

Minutes of Meeting

The 28th meeting of the “Board of Management” was held on April 5, 2018 at 03:30 pm in the Conference hall of VC Office, JC Bose Block, ITM University Gwalior.

The following members were present:

- | | | | | |
|---------------------------------|---|------------------------|---|------------------|
| 1. Prof. Dr. Kamal Kant Dwivedi | - | Vice Chancellor | - | Chairman |
| 2. Prof. R. D. Gupta | - | Advisor to Chancellor | - | Member |
| 3. Shri Raj Kumar Gupta | - | Nominee of State Govt. | - | Member |
| 4. Dr. Ranjeet Singh Tomar | - | Dean SoET | - | Member |
| 5. Shri Ajay Khatri | - | CF&AO | - | Member |
| 6. Dr. Omveer Singh | - | Registrar | - | Member Secretary |

Hon'ble Vice Chancellor called the meeting to order and welcomed all the members. He informed that following members expressed their inability to attend the meeting due to some exigencies:

- | | | | | |
|-----------------------|---|----------------------|---|--------|
| 1. Shri Manoj Goyal | - | Chartered Accountant | - | Member |
| 2. Shri Ashish Dongre | - | Director DTE | - | Member |
| 3. Dr. Girish Pandey | - | Dean SoAg | - | Member |
| 4. Dr. Vandana Bharti | - | Dean SoM | - | Member |

The Vice Chancellor requested the Registrar to present the agenda for discussion.

The Registrar welcomed Hon'ble Vice Chancellor & all the members and presented following agenda items.

BM 28.1: Confirmation of the minutes of 27th Board of Management meeting held on January 20, 2018.

Resolved: Since no observations / suggestions / modifications were received, hence the minutes of 27th Board of Management meeting were confirmed.

(Annex- 1)

BM 28.2: Approval of the minutes of 18th Academic Council meeting held on April 2, 2018.

Resolved: Since no observations / suggestions / modifications were received, hence the minutes of 18th Academic Council meeting held on April 2, 2018 were approved.

(Annex- 2)

BM 28.3: Approval of the appointments of faculty members made during January 21, 2018 to April 4, 2018.

(Source – Director HR)

Resolved: The list of faculty members appointed during January 21, 2018 to April 4, 2018 were presented and approved.

(Annex- 3)

BM 28.4: Approval of the appointments of Administrative Staffs made during January 21, 2018 to April 4, 2018.

(Source – Director HR)

Resolved: The list of administrative staff appointed during January 21, 2018 to April 4, 2018 were presented and approved.

BM 28.5: Approval of the requirement of faculty & non-teaching staff for academic year 2018-19.

(Source – Director HR)

Resolved: The list for requirement of faculty & non-teaching staff for academic year 2018-19 were presented and approved.

BM 28.6: Discussion on annual budget of the ITM University for the year 2018-19.

(Source – CF&AO)

Resolved: The CF&AO has discussed about the budget of ITM University Gwalior for the year 2018-19. The committee has given suggestion for conducting department wise internal budget meeting between 16th April to 21st April, 2018 and finalize. After that put up in the next BoM for recommendation.

BM 28.7: Approval of Reservation Policy for Admission at ITM University Gwalior.

(Source – Registrar)

Resolved: The Policy has been Presented and Approved.

BM 28.8: Any other items with the permission of the Chair.

The meeting ended with thanks by the Chair and from the members present.


Registrar

Minutes of Meeting

The 27th meeting of the "Board of Management" was held on January 20, 2018 at 03:30 pm in the Conference hall of VC Office, JC Bose Block, ITM University Gwalior.

The following members were present:

1. Prof. Dr. Kamal Kant Dwivedi	-	Vice Chancellor	-	Chairman
2. Prof. R. D. Gupta	-	Advisor to Chancellor	-	Member
3. Shri Raj Kumar Gupta	-	Nominee of State Govt.	-	Member
4. Dr. Girish Pandey	-	Dean SoAg	-	Member
5. Dr. Ranjeet Singh Tomar	-	Dean SoET	-	Member
6. Dr. Vandana Bharti	-	Dean SoM	-	Member
7. Shri Ajay Khatri	-	CF&AO	-	Member
8. Dr. Omveer Singh	-	Registrar	-	Member Secretary

Hon'ble Vice Chancellor called the meeting to order and welcomed all the members. He informed that following members expressed their inability to attend the meeting due to some exigencies:

1. Shri Manoj Goyal	-	Chartered Accountant	-	Member
2. Shri Ashish Dongre	-	Director DTE	-	Member

The Vice Chancellor requested the Registrar to present the agenda for discussion.

