



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

REPORT

OF

ADMINISTRATIVE EFFICIENCY INDEX (AEI)

(SESSION - JAN-JUNE & JULY-DEC-2020)

Under

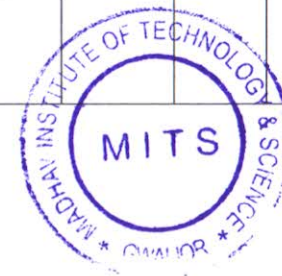
Internal Quality Assurance Cell (IQAC)

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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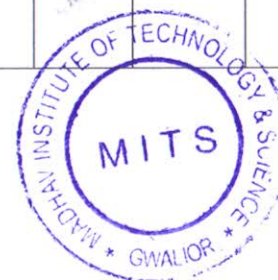
ADMINISTRATIVE EFFICIENCY INDEX (AEI) (Session : January to June 2020) No of parameters: 31

S. No.	Routine Information/Data (Soft Copy of report or intimation to be send Dean Academics E-Mail according to dead line)	Dead Line Date(s)	Civil Engg.	Mech./ Auto.	Elect. Engg.	Elex./ ET	CSE & IT	Chem. Engg.	BT	Humanities	Applied Sci.	Arch.	Remark (if any)
Session : January to June 2020													
1	Uploading Newsletter on the department web page (Quarterly) (1- July to Sep., 2. Oct. to Dec., 3. Jan. to March & 4. April to June)	30-01-2020	10	10	10	10	10	10	0	0	10	10	
2	Updated quarterly APR (Annexure-X : APR Format) (30th January, 30th April, 30th July, 30th October) HOD/ Faculty In-charge	30-01-2020	10	10	0	5	10	5	0	0	0	1	
3	Question Paper Analysis based on COs, difficulty level, etc. (30th July & 30th January)	30/01/2020	10	10	10	10	10	10	10	10	10	0	
4	Report of Workshop to Discuss, Analyze and Review the Exiting End Semester Examination Question Papers (Signed Hard Copy)	03/02/2020	10	5	5	10	10	5	5	10	10	0	
5	Report of Orientation Programme for II to IV Year (1. An Introduction to OBE by OBE Coordinators 2. Importance of Self-learning through SWAYAM 3. Career Opportunities/how to prepare for GATE 4. Importance of Feedback on (CO, PO, Faculty Feedback, Curriculum) in accreditation and quality improvement 5. Importance of attending special classes for remedial purposes 6. Institute MOODLE and the activities on MOODLE 7. Efforts made by institute for students' overall development like student chapters, clubs etc. 8. Importance of taking part in technical activities outside institute/submission of such documents to class coordinator 9. Introduction to schemes/Courses/ Evaluation Process (II Year students should be briefed about the Flexible Curriculum & various electives etc. by a suitable faculty member 10. Assigning projects to Final Year students based on Industrial/societal needs 11. Importance of internships 12. Any other information which the department feels is required to be clarified to the students to avoid complications and issues later (Regarding attendance, mid-term tests, tips for faring well in examinations etc.)	20/02/2020	10	1	3	3	10	0	0	NA	NA	0	



