

A
Report

On

ACADEMIC AUDIT
AUG - 2020



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. 1235

Date: 13.08.2020

ORDER

In view of COVID-19 the **Academic Audit** (for the period January-June 2020) will be conducted, through slide/document (softcopy) presentation in **Conclave Centre** according to the following schedule:

Date		
Thursday, 27.08.2020		
S.No.	Name of Department	Time Slot
1.	Civil Engineering	3.00 p.m. – 4.00 p.m.
2.	Electrical Engineering	4.00 p.m. – 5.00 p.m.
Friday, 28.08.2020		
3.	Mechanical Engineering	3.00 p.m. – 4.00 p.m.
4.	Automobile Engineering	4.00 p.m. – 5.00 p.m.
Saturday, 29.08.2020		
5.	Applied Science	3.00 p.m. – 4.00 p.m.
6.	Chemical Engineering	4.00 p.m. – 5.00 p.m.
Monday, 31.08.2020		
7.	Electronics Engineering	3.00 p.m. – 4.00 p.m.
8.	Electronics & Telecommunication	4.00 p.m. – 5.00 p.m.
Tuesday, 01.09.2020		
9.	Computer Science & Engineering	3.00 p.m. – 4.00 p.m.
10.	Information Technology	4.00 p.m. – 5.00 p.m.
Wednesday, 02.09.2020		
11.	Architecture	3.00 p.m. – 4.00 p.m.
12.	Humanities	4.00 p.m. – 5.00 p.m.

Only the concerned HoDs and a team (constituted by the HoD of about 3-4 faculty members) will be present during the presentation with relevant documents (hard copy) and files for reference, if required.

Dr. R.K. Pandit
(Dr. R.K. Pandit)

Director

Copy to:

1. All the Heads of the Department
2. Dean Academics Office (deanacademics@mitsgwalior.in)
3. Director Office

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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No. 1306

Date: 27.08.2020

ORDER

Academic Audit of Mechanical and Automobile Engineering scheduled for 28th August, 2020 will be held on **3rd September, 2020 at 3:00 P.M.** onwards at Convention Centre.

Copy
(Dr. R.K. Pandit) 27.8.2020
Director

Copy to:-

1. HoD, Mechanical & Automobile Engg.
2. Dean (Academics)
3. Dr. Rajeev Kansal
4. Dr. Pratesh Jayaswal
5. Director Office

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

Ref. No. 1291

Date: 25.08.2020

ORDER

The following Committee will assist the undersigned during the Academic Audit scheduled from 27th August to 02nd September, 2020 from 3.00 p.m. to 5.00 p.m. in the Convention Hall.

1. Dr. Manjaree Pandit, Professor & Dean Academics
2. Dr. R. Kansal, Professor & Dean Student Welfare
3. Dr. Pratesh Jayaswal, Professor & Academic Coordinator, TEQIP-III

(Dr. R.K. Pandit)
Director

R.K. Pandit
25.8.2020

Copy to:

1. All members
2. Prof. Prabhakar Sharma, making necessary arrangements on the above dates
3. Dean Academics
4. Director Office



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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Results of Academic Audit

Dated - (27.08.2020, 29.08.2020, 31.08.2020, 01.09.2020, 02.09.2020 & 03.09.2020)

Criterion	Engineering & Other Departments											
	CIVIL	MECHANICAL	AUTOMO.	ELECTRICAL	ELECTRONICS	ELEX. & TELE.	CSE	IT	CHEMICAL	APP. SCIENCES	HUMANI.	ARCHITE.
Criterion I: Availability of Records & Data Management	19	21	24	26	16	14	31	30	24	17	10	16
Rank (Criterion - I)	VI	V	IV	III	VIII	IX	I	II	IV	VII	X	VIII
Criterion II: Teaching Learning Practices	23	21	23	33	21	20	26	30	21	17	9	18
Rank (Criterion - II)	IV	V	IV	I	V	VI	III	II	V	IX	VIII	VII
Criterion III: Quality Improvement Initiatives	38	47	52	$\frac{59}{63}$	41	51	60	70	40	28	25	32
Rank (Criterion - III)	IX	VI	IV	III	VII	V	II	I	VIII	XI	XII	X
Total Points Obtained	80	89	99	118	78	85	117	130	85	62	44	66
Aggregate Points# (Total applicable Parameters for BE Civil, Mech., Elect., Elex., CSE, IT & Arch. = (40-1 = 39); Auto., ET & Chem. = (40-2 = 38); Applied Science (40-3 = 37); Humanities (40-5 = 35)	195	195	190	$\frac{104}{122}$	195	190	195	195	190	185	175	195
Percentage	41.03	45.64	52.11	60.51	40.00	44.74	60.00	66.67	44.74	33.51	25.14	33.85
Rank (Overall)	VII	V	IV	II	VIII	VI	III	I	VI	X	XI	IX

Based on applicable parameters

Compiled by - Mrs. Rajni Sharma

M. Pandit
(Dr. Manjaree Pandit)
(Dean Academic)

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

5-10-2020

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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



REPORT OF ACADEMIC AUDIT

Date - (27 August, 2020 to 03 September, 2020)

