



### Minutes of the Meeting

A review meeting was convened in the IITM Srinagar on November 24, 2023 at 02:00 p.m. The meeting was presided over by the Director IITM Srinagar and the following staff members attended the meeting: -

- Mr. Javaid Ahmad Parray – HOD Computer Science.
- Mr. Aadil Majeed – HOD Management Studies.
- Dr. Asma Gulzar – Assistant Professor, Management Studies.
- Ms. Sabina Tariq – Assistant Professor, Computer Science.
- Mr. Sajad Gul – Assistant Professor, Computer Science.
- Mr. Imran Ahmad Khan – Assistant Professor, Computer Science.
- Ms. Qurat-ul-Ain – Assistant Professor, Computer Science.
- Mr. Mubashir Qadir – Assistant Professor, Management Studies.
- Mr. Aadil Mehraj – Assistant Professor, Management Studies.
- Ms. Ambreena Muneer – Assistant Professor, Computer Science.
- Mr. Salman Farooq – Assistant Professor, Management Studies.
- Ms. Mariya Mushtaq – Assistant Professor, Management Studies.
- Ms. Anjuman – Lecturer English
- Mr. Arshid Ahmad – Training and Placement Officer.
- Mr. Mansoor Ahmad – Librarian.
- Mr. Javaid Ahmad – Sectional Officer.
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### Discussion and Conclusions:

The meeting commenced with a welcome note by the Director of IITM Srinagar. The following are the minutes of meeting.

- 1) The team members of Admission Cell Committee of IITM shall coordinate and start a fresh campaign for new admission prospectus for the session 2024. They shall be conducting visits to different Higher Secondary Institution in the valley and the team will start its work from 28-11-2023.
- 2) It was unanimously resolved that Industry connect with IITM Srinagar via MoUs carries lot of significance and the initiative in this direction was emphasized upon. As such all the faculty members are required to furnish the contact details of the renowned individuals of the Society i.e., Industry Professionals, CEO's etc. So as to evolve a symbiotic association and also to invite them for interactive session with faculty and student at IITM campus.



- 3) In order to promote faculty self-development in IITM Srinagar, all faculty members are required to furnish the details of their MOOC & NPTEL course registrations to the office withing a weeks' time. In case there is requirement for any fringe examinations fee, IITM Srinagar would be facilitating it.
- 4) All faculty members are required to furnish the details of their individual participations in any Faculty Development Programs held in the current session. Their submissions must reach to the office withing a weeks' time and a copy of it must also be send to IQAC for records.
- 5) It was put on the records, that there is no progress in the development of official website for IITM. It has been more than three months since Mr. Kaisar from IMT formally accepted the task to develop it as per IITM Srinagar specifications. Despite repeated intimations from IITM Srinagar nothing has been done so far. As a matter of fact, it was unanimously decided that the job of the website creation, development and maintenance be entrusted to Mr. Mouzin Gulzar, student of BCA.
- 6) Ms. Ambreena Muneer are given the responsibility of designing and creating Mega Banners for new admissions for the session 2024.
- 7) Establishment of reading compartments in library, Mr. Arshid along with Site Engineer to take up the matter and prepare a detailed report and submit within ten days.
- 8) As per the directions of Hon'ble Chairman IMT, in reference to the procurement of furniture for auditorium and placement officer room, it was decided that purchase committee will procure estimations for getting of furniture as per the discussion held in purchase committee meeting on 8<sup>th</sup> of Nov, 2023.
- 9) Keeping in view the NAAC & AICTE requirements, the outdated books and journals be replaced with new books and journals for library. Librarian along with two faculty members shall be deputed to New Delhi for attending International Book Fair for 3 days to be held in the month of Jan-Feb 2024 for the procurement of latest catalogues.
- 10) Procurement of 10 additional signboards for the academic building was discusses. Mr. Sajad Gul was designated to procure the items.
- 11) For establishment of incubation center, Ms. Mariya Mushtaq was nominated to start working on it and to get in touch with Dr. Parvaiz Ahmad Mir, Director CEID IUST for seeking advice and help.
- 12) In order to seeks round the clock i.e. 24 x 7 CCTV Surveillance at IITM Srinagar, proper battery backup system must be proposed for it. Mr. Javid Ahmad Parray, Mr. Sajad Gul and Mr. Umer Yousuf to submit a formal report within one week.



