



# PRESTIGE

INSTITUTE OF MANAGEMENT & RESEARCH, GWALIOR  
AN AUTONOMOUS INSTITUTE ACCREDITED WITH UGC NAAC GRADE 'A'

8<sup>th</sup> April, 2025

## NOTICE

All the faculty members are hereby informed that meeting of IQAC is scheduled on 11<sup>th</sup> April, 2025 at 3: 00 pm in IQAC.

### Meeting Agenda:

- Approval of Previous Meeting Minutes
- Status of NAAC appeal
- Review of Events Organized
- Reporting of End Term Examination (July-Dec 2024)
- Reporting of SWAYAM/MOOC course status in BCA program.
- Upcoming Events Scheduled

Dr. Nishant Joshi

Director & Chairman, IQAC



Dr. Chanda Gulati

Head, IQAC



Internal Quality Assurance Cell (IQAC)

Minutes of Meeting (MoM) held on 11<sup>th</sup> April, 2025

1. The minutes and ATR of last IQAC meeting were approved.
2. The IQAC Head reported the successful submission of the NAAC appeal documentation and informed the members that the institute is currently awaiting feedback from NAAC.
3. The Controller of Examinations (CoE) reported the timely evaluation of end-term examinations and confirmed that results were announced and grievances were addressed within stipulated timelines.
4. Participation in MOOC/SWAYAM courses for the BCA programme was reviewed. The programme coordinator BCA, Dr. K K Yadav reported that approximately 90 students had enrolled in the SWAYAM course.
5. Events conducted during the period January–March were reviewed, and the committee commended the quality and successful organization of these events.
6. The committee discussed the schedule of upcoming events and confirmed that they are well aligned with the holistic development objectives for students.

Following members were present in the meeting:

Dr. Nishant Joshi

Dr. Chanda Gulati

Dr. Tarika Singh

Dr. Garima Mathur

Dr. Abhay Dubey

Dr. Gaurav Jaiswal

Dr. Sneha Rajput

Mr. Ram Paliwal

Ms. Sugandha Muduli

Mr. Dakshesh

Mr. Tushar Aole

*Nishant Joshi*  
*Chanda Gulati*  
*Tarika Singh*  
*Garima Mathur*  
*Abhay Dubey*  
*Gaurav Jaiswal*  
*Sneha Rajput*  
*Ram Paliwal*  
*Sugandha Muduli*  
*Dakshesh*  
*Tushar Aole*

## ACTION TAKEN REPORT

S. No.	Agenda Item	Action Taken
1	Status of NAAC appeal	NAAC appeal submitted and acknowledged.
2	Report of July-Dec, 2024 End-term Exam	Timely paper evaluation and result announcement of the end-term exam reported.
3	MOOC/SWAYAM course participation was reviewed.	SWAYAM data reviewed and documented. 84 students successfully completed the SWAYAM exam.
4	Review of Events organized	Jan-March events were successfully organized and event report submitted.
5	Discussion on Upcoming events	<p>April-May event planning in final stages. Departments assigned responsibilities and instructed to maintain records as per AQAR guidelines.</p> <p>a. Legal Awareness (12-04)</p> <p>b. Free Fire Championship (26-04),</p> <p>c. Business Showcase (26-04)</p> <p>d. Eye Camp (12-04),</p> <p>e. Intra Arbitration (25-04),</p> <p>f. Cyber Law Workshop (06-05),</p> <p>g. Legal Aid Camp (01-05)</p>

*Nishant Tosh*





# PRESTIGE

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7<sup>th</sup> January, 2025

## NOTICE

All the faculty members are hereby informed that meeting of IQAC is scheduled on 9<sup>th</sup> January, 2025 at 3: 00 pm in IQAC.

