

A Report

On

ACADEMIC AUDIT

August- 2019

Under



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. 2421

Date: 03.08.2019

ORDER

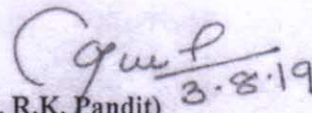
The **Phase-I of Academic Audit** will be conducted, according to routine practice, on **Saturday 31st August & Sunday 1st September, 2019**. The HoDs, class/other coordinators, and the faculty members are required to keep all necessary information ready according to the Format which has been all ready circulated 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 Auditors**.

Date		
Saturday, 31.08.2019		
S.No.	Name of Department	Time Slot
1.	Mechanical Engineering	10.00 a.m. – 12.00 noon
2.	Automobile Engineering	12.00 noon – 1.00 p.m.
LUNCH		
3.	Civil Engineering	2.00 p.m. – 4.00 p.m.
4.	Electrical Engineering	4.00 p.m. – 6.00 p.m.
Date		
Sunday, 01.09.2019		
5.	Electronics Engineering	10.00 a.m. – 12.00 noon
6.	Electronics & Telecommunication Engineering	12.00 noon – 1.00 p.m.
LUNCH		
7.	Computer Science Engineering	2.00 p.m. – 4.00 p.m.
8.	Information Technology	4.00 p.m. – 5.00 p.m.
9.	Chemical Engineering	5.00 p.m. – 6.00 p.m.

The **Phase-II of Academic Audit** will be conducted on **28th September, 2019** according to the following schedule.

Date		
Saturday, 28.09.2019		
S.No.	Name of Department	Time Slot
1.	Applied Science	10.30 a.m. – 12.30 p.m.
2.	Humanities	12.30 p.m. – 1.30 p.m.
LUNCH		
3.	Architecture	2.30 p.m. – 4.30 p.m.
4.	Biotechnology	4.30 p.m. – 5.30 p.m.


(Dr. R.K. Pandit)
Director

Copy to:

1. All the Heads of the Department
2. Director Office

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR
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Ref. No. 2568

Date: 20/08/2019

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An **Internal Audit Committee** (IAC) of the following faculty members is constituted to conduct the forthcoming Academic Audit on 31st August, 1st September & 28th September 2019.

- 1. Dr. P.K. Singhal, Controller Examinations
- 2. Dr. Rajeev Kansal, Dean (Student Welfare)
- 3. Dr. Sulochana Wadhvani, OBE Manager
- 4. Dr. Pratesh Jayaswal, Academic Coordinator (TEQIP-III)
- 5. HoD of the concerning Department

R.K. Pandit
 (Dr. R.K. Pandit) 20.8.19
 Director

Copy to:

- 1. All members
- 2. Dean Academics
- 3. Director Office



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Results of Academic Audit

Date - (28.9.2019)

Other Departments

Criterion	BIOTECHNOLOGY	APP. SCIENCES	HUMANITIES	ARCHITECTURE
Criterion I: Availability of Records & Data Management	45	36	32	41
Rank (Criterion - I)	I	III	IV	II
Criterion II: Teaching Learning Practices	51	30	29	52
Rank (Criterion - II)	II	III	IV	I
Criterion III: Quality Improvement Initiatives	38	41	26	42
Rank (Criterion - III)	III	II	IV	I
Total Points Obtained	134	107	87	135
Aggregate Points# (Total applicable Parameters for BE Biotech. (50-5 = 45), Applied Science (50-12 = 38), Humanities (50-13 = 37) and Architecture (50-1 = 49))	225	190	185	245
Percentage	59.56	56.32	47.03	55.10
Rank (Overall)	I	II	IV	III

Based on applicable parameters

Compiled By : *M. Pandit*
(Dr. Manjaree Pandit) *05/10/19*
Dean Academic

Raj
04-10-2019

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REPORT OF ACADEMIC AUDIT

Date - (28.9.2019)

S. No.	Name of the Department	BIOTECHNOLOGY	APPLIED SCIENCES	HUMANITIES	ARCHITECTURE
Criterion I: Availability of Records & Data Management					
1	Time Table File (Master, Class, Faculty, Lab, Staff)	4	4	4	4
2	Question paper analysis report (End/mid-term & action taken)	4	3	2	2
3	Files of various Departmental Coordinators (List of Departmental Coordinators, Incharge assigned by Deptt. for various activities and record of assigned task)	4	2	3	4
4	Compilation of quarterly e-news letter (Availability on deptt. page on Institute website)	3	3	2	5
5	Result Analysis & action taken report	3	3	3	4
6	CO & CO attainment for academic year 2017 - 18 for all courses (Actions taken for improvement where COs fall below the target)	4	4	3	3
7	PO & PSO attainment for academic year 2017-18	4	-	-	-
8	Status of department page on institute website (Uploading of achievements, photos, up to date information for branding and marketing of the department)	3	3	2	4
9	Analysis & action taken reports on previous Audit reports	4	3	3	4
10	List of departmental files, maintenance of general records	4	3	4	4
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)	4	4	3	3
12	Minutes of meetings of department	4	4	3	4
Criterion II: Teaching Learning Practices					
13	Course Files including MOODLE attendance records, Lecture Plan, Sample Mid-Sem A/Bs	4	3	3	5