13) On the intimation of students' representatives for the opening of driving school and gym at IITM was discussed. As such, Mr. Salman Farooq was assigned the job of collecting relevant data from students in order to set up the driving school and gym at IITM Srinagar.

14) A committee for implementation of ERP system was constituted comprising of Mr. Javid Ahmad Parray, Mr. Sajad Gul, Mr. Aadil Mehraj, Mr. Imran Ahmad Khan, Mr. Yasir Arfat and Ms. Arjmand Khan as its members. The committee shall finalize the vendor and submit its report within 15 days.

15) For providing proper heating system to the students, establishment of central heating system for the classrooms was discussed. The matter would be formally taken up with Hon'ble Chairman of IITM Srinagar.

16) The vacant portfolios were reassigned to the new faculty members as under: -

- |      |      |                    |
|------|------|--------------------|
| i)   | CHRO | Ms. Mariya Mushtaq |
| ii)  | GMPP | Mr. Salman Farooq  |
| iii) | GMCS | Ms. Shifa          |

17) Printing of new issue of newsletter for 2024 was decided and all faculty members are required to submit their contribute within 20 days.

18) Ms. Sabina Tariq was impressed upon to finalize the list of deserving candidates for Sakhawat center Scholarship and finalize the list within 10 days.

19) For the upcoming inspection of UG Courses from DCDC University of Kashmir, Ms Mehnaz shall look after all the necessary arrangements.

20) To include IITM Srinagar in the UGC Clause of 2F 12B, Ms. Mehnaz would be visiting New Delhi after collection of all the required documents.

21) As per AICTE specification, allocating of Rs. 3000/= is accorded for purchase of the medicines. Equipment like Glucometer - Accu check, Digital BP Apparatus and Pulse Oximeters shall be purchased for health bay.

22) Chief Technology Officer to submit IT Audit report of IITM Srinagar within 20 days.

23) Mr. Salman Farooq was assigned the task to establish communication link with Ms. Renisha CEO of i-managers Publications Pvt. Ltd. for possible MoU for the publication of IITM departmental journals.

24) Mr. Imran Ahmad Khan shall accompany Director IITM to Saudi Arabia, Qatar and UAE for possible international tie-ups and exploring projects for IITM Srinagar.

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25) Requirement of two security personnel and one watch and ward officer was discussed. The matter would be formally taken up with Hon'ble Chairman of ITM Srinagar.

26) Ms. Ansifa Arabi was assigned the job of getting ID Cards prepared for the new comers. The task be accomplished within 15 days.

27) All the faculty members were advised to use & check their official emails at least once a day.

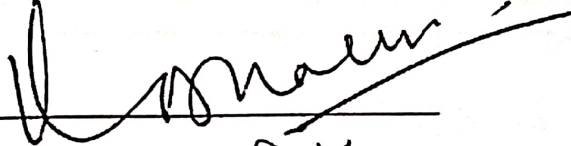
28) Car and bike pass stickers are required to be procured. Each student is supposed to pay Rs. 100/= per year for it. Only those vehicles carrying car/bike pass stickers would be allowed to enter the IITM premise.

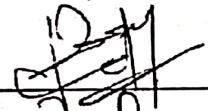
29) Mr. Adil Majeed and Mr. Adil Bashir are assigned the task to create video content for institutional marketing to be displayed on social media platforms on regular basis while maintaining professionalism and institutional decorum.

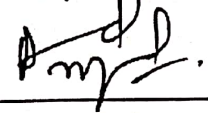
30) Faculty members are required to provide inputs regarding the parameters to ascertain the nominations for the award of achievements among the staff of IITM Srinagar.

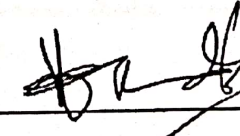
These minutes have been recorded for future reference and action.

**Signatories: -**

1) Dr. R. A. Thakur, Director IITM 

2) Mr. Javid Ahmad Parray, HOD Computer Science 

3) Mr. Aadil Majeed, HOD Management Studies 

4) Mr. Arshid Ahmad, Training and Placement Officer 



**Copy to:**

1. Hon'ble Chairman IMT Srinagar for information.
2. Esteemed Secretary IMT Srinagar for information.
3. Respected Administrative Officer IMT Srinagar for information.
4. All faculty members for compliance.
5. Administrative Section for information and necessary action.
6. Office Records.