### Meeting Agenda:

- Approval of Previous Meeting Minutes
- NAAC PTV Reporting
- Review of Events Organized (Last Quarter)
- End Term Examination (July-Dec 2024)
- Admissions 2025-26 Preparation
- Upcoming Events

Dr. Nishant Joshi

Director & Chairman, IQAC



Dr. Chanda Gulati

Head, IQAC





Internal Quality Assurance Cell (IQAC)

Minutes of Meeting (MoM) held on 9<sup>th</sup> January, 2025

1. The minutes of previous IQAC meeting were approved.
2. NAAC PTV summary was compiled and forwarded to the Principal. Suggestions were documented for future planning. IQAC head advised to prepare for the appeal process to further improve the NAAC grade.
2. The committee reviewed the events organized in the last quarter and appreciated the coordinators. All event reports for Nov-Dec were submitted with necessary evidence and feedback.
3. The CoE advised to prepare the End-term exam schedule for July-Dec 2024.
4. The admission team were advised to prepare the admission plan for the upcoming session and update the management regularly for the progress.
5. The committee reviewed the upcoming event scheduled. All departments to keep IQAC posted with the updates.

Following members were present in the meeting:

Dr. Nishant Joshi

Dr. Chanda Gulati

Dr. Tarika Singh

Dr. Garima Mathur

Dr. Abhay Dubey

Dr. Gaurav Jaiswal

Dr. Sneha Rajput

Mr. Ram Paliwal

Ms. Sugandha Muduli

Mr. Vishal Singh Rathore

Mr. Dakshesh

Mr. Tushar

Asst. Pr.  
Pr.  
Pr.

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## ACTION TAKEN REPORT

S. No.	Agenda Item	Action Taken Report
1	NAAC PTV Reporting	PTV suggestions compiled for institutional planning. Preparation of NAAC Appeal process initiated.
2	Review of Events Organized (Last Quarter)	Event reports verified. PD workshops, legal aid camp, SSB career talk reviewed.
3	Discussion on End Term Examination (Session: July-Dec 2024)	End-term exam schedule for July-Dec 2024 was finalized. Exam controller issued circular.
4	Discussion on Admissions 2025-26 preparation	Planning for 2025-26 admissions was initiated. Promotional materials and brochures were being prepared.
5	Upcoming Events	<p>Upcoming events scheduled with tracking mechanisms.</p> <ul style="list-style-type: none"> <li>a. Swami Vivekananda (13-01)</li> <li>b. Skill Development: BNS Course (15-02),</li> <li>c. Cyber Security (04-02)</li> <li>d. Legal Aid Camp (06-03),</li> <li>e. Nukkad Natak (22-03),</li> <li>f. Excursion(06-03)</li> <li>g. Wellness: Spiritual Awareness (20-02),</li> <li>h. Mental Health (24-02)</li> <li>i. Navigating Intellectual Property Rights (01-02),</li> <li>j. SSB Career (28-02),</li> <li>k. Review of POs-PSOs: Enhancing Curriculum Alignment (8<sup>th</sup> Feb, 2025, by IQAC)</li> </ul>

*Nishant Tosh*





# PRESTIGE

INSTITUTE OF MANAGEMENT & RESEARCH, GWALIOR  
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15<sup>th</sup> October, 2024

## NOTICE

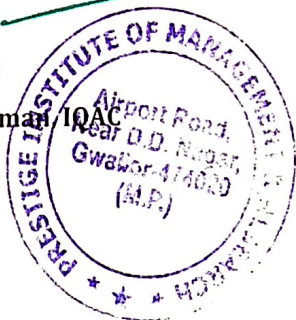
All the faculty members are hereby informed that meeting of IQAC is scheduled on 17<sup>th</sup> October, 2024 at 3: 30 pm in IQAC.