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S. No.	Name of the Department	BIOTECHNOLOGY	APPLIED SCIENCES	HUMANITIES	ARCHITECTURE
14	Availability of course material on MOODLE Lecture Plans, Syllabus, Notes, PPTs, Unit Wise Question Banks, Previous year papers, Gate oriented questions, Attendance, etc.)	4	4	3	3
15	Records of MOODLE utilization, analysis of on-line quiz, assignments on MOODLE, its evaluation (MWI) (Any other innovative teaching methods in practice)	4	4	3	4
16	Allotment of B.E./B.Arch./MCA projects (List, classification, assessment & evaluation tools)	4	-	-	4
17	Allotment of M.E. dissertation topics (List, classification, assessment & evaluation tools)	-	-	-	4
18	Dissertation presentation records-ME/M. Tech./M.Arch.	-	-	-	4
19	Lab manuals/instruction sheets given to students	4	4	4	3
20	Lab records of students/Report made by students	3	4	4	4
21	Lab utilisation/access register/record	3	4	5	3
22	Seminar presentation records-ME/M.Tech/M.Arch (List of topics, mode of conduction)	-	-	-	5
23	Records of SWAYAM/NPTEL courses conduction (Attendance, evaluation, award of marks)	4	-	-	0
24	Number of faculty members registered for SWAYAM/NPTEL Course/ Number who cleared exam and Earned credits	4	1	3	2
25	Criteria for awarding Internal marks (Records)	4	3	4	3
26	Collaborations established with industry, institute, research organization & activities conducted	3	3	0	0
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)	4	-	-	4
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	4	-	-	0

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S. No.	Name of the Department	BIOTECHNOLOGY	APPLIED SCIENCES	HUMANITIES	ARCHITECTURE
29	Placement Index = (Number of students placed on/off campus + Students who went for higher studies + started their own business)/Total final year students	2	-	-	4
Criterion III: Quality Improvement Initiatives					
30	Curriculum development (BoS files, minutes of workshops, meeting, feedback of stakeholders)	3	3	3	3
31	New equipment/facilities created/labs developed	0	1	2	0
32	Record of students' participation in extra & co-curricular activities within and outside the Institute	3	-	-	4
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	0	0	2
34	Records of attendance of Remedial classes, counselling (Impact analysis and measures for improvements)	-	2	2	2
35	Records & report of Industry visits/tours	4	-	-	4
36	Events and activities conducted by the department (Workshop/FDPs/Seminar/Training etc.)	2	3	0	1
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	0	0
38	Records of expert lectures conducted (Dates, resource person, topic, student attendance)	0	-	-	2
39	Training programmes attended by faculty (Format: S.No., Faculty name, title, place duration)	2	4	2	3
40	Training programmes attended by staff (Format: S.No., name of staff, title, venue/place, duration)	-	2	-	0
41	Workshops/Seminars/Conferences attended, papers presented by faculty. (Format : S.No., Faculty name, title, place, duration)	3	3	2	2
42	Research projects (Submitted, Sanctioned, Ongoing, Completed & UC sent during evaluation period) (Format: Faculty, agency, file number, duration, amount, status)	2	2	3	0

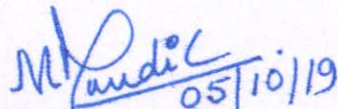
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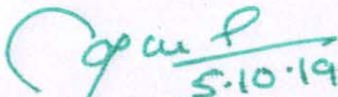
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S. No.	Name of the Department	BIOTECHNOLOGY	APPLIED SCIENCES	HUMANITIES	ARCHITECTURE
43	Papers published (Journals/conferences) (Format: Authors, title, volume, page nos, year, Impact factor, whether SCI, UGC approved, Scopus or other indexing)	3	3	1	2
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)	2	1	0	2
45	Patents (Published/awarded/filed/initiatives taken)	3	0	0	0
46	Books and Book Chapters published by Faculty	0	4	0	0
47	Best practices of the department (Any two, in format provided)	2	3	3	4
48	SWOT/SWOC analysis	3	2	3	4
49	Any other relevant achievements	3	2	2	4
50	Overall comments/Remark (if any)	3	3	3	3
Total Points		134	107	87	135


