvement Initiatives Implemented	15-21
4.	17 th IQAC Meeting • Notice • Minutes of Meetings / Quality Improvement Initiatives Identified • ATR / Quality Improvement Initiatives Implemented	22-27
5.	18 th IQAC Meeting • Notice • Minutes of Meetings / Quality Improvement Initiatives Identified • ATR / Quality Improvement Initiatives Implemented	28-34
6.	19 th IQAC Meeting • Notice • Minutes of Meetings / Quality Improvement Initiatives Identified • ATR / Quality Improvement Initiatives Implemented	35-37

Dr. Meenakshi Mazumdar

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



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref.: ITM/IQAC/2023/14

Date: 02/06/2023

NOTICE

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

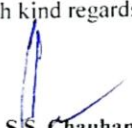
Venue: Conference Hall, NRB

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

Item	Agenda Point
Agenda No. 1	Approval of Minutes of Meeting & action taken report for 13 th IQAC meeting of held on 18/05/2023
Agenda No. 2	Focus on student centric activities during the upcoming semester.
Agenda No. 3	Academic events to be organize in the departments
Agenda No 4	Any other suggestion/ ideas with the permission of the chair

Looking forward to meeting you.

With kind regards,


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

Copy to:

1. All the members of IQAC
2. Office Copy

For kind information to:

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


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


Dr. Meenakshi Mazumdar

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

**MINUTES OF 14th IQAC MEETING HELD ON 6th June 2023**

Meeting of IQAC members of Institute of Technology & Management, Gwalior was held on 6th June 2023 at 02:00 PM in the Conference Hall, to discuss the agenda given in the notice

Following members were present in the meeting:

1. Dr. Meenakshi Mazumdar	:	Chairperson
2. Dr. S.S. Chauhan	:	Coordinator
3. Dr. Manoj Mishra	:	Member
4. Dr. Rishi Soni	:	Member
5. Dr. Preeti Singh	:	Member
6. Dr. Prashant Shrivastava	:	Member
7. Dr. Megha Lahane	:	Member
8. Mr. Manoj Bandil	:	Member
9. Mr. Amit Jain	:	Member
10. Dr. Ashutosh Trivedi	:	Member
11. Dr. Deepesh Bhardwaj	:	Member
12. Mr. Mangesh Tomar	:	Member
13. Mrs. Rashmi Panday	:	Member
14. Mr. Ankur Gupta	:	Member (Alumni)
15. Mr. Siddharth Jain	:	Member (Student)

MINUTES OF MEETING:

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

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

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

Points Discussed:**a) Review of Current Activities:**

- **Feedback Analysis:** Review feedback from students regarding past activities, identifying areas for improvement.
- **Effectiveness Assessment:** Evaluate the impact of previous student-centric initiatives on student engagement and learning outcomes.

b) Proposed Improvements:

- Increase interactivity and practical application of content.
- Incorporate hands-on activities, case studies, and place a greater emphasis on PBL. Consider hybrid formats to accommodate diverse learning preferences.

Dr. Meenakshi Mazumdar

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



"THINK BIG... THINK BEYOND"

- Focus on iterative enhancement of student-centered activities to better meet students' needs and improve overall engagement and outcomes.

With reference to Agenda No 3: Academic events to be organize in the departments:

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

S.No.	Title of Event	Purpose of Event	Responsibility
1	"International Yoga Day 2023"	To fulfill the gap of weak understanding of students towards physical and mental fitness	Dept. of HR and Institute Innovation Council, ITM Gwalior
2	"NISM Certification Training Program"	To fulfill the gap of weak understanding of students towards funding for Startups in India	Innovation Council, ITM Gwalior
3.	FDP on Introductory Universal Human Values	To introduce faculty members to essential human values to promote ethical awareness, personal growth, and a positive teaching environment.	UHV Cell, ITM Gwalior

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

Meeting ended after thanking to Chair.

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

Copy to:

1. All the members of IQAC
2. Office Copy

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

For kind information to:

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

Dr. Meenakshi Mazumdar

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

14th

IQAC meeting

Venue: ⇒ NRB Conference Hall Date: ⇒ 06/06/23

Time: ⇒ 3:15 Pm

S.No Name Signature

1. Dr. Meenakshi Mazumdar (Director)/IQAC Chair Person

2. Dr. S.S. Chauhan (IQAC, Coordinator, Dean Academic)

3. Dr. Ashutosh S. Trivedi, Head, CE Dept.

4. Anil Dahiya MOD / MED ITM

5. Dr. Pradeep Yadav Coordinator

6. Ramnesh Chetani

7. Rashmi Pandey

8. Manoj K. Baidi

9. Dr. Preeti Singh

10. Gaurav Dubey

11. Dr. Prashant Srivastava

12. Mani Mishra

13. Dr. M. S. Bhadgami

14. Dr. Deepesh Rastogi

15. Rishi Soni

Dr. Meenakshi Mazumdar

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



04/08/2023

Action Taken Report on Minutes of Meeting of 14th IQAC Meeting

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

➤ **With reference to Agenda No. 2**

Academic planning for upcoming semester (i.e. July-Dec. 2023):

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

➤ **With reference to Agenda No. 2**

- Organized a yoga session on 21st June 2023 with expert trainers. Over 150 students participated actively. Awareness on benefits of yoga for mental and physical health was imparted through demonstrations and discussions. Feedback showed improved understanding and interest in fitness activities.
- Conducted a 3-day training program on NISM certification focusing on startup funding. Experts from the finance industry delivered sessions. 80 students enrolled, with 65 successfully completing the certification. Participants gained practical insights into funding processes and startup ecosystem in India.
- Organized a 2-day FDP for faculty members, conducted by subject matter experts. Topics included ethics, personal and professional values. 40 faculty members participated and expressed enhanced awareness of universal human values to be integrated into teaching and mentoring.