NO: IITM/2024/M/371/288

Date: 29-9-2023

### Minutes of the Meeting

A meeting convened in the IITM Srinagar – Administration Block's Meeting room on 20-04-2024 at 02:00 pm. The meeting was presided over by the Hon'ble Chairman IMT Srinagar and following participants attended the congression:-

- |                             |  |
|-----------------------------|--|
| • Er. M. A Qureshi          | - Secretary IMT                            |
| • Dr. R.A. Thakur           | - Director, IITM                           |
| • Dr. Asma Gulzar           | - Assistant Professor, Management Studies. |
| • Ms. Sabina Tariq          | - Assistant Professor, Computer Science    |
| • Mr. Javaid Ahmad Pararray | - HOD Computer Science.                    |
| • Mrs. Asifa Arabi          | - Assistant Professor, Computer Science    |
| • Mr. Sajad Gul             | - Assistant Professor, Computer Science.   |
| • Mr. Imran Ahmad Khan      | - Assistant Professor, Computer Science.   |
| • Ms. Qurat-Ul-Ain          | - Assistant Professor, Computer Science.   |
| • Mr. Mubashir Qadir        | - Assistant Professor, Management Studies. |
| • Mr. Aadil Mehraj          | - Assistant Professor, Management Studies. |
| • Ms. Ambreena              | - Assistant Professor, Computer Science.   |
| • Mr. Salman Farooq         | - Assistant Professor, Management Studies. |
| • Ms. Mariya                | - Assistant Professor, Management Studies. |
| • Ms. Shifa Altaf           | - Assistant Professor, Management Studies  |
| • Ms. Anjuman               | - Lecturer English                         |
| • Mr. Javaid Ahmad          | - Sectional Officer.                       |

### Discussion and Decisions:

The meeting commenced with the holy verses of Quran and Hon'ble Chairman Welcomed all the participants. Following are the minutes of the meeting.

1. **Review of NAAC Peer Team Feedback:** The Hon'ble Chairman reviewed the progress made in addressing the deficiencies identified by the NAAC Peer Team during their visit. He emphasized the importance of implementing the suggestions made by Dr. Meenakshi during her workshop at IITM.
2. **Strategies to Improve Student Admissions and Attendance:** Concerns about low student attendance and declining admissions were addressed during the discussion. Faculty members highlighted various factors contributing to poor attendance and the drop in admissions. It was resolved to develop effective strategies to not only boost class attendance but also to enhance the

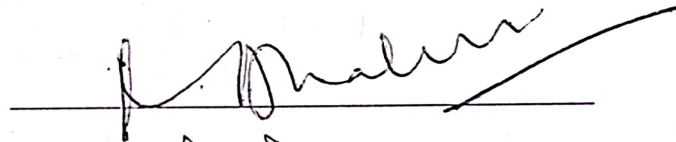


college's admissions for the academic year 2024-25. The Respected Secretary of IMT proposed a proactive approach for improving attendance: contacting parents daily at 10:00 AM to inform them of any absences, supported by written notifications. Additionally, faculty members are tasked with devising robust measures to secure healthy admissions for the upcoming year.

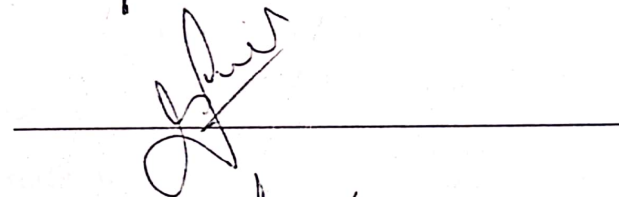
3. **Faculty Involvement in Institutional Affairs:** It was agreed that faculty members should be actively involved in all institutional matters, recognizing their integral role in the functioning of the college.
4. **Electricity consumption & Solar Panel file:** For high electricity monthly billing amount, fact finding to be done and the matter be taken with concerned authorities and the articulation be taken care by Mr. Sajad Gul A.P. Computer Science.