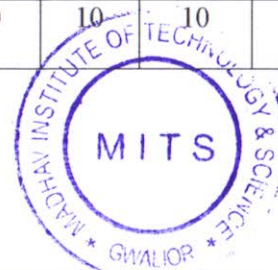
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6	Report of One day In-house Workshop "Innovative and Interactive Teaching Learning Practices", on or before 16th February, 2020 (Signed Hard Copy)	20/02/2020	1	0	0	10	10	10	10	10	10	0	
7	Report of Parent-Teacher Association (PTA) is to be constituted at department level for each department. (at least one meeting per semester), HoD	24/02/2020	1	5	3	0	10	0	0	NA	0	10	
8	Report of Departmental Alumni Association (DAA) is to be constituted at the department Level, HoD	24/02/2020	1	0	0	5	10	0	0	NA	0	10	
9	Report of Parent Satisfaction Survey (Format in Annexure-VIII) (PTM after the First Mid-Sem Exam) Class coordinator through MOODLE during parent teacher meeting >25% Parents 10 Marks, >20% Parents 8 Marks, >15% Parents 6 Marks, >10% Parents 5 Marks, >5% Parents 4 Marks, <5% Parents 3 Marks	24/02/2020	0	0	10	3	10	0	0	NA	0	0	
10	Responses of Faculty Feedback (FF) through GOOGLE FORM during First Mid Sem Exam >60% Responses 10, >55% Responses 9, >50% Responses 8, >40% Responses 6, Else category Responses 2	-	3	10	10	10	10	10	3	3	5	3	
11	Report and List of Value Added Course Modules (30 hours duration) , At the beginning of each session, (Odd & Even both) Value Added Course Team constituted by the HoD (Report Submission : Odd Sem. - 01 to 05 Aug. and Even Sem. - 01 to 05 Feb.)	25/02/2020	0	0	1	0	10	0	0	NA	NA	0	
12	Time Table of Remedial Classes (Yes/No) If Time Table for Remedial Classes to be Displayed on Departmental Web Page in prescribed Format. Identifying absentees, poor performers, etc. of First Mid-Semester Exam and displaying their Names on Notice Board Within 10 days of completion of Mid-Semester Exams, Class Coordinators (Monitored by HoD)	28/02/2020	0	0	3	10	0	0	0	0	0	0	



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13	Action Taken Report on Student Faculty Feedback , (within 10 days of receiving the mail), HOD	07-03-2020	0	0	10	0	10	0	0	0	0	0	
14	Report of Six Monthly Review of Ph.D. Students by Research Advisory Committee on 7th March, 2020 (Signed Hard Copy)	Within a week	1	1	10	10	10	NA	NA	NA	10	10	
15	Action Taken Report on Academic Audit HOD/Faculty In-charge 15 days after Audit (Signed Hard Copy)	09/03/2020 & 16/03/2020	5	10	10	10	10	0	0	0	0	0	
16	Report of Student Feedback on Course Content/Curriculum (Format in Annexure-IV) (About 2-4 weeks before BoS meetings in April) Class coordinator through MOODLE	2 days before BoS Meeting	10	5	5	5	5	10	5	5	5	5	
17	Report of Teacher Feedback on Course Content/Curriculum (Format in Annexure-V) (About 2-4 weeks before BoS meetings in April) HOD/Faculty in-charge through MOODLE	2 days before BoS Meeting	10	5	5	5	5	10	5	5	5	5	
18	Responses of Faculty Feedback (FF) through GOOGLE FORM during Second Mid Sem Exam >60% Responses 10, >55% Responses 9, >50% Responses 8, >40% Responses 6, Else category Responses 2	-	5	10	10	10	5	10	10	5	10	5	
19	Uploading Newsletter on the department web page (Quarterly) (1. July to Sep., 2. Oct. to Dec., 3. Jan. to March & 4. April to June)	30-04-2020	10	10	10	10	10	10	0	0	10	10	
20	Report of Extension activities under NSS , Minimum 02 Activities during the Semester, NSS Unit MITS with Programme Officer (Nov./May)	15/05/2020	1	10	5	10	5	5	3	NA	3	3	
21	Weekly Report of Online Classes conducted during the Lockdown. (18th March to 14th June)	-	10	5	10	10	5	3	5	10	5	5	
22	No. of Online Classes Conducted during the Lockdown.	-	10	5	10	5	10	5	5	10	10	10	
23	Conduction of Online Internal Via-Voce during the Lockdown.	-	10	10	10	10	10	10	10	NA	10	10	