The Registrar welcomed Hon'ble Vice Chancellor & all the members and presented following agenda items.

BM 27.1: Confirmation of the minutes of 26th Board of Management meeting held on October 9, 2017.

Resolved: Since no observations / suggestions / modifications were received, hence the minutes of 26th Board of Management meeting were confirmed.

(Annex- 1)

BM 27.2: Approval of the minutes of 16th and 17th Academic Council meeting held on October 4, 2017 and January 19, 2018 respectively.

Resolved: Since no observations / suggestions / modifications were received, hence the minutes of 16th and 17th Academic Council meeting held on October 4, 2017 and January 19, 2018 respectively were approved.

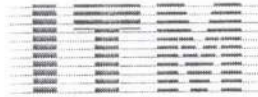
(Annex- 2)

BM 27.3: Approval of the appointments of faculty members made during October 10, 2017 to January 20, 2018.

(Source – Director HR)

Resolved: The list of faculty members appointed during October 10, 2017 to January 20, 2018 were presented and approved.

(Annex- 3)



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"CELEBRATING DREAMS"

BM 27.4: Approval of the appointments of Administrative Staffs made during October 10, 2017 to January 20, 2018.

(Source – Director HR)

Resolved: The list of administrative staff appointed during October 10, 2017 to January 20, 2018 were presented and approved.

BM 27.5: Any other item with the permission of the chair.

- a) Regarding preparation of policy for TA/DA, prize distribution, reschedule of examination and other benefits for student who participate in national/international level activity like sports, cultural, NCC, NSS, Co-curricular, Extra Curricular and other activity under AIU, etc.

(Source – Registrar)

Resolved: The registrar has shared his views about the agenda point, the committee has discussed and constituted a committee of following 6 members to prepare detailed policy within a week and submit the report for implementation.

- | | | |
|---|---|----------|
| 1. Prof. Girish Pandey, Dean- SoAg. | - | Chairman |
| 2. Prof. Indu Mazumdar, Dean- SoSE | - | Member |
| 3. Dr. Sanjay Jain, DSW | - | Member |
| 4. Mr. Ajay Khatri, CF&AO | - | Member |
| 5. Mr. Khurshid Wani, AP, SoS (EVS) | - | Member |
| 6. Ms. Trapti Pathak, PTL- SoS (Life Science) | - | Member |

The meeting ended with thanks by the Chair and from the members present.


Registrar



AC: 18

The minutes of the 18th Academic Council meeting held on April 2, 2018 at 03:30 pm in the conference hall of Mahatma Gandhi Block, ITM University Gwalior.

The following members were present:

1.	Prof. Dr. Kamal Kant Dwivedi, Vice Chancellor	-	Chairman
2.	Prof. R. D. Gupta, Advisor to Chancellor	-	Member
3.	Dr. Brijesh Kumar Chaurasia, Dean Academic	-	Member
4.	Dr. Ranjeet Singh Tomar, Dean SoET	-	Member
5.	Dr. Vandana Bharti, Dean, SoM	-	Member
6.	Mrs. Mini Anil, Dean, SoN	-	Member
7.	Dr. Sanjay Kumar Jain, DSW	-	Member
8.	Dr. Richa Kothari, Dean SoS	-	Member
9.	Dr. A. Balasubramaniam, Dean, SoP	-	Member
10.	Dr. Shyam Akashe, Dean R&D	-	Member
11.	Dr. Indu Mazumdar, Dean ,SoSE	-	Member
12.	Dr. R. K. Jain, HoD, Dean- IIC	-	Member
13.	Dr. Y.C. Goswami, Dean- ICP, HoD- Physics Dept.	-	Member
14.	Dr. Mukesh Pandey, HoD- CE, ME, PE & Automobile	-	Member
15.	Mr. Keshav Kansana, HoD- SoM	-	Member
16.	Mr. Sudhanshu Mandalik, HoD- SoA	-	Member
17.	Ms. Manishana Singh, HoD- SoAD	-	Member
18.	Mr. Umesh Bhagwati, HoD, SoL	-	Member
19.	Mr. Jayant Singh Tomar, HoD (I/C), SoHLS	-	Member
20.	Mr. Shashi Kant Gupta, AP, SoCA	-	Special Invitee
21.	Ms. Trapti Pathak, PTL, SoS (SoLS)	-	Special Invitee
22.	Mr. Ajay Somra, SoJMC	-	Special Invitee
23.	Dr. Manish Sharma, CoE	-	Special Invitee
24.	Dr. Omveer Singh, Registrar	-	Member Secretary