### Meeting Agenda:

- Confirmation of Minutes & ATR of last meeting minutes held on June 29, 2024.
- Reporting of Admission 2024
- Reporting of Orientation program for the session 2024-25
- Discussion on Mid-term Examination
- Reporting of Spandan 22-26<sup>th</sup> October
- Review of NAAC PTV preparation
- Review of Events Scheduled in last quarter
- Discussion on Upcoming events

Dr. Nishant Joshi

Director & Chairman, IQAC





Internal Quality Assurance Cell (IQAC)

**Minutes of Meeting (MoM) held on 17<sup>th</sup> October, 2024**

1. The minutes and ATR of the previous meeting were presented to the members for review and unanimously approved.
2. The Admission Committee presented a detailed report on the current year's admission statistics, including comparative trends with the previous academic years. Key parameters such as program-wise intake, category-wise enrollment, and year-on-year variations were highlighted. The compiled data was subsequently approved for inclusion in the Annual Quality Assurance Report (AQAR).
3. The Orientation Programme, organized for first-year students was evaluated. Strengths were acknowledged, and suggestions for improvement in subsequent orientations were discussed.
4. The CoE informed that soon the mid-term examination timetable for the current semester will be finalized and circulated. In addition, it was decided to streamline other examination arrangements including examination room allocation, invigilation duties, and printing of question papers, to ensure smooth conduct of the examinations.
5. Institute fest "Spandan" scheduled between 23<sup>rd</sup>-27<sup>th</sup> October, 2024. Planning activities were reported to be in progress.
6. The schedule for the PTV mock visit is proposed to be conducted by 7th November 2024. Four external experts have been finalized for the visit: Prof. Deepak Jaroliya (PIMR, Indore), Prof. Sanjay Swarankar (KRG, Gwalior), along with two additional experts to be confirmed.
7. Events such as Teacher's Day Celebration, Navratri Beats, and the Bhagwat Geeta Workshop were reviewed and appreciated. The documentation, including photographs, attendance records, and event reports, was verified for completeness and accuracy to ensure readiness for accreditation and reporting purposes.
8. The committee reviewed the upcoming events planned for the next quarter and advised the respective departments to proceed with the necessary preparations.

*[Handwritten signatures and initials in blue and green ink]*

*[Signatures: P. J. / Jaroliya, Sanjay, J. / Swarankar, J. / Jaroliya, J. / Swarankar, J. / Jaroliya, J. / Swarankar, J. / Jaroliya, J. / Swarankar]*

*[Signature: Nishant Toshne]*



## ACTION TAKEN REPORT

S. No.	Agenda Item	Action Taken
1	Reporting of Admission 2024	Admission data reviewed and comparison report shared with IQAC.
2	Reporting of Orientation program for the session 2024-25	Orientation held on 17th September evaluated and records submitted.
3	Discussion on Mid term Examination	Mid-term exam circular issued and other roles assigned to staff for streamlining the examination process.
4	Reporting of Spandan 22-26 <sup>th</sup> October	Spandan planning in progress; committees actively executing the roles, ensuring the event success.
5	Review of NAAC PTV preparation	Mock visit scheduled for 7th November 2024 with four external experts finalized. Invitations, itineraries, and logistical arrangements have been completed.
8	Review of Events Scheduled in last quarter	<p>Coordinators appreciated the success of the events.</p> <p>a. Teachers' Day (05/09/2024)</p> <p>b. Navratri Beats (05/10/2024)</p> <p>c. Bhagavad Gita Workshop (07/10/2024)</p>
9	Discussion on Upcoming events	<p>Departments have initiated preparations for the scheduled events as per the approved plan and timelines.</p> <p>NCC Day (25-11)</p> <p>Shaping Careers (20-11, 21-12)</p> <p>Skill Development: PD Workshops (12-16 Dec)</p> <p>HR Careers (21-11)</p> <p>Google Tools (09-12)</p> <p>Legal Aid Camp (15-12)</p> <p>Workshop on CO development and CO-PO attainment (2/12/2024)</p>

*Nishant Tosh*





# PRESTIGE

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24<sup>th</sup> July, 2024

## NOTICE

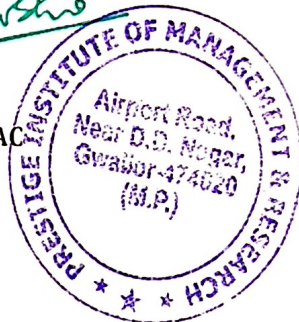
All the faculty members are hereby informed that meeting of IQAC is scheduled on 26<sup>th</sup> July, 2024 at 3: 30 pm in IQAC.

