

A Report

on

Lab Audit 2017



Internal Quality Assurance Cell



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)

Race Course Road, Gola Ka Mandir, Gwalior, M.P. 474005

Website: www.mitsgwalior.in

**MADHAV INSTITUTE OF TECHNOLOGY AND SCIENCE
GWALIOR**

No. 819

Date: 28.03.2017

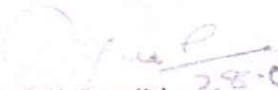
27

ORDER

All the Heads of the departments are required to prepare "**Standard Operating Procedures**" (SOPs) for the various equipments/instruments of the Laboratories and display the same adjacent to equipments/instruments in the Laboratories. SOPs of equipments/instruments to be made as part of manuals of the Lab.

This exercise should be completed by 28th April, 2017.

Review of the same will be done by the **Internal Audit Cell (IAC)** constituted vide order No. 402 dated 14th February, 2017 during May, 2017.


(Dr. R.K. Pandit)

Director

Copy to:-

4. Dr. Manjaree Pandit
5. Dr. P.K. Singhal
6. Dr. R.Kansal
7. Dr. C.S. Malvi
8. Prof. Anil Saxena
9. All HODs
10. Director office

27

MADHAV INSTITUTE OF TECHNOLOGY AND SCIENCE: GWALIOR

(A Govt. Aided UGC Autonomous Institution under RGPV Bhopal)

28

Ref. 2002

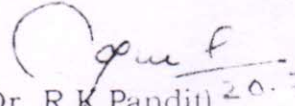
Date: 20th July 2017

ORDER

A **Lab Audit** will be conducted according to the following schedule on Saturday, **5th August 2017** by the **Internal Audit Cell (IAC)**. The HoDs along with their technical staff and faculty members are required to keep all necessary information ready for the proper and timely completion of this activity.

The soft copy of the format and required documents will be circulated and mailed to the HoDs for necessary action.

S.No.	Name of the Department	Time Slot
1	Civil Engineering	10.15-10.45 AM
2	Mechanical Engineering	10.45-11.15 AM
3	Automobile Engineering	11.15-11.45 AM
4	Electrical Engineering	11.45-12.15 AM
5	Electronics Engineering	12.15-12.45 AM
6	Electronics & Telecommunication	12.45 AM-01.15 PM
LUNCH		
7	Computer Science & Engineering	2.30-3.00 PM
8	Information Technology	3.00-3.30 PM
9	Chemical Engineering	3.30-4.00 PM
10	Biotechnology	4.00-4.30PM
11	Architecture	4.30-5.00PM
12	Applied Sciences	5.00-5.30PM
13	Computer Applications	5.30-6.00PM


(Dr. R.K. Pandit) 20.7.17
Director

Copy to:

1. Dr. Manjaree Pandit
2. Dr. P.K.Singhal
3. Dr. R.K. Kansal
4. Dr. C.S.Malvi
5. Prof. Anil K.Saxena
6. All HoDs
7. Examination Controller
8. Dean Administration
9. Registrar office
10. Director office

28

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE GWALIOR
Summary of Lab Audit

Name of the Department	Civil	Mech. & Automobile	Elect.	Elex. & ET	CSE & IT	Chem. Engg.	Biotech.	App. Sciences	MCA
List of laboratory courses/simulation labs/seminar classes as per schemes	Good	Good	Good	Good	Good	Good	Good	Good	Good
List of experiments/ assignments/seminar topics/ idea generation activities/ other activities being conducted in each of the above(separate file for each course)	Good	Very Good	Good	Average	Very Good	Good	Good	Good	Good
New equipment/ experimental set up purchased during the last academic year	No	Very Good	Very Good	Good	No	No	Good	Very Good	No
New experiments added/made functional during the last academic year	No	Very Good	Very Good	Good	Very Good	Good	Good	Very Good	Good

M. Pandey
09/09/17

Name of the Department	Civil	Mech. & Automobile	Elect.	Elex. & ET	CSE & IT	Chem. Engg.	Biotech.	App. Sciences	MCA
List of equipment not working	List not available	Available	Available	Available	Not applicable	Available	Available	Nil	Available
Steps/corrective actions taken for making them functional	Yes	Steps taken	Steps taken	Steps taken	Yes	Yes, Note Sheet moved	Yes, in process	Not applicable	Yes
Ambience of labs/ arrangement of equipment/cleanliness	Good	Average	Very Good	Good	Very Good	Good	Below Average	Good	Very Good
Attendance records	Good	Good	Very Good	Very Good	Very Good	Good	Good	Good	Very Good
Records of internal viva	Good	Good	Very Good	Very Good	Excellent	Yes	Good	Good	Good
List of Programming/ simulation exercises conducted in labs	No	Good	Very Good	Very Good	Very Good	Average	Good	Not applicable	Very Good
Lab manuals/ instruction sheets	Good	Good	Excellent	Very Good	Very Good	Good	Good	Good	Very Good
Quality of student Journals/lab files	Average	Good	Average	Good	Good	Very Good	Average	Good	Average

M Pandit

Manjaree Pandit

09/08/17.

Chairperson (Internal Audit Cell)