Hon'ble Vice Chancellor called the meeting to order & welcomed all the members.

The following agenda items were taken up for discussion:

Agenda for the 17th Academic Council Meeting

AC 18.1: Confirmation of the minutes of 17th Academic Council meeting held on January 19, 2018.

Resolved: Since no observations/suggestions/modifications were received hence the minutes of 17th Academic Council meeting were confirmed.

While confirming the minutes, the council has asked for the status of last meeting Agenda AC-17.3 about the proposal for starting Bachelors in Physiotherapy course and Agenda AC- 17.5 about the moderation of question paper.

The council has advised for submitting infrastructure details for Bachelors in Physiotherapy course and implementation format of moderation of question paper in every year as same done in this academic year.

(Annex- 1)

AC 18.2: Approval of BoS minutes for School of Humanities and Literary Studies for the course of Bachelor of Journalism and Mass Communication (BJMC) for the academic session 2017-18.

[HoD (I/C) - Dept. of J&MC]

Resolved: HoD (I/C) has presented the agenda; the Council has discussed and approved the BoS minutes for School of Humanities and Literary Studies for the course of Bachelor of Journalism and Mass Communication (BJMC) for the academic session 2017-18.

(Annex- 2)

AC 18.3: Approval for starting Bachelors in Physiotherapy course from the session 2019-20.

(Source- HoD- SoLS)

Resolved: In the absence of HoD- SoLS, The Dean- SoS has presented the agenda, the committee has discussed and asked for the infrastructure details for the above course and advised for submitting the details in next meeting for final approval. The council has given initially approval for starting Bachelors in Physiotherapy course from the session 2019-20.

(Annex- 3)

AC 18.4: Approval of BoS minutes for School of Sports Education for starting Master of Physical Education and Sports (MPES) course for the session 2018-19.

(Source- Dean- SoSE)

Resolved: The Dean has presented the agenda, the council has discussed and approved for starting Master of Physical Education and Sports (MPES) course for the session 2018-19.

(Annex- 4)

AC 18.5: Approval of BoS minutes for School of Pharmacy for D. Pharma course and starting M. Pharma course.

(Source- Dean- SoP)

Resolved: The Dean has presented the agenda, the council has discussed and approved the BoS minutes for D. Pharma course and Starting M. Pharma course as per PCI norms.

(Annex- 5)

AC 18.6: Holding the 3rd Convocation of the University and recommendation of scholars for the award of Honoris Causa degrees.

(Source- VC)

Resolved: The VC has presented the list of awardees for the 3rd Convocation- 2018 which is scheduled on November 24, 2018. The council has discussed and approved the list for the same.

(Annex- 6)

AC 18.7: Any other item with the permission of the chair.

- a) The Hon'ble VC has informed that Dr. D.P. Tripathi will be joining as Professor Emeritus/Director, School of Humanities and Literary Studies as soon as possible. The offer letter has been sent for the same and his response is awaited.
- b) The Hon'ble VC has suggested to all the Deans/HoDs that all conference/workshop that we organize should be reported to the Academic Council for approval.
- c) The Registrar has suggested that the student scholarship and others scholarship should be reported and approved in the Academic Council.
- d) The Dean- R&D has presented the list of Ph.D. Scholar for the approval; the council has discussed and approved the list.