**Signatories:-**

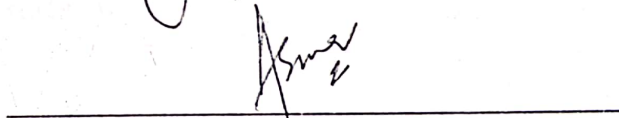
1) Dr. R. A. Thakur, Director



2) HOD Computer Science



3) HOD Management Studies



4) Sectional Officer





IITM/2024/01/371/105(A)

Date: 14-2-2024

### Minutes of the Meeting

A meeting convened in the IITM Srinagar – Administration Block's Meeting room on 21-02-2024 at 02:00 pm. The meeting was presided over by the Director IITM Srinagar, Dr. R.A. Thakur and the following participants attended the congress:-

- Dr. Asma Gulzar – Assistant Professor , Management Studies.
- Ms. Sabina Tariq – Assistant Professor, Computer Science
- Mr. Javaid Ahmad Parray – HOD Computer Science.
- .Mrs. Asifa Arabi - Assistant Professor, Computer Science
- Mr. Sajad Gul – Assistant Professor, Computer Science.
- Mr. Imran Ahmad Khan – Assistant Professor, Computer Science.
- Ms. Qurat-Ul-Ain – Assistant Professor, Computer Science.
- Mr. Mubashir Qadir – Assistant Professor, Management Studies.
- Mr. Aadil Mehraj – Assistant Professor, Management Studies.
- Ms. Ambreena – Assistant Professor, Computer Science.
- Mr. Salman Farooq – Assistant Professor, Management Studies.
- Ms. Mariya Mushtaq – Assistant Professor, Management Studies.
- Ms. Shifa Altaf - Assistant Professor, Management Studies
- Ms. Anjuman – Lecturer English
- Mr. Javaid Ahmad – Sectional Officer.

### Discussion and Decisions:

The meeting commenced with the holy verses of Quran and following are the minutes of meeting.

#### 1) Academic Enhancements and Faculty Initiatives:

- **Lecture Series:** Each faculty member from both departments will deliver a one-hour lecture every Thursday on a contemporary topic aimed at empowering students to make meaningful decisions about health, social relationships, and environmental impact. Mrs. Asma Gulzar, HOD, MS, will prepare the lecture calendar for 2024. Additionally, a guest



lecture will be held monthly, with faculty members encouraged to identify and invite notable individuals, industry professionals, and CEOs for interactive sessions.

- **Workshops:** Two workshops on Research Methodology and Paper Writing are scheduled for May and October 2024 to enhance research skills and technical writing among researchers.

## 2) Institutional Collaborations and Exchanges:

- **Student/Faculty Exchange Program:** An exchange program will be initiated with colleges under our existing MOUs.
- **Placement Brochure:** The 2023 placement brochure will highlight skills acquired by IITM students through training, education, and project work, facilitating their placement in the geospatial industry, academia, and other institutions. Mr. Arshid Ahmad (CTP) is responsible for its production.

## 3) Administrative and Operational Improvements:

- **ERP Implementation:** Urgent implementation of an ERP system at IITM is required, with Mr. Javaid Ahmad Parray, CTO, directed to finalize its purchase and submit a report by April 1, 2024.
- **Fire Safety and Library Requirements:** A Fire Safety Certificate must be obtained for AICTE and other online exams. Additionally, 1000 books are urgently needed for the library to meet AICTE and University of Kashmir requirements. The Librarian and CTO are tasked with preparing a proposal.
- **Identity Cards:** Mrs. Asifa Arabi (A.P, C.S) will oversee the issuance of fresh identity cards to IITM employees.

## 4) Financial Management and Budgeting:

- **Event Calendar and Media Budget:** HoDs are instructed to prepare an Event Calendar for 2024 and a corresponding media budget within a week, covering workshops, seminars, etc.
- **Banking Transition:** The imprest account will be switched to J&K Bank Hyderpora to utilize e-banking facilities.



- **Medicine Budget:** A budget of Rs. 3000 has been allocated for the procurement of medicines.

5) Publications and Communications:

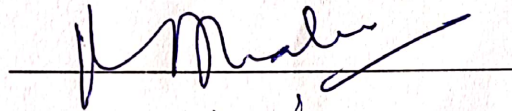
- **Pinnacle of Pride:** Mrs. Ambreen (PRO) is to finalize the design and oversee the publication of 500 copies of "Pinnacle of Pride" and 400 pamphlets. The newsletter will be published biannually.