(Dr. Manjaree Pandit)
(Dean Academic)


(Dr. R.K. Pandit)
Director



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Results of Academic Audit -

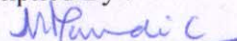
Date - (31.8.2019 & 01.9.2019)

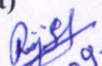
Engineering Departments

Criterion	CIVIL	MECHANICAL	AUTOMOBILE	ELECTRICAL	ELECTRONICS	ELEX. & TELE.	CSE	IT	CHEMICAL
Criterion I: Availability of Records & Data Management	43	46	45	38	40	40	45	44	38
Rank (Criterion - I)	IV	I	II	VI	V	V	II	III	VI
Criterion II: Teaching Learning Practices	51	54	47	54	54	56	58	61	45
Rank (Criterion - II)	V	IV	VI	IV	IV	III	II	I	VII
Criterion III: Quality Improvement Initiatives	45	65	52	67	47	47	64	63	57
Rank (Criterion - III)	VIII	II	VI	I	VII	VII	III	IV	V
Total Points Obtained	139	165	144	159	141	143	167	168	140
Aggregate Points# (Total applicable Parameters for BE Civil, Mech., Automo., Elect., Elex., ET, CSE, IT and Chem.= 50)	250	250	250	250	250	250	250	250	250
Percentage	55.60	66.00	57.60	63.60	56.40	57.20	66.80	67.20	56.00
Rank (Overall)	IX	III	V	IV	VII	VI	II	I	VIII

Based on applicable parameters

Compiled By :


(Dr. Manjaree Pandit)
Dean Academic


05-09-2019

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REPORT OF ACADEMIC AUDIT -

Date - (31.8.2019 & 01.9.2019)

S. No.	Name of the Department	CIVIL	MECH.	AUTOMO.	ELECT.	ELEX.	ET	CSE	IT	CHEM.
	Date: 31.8.2019 & 01.9.2019									
Criterion I: Availability of Records & Data Management										
1	Time Table File (Master, Class, Faculty, Lab, Staff)	5	5	5	4	4	4	4	4	5
2	Question paper analysis report (End/mid-term & action taken)	3	4	4	3	3	3	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	4	3	3	3	4	4	3
4	Compilation of quarterly e-news letter (Availability on deptt. page on Institute website)	3	4	4	3	3	3	4	4	3
5	Result Analysis & action taken report	4	3	3	3	2	2	3	3	4
6	CO & CO attainment for academic year 2017 - 18 for all courses (Actions taken for improvement where COs fall below the target)	4	3	3	4	4	4	4	4	2
7	PO & PSO attainment for academic year 2017-18	4	4	3	4	3	3	3	3	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	4	4	3	4	4	4	4	4
9	Analysis & action taken reports on previous Audit reports	3	4	4	3	3	3	4	4	3
10	List of departmental files, maintenance of general records	2	4	4	3	4	4	4	4	3
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	3	3	3	3	3	3	3	3
12	Minutes of meetings of department	5	4	4	2	4	4	5	4	4
Criterion II: Teaching Learning Practices										
13	Course Files including MOODLE attendance records, Lecture Plan, Sample Mid-Sem A/Bs	3	3	3	3	3	3	3	3	3
14	Availability of course material on MOODLE Lecture Plans, Syllabus, Notes, PPTs, Unit Wise Question Banks, Previous year papers, Gate oriented questions, Attendance, etc.)	3	4	4	3	4	4	3	3	2

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S. No.	Name of the Department	CIVIL	MECH.	AUTOMO.	ELECT.	ELEX.	ET	CSE	IT	CHEM.
15	Records of MOODLE utilization, analysis of on-line quiz, assignments on MOODLE, its evaluation (MWI) (Any other innovative teaching methods in practice)	3	3	3	3	4	4	4	4	4
16	Allotment of B.E./B.Arch./MCA projects (List, classification, assessment & evaluation tools)	3	4	4	3	4	4	3	3	2
17	Allotment of M.E. dissertation topics (List, classification, assessment & evaluation tools)	3	4	4	3	3	3	4	4	3
18	Dissertation presentation records-ME/M. Tech./M.Arch.	3	4	4	4	3	3	4	4	3
19	Lab manuals/instruction sheets given to students	3	2	2	3	2	2	2	2	4
20	Lab records of students/Report made by students	4	2	2	3	3	3	2	2	2
21	Lab utilisation/access register/record	3	3	2	4	3	3	4	4	3
22	Seminar presentation records-ME/M.Tech/M.Arch (List of topics, mode of conduction)	3	3	2	3	3	3	3	3	3
23	Records of SWAYAM/NPTEL courses conduction (Attendance, evaluation, award of marks)	2	3	3	3	4	4	4	4	4
24	Number of faculty members registered for SWAYAM/ NPTEL Course/ Number who cleared exam and Earned credits	3	3	3	3	4	4	5	5	0
25	Criteria for awarding Internal marks (Records)	4	4	3	4	3	3	4	4	3
26	Collaborations established with industry, institute, research organization & activities conducted	3	3	2	3	4	4	4	4	0
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	2	3	2	3	3	4	3
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	2	3	2	3	3	4	3
29	Placement Index = (Number of students placed on/off campus + Students who went for higher studies + started their own business)/Total final year students	2	3	2	3	3	3	3	4	3

