

**MINUTES OF THE MEETING**

On 11th April 2022, a meeting was held in the seminar hall. The meeting was hosted by IQAC Co-ordinator Mrs. Asma Gulzar.

The following members attended the meeting:-

1. Mrs. Sabina Tariq, Examination Incharge
2. Mr. Javid Ahmad Parray, HOD computer science
3. Mrs. Asifa Arabi, Co-ordinator computer science
4. Mr. Imran Ahmad Khan, Advisor to Principal
5. Mr. Adil Majeed, HOD, Management studies
6. Mr. Adil Mehraj, A.P Management studies
7. Mr. Mubashir Qadir, A.P Management studies
8. Ms. Rizwana Khurshid, A.P Management studies
9. Ms. Rumysa Nabi, A.P Management studies
10. Mr. Arshid Ahmad, Placement Officer

The agenda of the meeting was to discuss the various activities and their completion time for the upcoming NAAC visit which is scheduled in September 2022. The following are the minutes of the meeting:-

1. **SIGNAGE:** - The task of Signage is entrusted to Mr. Imran khan, Mr. Sajad Gul and Mr. Adil Majeed. The three constituent members shall complete all the requirements within a span of 15 days.
2. **ART GALLERY:** - IQAC Co-ordinator Mrs. Asma Gulzar shall furnish the proposal for Art gallery within two days.
3. **SPIRITUAL ROOM:** - Mrs. Asifa Arabi will enquire about the essentialities for setting up of spiritual room. She will submit a full-fledged report on the same within a week's time. Moreover, she will be responsible for installation of fans at day care centre, girls' common room, spiritual room, Alumni room. Additionally, she will procure heat absorbing mats, yoga mats and Holy Scriptures for spiritual room.
4. **FLAGS:** -The task is already being taken up by Mr. Sajad Gul and Mr. Mubashir Qadir and the flags must be put up by August 2022.
5. **FURNITURE:** - Mr. Imran khan and Mr. Adil Majeed shall complete all the formalities w.r.t procurement and installation of furniture.. Additionally, Mr. Javaid Ahmad Parray, convenor Canteen committee, will identify the furniture requirements in the canteen and submit a proposal for the same within a week's time.
6. **GREEN COMMITTEE:** - The green committee shall be responsible for the overall cleanliness of the campus.
7. **MAGAZINES/ NEWSLETTER:** - New volume of magazine and newsletter shall be made ready. In this respect all the faculty members shall submit their articles for the magazine by June 2022 along with an image related to their respective topics. Besides vice principal, both HODs and co-ordinators, IQAC co-ordinators shall submit their messages for magazine along with a passport size photograph.
8. **CULTURAL PROGRAM:** -Cultural show for the NAAC visit will be managed by Mr. Adil Majeed.
9. **OFFICE RECORD:** - A team will be constituted by Mrs. Asma Gulzar. She will choose the members from both the departments and both the offices for ensuring that the file records are in a systematic manner.
10. **COMPOST PIT:** - To supervise the formation of a compost pit in the college premises Mrs. Qurat-Ul-Ain shall be responsible.
11. **ANNUAL REPORT:** - The annual report shall be prepared by Mr. Imran khan, Mrs Asma

Mrs. Asma Gulzar
IQAC, Coordinator

Mrs. Sabina Tariq
Examination Incharge

Mr. Javid Ahmad Parray
HOD computer science

Mr. Imran Ahmad Khan
Advisor to Principal

Mrs. Asifa Arabi
Co-ordinator
Computer science

Mr. Adil Majeed
HOD, Management studies

Mr. Adil Mehraj
A.P Management studies

Mr. Mubashir Qadir
A.P Management studies
Ms. Rizwana Khurshid
A.P Management studies

Ms. Rumysa Nabi
A.P Management studies

Mr. Arshid Ahmad
Placement Officer



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IQBAL INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Laloo Sheshgaribagh Hyderpora Srinagar Kmr.