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24	Conduction of Online Quiz during the Lockdown.	-	5	5	10	10	10	5	5	5	5	3	
25	Conduction of Online Assignment during the Lockdown.	-	10	10	10	5	10	5	5	5	10	5	
26	Summer Internship Modules developed and conducted during the Lockdown.	-	10	10	10	5	10	10	0	10	10	10	
27	Feedback received on Summer Internship Programs during the Lockdown.	-	10	5	10	10	10	10	0	10	10	10	
28	Conduction of Finishing School Program during the Lockdown.	-	10	5	10	5	10	10	10	NA	NA	0	
29	Feedback of Finishing School Program during the Lockdown.	-	10	10	5	5	10	10	10	NA	NA	0	
30	Conduction of Online Remedial/Additional Classes during the Lockdown.	-	3	5	10	10	10	3	3	5	5	1	
31	Updated quarterly APR (Annexure-X : APR Format) (30th January, 30th June) HOD/ Faculty In-charge	30-06-2020	5	5	0	10	10	5	10	5	10	0	

Note :- Excellent, if received same day = 10; Very Good, if within 2-4 days = 5; Good, if within 5-7 days = 3; Average, if within 8-15 days = 1; Timely report not received after 15 days = 0

Compiled at Dean Academics Office based on time lines set at the beginning of Semester.

M. Pandit
15/7/2020
Dr. Manjaree Pandit
(Dean Academic)



Submitted for approval.

R.K. Pandit
15.7.2020
Dr. R.K. Pandit
(Director)

DIRECTOR
Madhav Institute of Technology & Science
Gwalior - 474005 (M.P.)

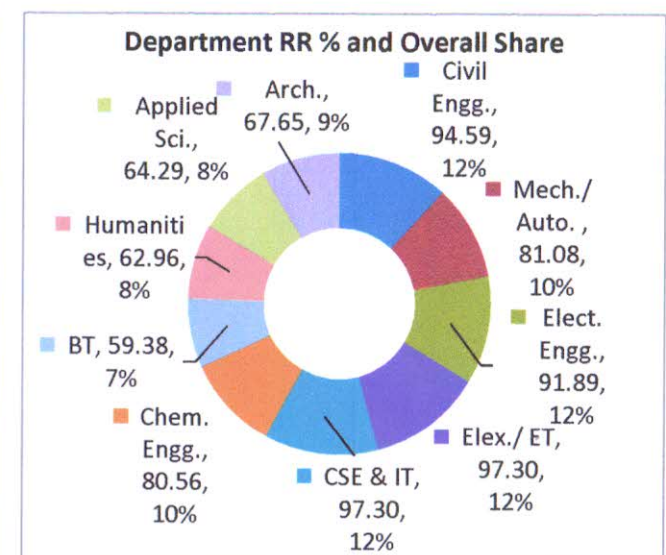
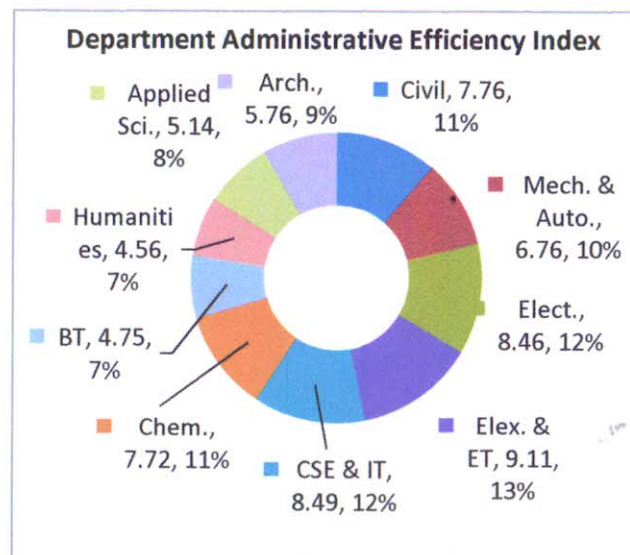
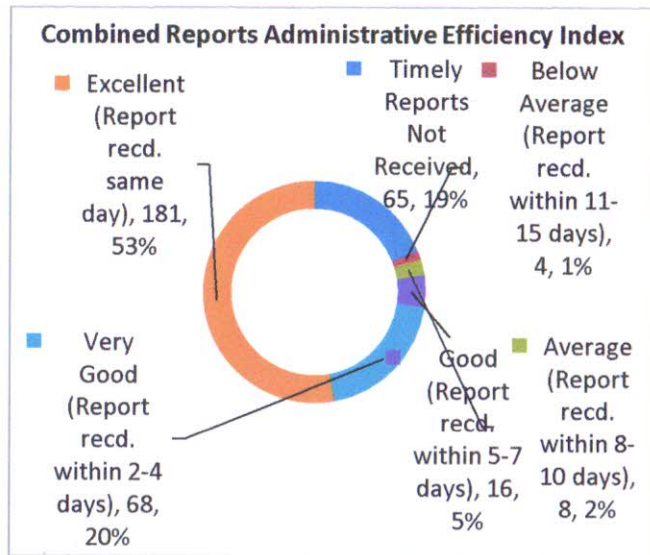
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ADMINISTRATIVE EFFICIENCY INDEX (AEI) (Session - July to December 2020)