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

Dr. Meenakshi Mazumdar

DIRECTOR
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/2023/15

Date: 01/08/2023

NOTICE

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

Venue: Conference Hall, NRB

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

Item	Agenda Point
Agenda No. 1	Approval of Minutes of Meeting & action taken report for 14 th IQAC meeting of held on 06/06/2023
Agenda No. 2	One Spoken tutorial course for students in each semester (align with one Lab Subject). All final year students must complete one NPTEL course compulsorily. Students have to complete it in seventh semester or eighth semester.
Agenda No. 3	To conduct a program focusing on teaching pedagogy.
Agenda No. 4	Utilization of seed funding
Agenda No. 5	NPTEL courses/ Coursera courses must be completed by faculties for core courses of their stream, they must also complete the educator level courses in eduskill/AICTE
Agenda No. 6	Registration of students and Faculty on Student Learning Assessment - PARAKH AICTE Portal. Implementation of prakhar AICTE portal and give assignment in regular academics
Agenda No. 7	Core subject & faculty identification for combined classes
Agenda No 8	Any other suggestion/ ideas with the permission of the chair

Looking forward to meeting you,

With kind regards,

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

1. All the members of IQAC
2. Office Copy

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

For kind information to:

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

Dr. Meenakshi Mazumdar

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

**MINUTES OF 15th IQAC MEETING HELD ON 4th August 2023**

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

Following members were present in the meeting:

- | | | |
|-----------------------------|---|------------------|
| 1. Dr. Meenakshi Mazumdar | : | Chairperson |
| 2. Dr. S.S. Chauhan | : | Coordinator |
| 3. Dr. Manoj Mishra | : | Member |
| 4. Dr. Rishi Soni | : | Member |
| 5. Dr. Preeti Singh | : | Member |
| 6. Dr. Prashant Shrivastava | : | Member |
| 7. Dr. Megha Lahane | : | Member |
| 8. Mr. Manoj Bandil | : | Member |
| 9. Mr. Amit Jain | : | Member |
| 10. Dr. Ashutosh Trivedi | : | Member |
| 11. Dr. Deepesh Bhardwaj | : | Member |
| 12. Mr. Gaurav Dubey | : | Member |
| 13. Mr. Ramnaresh Sharma | : | Member |
| 14. Mr. Mangesh Tomar | : | Member |
| 15. Mr. Ankur Gupta | : | Member (Alumni) |
| 16. Mr. Siddharth Jain | : | Member (Student) |

MINUTES OF MEETING:

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

With reference to Agenda No 2: One Spoken tutorial course for students in each semester (align with one Lab Subject). All final year students must complete one NPTEL course compulsorily. Students have to complete it in seventh semester or eighth semester.

The IQAC Coordinator proposed integrating one spoken tutorial course per year (from 2nd year) into a lab subject, with quiz marks assigned. Ms. Rakhi Arora was appointed Institute Coordinator. Departments must nominate their coordinators.

Dr. Meenakshi Mazumdar

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



Final year CSE, IT, and EC students must complete one AWS course, while ME and Civil students must complete one NPTEL course per year, preferably starting in the 7th semester; otherwise, by the 8th. Completion affects attendance. Ms. Aruna Bajpai was appointed Institute Coordinator.

With reference to Agenda No 3: To conduct a program focusing on teaching pedagogy.

Based on the feedback analysis of the January–June 2023 session, the Dean Academics observed that the teaching pedagogy of faculty members should be aligned with Open Educational Resources (OER) for digital learning.

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

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

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

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

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

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

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

Dr. Meenakshi Mazumdar

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



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

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

Meeting ended after thanking to Chair.