Phone No: +91 90703 37770 Email: iitm.sgr@gmail.com

Action Taken Report- MINUTES OF IQAC MEETING DATED 11/04/2022

1. All necessary / suggested signboards in place.
2. Art gallery highlighting students' exemplary artwork set up.
3. Spiritual room for prayers set up and fully functional.
4. Flags procured and fixed in the campus.
5. All furniture requirements discussed, procured and allotted as per requirement.
6. Green committee working on landscaping and beautification of the campus.
7. Newsletter and magazine for 2022 ready.
8. All preparations for cultural program being carried out with full participation of students.
9. Compost pit ready and functional.
10. Annual report being drafted.





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MINUTES OF IQAC, DATED 25/06/2022

Venue: Conference Room, Administrative Block, IITM.

Time: 11.00 AM

Members Present:

1. Mr. Mir Zaffar Hussain. Principal/ Chairman IQAC.
2. Mr. Hafiz Ullah, Member(Employees)
3. Mr. Ali Mohammad, Member(Local Society)
4. Mrs. Sabina Tariq. IQAC Member.
5. Mr. Sajad Gul HOD, IQAC Member.
6. Mr. Javid Ahmad Parray. IQAC Member.
7. Mrs. Asifa Arabi. IQAC Member.
8. Mr. Adil Mehraj. IQAC Member.
9. Mrs. Asma Gulzar. Coordinator/ Director IQAC.

Other Invitees

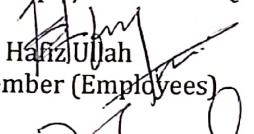
10. Mr. Imran A. Khan. Advisor to Principal.
11. Mrs. Gousia Nazir. HOD Management Department.
12. Mrs. Qurat ul Ain. A.P. Department of Computer Sciences.
13. Mr. Adil Majeed. Coordinator, B.Voc.
14. Mr. Suhail Javed A.P. Department of Computer Sciences.
15. Ms. Rizwana Khurshid. A.P. Department of Management Studies.
16. Mr. Mubashir Qadir. A.P. Department of Management Studies.
17. Ms. Rumaisa Nabi. A.P. Department of Management Studies.

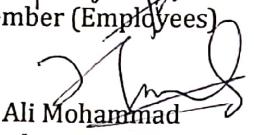
At the very outset of the meeting Respected Principal Mr. Mir Zaffar Hussain welcomed all the members and briefed the members about the purpose of the meeting. He deliberated upon the importance of NAAC accreditation process where he also discussed the contribution of IMT and particularly Honourable Chairman in the same. This was followed by a point wise discussion on the agenda of the meeting by Coordinator IQAC, the minutes of which have been listed below:

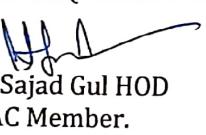
- **Review of NAAC accreditation process:** A detailed presentation regarding the current status of preparations regarding NAAC accreditation process was given. A detailed overview of all completed projects pertaining to infrastructural up gradation was given. This was followed by a discussion on those tasks that were still in pipeline and would be accomplished at the earliest.
- **Effective Curriculum planning and measures for proper implementation:** The optimal use of smart classrooms shall be ensured in the institution by all faculty members and the same shall be emphasized by the HOD's by embedding it in the timetable itself.
- In addition to this the implementation of mentor mentee system will be strictly followed by all faculty members who would interact frequently with their respective mentees and identify slow and fast learners from them and devise proper conditioning strategies for both groups.
- Since the institution has fully revived all offline activities after Covid 19 lockdown, it was decided that the College will restart the practice of conducting industrial visits without any delay as these are an integral part of the curriculum of our students.
- **Enhancement in Research work and publications:** The Convenor Research Committee emphasized on publishing of research papers, participation in conferences and writing of book chapters. Also, the faculty must ensure that the research papers must be published in UGC Care listed journals only.

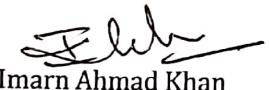
- **Restructuring of IQAC:** Some changes in the IQAC such as replacement of few members and addition of student members will be taken up by Coordinator IQAC with Vice Principal and Advisor to Principal.
- **Devising an improved mechanism for collection of feedback from various stakeholders:** Collection of feedback from students, alumni, employers and parents will be given due priority and a feedback tab will be created in the website also. A record will be maintained in the office admission section where \record of student progression and placement will be maintained by the concerned staff along with photocopy of supporting documents from ex-students who come to college for collection of certificates etc.
- **Preparation of Annual Report:** The preparation of this important document will be assigned by Respected Principal.