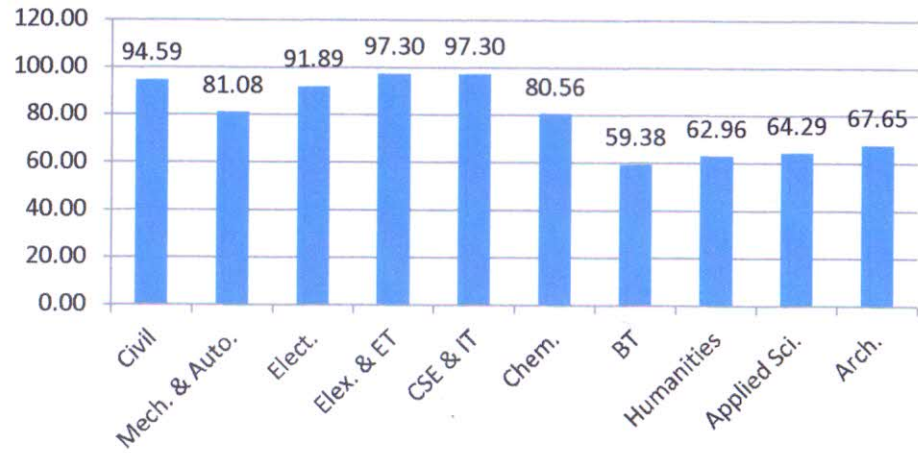
ADMINISTRATIVE EFFICIENCY INDEX	Civil	Mech. & Auto.	Elect.	Elex. & ET	CSE & IT	Chem.	BT	Humanities	Applied Sci.	Arch.	Total
Timely Reports Not Received	2	7	3	1	1	7	13	10	10	11	65
Below Average (Report recd. within 11-15 days)	0	1	0	1	1	0	0	1	0	0	4
Average (Report recd. within 8-10 days)	3	0	1	0	1	1	0	1	1	0	8
Good (Report recd. within 5-7 days)	3	1	1	1	3	1	1	2	1	2	16
Very Good (Report recd. within 2-4 days)	9	12	5	3	5	0	11	7	8	8	68
Excellent (Report recd. same day)	20	16	27	31	26	27	7	6	8	13	181
Timely Reports Received	35	30	34	36	36	29	19	17	18	23	277
ADMINISTRATIVE EFFICIENCY INDEX (AEI) (out of 10)	7.76	6.76	8.46	9.11	8.49	7.72	4.75	4.56	5.14	5.76	
Not Applicable (NA)	0	0	0	0	0	1	5	10	9	3	
Report Not Received (RNR) in %	5.41	18.92	8.11	2.70	2.70	19.44	40.63	37.04	35.71	32.35	
Reports Received (RR) in %	94.59	81.08	91.89	97.30	97.30	80.56	59.38	62.96	64.29	67.65	

Weight Assigned :- Excellent same day = 10; Very Good if within 2-4 days = 7; Good if within 5-7 days = 5; Average if within 8-10 days = 3; Below Average if within 11-15 days = 1; Work Not Done /reported even after 15 days = 0