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

Copy to:

1. All the members of IQAC
2. Office Copy

For kind information to:

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

} by – email


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


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

15

ITAC meeting.
Venue:- NRB Conference Hall Date: 04/08/2023
Time:-

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

Dr. Meenakshi Mazumdar

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

04/09/2023

Action Taken Report on Minutes of Meeting of 15th IQAC Meeting

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

➤ **With reference to Agenda No. 2**

a. One Spoken tutorial course for students in each semester (align with one Lab subject):

- All departments have identified one lab subject per semester for which a Spoken Tutorial course will be integrated.
- The relevant Spoken Tutorial courses from the available repository (such as those provided by IIT Bombay) have been mapped to the identified lab subjects.
- Students in each department have been enrolled in the selected Spoken Tutorial courses, with access links and schedules shared via the learning management system (LMS)
- Regular slots for engaging with the Spoken Tutorials have been incorporated into the lab schedule, allowing students to apply the knowledge in practical sessions.
- Feedback forms have been distributed to gather insights on the effectiveness of the tutorials in enhancing students' understanding of lab subjects.

b. All final year students must complete one NPTEL course compulsorily. Students have to complete it in seventh semester or eighth semester:

- Faculty mentors were assigned to guide students in selecting courses based on their interests and career objectives.
- The enrollment process was facilitated by faculty mentors who provided step-by-step guidance to students on how to register for NPTEL courses.
- By the end of the seventh semester, a majority of the final year students had enrolled in an NPTEL course, with others expected to complete enrollment in the eighth semester.
- Regular progress checks have been put in place to ensure students stay on track with their coursework and assignments.
- Students have been made aware of the importance of completing the course, including taking the final proctored exam to earn NPTEL certification.

➤ **With reference to Agenda No. 3**

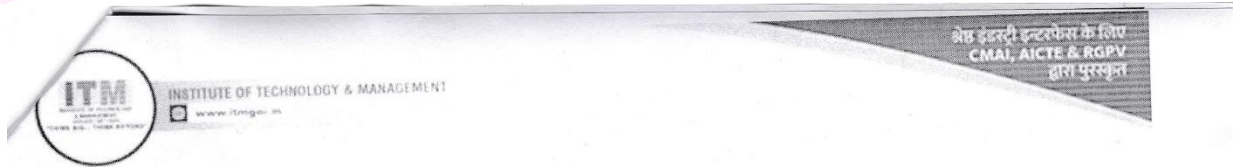
To conduct a program focusing on teaching pedagogy.

- **An expert talk** on "Unlocking Opportunities: OER Strategies for Digital Pedagogy in HEIs (in accordance with NEP 2020)" was successfully conducted on 28 August 2023 to promote awareness and implementation of Open Educational Resources (OER) and digital pedagogy strategies in line with NEP 2020. The session was well-attended by faculty members from various departments. The resource person

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


Dr. Meenakshi Mazumdar

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



provided practical insights into integrating OER into teaching practices. Participants expressed positive feedback.

➤ With reference to Agenda No. 4

Utilization of seed funding:

- Seed funding was not taken up by identified faculty members. Their problems & apprehensions need to be resolved in upcoming semesters, so that seed funding is properly utilised for the required purpose. However, Funds were utilized for purchasing lab equipment, materials for student projects, software licenses, and organizing research workshops/seminars.

➤ With reference to Agenda No. 6

Registration of students and Faculty on Student Learning Assessment - PARAKH AICTE Portal. Implementation of PARAKH AICTE portal and give assignment in regular academics:

- All departments were instructed to ensure that students and faculty members completed their registration on the PARAKH AICTE Portal. As of now, the majority of students and faculty have successfully registered.

➤ With reference to Agenda No. 7

Core subject & faculty identification for combined classes:

- Pilot combined classes have been conducted for the selected core subjects to evaluate the effectiveness of the approach.


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


Dr. Meenakshi Mazumdar

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



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref.: ITM/IQAC/2023/16

Date: 01/09/2023

NOTICE

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

Venue: Conference Hall, NRB

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

Item	Agenda Point
Agenda No. 1	Approval of Minutes of Meeting & action taken report for 15 th IQAC meeting of held on 04/08/2023
Agenda No. 2	Student induction program for 1 st year
Agenda No. 3	Revised Time Table for second year and third year
Agenda No. 4	Regarding IDs of faculty & staff duty in buses
Agenda No. 5	To create secure WhatsApp groups
Agenda No. 6	Submission of attendance to IQAC and strictly follow attendance guideline
Agenda No. 7	Discussion on initiating a student technical chapter and organizing an expert session to address career challenges and opportunities for engineering students
Agenda No 8	Review and submission of the Action Taken Report (ATR) of all departments for the Annual Academic Audit Report to the Dean and IQAC office

Looking forward to meeting you,

With kind regards,


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

Copy to:

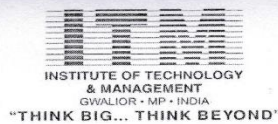
1. All the members of IQAC
2. Office Copy

For kind information to:

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


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


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



MINUTES OF 16th IQAC MEETING HELD ON 4th September 2023

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

Following members were present in the meeting:

- | | | |
|-----------------------------|---|------------------|
| 1. Dr. Meenakshi Mazumdar | : | Chairperson |
| 2. Dr. S.S. Chauhan | : | Coordinator |
| 3. Dr. Manoj Mishra | : | Member |
| 4. Dr. Rishi Soni | : | Member |
| 5. Dr. Preeti Singh | : | Member |
| 6. Dr. Prashant Shrivastava | : | Member |
| 7. Dr. Megha Lahane | : | Member |
| 8. Mr. Manoj Bandil | : | Member |
| 9. Mr. Amit Jain | : | Member |
| 10. Dr. Ashutosh Trivedi | : | Member |
| 11. Dr. Deepesh Bhardwaj | : | Member |
| 12. Mr. Mangesh Tomar | : | Member |
| 13. Mrs. Rashmi Panday | : | Member |
| 14. Mr. Gaurav Dubey | : | Member |
| 15. Dr. Deepak Gupta | : | Member |
| 16. Mr. Kapil Jain | : | Member |
| 17. Dr. Ankit Gupta | : | Member |
| 18. Mr. Shyam Rawat | : | Member |
| 19. Mr. Amit Tiwari | : | Member |
| 20. Mr. Narendra Verma | : | Member |
| 21. Ms. Tania Das | : | Member |
| 22. Mr. Ankur Gupta | : | Member (Alumni) |
| 23. Mr. Siddharth Jain | : | Member (Student) |

MINUTES OF MEETING:

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

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

MeBj
Dr. Meenakshi Mazumdar

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



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

Resolution:

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

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

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

Resolution:

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

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

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

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

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

Resolution:

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

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

Dr. Meenakshi Mazumdar

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



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

Resolution:

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

With reference to Agenda No 7: The committee discussed the initiation of a student technical chapter to foster professional development and enhance student engagement. The committee advised forming an IEEE Student Chapter to provide structured opportunities for students. It was agreed to organize an expert session aimed at addressing career challenges and opportunities for engineering students. Roles for coordinating these activities were assigned, and tentative timelines were proposed to ensure smooth execution. Members emphasized the importance of these initiatives for student growth and career readiness.

With reference to Agenda No 8: Review and submission of the Action Taken Report (ATR) of all departments for the Annual Academic Audit Report to the Dean and IQAC office:

The completed ATR will be submitted to the Dean's office and IQAC latest by 10 September 2023.

Meeting ended after thanking to Chair.

Dr. S.S. Chauhan

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

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

Copy to:

1. All the members of IQAC
2. Office Copy

For kind information to:

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

Dr. Meenakshi Mazumdar

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

16th

IOAC meeting

Venue: ⇒ NRB Conference Hall

Date: ⇒ 04/09/2023

S.No	Name	Signature
1.	Dr. N. S. Bhadani	MSha
2.	Dr. A. S. Trivedi	4/9/23
3.	Dr. A. Vidyant	4/9/23
4.	Dr. JS Chakraborty	4/9/23
5.	Rashmi Pande	4/9/23
6.	Manoj K. Bhandari	4/9/23
7.	Amil. Tiwari	4/9/23
8.	Caesar Dubey	4/9/23
9.	Pradeep Yadav	4/9/23
10.	Kapil Jain	4/9/23
11.	Rishi Sani	4/9/23
12.	Dr S. S. Chauhan	4/9/23
13.	Dr Meenakshi Mazumdar	MEB

Dr. Meenakshi Mazumdar

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

22/12/2023

Action Taken Report on Minutes of Meeting of 16th IQAC Meeting

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

➤ With reference to Agenda No. 2

• Student Induction Program for 1st Year:

- Due to the postponement of the admission programme by DTE, it has been decided to hold it in September.

➤ With reference to Agenda No. 3

• Revised Time Table for second year and third year:

Following time tables were implemented:

- A time table was prepared for the 1st year students with 4 lectures scheduled before lunch and 2 lectures after lunch.
- A time table was prepared for the 2nd year students with 2 lectures scheduled before lunch and 4 lectures after lunch.

➤ With reference to Agenda No. 4

• Regarding IDs of faculty & staff duty in buses:

- ID cards were issued to all faculty and staff members assigned to bus duties.

➤ With reference to Agenda No. 5

• To create secure WhatsApp groups:

- Community student WhatsApp groups were formed for the purpose of communication from safety point of view.

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

Dr. Meenakshi Mazumdar

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



➤ With reference to Agenda No. 7

○ Formation of IEEE Student Chapter at ITM Gwalior:

- On 20th December 2023, Ms. Shreshtha Kinger, a B.Tech Computer Science student, received an official email from Ms. Cecelia Jankowski, Managing Director, Member & Geographic Activities, IEEE, regarding the formation of an IEEE Student Chapter at ITM Gwalior. This marks a significant step towards establishing the chapter to promote professional growth and technical activities among students. Further steps are being planned to formally initiate the chapter and organize related events.


Co-ordinator, 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


Dr. Meenakshi Mazumdar

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



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref.: ITM/IQAC/2023/17

Date: 23/12/2023

NOTICE

It is hereby notified that the 17th meeting of Internal Quality Assurance Cell (IQAC) is scheduled at 02:00 pm on 29th December 2023.

