A

Report

On

ACADEMIC AUDIT

August - 2018

UNDER

I Q A C

Internal **Q**uality **A**ssurance **C**ell

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE

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

Ref. No. 2568   Date: 27/07/2018

ORDER

An **Internal Audit Committee** (IAC) of the following faculty members is constituted to conduct the forthcoming Academic Audit on 25th August and 1st September.

1. Dr. P.K. Singhal, Controller Examinations
2. Dr. C.S. Malvi, Professor, Mechanical Engineering
3. Dr Rajeev Kansal, Dean Student Welfare
4. Dr. Akhilesh Tiwari, Professor & Head, CSE & IT
5. Dr. Pratesh Jayaswal, Academic Coordinator (TEQIP-III)
6. HoD of the concerning Department

(Dr. R.K. Pandit) 27.7.18
Director

Copy to:

1. All members
2. Dean Academics
3. Dr Pratesh Jayaswal, Academic Coordinator (TEQIP-III)
4. Director Office

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Ref. No. 2569

Date: 27/07/2018

ORDER

An **Academic Audit** will be conducted as mentioned in the Academic Calendar, according to the following schedule on two consecutive Saturdays, **25th August and 1st September 2018**. The HoDs, class/other coordinators, and the faculty members are required to keep all necessary information ready for the proper and timely completion of this activity.

The departments must keep documentation of all activities arranged neatly in separate files, ready for review by the **Internal Audit Committee** (IAC). Some revisions have also been carried out; the revised format will be mailed to the departments shortly.

Date	Saturday, 25.8.2018	
S.No.	Name of the Department	Time Slot
1.	Mechanical Engineering	10.00 a.m. -11.00
2.	Automobile Engineering	11.00-12.00 p.m.
3.	Applied Science	12.00-1.00 p.m.
	LUNCH	
4.	Chemical Engineering	2.00 p.m.-3.00 p.m.
5.	Biotechology	3.00-4.00 p.m.
6	Architecture	4.0 p.m -5.0 p.m.
7	Humanities	5.0 pm -6.0 pm
Date	**Saturday, 01.9.2018**	
8.	Civil Engineering	10.00 a.m. -11.00
9.	Electronics Engineering	11.00-12.00 p.m.
10.	Electronics & Telecommunication	12.00-1.00 p.m.
	LUNCH	
11	Electrical Engineering	2.00 p.m.-3.00 p.m.
12	Computer Science & Engineering	3.00-4.00 p.m.
13	Information Technology	4.0 p.m -5.0 p.m.
14	Computer Applications	5.0 pm -6.0 pm

27.7.18

(Dr. R.K. Pandit)
Director

Copy to:
1. All HoDs
2. Dr. P.K.Singhal
3. Dr. R.K. Kansal
4. Dr. C.S.Malvi
5. Dr. Pratesh Jayaswal
6. Dr. Akhilesh Tiwari
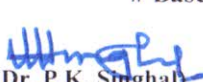7. Dean Academics
8. Director office
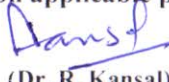
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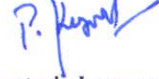## Results of Audit
Engineering Departments

Criterion	CIVIL	MECHANICAL & AUTOMOBILE	ELECTRICAL	ELECTRONICS & ET	CSE & IT	CHEMICAL	BIOTECHNOLOGY
Criterion I: Availability of Records & Data Management	39	47	43	35	40	37	39
Rank (Criterion - I)	IV	I	II	VI	III	V	IV
Criterion II: Teaching Learning Practices	53	59	50	50	48	45	41
Rank (Criterion - II)	II	I	III	III	IV	V	VI
Criterion III: Quality Improvement Initiatives	35	59	45	42	54	32	36
Rank (Criterion - III)	VI	I	III	IV	II	VII	V
Total Points Obtained	127	165	138	127	142	114	116
Aggregate Points# (Total applicable Parameters for BE Civil, Mech., Automo., Elect., Elex., ET, CSE, IT and Chem.= 50) (Biotech 50-3 = 47)	250	250	250	250	250	250	235
Percentage	50.80	66.00	55.20	50.80	56.80	45.60	49.36
Rank (Overall)	IV	I	III	IV	II	VI	V

Based on applicable parameters
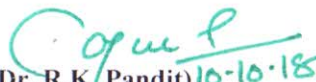
(Dr. P.K. Singhal)
Member

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(Dr. C.S.Malvi)
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(Dr. Manjaree Pandit)
Dean Academic

(Dr. R.K. Pandit) 10-10-18
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Other Departments