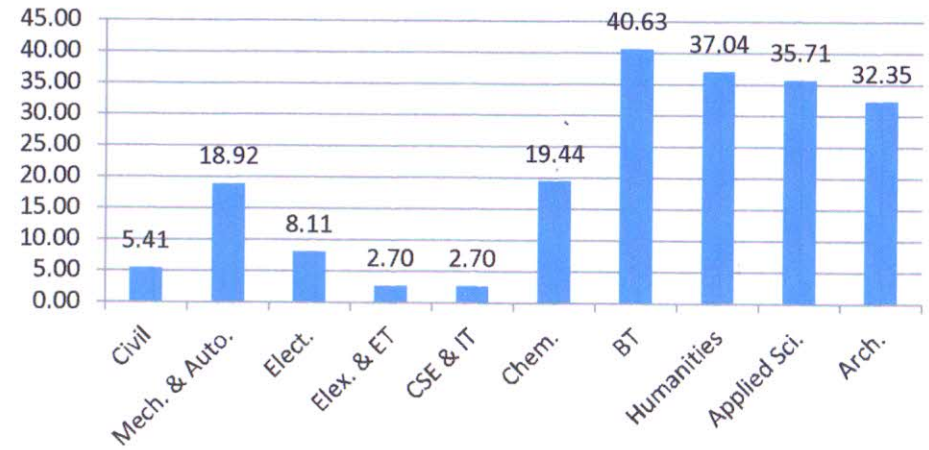


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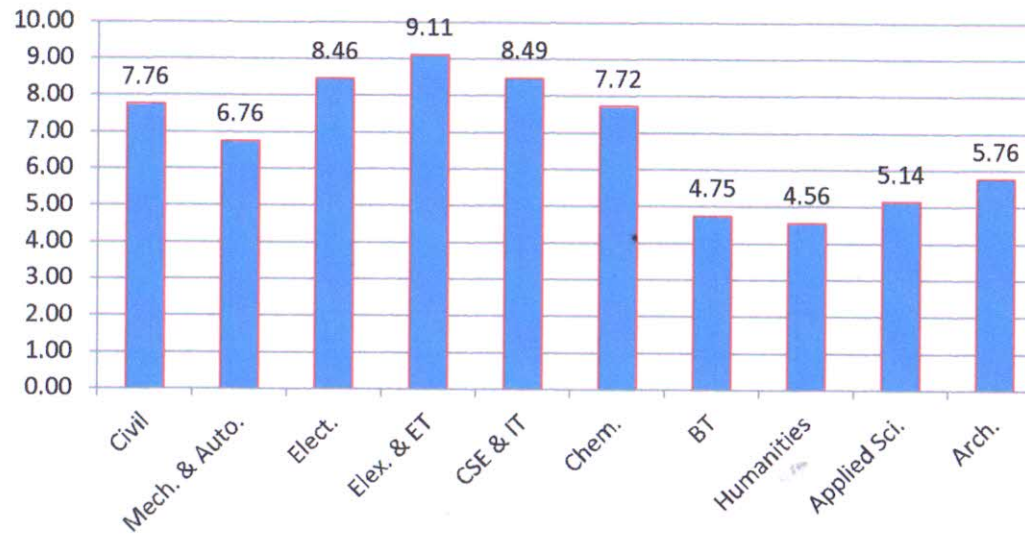
Reports Received (RR) in % (July to Dec. 2020)



Reports Not Received (RNR) in % (July to Dec.)



ADMINISTRATIVE EFFICIENCY INDEX (AEI) Virtual Semester (July to Dec. 2020)



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ADMINISTRATIVE EFFICIENCY INDEX (AEI)