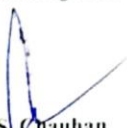
Venue: Conference Hall, NRB

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

Item	Agenda Point
Agenda No. 1	Approval of Minutes of Meeting & action taken report for 16 th IQAC meeting of held on 04/09/2023
Agenda No. 2	Reviews on Spoken Tutorials & NPTEL courses
Agenda No. 3	Review and update on the formation of the IEEE Student Chapter at ITM Gwalior & Discussion on roles and responsibilities for organizing the expert talk.
Agenda No. 4	To promote experiential learning and enhance technical skills among students.
Agenda No. 5	Review of weightage of attendance in midterm and activities marks
Agenda No. 6	Accelerate the purchasing for departments
Agenda No 7	Amendment in the Multi-faceted scholarship initiatives for the session 2024-2025
Agenda No 8	Any other suggestion/ ideas with the permission of the chair

Looking forward to meeting you,

With kind regards,


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

1. All the members of IQAC
2. Office Copy


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

For kind information to:

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


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

**MINUTES OF 17th IQAC MEETING HELD ON 15th December 2023**

Meeting of IQAC members of Institute of Technology & Management, Gwalior was held on **15th December 2023** at 02:00 PM in the Conference Hall, to discuss the agenda given in the notice

Following members were present in the meeting:

- | | | |
|-----------------------------|---|------------------|
| 1. Dr. Meenakshi Mazumdar | : | Chairperson |
| 2. Dr. S.S. Chauhan | : | Coordinator |
| 3. Dr. Manoj Mishra | : | Member |
| 4. Dr. Rishi Soni | : | Member |
| 5. Dr. Preeti Singh | : | Member |
| 6. Dr. Prashant Shrivastava | : | Member |
| 7. Dr. Megha Lahane | : | Member |
| 8. Mr. Manoj Bandil | : | Member |
| 9. Mr. Amit Jain | : | Member |
| 10. Dr. Ashutosh Trivedi | : | Member |
| 11. Dr. Deepesh Bhardwaj | : | Member |
| 12. Mr. Mangesh Tomar | : | Member |
| 13. Mrs. Rashmi Panday | : | Member |
| 14. Mr. Gaurav Dubey | : | Member |
| 15. Dr. Deepak Gupta | : | Member |
| 16. Mr. Kapil Jain | : | Member |
| 17. Dr. Ankit Gupta | : | Member |
| 18. Mr. Shyam Rawat | : | Member |
| 19. Mr. Amit Tiwari | : | Member |
| 20. Mr. Narendra Verma | : | Member |
| 21. Ms. Tania Das | : | Member |
| 22. Mr. D. D. Shrivastava | : | Member |
| 23. Mr. Ankur Gupta | : | Member (Alumni) |
| 24. Mr. Siddharth Jain | : | Member (Student) |

MINUTES OF MEETING:

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

With reference to Agenda No 2: Reviews on Spoken Tutorials & NPTEL course:

➤ **Spoken Tutorials**

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

Dr. Meenakshi Mazumdar

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

➤ **NPTEL course:**

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

Resolution:

- All HoDs & Coordinator needs to coordinate for better implementation so that maximum students get certificates. Marks of spoken tutorial to be taken from quiz.
- HODs of CE & ME need to guide students so that they can also get certificates
- Institute's coordinator to update files as per NAAC requirement.
- Students of all Branches must complete at least one NPTEL course in an academic year. Students must register in odd semester (7th semester). If they are unable to complete it in 7th Semester then they must do it in 8th Semester. 25 Marks of projects can be based on NPTEL result for its better implementation.
- A committee of Dean Academics and all HODs will be formed for discussing the importance of NPTEL course and connecting internal exam with it.

With reference to Agenda No 3: The committee reviewed the progress on the formation of the IEEE Student Chapter at ITM Gwalior. It was noted that initial formalities have been initiated, and further steps are underway to officially establish the chapter. The members discussed and assigned specific roles and responsibilities for organizing the expert talk. It was decided that the Department of Computer Science will conduct the program in the upcoming semester. The committee emphasized timely coordination to ensure effective planning and maximum student participation.

With reference to Agenda No 4: To promote experiential learning and enhance technical skills among students.

The committee discussed organizing the Hackathon with the objective to promote experiential learning and enhance technical skills among students. Members agreed on the importance of such events to foster practical knowledge and encourage innovation. Plans were initiated to coordinate the event effectively in the upcoming semester.

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

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

Resolution:

A committee will be formed to review the weightage of attendance in midterm and activities marks. The members of this committee will be the Dean Academic and all HODs.

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

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

Resolution:

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


Dr. Meenakshi Mazumdar

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



With reference to Agenda No 7: Amendment in the Multi-faceted scholarship initiatives for the session 2024 Dean, Admission & Counseling Proposed a Multi-faceted scholarship initiatives for the session 2023-2024 as follows:

1. Merit based scholarship scheme: 30 seats for EC, ME & CE to be filled on the Merit based scholarship as per the following:

Branch: ME/EC/CE

Eligibility: On the basis of percentage of marks obtained in 10+2:

- | | |
|----------------|--------------------------------------|
| (a) Above 75%: | Rs. 15000/- Fees Relaxation per year |
| (b) 60% - 75%: | Rs. 10000/- Fees Relaxation per year |
| (c) 50% - 60%: | Rs. 8000/- Fees Relaxation per year |

2. Early bird scheme:

Under early bird scheme only 15 seats for MBA and 30 seats for MCA may be reserved for those who submit their entire fees before the schedule of DTE counseling session 2024-25. The scheme will benefit the candidate on first come first serve basis. A one-time relaxation of Rs 10000/- may be given to the candidates of this scheme.