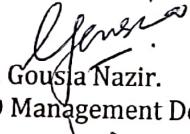

Mr. Mir Zaffar Hussain.
Principal/ Chairman IQAC


Mr. Hafiz Uljah
Member (Employees)


Mr. Ali Mohammad
Member (Local Society)


Mr. Sajad Gul HOD
IQAC Member.


Mr. Imarn Ahmad Khan
Advisor to Principal


Mrs. Gousa Nazir.
HOD Management Department.


Mrs. Qurat ul Ain
A.P. Department of Computer Sciences.

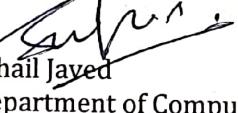

Mr. Adil Majeed.
Coordinator, B.Voc.

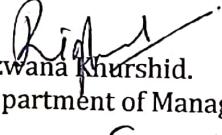

Mrs. Sabina Tariq
IQAC Member

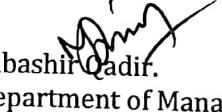

Mr. Javid Ahmad Paray.
IQAC Member.

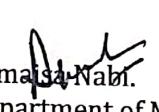

Mrs. Asifa Arabi
IQAC Member

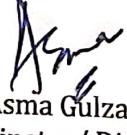

Mr. Adil Mehraj
IQAC Member


Mr. Suhail Javed
A.P. Department of Computer Sciences.


Ms. Rizwana Khurshid.
A.P. Department of Management Studies.


Mr. Mubashir Qadir.
A.P. Department of Management Studies.


Ms. Rumaisa Nabi.
A.P. Department of Management Studies.


Mrs. Asma Gulzar.
Coordinator/ Director IQAC



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Action Taken Report- MINUTES OF IQAC MEETING DATED 25/06/2022

1. All NAAC related preparation reviewed. Infrastructural up gradation in place as planned.
2. All classes being conducted in ICT enabled classrooms. Use of smart classrooms in progress.
3. Industrial visits organized by placement officer and MBA and BBA students participation made mandatory.
4. Faculty members being motivated to write papers for reputed journals by Principal, necessary follow up being made.
5. IQAC restructured with necessary modifications and addition of new student members.
6. Feedback collected and analyzed.
7. Annual report prepared.





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Minutes of meeting held at IITM on 12.08.2022

A meeting was held on 12/08/2022 in the Principal's office. The meeting was hosted and presided by honorable Principal IITM. The following faculty members were present in the meeting:

1) Mrs Sabina Tariq	Examination In charge IITM.
2) Mr Javaid Ahmad Parray	HOD Computer Science.
3) Mrs. Aasifa Arabi	Coordinator Department of Computer Science.
4) Mr Imran Khan	Assistant Professor Department of Computer Science.
5) Mr. Aadil Majeed	Assistant Professor Department of Management Studies.
6) Mr. Suhail Javid	Assistant Professor Department of Computer Science.
7) Mr. Aadil Mehraj	Assistant Professor Department of Management Studies
8) Mr. Mubashir Qadir	Assistant Professor Department of Management Studies
9) Ms Rizwana Khursheed	Assistant Professor Department of Management Studies
10. Ms. Rumysa Nabi	Assistant Professor Department of Management Studies.

The following points were highlighted during the meeting.

- It was decided that necessary arrangements must be made for upcoming visit of higher education dept. of UT of J&K that is likely to get conducted on 17th or 18th August 2022.
- It was suggested that the college should issue identity cards to all of the students to restrict entry of outsiders into the campus.
- It was mutually decided to initiate the process of procurement of ERP software of the college.
- It was impressed by the principal that we should gear up for the peer team visit of NAAC likely to happen in September and shall also focus on the mock test regarding the same.
- Data from feedback of all stakeholders was discussed after proper analysis and the following decisions were made:
 1. Teachers should have the freedom to adopt innovative techniques/strategies of teaching such as seminar presentations, group discussions etc.
 2. Teachers must pay more attention to have field visits and thus give greater practical exposure to students.
 3. Faculty must put efforts to have more exams for formative assessment.
 4. The feedback suggested the need for more practical lab for artificial intelligence and python programming.