### Meeting Agenda:

- Review and approval of last meeting minutes held on June 29, 2024.
- Academic Calendar for session 2024-25
- Session Plans
- Discussion on Orientation program
- NAAC PTV Preparation
- Review of Examination Results (July 2025)
- Review of Infrastructural Development
- Review of Course Files (2023-24)
- Review of Events Scheduled
- Discussion on Upcoming Events

Dr. Nishant Joshi

Director & Chairman, IQAC



Internal Quality Assurance Cell (IQAC)

**Minutes of Meeting (MoM) held on 26<sup>th</sup> July, 2024**

- The minutes of previous IQAC meeting were approved.
- The Academic Calendar for 2024–25 was finalized. Department heads ensured alignment with the academic and examination schedules.
- Department-wise session plans were presented for review. Emphasis was laid on outcome-based learning in all courses.
- Orientation programme is scheduled for the month of September (tentatively on, or, before 17th September 2024). Committee formed to coordinate the sessions and logistics.
- NAAC PTV preparation were reviewed. Departments were directed to submit pending documentation. A mock peer visit was proposed before the final visit.
- The timely announcement of Examination result for the session Jan-June, 2024 in July 2025 were appreciated and analyzed. Departments were asked to identify the low performers and suggest interventions.
- Infrastructure projects (labs, smart classrooms, library digitization) were discussed. Monitoring committee was constituted to look at the fixation of everything before the NAAC PTV.
- Course files for 2023–24 were reviewed. Non-compliance cases were reported for resubmission and correction.
- The events organized in the last months were reviewed and appreciated.
- The committee reviewed the Upcoming events scheduled for the next quarter. The departments were asked to update the IQAC with event progress and any resource requirements.

*(Signatures)*  
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### ACTION TAKEN REPORT

S. No.	Agenda Item	Action Taken
1	Academic Calendar for 2024-25	Academic Calendar implemented across all departments.
2	Department-wise session plans were presented, reviewed, and approved.	Session plans submitted by faculty members to the respective Programme Coordinators.
3	Orientation programme	Orientation Programme scheduled on 17 <sup>th</sup> Sep., 2024. The Committee constituted and planning meetings held.
4	NAAC PTV preparation reviewed.	NAAC documentation updated and mock visit planned for October.
5	Examination result announced in July 2025	Result analysis shared with departments; remedial plans initiated.
6	Infrastructure projects (labs, smart classrooms, library digitization) were discussed.	Infrastructure monitoring committee reviewing weekly progress to ensure all support in place before mock PTV.
7	Review of Course files for 2023-24.	Course files audited; faculty advised on corrections and standardization.
8	Review of Events scheduled	<p>Coordinators appreciated the success of the events.</p> <p>a. Certificate Program for Banking, Finance &amp; Insurance (CPBFI) Orientation Ceremony(16-07-2024)</p> <p>b. Seekho Aur Kamao &amp; PM Vishwakarma Yojana by NCC (15-07-2024)</p> <p>c. Budget par charcha (14-08-2024)</p> <p>d. Expert Session on unconventional careers in Finance &amp; Accounting (27-08-2024)</p> <p>e. Quiz-Whiz (17-08-2024)</p> <p>f. Expert session on "Personal Finance for Sustainable Happiness" (19-09-2024)</p> <p>g. Wellness Session on Finding your Calm in Chaos, Effective stress</p>

		Management Techniques (14-09-2024)
9	Upcoming events	Coordinators were reminded to ensure proper promotion of events scheduled in next quarter.

*Nishant Singh*