The existing scholarship scheme of ITM Community Scholarship for the session 2024-25 was reviewed during the meeting. After thorough deliberation, it was concluded that no changes would be made to the the current scholarship scheme.

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

Meeting ended after thanking to Chair.


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

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

Copy to:

1. All the members of IQAC
2. Office Copy

For kind information to:

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

} by - email


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


Dr. Meenakshi Mazumdar

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

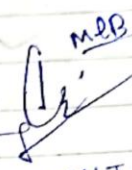
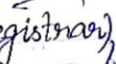
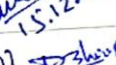
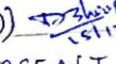
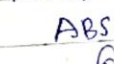
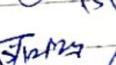
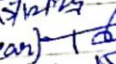
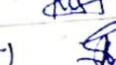
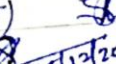
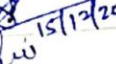
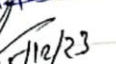
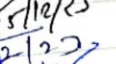
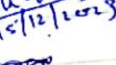
17th

IQAC MEETING

23/12/2023

Venue - NRB Conference Hall

Time - 3:30 - 5:00 PM

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

Dr. Meenakshi Mazumdar

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

07.03.2024

Action Taken Report on Minutes of Meeting of 17th IQAC Meeting

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

➤ **With reference to Agenda No. 2**

a. Reviews on Spoken Tutorials:

- A system was implemented to track student participation and progress in the spoken tutorials. Completion reports were collected, and students were encouraged to complete the corresponding quizzes or certificates, where applicable.

b. Review on NPTEL course:

- A committee comprising Dean Academics and all Heads of Departments was constituted to discuss the importance of NPTEL courses and explore the possibility of integrating internal examinations with them.

➤ **With reference to Agenda No. 5**

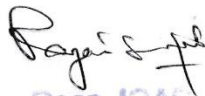
Review of weightage of attendance in midterm and activities marks:

- A committee was formed to review the weightage of attendance in midterm and activities marks.

➤ **With reference to Agenda No. 6**

Accelerate the purchasing for departments:

- The procurement process from all departments has been completed.


Registrar
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


Dr. Meenakshi Mazumdar

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



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref.: ITM/IQAC/2024/18

Date: 01/03/2024

NOTICE

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

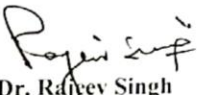
Venue: Conference Hall, NRB

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

Item	Agenda Point
Agenda No. 1	Approval of Minutes of Meeting & action taken report for 17 th IQAC meeting of held on 29/12/2023
Agenda No. 2	Timely submission of pre and end- semester academic audit reports
Agenda No. 3	Approval of new CO as per the revised curriculum of MBA
Agenda No. 4	Minimum Attendance Criteria for Students Appearing in Mid-Term Examination
Agenda No. 5	Entry of items in new stock register
Agenda No 6	Academic events to be organize in the departments.
Agenda No 7	Any other suggestion/ ideas with the permission of the chair

Looking forward to meeting you,

With kind regards,


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

Copy to:

1. All the members of IQAC
2. Office Copy

For kind information to:

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


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


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

**MINUTES OF 18th IQAC MEETING HELD ON 7th & 16th March 2024**

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

Following members were present in the meeting:

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

MINUTES OF MEETING:

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

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

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

Resolution:

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


Dr. Meenakshi Mazumdar

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



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

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

Resolution:

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

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

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

Resolution:

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

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

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

Resolution:

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

With reference to Agenda No 6: Academic events to be organize in the departments:

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

S.No.	Title of Event	Purpose of Event	Responsibility
1	Recent Trends in Antenna Design For 5G Communication	Designing concept of various antennas for 5G communication applications	Dept. ECE, ITM
2	National Business Quiz Competition, 2024	Address curriculum gaps by promoting critical thinking, practical business skills, and industry knowledge through the National Business Quiz Competition 2024.	Department of Management, ITM Gwalior

MeBjive
Dr. Meenakshi Mazumdar

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

3.	Hackathon - Build with AI & Flutter (36 Hrs of Coding Thill)	To provide students with a platform to apply their knowledge through hands-on coding experience. It encourages innovation, problem-solving, and collaboration while enhancing technical skills in artificial intelligence and Flutter development.	TAP Cell, ITM Gwalior
4.	Expert talk on Challenges and Opportunities for engineering students in career enhancement.	To provide engineering students with insights into the challenges and opportunities in career development, helping them prepare effectively for professional growth and success.	Department of CSE, ITM Gwalior

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

Meeting ended after thanking to Chair.