M/O

P. Patel

A. Patel

Dr.

M. S.

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S. No.	Name of the Department	CIVIL	MECH.	AUTOMO.	ELECT.	ELEX.	ET	CSE	IT	CHEM.
Criterion III: Quality Improvement Initiatives										
30	Curriculum development (BoS files, minutes of workshops, meeting, feedback of stakeholders)	3	3	3	3	3	3	4	4	3
31	New equipment/facilities created/labs developed	2	1	0	5	4	4	2	2	2
32	Record of students' participation in extra & co-curricular activities within and outside the Institute	2	3	2	3	3	3	4	4	3
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)	2	3	3	4	3	3	4	4	1
34	Records of attendance of Remedial classes, counselling (Impact analysis and measures for improvements)	0	3	3	3	3	3	1	0	3
35	Records & report of Industry visits/tours	2	1	2	3	4	4	2	2	3
36	Events and activities conducted by the department (Workshop/FDPs/Seminar/Training etc.)	2	4	3	4	3	3	4	4	2
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)	3	4	3	3	4	4	3	3	2
38	Records of expert lectures conducted (Dates, resource person, topic, student attendance)	2	3	3	2	0	0	3	3	3
39	Training programmes attended by faculty (Format: S.No., Faculty name, title, place duration)	3	4	3	4	4	4	3	3	3
40	Training programmes attended by staff (Format: S.No., name of staff, title, venue/place, duration)	2	3	3	4	2	2	2	2	3
41	Workshops/Seminars/Conferences attended, papers presented by faculty. (Format : S.No., Faculty name, title, place, duration)	2	4	3	3	1	1	2	2	3
42	Research projects (Submitted, Sanctioned, Ongoing, Completed & UC sent during evaluation period) (Format: Faculty, agency, file number, duration, amount, status)	2	3	3	4	0	0	3	3	3

MNO

P. Singh

Dansal

Dr. Singh

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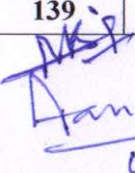
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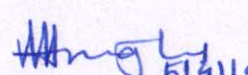
S. No.	Name of the Department	CIVIL	MECH.	AUTOMO.	ELECT.	ELEX.	ET	CSE	IT	CHEM.
43	Papers published (Journals/conferences) (Format: Authors, title, volume, page nos, year, Impact factor, whether SCI, UGC approved, Scopus or other indexing)	2	4	2	3	3	3	4	4	4
44	Faculty as resource persons (Format: Name, activity, place, duration, title (for expert lectures), venue, Role (such as committee member outside institution as an expert, reviewer, delivered expert/invited talk, organizing)	4	2	2	3	0	0	3	3	2
45	Patents (Published/awarded/filed/initiatives taken)	0	4	1	0	0	0	0	0	0
46	Books and Book Chapters published by Faculty	0	4	1	3	1	1	5	5	3
47	Best practices of the department (Any two, in format provided)	3	3	3	3	2	2	4	4	3
48	SWOT/SWOC analysis	3	3	3	4	1	1	3	3	4
49	Any other relevant achievements	3	3	3	3	3	3	5	5	4
50	Overall comments/Remark (if any)	3	3	3	3	3	3	3	3	3
Total Points		139	165	144	159	141	143	167	168	140

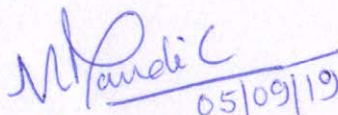
(Signatures of Auditors)

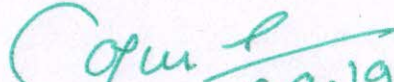

(Dr. Pratesh Jayaswal)
Member


(Dr. Sulochana Wadhvani)
Member


(Dr. Rajeev Kansal)
Member


(Dr. P.K. Singhal)
Member


(Dr. Manjaree Pandit)
(Dean Academic)


(Dr. R.K. Pandit)
Director