Criterion	APP. SCIENCES	HUMANITIES	ARCHITECTURE	MCA
Criterion I: Availability of Records & Data Management	15	20	17	22
Rank (Criterion - I)	IV	II	III	I
Criterion II: Teaching Learning Practices	17	17	42	34
Rank (Criterion - II)	III	III	I	II
Criterion III: Quality Improvement Initiatives	16	21	43	21
Rank (Criterion - III)	III	II	I	II
Total Points Obtained	**48**	**58**	**102**	**77**
Aggregate Points# (Total applicable Parameters for Applied Science (50-8 = 42), Humanities (50-7 = 43), Architecture (50-3 = 47) and MCA = 50)	·210 190	215 200	235	250
Percentage	22.86 25.26	26.98 29.00	43.40	30.80
Rank (Overall)	**IV**	**III**	**I**	**II**

Based on applicable parameters

(Dr. P.K. Singhal) (Dr. R. Kansal) (Dr. C.S.Malvi) (Dr. Pratesh Jayaswal) (Dr. Akhilesh Tiwari) (Dr. Manjaree Pandit) (Dr. R.K. Pandit) 10·10·18
Member   Member   Member   Member   Member   Dean Academic   Director

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ACADEMIC AUDIT REPORT (25.8.2018 & 01.9.2018)

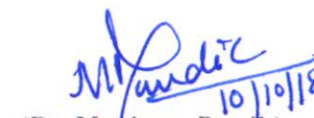| S. No.	Name of the Department Date: 25.8.2018 & 01.9.2018	CIVIL	MECH. & AUTOMO.	ELECT.	ELEX. & ET	CSE & IT	CHEM. ENGG.	BIOTECH.	APP. SCIENCES	HUMANITIES	ARCH.	MCA
	Criterion I: Availability of Records & Data Management											
1	Class Time Table & Faculty Time-Table	5	5	4	3	3	2	3	3	2	3	4
2	Question paper analysis report (**End/mid-term & action taken**)	3	3	4	3	3	3	4	2	3	3	2
3	Files of various Departmental Coordinators (**List of Departmental Coordinators,/Incharge assigned by Deptt. for various activities and record of assigned task**)	3	4	3	4	3	4	3	0	2	3	0
4	Compilation of quarterly e-news letter (**Availability on deptt. page on Institute website**)	3	4	4	3	4	0	3	0	0	0	0
5	Result Analysis & action taken report	3	4	4	3	4	4	3	1	2	1	3
6	CO & CO attainment for academic year 2017 - 18 for all courses (**Actions taken for improvement where COs fall below the target**)	3	3	4	4	4	4	3	1	2	0	2
7	PO & PSO attainment for academic year 2017-18	3	3	4	4	4	4	3	0	0	0	2
8	Status of department page on institute website (**Uploading of achievements, photos, up to date information for branding and marketing of the department**)	4	5	3	3	4	3	3	0	0	0	1

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9	Analysis & action taken reports on previous Audit reports	3	4	3	1	2	3	3	1	2	1	0
10	List of departmental files, maintenance of general records	2	4	4	4	3	4	3	2	2	0	2
11	Faculty feedback analysis/Corrective action **(Computation of FFI on a 5 point scale for two feedbacks in each semester,signed records of each faculty)**	3	4	3	3	3	3	4	2	3	2	3
12	Minutes of meetings of department	4	4	3	0	3	3	4	3	2	4	3
Criterion II: Teaching Learning Practices												
13	Faculty Course Files including students' Attendance record & Lecture plan	3	4	3	3	3	4	2	3	3	3	2
14	Availability of course material on MOODLE **(Ref. DA/MP/18/677 dated 31st may 2018 : Lecture plans, syllabus, Notes, PPTs, Unit Wise Question banks, previous year papers, Gate oriented questions, etc)**	2	4	4	3	3	3	2	2	3	3	2
15	Records of MOODLE utilization, analysis of on-line quiz, assignments on MOODLE, its evaluation **(Any other innovative teaching methods in practice)**	3	3	3	3	3	3	3	2	2	3	2
16	Allotment of B.E./B.Arch./MCA projects **(List, classification, assessment & evaluation tools)**	4	4	2	3	3	3	4	NA	NA	4	4
17	Allotment of M.E. dissertation topics **(List, classification, assessment & evaluation tools)**	4	4	2	3	4	2	NA	NA	NA	0	✓