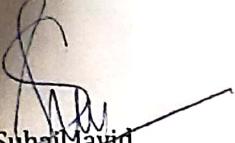
Mrs. Sabina Tariq
Examination In charge IITM.

Mr. Imran Khan
Assistant Professor
Department of Computer Science.

Mr. Javaid Ahmad Parray
HOD Computer Science.

Mr. Aadil Majeed
Assistant Professor
Department of Management Studies.

Mrs. Aasifa Arabi
Coordinator
Department of Computer Science.



Mr. Suhail Mavid
Assistant Professor
Department of Computer Science.



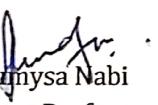
Mr. Aadi Mehraj
Assistant Professor
Department of Management Studies



Mr. Mubashir Qadir
Assistant Professor
Department of Management Studies



Ms Rizwana Khursheed
Assistant Professor
Department of Management Studies



Ms. Rumysa Nabi
Assistant Professor
Department of Management Studies.



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Action Taken Report- MINUTES OF IQAC MEETING DATED 12/08/22

1. Visit of Higher Education Department concluded successfully.
2. I cards issued to students. Wearing of I cards on campus made mandatory.
3. ERP Procurement initiated by the purchase committee.
4. Preparations pertaining to NAAC Peer team visit evaluated.
5. Inclusion of field trips, presentations, GD'S & formative assessment was impressed upon.
6. More practical session arranged for Python & AI courses.



**Minutes of the Meeting**

A meeting was held on 21-11-2022, chaired by Principal IITM in his Office Chamber.

The following Faculty members were present in the meeting:-

- 1) Mr. Sajad Gul, Vice Principal
- 2) Mr. Imran Ahmad Khan, Advisor to Principal
- 3) Mrs. Sabina Tariq, Incharge Examination
- 4) Mr. Javid Ahmad Parray, HOD Department of Computer Science
- 5) Mrs. Asma Gulzar, Co-ordinator IQAC
- 6) Mr. Adil Majeed, HOD Department of Management Studies
- 7) Mrs. Aasifa Arabi, Co-ordinator BCA
- 8) Mrs. Qurat ul ain, Assistant professor, Department of Computer Science
- 9) Mr. Adil Mehraj, Assistant professor, Department of Management Studies
- 10) Mr. Mubashir Qadir, Assistant professor, Department of Management Studies
- 11) Mr. Arshid Ahmad, Placement Officer

Following points were discussed in the meeting:-

- o It was decided in the meeting that official Social Media access shall be given to the respective HOD's and Coordinators. It was unanimously decided that both the HOD's shall be responsible for uploading documents and event photographs on Social Media pages. Mr. Javid Ahmad Parray (IT Convener) will look after the IITM website.
- o In the meeting it was decided to frame teams that will visit various institutes in the coming week to know their developments in the post accreditation phase and from which we can benefit too.
- o Preparations pertaining to student scholarships for the next academic year were discussed.
- o Mr. Adil Majeed, Mrs. Asifa Arabi, Mr. Arshid shall collectively work on purchasing the college mementoes for felicitating students who worked dedicatedly during the NAAC Peer Team Visit.
- o Student feedback collected was discussed and it was decided to:
- o Industrial visit shall be held at least once in a week and this task is entrusted to Mr. Arshid
- o It was further decided in the meeting that I Cards will be issued with bar codes which will facilitate to access online Library Software.

