

A Summary *of* Academic Audit 17.02.18



Internal Quality Assurance Cell



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

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MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Ref./DA/MP/18/626

Date: 23/02/2018

With reference to Order No 492 dated 12th February 2018 the Academic Audit was conducted by a team consisting of the Internal Audit Cell of the institute and two external experts. The salient points are being communicated.

- The Departments are required to take necessary steps and corrective measures wherever necessary and submit a **crisp action taken report (ATR) by 30th April 2018.**
- The Departments should also identify their strengths and work to improve them further.

Summary of Academic Audit

General Points observed by Team /suggested by External Experts

1. Lecture plan should reflect the planned as well as actual course completed on that date. So one more column may be added.
2. All documents shown to the team should have signature of concerned, date, session, subject name etc. marked clearly
3. Only numerical problems to be given in tutorials, theoretical questions in assignments.
4. Records of Action Taken Report (ATR) on departmental meetings/HoD meetings/Feedback/any other such matter to be
5. In individual faculty timetable additional institutional charge resting with the faculty member such as HoD/Dean/ TEQIP-III charges/ Warden/ Class co-coordinator/Other activity co-coordinator/Club or Student Chapter advisor etc. should also be mentioned.
6. A master time table must also be available in the Time-Table file.
7. Model Lab Records with full report/Graph/calculation/ results etc. to be prepared for each lab. (The NPIU faculty may be given this responsibility)
8. Mid-semester, End-semester question paper analysis to be performed on a regular basis to identify deficiencies and answer books shown to students for maintaining transparency.

9. **Students should be asked to give a presentation on their B.E. Projects for both internal/external evaluations.**
10. Old GATE examination questions must be included in tutorial sheets/assignments to be uploaded on the website.
11. The departments must develop a few Best Practices which can be shared by other departments.
12. The strength-weakness-opportunities-Challenges (SWOC) analysis must be done carefully, from time to time.
13. BE project/ME Dissertation allotment process must be transparent and documented.
14. Students to be motivated for attending special classes as per Time Table for clearing their doubts/bridging gaps etc.
15. MOODLE and other on-line platforms of innovative teaching-learning should be utilized for content deliver/evaluation etc.
16. A list of discipline specific problems being faced by industry/society and some /latest innovations must be identified as topics by the departments for student Seminar/projects etc.

Best Practices/Strengths as observed in the Academic audit

1. Civil

- CO attainment and feedback done meticulously; Direct/Indirect both assessment done

2. Mechanical & Automobile:

- Class Time Table & Faculty Time Table
- Faculty Course Files/Attendance/ Lecture plan
- Allotment of M.E. projects
- Result Analysis & action taken
- Minutes of meetings of department
- Faculty profile on website

3. Electrical:

- Records of Industry visits/tours, record in album is appreciated
- Award of Internal evaluation marks
- Research projects (Sanctioned, Ongoing, Completed & UC sent during this period) is very good
- Papers (Journals/conferences) very good contribution

- Papers (Journals/conferences): Student/faculty papers in IEEE conferences and Scopus indexed
- Any other relevant achievements: Excellent (MODROB Grant received, IET student chapter activities and student participation, NBA accreditation of ME(ISD), Ph.D. awarded to H.M. Dubey ISTE student chapter activities coordinated, e-kart winner)

4. Electronics & IT:

- Papers (Journals/conferences)

5. CSE&IT:

- Faculty feedback analysis
- Award of Internal evaluation marks
- Status/attendance of SWAYAM courses
- Papers (Journals/conferences)

6. Chemical:

- Faculty feedback analysis
- Award of Internal evaluation marks
- Status/attendance of SWAYAM courses
- CO attainment and feedback

7. Biotechnology:

- Time-Table/attendance of Remedial classes, counseling done
- Attendance during expert lectures
- Faculty feedback analysis
- Result Analysis & action taken
- Minutes of meetings of department
- Status/attendance of SWAYAM courses
- CO attainment and feedback
- Faculty profile on website
- Any other relevant achievements: Student performance in GATE, TOEFL, NPTEL certificates achieved

8. Applied Sciences:

- Time-Table/attendance of Remedial classes, counseling done
- Award of Internal evaluation marks
- Records of MOODLE utilization

9. Humanities:

- CO attainment and feedback
- Research projects (Sanctioned, Ongoing, Completed & UC sent during this period):
MODROB grant received (Rs. 12.50)

10. Architecture:

- Records of Industry visits/tours
- Attendance during expert lectures
- Award of Internal evaluation marks
- Any other relevant achievements: Award for best thesis

11. Computer Applications:

- Minutes of meetings of department
- Status/attendance of SWAYAM courses: 100% registered

Date: 23/2/2018

M Pandit
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Dean Academics.

Copy to:

1. All HoDs for compliance
2. Director Office