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18	Dissertation presentation records-ME/M.Tech./M.Arch.	4	4	3	4	3	3	NA	NA	NA	0	✓
19	Lab manuals/instruction sheets given to students	3	3	4	4	3	2	2	3	3	3	3
20	Lab records of students/Report made by students	3	3	3	4	2	3	3	3	3	4	2
21	Lab utilisation/access register/record	3	3	2	3	2	3	3	2	0	2	4
22	Seminar presentation records-ME/M.Tech/M.Arch (List of topics, mode of conduction)	3	4	3	2	2	3	NA	NA	NA	3	✓
23	Records of SWAYAM/NPTEL courses conduction (Attendance, evaluation, award of marks)	3	3	4	3	3	3	4	NA	0	3	4
24	Number of faculty members registered for SWAYAM/NPTEL Course/ Number who cleared exam and Earned credits	3	3	4	2	3	3	3	0	0	3	3
25	Criteria for awarding Internal marks (Records)	3	4	3	3	3	2	4	2	3	4	4
26	Collaborations established with industry, institute, research organization & activities conducted	3	4	0	3	4	0	2	0	0	4	0

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27	Annual Success Index, with /without backlog (Number of students who have graduated from the program with/without backlog)/(Number of students admitted in the first year of that batch and actually admitted in 2nd year via lateral entry)	3	3	3	2	2	3	3	NA	NA	0	1
28	Academic Performance Index of last 3 years (Mean of 2nd year CGPA of all successful students) x (Number of successful students/Number of students appeared in the examination) Successful students: Those who proceed to the third year	3	3	4	2	2	3	2	NA	NA	0	2
29	Placement Index = (Number of students placed on/off campus + Students who went for higher studies + started their own business)/Total final year students	3	3	3	3	3	2	4	NA	NA	3	1
	Criterion III: Quality Improvement Initiatives											
30	Curriculum development (BoS files, minutes of workshops, meeting, feedback of stakeholders)	4	3	3	2	3	2	4	3	3	3	2
31	New equipment/facilities created/labs developed	0	1	1	2	0	0	1	0	3	3	0
32	Record of students' participation in extra & co-curricular activities within and outside the Institute	3	4	1	2	4	3	2	0	NA	4	1

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33	Available Professional Societies/chapters and Technical events conducted under Societies. **Chapters (Name of chapter, List of student members, list of activities conducted & number of participants)**	0	4	3	3	3	1	1	0	0	2	0
34	Records of attendance of Remedial classes, counselling **(Impact analysis and measures for improvements)**	3	4	3	3	3	2	2	0	2	3	3
35	Records & report of Industry visits/tours	3	3	2	0	3	2	0	NA	NA	4	0
36	Events and activities conducted by the department **(Workshop/FDPs/Seminar/ Training etc.)**	0	3	0	4	2	0	2	0	0	3	0
37	Extension activities conducted at the department level **(Format: Title, collaborating agency such as NGO, Govt. Organizations, Red cross, industry, community clubs and organizations if any, number of teachers involved, no. of students participated, separate count for Male/ Female in case of Gender Equity activities)**	0	3	1	3	2	0	0	0	0	3	0
38	Records of expert lectures conducted **(Dates, resource person, topic, student attendance)**	3	1	3	0	1	2	3	0	0	4	3
39	Training programmes attended by faculty **(Format: S.No., Faculty name, title, place duration)**	2	4	3	3	2	3	3	1	2	3	0
40	Training programmes attended by staff **(Format: S.No., name of staff, title, venue/ place, duration)**	0	0	2	2	2	0	0	0	0	0	0

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41	Workshops/seminars/conferences attended by faculty (Format: S.No., Faculty name, title, place duration)	1	3	3	2	3	2	1	2	2	3	2
42	Research projects (Submitted, Sanctioned, Ongoing, Completed & UC sent during evaluation period) (Format: Faculty,agency, file number, duration, amount, status)	0	3	3	0	2	2	1	2	1	1	0
43	Papers published (Journals/conferences) (Format: Authors, title, volume, page nos, year,Impact factor, whether SCI, UGC approved, Scopus or other indexing)	3	4	3	4	3	4	3	2	2	3	3
44	Faculty as resource persons (Format: Name, activity, place, duration, title (for expert lectures), venue, Role (such as committee member outside institution as an expert, reviewer, delivered expert/invited talk, organizing)	3	3	3	3	2	1	0	0	1	0	1
45	Patents (Published/awarded/filed/initiatives taken)	0	1	0	0	3	0	2	0	0	0	0
46	Books and Book Chapters published by Faculty	0	3	2	0	5	0	0	3	2	0	0
47	Best practices of the department (Any two, in format provided)	2	4	0	1	3	2	3	0	2	0	0
48	SWOT/SWOC analysis	3	2	3	3	3	2	3	2	0	0	2
49	Any other relevant achievements	2	3	3	2	2	2	2	0	0	2	2
50	Overall comments/Remark (if any)	3	3	3	3	3	2	3	1	1	2	2
	Total Points	127	165	138	127	142	114	116	48	58	102	77

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