S. No.	Routine Information/Data (Soft Copy of report or intimation to be send Dean Academics E-Mail according to dead line)	Dead Line Date	Civil Engg.	Mech./ Auto.	Elect. Engg.	Elex./ ET	CSE & IT	Chem. Engg.	BT	Humanities	Applied Sci.	Arch.	Remark (if any)
Session : July to December 2020													
1	Time Table for all UG & PG Classes Should be prepared by 29th June, 2020 and uploaded on departmental web page.	07/07/2020	10	5	10	5	5	5	5	NA	NA	5	
2	Weekly Classes Statement (Theory & Laboratories) Every Monday	20/07/2020	10	7	10	10	10	10	10	0	0	10	
3	Report of Orientation Programme for II to IV Year (1. An Introduction to OBE by OBE Coordinators 2. Importance of Self-learning through SWAYAM 3. Career Opportunities/how to prepare for GATE 4. Importance of Feedback on (CO, PO, Faculty Feedback, Curriculum) in accreditation and quality improvement 5. Importance of attending special classes for remedial purposes 6. Institute MOODLE and the activities on MOODLE 7. Efforts made by institute for students' overall development like student chapters, clubs etc. 8. Importance of taking part in technical activities outside institute/submission of such documents to class coordinator 9. Introduction to schemes/Courses/ Evaluation Process (II Year students should be briefed about the Flexible Curriculum & various electives etc. by a suitable faculty member 10. Assigning projects to Final Year students based on Industrial/societal needs 11. Importance of internships 12. Any other information which the department feels is required to be clarified to the students to avoid complications and issues later (Regarding attendance, mid-term tests, tips for faring well in examinations etc.)	20/07/2020	5	10	7	10	10	10	7	NA	NA	10	
4	Weekly Classes Statement (Theory & Laboratories) Every Monday	27/07/2020	10	10	10	10	10	10	10	0	10	10	
5	Uploading Newsletter on the department web page (Quarterly) (1. July to Sep. , 2. Oct. to Dec. , 3. Jan. to March & 4. April to June)	30-07-2020	10	10	10	10	10	10	0	0	10	10	

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6	Report of Allotment of Minor Project to the UG students V Semester B.Tech. should be allotted projects within 15 days of the commencement of regular classes, Coordinated by Faculty I/c assigned by HoD	30/07/20	0	0	10	10	5	0	0	NA	NA	0	
7	Weekly Classes Statement (Theory & Laboratories) Every Monday	04/08/2020	10	10	10	10	10	10	10	0	7	10	
8	Weekly Classes Statement (Theory & Laboratories) Every Monday	10/08/2020	10	10	10	10	10	10	10	1	7	10	
9	Report of Slow, Medium and Fast learner by Class Coordinators	15/08/2020	7	10	10	10	10	10	NA	NA	NA	NA	
10	Weekly Classes Statement (Theory & Laboratories) Every Monday	17/08/2020	10	10	10	10	10	10	7	10	7	10	
11	Weekly Classes Statement (Theory & Laboratories) Every Monday	24/08/2020	10	10	10	10	10	10	7	7	10	0	
12	Responses of Faculty Feedback (FF) through GOOGLE FORM during First Mid Sem Exam >60% Responses 10, >55% Responses 7, >50% Responses 5, >40% Responses 3, Else category Responses 1	-	7	7	10	10	7	10	10	10	7	10	
13	Conduction of Remedial Classes (Yes/No) If Time Table for Remedial Classes to be Displayed on Departmental Web Page in prescribed Format. Identifying absentees, poor performers, etc. of First Mid-Semester Exam and displaying their Names on Notice Board Within 10 days of completion of Mid-Semester Exams, Class Coordinators (Monitored by HoD)	28/08/2020	3	0	0	0	10	0	0	0	0	0	
14	Weekly Classes Statement (Theory & Laboratories) Every Monday	31/08/2020	10	7	10	10	7	10	10	7	10	7	
15	Final Status of DE/OC-2/OC-3, HoD	03/09/2020	10	0	10	7	7	10	7	10	0	NA	
16	Weekly Classes Statement (Theory & Laboratories) Every Monday	07/09/2020	10	10	10	10	10	10	7	7	10	10	
17	Weekly Classes Statement (Theory & Laboratories) Every Monday	14/09/2020	10	10	10	10	10	10	7	5	7	7	
18	Report of Six Monthly Review of Ph.D. Students by Research Advisory Committee on September, 2020 (Signed Hard Copy)	16/09/2020	3	1	10	10	10	NA	NA	NA	3	7	
19	Weekly Classes Statement (Theory & Laboratories) Every Monday	21/09/2020	10	7	10	10	10	10	7	7	7	7	