The meeting ended with thanks by the Chair and from the members present.


(Registrar)

ITM UNIVERSITY GWALIOR

(Annex-3)

List of Faculties joined wef 21 January 2018 to 04 April 2018

S.No	Joining Month	Title	Name of Employee	DOB			Post	School	Subject	NEW DOJ			QUALIFICATIONS	Teaching Exp	Salar
1	Jan-18	Mr	Sunny Balmiki	19	3	1989	Assistant Professor	School of Engineering & Technology	Petroleum	22	1	2018	B.Tech, M.Tech	-	32000
2	Jan-18	Ms	Jyoti Tomar	12	12	1991	PTL	School of Architecture	Architecture	22	1	2018	B.Arch.	2	15000
3	Jan-18	Mr	Abhishek Singhal	6	6	1982	Assistant Professor	School of Management	MBA	27	1	2018	BE, MBA, NET, PhD(P)	3	30000
4	Jan-18	Ms	Madhavi Kushwah	12	9	1988	PTL	School of Arts & Design	Art & Design	29	1	2018	B.Sc(F&D)	6m	20000
5	Feb-18	Ms	Pooja Singh	18	7	1991	Assistant Professor	School of Management	MBA	1	2	2018	B.Com, M.Com, NET, PhD(P)	1	32000
6	Feb-18	Mr	Ankur Gupta	28	9	1995	Assistant Professor	School of Engineering & Technology	Automobile	5	2	2018	BE, M.Tech	-	22000
7	Feb-18	Dr.	Shama Parveen	10	1	1983	Assistant Professor	School of Agriculture	Agriculture	10	2	2018	B.Sc,M.Sc.Ph.D-Awarded-2014, SRF	7+	50000
8	Feb-18	Ms	Navtej Deep Samra	2	7	1987	Assistant Professor	School of Nursing	Nursing	14	2	2018	B.Sc, M.Sc	5.5	35000
9	Feb-18	Mr	Masihuzzaman	2	10	1989	Assistant Professor	School of Sciences	Optematory	15	2	2018	B.Opto, M.Opto	5	43000
10	Mar-18	Mr	Abhinav Anand	11	1	1991	Assistant Professor	School of Engineering & Technology	Petroleum	6	3	2018	BE, M.Tech	-	32000
11	Mar-18	Dr.	Shiv Singh Tomar	14	5	1955	Professor	School of Agriculture	Agriculture	17	3	2018	B.Sc. M.Sc. Ph.D-Awarded-1986	38	80000
12	Mar-18	Mr	Talvinder Singh	15	11	1985	Assistant Professor	School of Sports Education	Physical Education	19	3	2018	B.Ped, M.pEd, M.Phil	7+	22000
13	Mar-18	Ms	Preeti Kashiwal	3	11	1996	Assistant Professor	School of Arts & Design	Arts & Design	26	3	2018	B.Sc(F&D)	9m	15000
14	Mar-18	Mr	Abhishek Ranjan Singh	5	2	1983	Assistant Professor	School of Humanities & Literary Studies	Journalism & Mass Comm	26	3	2018	BA, PGDHJ	11	45000





ITM UNIVERSITY GWALIOR

List of Technical and Administrative Staff joined wef 21 January 2018 to 04 April 2018

S.No	TITLE	NAME OF EMPLOYEE	DESIGNATION	QUALIFICATIONS	DOJ	DOB
	Mr	Ajit Singh Rana	Lab Technician	BE	22.01.2018	14.12.1989
	Mr.	Alok Chaubey	Lab Technician	BA, M.Sc(CS)	12.03.2018	01.07.1984
1	Mr.	Jagdish Khailani	Marketing executive	MBA	22.01.2018	
2	Mr.	Badshah S/O Shri Gulabshah	Electrician	-	01.02.2018	01.01.1969
3	Mr.	Sita Ram Gurjar S/O Shri Ratiram Gurjar	Peon	-	26.02.2018	05.10.1998
4	Mr.	Deepak Singh S/O Shri Kedar Singh	Peon	-	07.03.2018	08.03.1995
5	Ms	Neetu Singh Chauhan	Marketing Executive	MBA	01.03.2018	03.07.2015
6	Mr.	Manish Yadav	Peon	-	06.03.2018	21.05.1999
7	Mr.	Sonu S/O Shri Ram Das	Sweeper	-	10.03.2018	01.03.1993