6) Training and Development for Non-Teaching Staff:

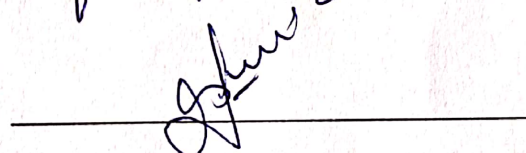
- **Skill Enhancement Courses:** To meet NAAC requirements, non-teaching staff, starting with the Accounts Department, will be provided training in short-term courses such as Tally

Signatories:-

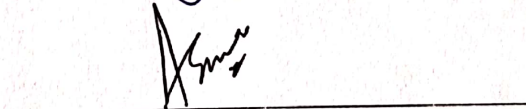
1) Dr. R. A. Thakur, Director



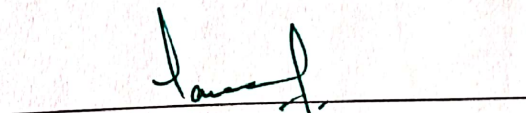
2) HOD Computer Science



3) HOD Management Studies



4) Sectional Officer



Copy to:-

- 1) Both HOD's for information to other faculty members.
- 2) office Record.





## Action Taken Report (ATR)

Institution Name: Iqbal Institute of Technology and Management (IITM)  
Meeting Date: 29-04-2023

### Agenda Points and Actions Taken

#### 1. Review of NAAC Peer Team Feedback

Decision: The Hon'ble Chairman emphasized addressing deficiencies identified by the NAAC Peer Team and implementing suggestions made by Dr. Meenakshi during her workshop.

Action Taken: Progress reviewed; respective departments have started working on rectifying deficiencies and integrating Dr. Meenakshi's recommendations into their workflows.

#### 2. Strategies to Improve Student Admissions and Attendance

Decision: Proposals included contacting parents daily regarding absenteeism and developing strategies to boost attendance and admissions for 2024-25.

Action Taken: Daily parent notifications initiated at 10:00 AM for absent students. Faculty committees were formed to devise and implement strategies for increasing admissions and attendance.

#### 3. Faculty Involvement in Institutional Affairs

Decision: Faculty members to actively participate in institutional decision-making and contribute to the functioning of the institution.

Action Taken: Committees were formed, involving faculty in key institutional activities and decisions, promoting a collaborative environment.

#### 4. Electricity Consumption & Solar Panel File

Decision: High electricity billing issues to be investigated, and coordination with authorities regarding solar panel concerns assigned to Mr. Sajad Gul.

Action Taken: Initial assessment conducted, and discussions initiated with concerned authorities to resolve high electricity billing and address solar panel-related matters.







## Iqbal Institute of Technology and Management (IITM)

### Action Taken Report (ATR)

Meeting Date: 24-11-2023

#### 1. Admission Campaign for 2024:

A campaign was launched starting November 28, 2023. Visits to higher secondary institutions in the valley have been initiated to distribute fresh admission prospectuses.

#### 2. Industry Connect Initiative:

Faculty members have started gathering contact details of renowned industry professionals, CEOs, and other stakeholders. Plans for interactive sessions on campus are in progress.

#### 3. Driving School and Gym Proposal:

Mr. Salman Farooq collected relevant data from students to assess feasibility. A preliminary report has been prepared for further discussion.

#### 4. ERP System Implementation:

A committee was formed and completed vendor evaluations. The final report was submitted within the 15-day deadline.

#### 5. Central Heating System:

Discussions were held with the Honorable Chairman regarding funding and logistics for a central heating system. A formal proposal is under preparation.

#### 6. Faculty Portfolio Reassignment:

CHRO, GMPP, and GMCS portfolios were successfully reassigned to the respective faculty members.

#### 7. Newsletter Printing for 2024:

Faculty members were asked to submit their contributions. Compilation and editing are in progress.

#### 8. Student Scholarship Finalization:

Ms. Sabina Tariq finalized a list of deserving candidates for the Sakhawat Scholarship Center within 10 days as directed.

#### 9. Inspection Preparation:

Ms. Mehnaz oversaw arrangements for the UG Courses inspection. Necessary documents and facilities were organized efficiently.