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


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

Copy to:

1. All the members of IQAC
2. Office Copy

For kind information to:

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


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

18th

18th IQAC Meeting

Venue: NRB Conference Hall

Date: 07/03/2024

Time: 3:30 - 5:00 PM

Sr. No	Name	Signature
1.	Dr. Meenakshi Mazumdar	Meenakshi Mazumdar
2.	Dr. Rajeev S. Rathore	Rajeev S. Rathore
3.	Dr. S. S. Chauhan	S. S. Chauhan
4.	Dr. Manoj Mishra	Manoj Mishra
5.	Dr. Deepesh Bhardwaj	Deepesh Bhardwaj
6.	Mr. Manoj K. Pandey	Manoj K. Pandey
7.	Dr. Aditya Kulkarni	Aditya Kulkarni
8.	Dr. A.S. Tripathi	A.S. Tripathi
9.	Gauleer Dubey	Gauleer Dubey
10.	Dr. Freeli Singh	Freeli Singh
11.	Dr. Baskar Sharda	Baskar Sharda
12.	Madhukar Dubey	Madhukar Dubey
13.	Dr. S. K. Sharma	S. K. Sharma
14.	Dr. M. S. Bhadaniya	M. S. Bhadaniya
15.	Ashwani Kumar	Ashwani Kumar
16.	Prof Dr D. Kumar	Prof Dr D. Kumar

Meenakshi Mazumdar

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



29/05/2024

Action Taken Report (ATR) on Minutes of Meeting of 18th IQAC Meeting

As per the planning & instructions of IQAC following action have been taken

- With reference to Agenda No. 2

Timely submission of pre and end- semester academic audit reports:

- Departments were instructed to prepare their pre-semester academic audit reports, covering course planning, course coverage, and faculty preparation, and then prepare final semester reports detailing course completion and assessment results.

- With reference to Agenda No. 3

Approval of new CO as per the revised curriculum of MBA:

- The MoM of the departmental advisory committee was missing from the documents submitted by the department. Therefore, the HoD was advised to include it, after which IQAC would consider it for approval.

- With reference to Agenda No. 4

Minimum Attendance Criteria for Students Appearing in Mid-Term Examination:

- A minimum of 60% attendance is made mandatory for students to appear in the mid-term exams.

- With reference to Agenda No. 6

Hackathon and IEEE Student Branch Inauguration

- The 36-hour Hackathon titled "Build with AI & Flutter of Coding Thrill" was successfully conducted on 26th and 27th April 2024 by the Department of TAP CELL, ITM Gwalior (M.P.). The event provided students with hands-on experience in AI and Flutter development, fostering innovation and technical skills. Participants actively engaged in coding challenges and showcased creative solutions. The

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

Dr. Meenakshi Mazumdar

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



resource persons for the event were **Mr. Kartikey Rawat** (Google Developer Expert in ML) and **Mr. Anubhav Singh** (Co-Founder Callchimp.ai, GDE for AI & GCP). The program was coordinated by Ms. Tania Das, Assistant Director Training.

- The IEEE Student Branch at ITM Gwalior was officially inaugurated by **Mr. G. S. Tomar**, Chairman, IEEE Student Section, followed by an expert talk on “Challenges and Opportunities for Engineering Students in Career Enhancement” on 13.03.2024. The program was organized by the Department of Computer Science. It was well-received, offering valuable career insights and motivating students to prepare for future professional growth. Faculty and students actively participated in the event.

Paper Sign

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

Dr. Meenakshi Mazumdar

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



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref.: ITM/IQAC/2024/21

Date: 20/05/2024

NOTICE

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

Venue: Conference Hall, NRB

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

Item	Agenda Point
Agenda No. 1	Approval of Minutes of Meeting & action taken report for 18 th IQAC meeting of held on 7 th & 16 th March 2024
Agenda No. 2	Inclusion of a non-credit subjects in the B.Tech Course which are mentioned in the RGPV Scheme of Examination. It will be beneficial for the accreditation purpose: i. For B.Tech. 3rd Semester: Indian Constitution. ii. For B.Tech 4th Semester : a) Indian Knowledge System b)Cyber Security * There may be 01 class/week
Agenda No. 3	Inclusion of Lingua Skill course for PG Courses.
Agenda No. 4	i. Excel sheet of FPR to be revised. ii. Student Centric Activities with proof like recording/geotag photograph etc. award of such activities should be included in the excel sheet of internal marks. iii. Excel sheet should be changed semester wise as per requirement. iv. Faculty should be motivated to join some important relevant courses through NPTEL/FDP/STTP etc. for their skill upgradation. It should also be included in FPR excel sheet.
Agenda No. 5	For V & VI semester there should be minimum 03 departmental elective subjects to be floated and the minimum no. of students should not less than 60 per elective subject
Agenda No. 6	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

Meenakshi Mazumdar
Dr. Meenakshi Mazumdar

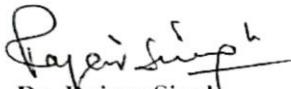
DIRECTOR
Institute of Technology & Management
Gwalior (M.P.)



	• Introduction to Database Management Systems.
Agenda No. 7	To arrange extra classes for 3rd year students who were not allowed to appear in the mid-term examinations due to their low attendance
Agenda No 8	Academic events to be organize in the departments
Agenda No 9	Any other suggestion/ ideas with the permission of the chair

Looking forward to meeting you.