20	Profiling of the Slow Learners Identified Earlier during the Session, HoD/Class Coordinator	22/09/2020	5	7	10	10	10	10	NA	NA	NA	NA
21	Certificate from SWAYAM/NPTEL for Annual Performance Appraisal (API) of Faculty , HoD	25/09/2020	10	0	5	10	10	0	0	0	0	0
22	Weekly Classes Statement (Theory & Laboratories) Every Monday [28/09/2020 date Change due MOODLE Server Problem 03/10/2020]	03/10/2020	10	10	10	10	10	10	7	10	10	10
23	Weekly Classes Statement (Theory & Laboratories) Every Monday	05/10/2020	7	7	10	10	10	10	10	10	10	7
24	Report of Re-examination & Conducting Mentoring Sessions for (DEs) through SWAYAM/NPTEL/MOOC for Credit Transfer, HoD & SWAYAM Coordinator	07/10/2020	7	10	10	10	10	10	NA	NA	NA	10
25	Re-examination (DEs) Guide lines, HoD & SWAYAM Coordinator	14/10/2020	10	10	10	10	7	10	NA	NA	NA	0
26	Weekly Classes Statement (Theory & Laboratories) Every Monday	12/10/2020	7	7	7	10	10	10	7	3	0	7
27	Courses Focused on Employability/ Entrepreneurship/ Skill Development, HoD	20/10/2020	10	10	10	10	10	10	0	10	0	7
28	Weekly Classes Statement (Theory & Laboratories) Every Monday	26/10/2020	7	7	7	7	7	10	7	7	7	0
29	Action Taken Report on Academic Audit HOD/Faculty In-charge 15 days after Audit (Signed Hard Copy)	29/10/2020	3	0	3	10	3	3	0	0	0	0
30	Uploading Newsletter on the department web page (Quarterly) (1. July to Sep., 2. Oct. to Dec., 3. Jan. to March & 4. April-June)	30/10/2020	10	0	10	1	1	0	0	0	10	0
31	Updated quarterly APR (Annexure-X : APR Format) (30th January, 30th April, 30th July, 30th October) HOD/ Faculty In-charge	30/10/2020	0	0	0	7	0	0	0	0	0	0
32	Weekly Classes Statement (Theory & Laboratories) Every Monday	02/11/2020 & 09/11/2020	7	7	7	10	10	10	0	7	7	10

33	Responses of Faculty Feedback (FF) through GOOGLE FORM during Second Mid Sem Exam >60% Responses 10, >55% Responses 7, >50% Responses 5, >40% Responses 3, Else category Responses 1		5	7	10	10	5	10	7	5	5	5	
34	Weekly Classes Statement (Theory & Laboratories) Every Monday	23/11/2020	10	10	7	10	10	10	0	7	0	7	
35	Course Completion Status (Quizzes, Assignment, Minor Project, Major Project, Dissertation, Seminar, Lab reports) by HoD	02/12/2020	7	7	10	10	10	10	0	NA	NA	10	
36	Conduction of meeting with students admitted through Lateral Entry by HoD	16/12/2020	7	7	10	10	10	0	0	NA	NA	0	
37	Updated quarterly APR (Annexure-X : APR Format) (30th January, 30th April, 30th July, 30th October) HOD/ Faculty In-charge	31/12/2020	10	10	0	10	10	0	0	0	0	0	

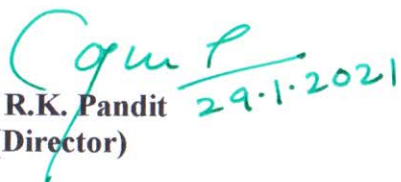
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Compiled at Dean Academics Office based on time lines set at the beginning of Semester.


29/1/2021

Dr. Manjaree Pandit
(Dean Academic)

Submitted for approval.


29.1.2021

Dr. R.K. Pandit
(Director)