#### 10. 2F 12B Clause Documentation:

Ms. Mehnaz prepared and reviewed documents to be submitted in New Delhi.

#### 11. Health Bay Upgradation:

A glucometer, BP apparatus, and pulse oximeters have been purchased as per ACTE specifications.

#### 12. IT Audit Report:

The Chief Technology Officer submitted the IT Audit Report within the stipulated time.

#### 13. i-Managers Publications Communication:

Contact was established with Renisha CEO of i-Managers Publications Pvt. Ltd. Discussions regarding an MoU for departmental journals are underway.



**15. Library and Academic Resources:**

Outdated books were identified for replacement. A team visited New Delhi to procure new books and journals.

**16. Auditorium Furniture Procurement:**

Estimates for required furniture were finalized during a meeting of the purchase committee on November 8, 2023.

**17. Website Development:**

Mr. Mouzin Gulzar, a BCA student, has been entrusted with the task. Initial work has begun to meet the institutional requirements.

**18. CCTV Surveillance Installation:** under this task, additional cctv cameras have been installed in the campus.

**19. Security Personnel Recruitment:**

The recruitment of two security personnel is under discussion.

**20. MOOC and FDP Records:**

Faculty members submitted details of their MOOC registrations and FDP participation for institutional records.

**21. Awareness Programs for New Admissions:**

Ms. Ambreena Muneer prepared banners and other promotional materials for the 2024 admission campaign.

**22. Signboards Procurement:**

Ten additional signboards were procured and installed for better academic building navigation.

**23. Student Identification Cards:**

Ms. Asifa Arabi completed the task of preparing ID cards for newcomers within the given timeline.

**24. Institutional Marketing Video Content:**

Mr. Adil Majeed and Mr. Adil Bashir created initial drafts for institutional marketing videos for approval.

**25. Achievement Awards Criteria:**

Faculty members have been consulted, and a framework for identifying staff award nominees has been finalized.







**Iqbal Institute of Technology and Management (IITM)**  
**Action Taken Report (ATR)**  
**Meeting Date: 21-02-2024**

## **1. Academic Enhancements and Faculty Initiatives**

**Task:** Organize a weekly lecture series on contemporary topics.  
**Action Taken:**

Lecture calendar for 2024 has been prepared by the HOD of Management Studies.

Faculty members from both Management Studies and Computer Science departments have been assigned lecture slots.

Guest lectures have been coordinated to address health, social relationships, and environmental impact.

## **2. Administrative and Operational Improvements**

**Task 1:** Implementation of ERP System.  
**Action Taken:**

CTO (Mr. Javaid Ahmad Pararray) has submitted proposals for ERP purchase. Finalization is pending approval.

**Task 2:** Fire Safety Certificate and Library Requirements.  
**Action Taken:**

A team comprising the Librarian and CTO has initiated the process of obtaining the Fire Safety Certificate.

A proposal for the procurement of 1,000 books for the library has been submitted.

**Task 3:** Issuance of New Identity Cards.  
**Action Taken:**

Mrs. Asifa Arabi is overseeing the process of issuing fresh identity cards to all IITM employees. Coordination with the printing agency is underway.

### 3. Financial Management and Budgeting

#### Task 1: Event Calendar and Media Budget.

##### Action Taken:

HoDs of both departments have finalized the 2024 Event Calendar, including workshops and seminars.

Media budget for these events has been allocated and approved.

### 4. Publications and Communications

#### Task: Publication of "Pinnacle of Pride."

##### Action Taken:

Mrs. Ambreen (PRO) finalized the design and printing of 500 copies of the newsletter and 400 pamphlets. The first issue is scheduled for release in March 2024.

### 5. Training and Development for Non-Teaching Staff

#### Task: Skill Enhancement Courses for Non-Teaching Staff.

##### Action Taken:

Training sessions on Tally software have been arranged in collaboration with the Accounts Department. Sessions are scheduled to begin in February 2024.

### 6. Institutional Collaborations and Exchanges

#### Task 1: Student/Faculty Exchange Program.

##### Action Taken:

Preliminary discussions have been initiated with partner institutions under the existing MoUs.

#### Task 2: Placement Brochure for 2023.

##### Action Taken:

The placement brochure highlighting students' achievements and skills has been prepared. The final draft is ready for distribution.