Mr. Sajad Gul
Vice Principal

Mr. Imran Ahmad Khan
Advisor to Principal

Mrs. Sabina Tariq
Incharge Examination

Mr. Javid Ahmad Parray,
HOD
Department of Computer Science

Mrs. Asma Gulzar,
Co-ordinator IQAC

Mr. Adil Majeed
HOD
Department of Management Studies

Mrs. Aasifa Arabi
Co-ordinator BCA

Mrs. Qurat ul ain
Assistant professor
Department of Computer Science

Mr. Adil Mehraj
Assistant professor
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Mr. Mubashir Qadir
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Action Taken Report- MINUTES OF IQAC MEETING DATED 21/11/2022

1. HOD'S being given access to official social media platforms for uploading necessary information.
2. IITM website being handled by IT coordinator.
3. Visits to GDC Baramulla, GDC Pampore and few Universities undertaken by faculty members.
4. Students who made an outstanding performance during NAAC felicitated.
5. Student feedback analyzed and discussed.
6. More practical sessions shall be initiated in the coming academic year.





Minutes of the Meeting

A meeting was held on 02-12-2022 under the Chairmanship of Respected Principal in his Office Chamber.

The following Faculty members were present in the meeting:-

- 1) Mr.Sajad Gul, Vice Principal
- 2) Mr. ImranAhmad Khan, Advisor to Principal
- 3) Mr. Javid Ahmad Paray, HOD Department of Computer Science
- 4) Mrs. AsmaGulzar, Co-Ordinator IQAC
- 5) Mr. Adil Majeed, HOD Department of Management Studies
- 6) Mrs. AasifaArabi, Co-ordinator BCA
- 7) Mrs. Quratulain, Assistant professor, Department of Computer Science
- 8) Mr. MubashirQadir, Assistant professor, Department of Management Studies
- 9) Mr. ArshidAhmad, Placement Officer
- 10) Ms.RizwanaKhurshid, Assistant professor, Department of Management Studies
- 11) Mrs.Anjuman, Faculty IITM
- 12) Mrs.Ambreen, Faculty IITM

Following points were discussed in the meeting:-

- 1) Feedback shall be taken from all Faculty member and Students Council from time to time to implement important/ feasible suggestions.
- 2) To establish a well knit security set-up in the campus in future.
- 3) Final approvals taken from principal regarding I-Cards with barcodes that will help in recognizing outsiders who enter the IITM campus and Mrs. Asifa Arabi will take charge of it.
- 4) Feasibility of installing RFID (Radio Frequency Identification) was given to Mr.Arshid Ahmad.
- 5) Internal evaluation shall be made through continuous assessment that will include presentations, case studies, practical assignments, projects an written assessments. Also, those students falling short of attendance will not be allowed to sit for the internal assessment.
- 6) Moral Education Programs shall be started.
- 7) It was impressed to have a proper dress code of students.
- 8) Reframing of students counsel shall be done immediately.
- 9) Sports activities shall be done after 2pm, so that class work shall not be hamper.
- 10) Mr.Arshid Ahmad shall engage students in the placement sessions. Students must also be encouraged to take part in cultural activities and co curricular activities; the last Saturday of the month shall be particularly utilized for this purpose.

Mr.Sajad Gul,
Vice Principal

Mr. ImranAhmad Khan
Advisor to Principal

Mr. Javid Ahmad Paray,
HOD
Department of Computer Science

Mrs. Asma Gulzar,
Co-Ordinator IQAC

Mr. Adil Majeed
HOD
Department of Management Studies

Mrs. AasifaArabi,
Co-ordinator BCA

Mrs. Qurat-ul-Ain
Assistant professor
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Mr. Mubashir Qadir
Assistant professor
Department of Management Studies

Mr. Arshid Ahmad
Placement Officer

Ms. Rizwana Khurshid
Assistant professor
Department of Management Studies

Mrs. Anjuman,
Faculty IITM

Mrs. Ambreen
Faculty IITM





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Action Taken Report- MINUTES OF IQAC MEETING DATED 02/12/2022

1. Feedback collected & analyzed. Necessary suggestions accepted.
2. For security of campus requirement of additional personnel being brought into the notice of management.
3. Process of issuing new I cards for next academic year shall be initiated in January.
4. RFID procurement idea dropped due to high cost.
5. Internal assessment evaluation restructured with components like presentations, group discussions and case studies being conducted from time to time
6. Students' council reframed.
7. Placement sessions, moral classes and sports classes being conducted.