With kind regards,


Dr. Rajeev Singh

(Dean, IQAC)

Dean, IQAC

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


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

Copy to:

1. All the members of IQAC
2. Office Copy

For kind information to:

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


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



MINUTES OF 19th IQAC MEETING HELD ON 27th, 28th & 29th May 2024

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

Following members were present in the meeting:

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

MINUTES OF MEETING:

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

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

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

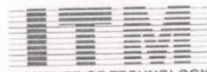
* There may be 01 class/week

Resolution:

- Classes for these subjects will be done in the form of workshop by grouping some sections/branches. There will be two workshops (not more than 3days) during the semester. Dean IQAC will discuss with Director for SOP.
- Cyber Security will be included in open elective subject.

Dr. Meenakshi Mazumdar

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



INSTITUTE OF TECHNOLOGY
& MANAGEMENT
GWALIOR • MP • INDIA
"THINK BIG... THINK BEYOND"

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

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

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

Resolution:

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

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

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

Resolution:

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

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

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

Resolution:

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

Dr. Meenakshi Mazumdar

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



"THINK BIG... THINK BEYOND"

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

Resolution:

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

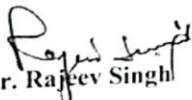
With reference to Agenda No 8: Academic events to be organize in the departments:

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

S.No.	Title of Event	Purpose of Event	Responsibility
1	"Expert Lecture on - Constitutional Rights & Values"	To have awareness among faculties & supporting staff regarding Constitutional Rights & Values	Dept. IT, ITM

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

Meeting ended after thanking to Chair.


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


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

Copy to:

1. All the members of IQAC
2. Office Copy

For kind information to:

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


Dr. Meenakshi Mazumdar

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

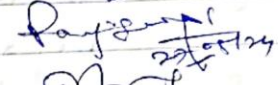
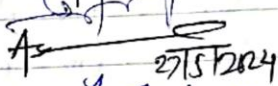
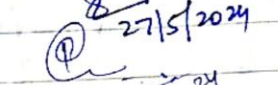
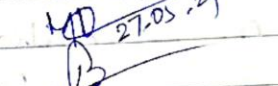
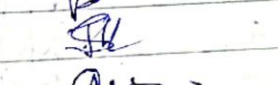
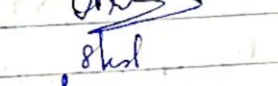
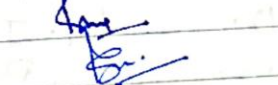
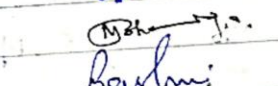
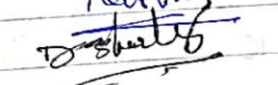
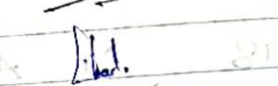
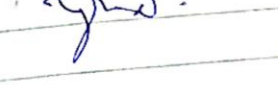
19th

19th EOAC meeting.

Venue:- NRB Block Conference Hall

Time:- 3:30 - 5:00 PM

Date:- 27.5.24

S.No.	Name.	Signature.
1	Dr. Meenakshi Mazumdar.	
2	Dr. Rajeev Singh Rathore	
3	Dr. Manoj Mishra	
4	Dr. A.S. Pravidin	
5	Dr. Aditya Vidyarthi	
6	Kajal Jain	
7	Madhukar Dubey	
8	Dr. Pradip Yadav	
9	Dr. Jitendra Singh Kushwah	
10	Aschana Kumar	
11	Dr. S.K. Sharma	
12	Dr. Rishi Sani	
13	Dr. Prashant Shrivastava	
14	Dr. M.S. Bhadani	
15	Rashmi Pawley	
16	Dr. Deepesh Bhadani	
17	Dr. Manoj	
18	Dr. Megha Lahane	
19	Dr. Anjali Singh	
20	Manoj K. Bhandari	
21	Prof. Dr. D. Kumar	
22	Gaurav Dabey	


Dr. Meenakshi Mazumdar

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



31/05/2024

Action Taken Report on Minutes of Meeting of 19th IQAC Meeting held on 27/05/2024

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

➤ **With reference to Agenda No. 2 -**

- **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.

➤ **With reference to Agenda No. 3 -**

- **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.

➤ **With reference to Agenda No. 4 -**

- **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

➤ **With reference to Agenda No. 5 -**

- **For V & VI semester there should be minimum 03 departmental elective subjects to be floated and the minimum no. of students should not less than 60 per elective subject**

Implemented

➤ **With reference to Agenda No. 6 -**

- **Following three open elective subjects may be floated for V semester of CE, EC, ME, AIML and DS:**

○ Internet and Web Technology

○ Object Oriented Programming

○ Introduction to Database Management Systems

- 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.

Dr. Meenakshi Mazumdar

ITM Campus, NH-75, Opposite Sithouli Railway Station, Gwalior (M.P.)- 475001, India

mail: directoritmoffice@itmgoi.in , web: www.itmgoi.in

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



➤ With reference to Agenda No. 7 –

- To arrange extra classes for 3rd year students who were not allowed to appear in the mid-term examinations due to their low attendance
Implemented
- A minimum enrolment of 60 students per elective has been set as a criterion for offering the course.


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


Dr. Meenakshi Mazumdar

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

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