Sanctioned Post of full time faculty school wise in ITM University Gwalior as follows:

Sr.No.	Schools	Professor	Associate Professor	Assistant Professor	Total
1	School of Engineering & Technology	12	15	25	52
2	School of Management & Commerce	5	6	14	25
3	School of Sciences	2	4	19	25
4	School of Pharmacy	3	5	2	10
5	School of Nursing Sciences	3	9	6	18
6	School of Agricultural Sciences	10	3	59	72
7	School of Sports Education	1	2	5	8
	Total	36	44	130	210

Note: Temporary appointments be made to meet the norms of Regulatory bodies.


Registrar
REGISTRAR
ITM UNIVERSITY
Gwalior (M.P.)

Reservation Policy for Admission at ITM University, Gwalior

Although ITM University, Gwalior is not mandated by the **Private University Regulatory Commission of Madhya Pradesh** to implement a reservation policy, we have voluntarily created this policy to ensure that marginalized sections of society (SC, ST, and OBC) have equitable access to education. This initiative aligns with our commitment to fostering social justice and inclusivity in higher education, reflecting our dedication to building a fair and equitable academic environment.

This refined policy ensures a 40% reservation for marginalized sections of society and affirms the institution's commitment to social equity, even without external regulatory obligations. Let me know if you'd like any further adjustments.

Objective:

To implement a reservation policy ensuring that 40% of the admitted students belong to reserved categories, including SC, ST, and OBC, in compliance with our commitment to social equity.

1. Total Reserved Seats:

- A total of 40% of the admitted students each year will be from the reserved categories (SC, ST, and OBC). This percentage will be uniformly maintained across all programs and courses.

2. Reservation Distribution:

- The 40% reserved seats will be distributed among the SC, ST, and OBC categories as follows:
- Scheduled Castes (SC): 13% of the total intake
- Scheduled Tribes (ST): 7% of the total intake
- Other Backward Classes (OBC): 20% of the total intake

This distribution ensures that marginalized sections of society have equitable access to higher education, supporting our commitment to social equity, despite not being mandated by external regulatory bodies.

3. Admission Process for Reserved Categories:

- The admission process for reserved seats will follow the same rigorous standards applied to general category students. Reserved category students will need to meet the basic eligibility criteria established by the institution for their respective programs.
- In the event of unfilled reserved seats, the university will follow established procedures (either to extend the admission process for reserved categories or to transfer the unfilled seats to general categories as per regulatory guidelines).

4. Monitoring and Adjustments:

- **Annual Monitoring:** The University will review the enrolment data at the end of each academic year to ensure that the 40% target for reserved categories is met.
- **Dynamic Adjustments:** In cases where there is a notable shortfall in filling reserved seats for specific categories (SC, ST, or OBC), targeted outreach initiatives, preparatory programs, and scholarships will be introduced to attract more applicants from these groups. Additionally, any remaining vacant seats in one category will be allocated to other categories. Initially, vacant ST seats will be filled, followed by SC category students if needed, and, if a shortfall persists, these seats will be transferred to the OBC category.

5. Special Initiatives for Reserved Category Students:

- The institution will undertake the following measures to support reserved category students and ensure they can succeed once admitted:
- **Scholarships and Financial Aid:** Special financial support and scholarships will be offered to students from SC, ST, and OBC categories to encourage enrolment.
- **Preparatory Programs:** Reserved category students will have access to preparatory programs before and during their academic journey to strengthen their foundational knowledge and skills.
- **Mentorship and Counselling:** Special counselling and mentoring sessions will be organized to support reserved category students, helping them adjust to the academic and campus environment.

Additional Guidelines:

- The reserved seat percentages will be calculated based on the total admitted students and will be filled following the normal admission procedures and reservation criteria.


Dr. Omveer Singh
REGISTRAR
ITM University
Gwalior (M.P.)