S. No.	Name of the Department	CIVIL	MECH.	AUTOMO.	ELECT.	ELEX.	ET	CSE	IT	CHEM.	APPLIED SCIENCES	HUMANL.	ARCHITE.
		Date : (27 August to 03 September, 2020)	27 Aug.	03 Sep.	03 Sep.	27 Aug.	31 Aug.	31 Aug.	01 Sep.	01 Sep.	29 Aug.	02 Sep.	29 Aug.
Criterion I : Availability of Records & Data Management													
1	Sessions conducted by the departmental Coordinators (List of Departmental Coordinators /In-charge for various activities and tasks accomplished)	2	2	3	4	1	1	5	4	4	1	2	1
2	Compilation of quarterly e-news letter (Availability on departmental page at Institute website)	3	2	2	3	3	3	5	5	4	3	1	1
3	Result Analysis & action taken (December 2019 exam)	2	3	2	2	1	2	3	2	4	2	3	2
4	Status of department page on institute website, (Availability of achievements, photos, citation links, up to date information for branding and marketing of the department)	2	2	3	3	2	2	4	4	3	3	1	2
5	Analysis & Actions taken on previous Audit reports	2	2	3	2	2	1	4	4	4	2	1	2
6	List of departmental files, maintenance of general records	2	3	4	5	2	1	3	4	1	2	0	2
7	Faculty Feedback Analysis/Corrective action (Computation of FFI on a 5 point scale for two feedbacks in each semester, faculty wise)	3	3	3	2	2	2	4	4	1	1	2	3
8	Minutes of meetings of department/departmental committees	3	4	4	5	3	2	3	3	3	3	0	3

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S. No.	Name of the Department	CIVIL	MECH.	AUTOMO.	ELECT.	ELEX.	ET	CSE	IT	CHEM.	APPLIED SCIENCES	HUMANI.	ARCHITE.
Criterion II : Teaching Learning Practices													
9	Result analysis of mid-semester-I, II & III examinations (quality of MCQs, CO attainment, number of students appeared, statistical analysis etc. separately for each exam, course)	2	4	4	5	3	2	3	3	3	4	3	1
10	Innovations conducted by faculty in teaching-learning	3	3	4	4	3	2	3	4	4	4	0	2
11	Dissertation internal presentation records- M.E./M.Tech./ M.Arch.	3	2	N.A.	4	2	N.A.	2	4	N.A.	N.A.	N.A.	3
12	Final year BE project records (topic, batch, internal presentation/ Publications etc.)	3	3	4	5	3	3	2	3	3	N.A.	N.A.	4
13	Record of internal vivas conducted, grades etc. (class wise, in soft copy only)	3	3	4	4	3	4	3	4	4	2	0	4
14	Seminar presentation records- M.E./M.Tech./ M.Arch. (List of topics, mode of conduction, grades allotted)	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
15	DE & OC courses conducted by the department (No. of students/average result of mid-sem exam in %)	4	4	3	4	2	3	4	4	4	3	3	2
16	Number of faculty members registered for SWAYAM/ NPTEL Course/Number who cleared exam and Earned Pass Certificate	2	2	2	4	3	4	5	5	3	2	3	2
17	Collaborations established with industry, institute, research organization & activities conducted	3	0	2	3	2	2	4	3	0	2	0	0
Criterion III : Quality Improvement Initiatives & Achievements													
18	Curriculum Development (Analysis of feedback of stakeholders, new courses introduced in session Jan-June2020, courses where syllabi is revised etc.)	3	1	2	5	2	2	2	3	2	1	1	1
19	New Equipment/Facilities Created/Labs Developed	3	0	0	5	0	1	1	2	2	0	3	2
20	Record of students' participation in extra & co-curricular activities within and outside the Institute	1	3	3	4	1	2	3	4	4	0	N.A.	3


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S. No.	Name of the Department	CIVIL	MECH.	AUTOMO.	ELECT.	ELEX.	ET	CSE	IT	CHEM.	APPLIED SCIENCES	HUMANL.	ARCHITE.
21	Available Professional Societies/Chapters and Organizing Technical Events (Name of chapter, List of student members, list of activities conducted & number of participants)	2	2	2	0	2	3	2	2	3	0	2	1
22	Attendance of Remedial classes, counselling (Impact analysis and measures for improvements)	2	4	3	3	1	2	3	3	2	2	2	3
23	Information about Internships/Industry visits/tours	2	4	3	3	2	1	4	4	3	2	4	4
24	Events and activities conducted by the department (Workshops/FDPs/Seminar/Training etc.)	0	1	1	2	3	3	3	3	2	2	0	0
25	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	1	3	1	2	2	2	2	2	1	0	1
26	Records of expert lectures conducted (Dates, resource person, topic, student attendance)	0	1	1	1	1	2	2	1	0	0	0	1
27	Training programmes attended by faculty (Format : S.No., Faculty name, title, place duration)	3	3	4	3	3	4	4	4	2	3	3	2
28	Training programmes attended by Staff (Format : S.No., Name of staff, title, venue/place, duration)	0	2	2	2	2	3	2	2	0	1	N.A.	0
29	Workshops/Seminars/Webinars/Conferences attended, papers presented by faculty. (Format : S.No., Faculty name, title, place, duration)	3	2	3	4	2	2	3	4	1	3	2	0
30	Research projects (Submitted, Sanctioned, Ongoing, Completed & Annual Progress Report/Project completion report /UC sent during the evaluation period) (Format: Faculty, agency, file number, duration, amount, status)	2	2	3	4	2	2	2	2	0	2	0	2

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S. No.	Name of the Department	CIVIL	MECH.	AUTOMO.	ELECT.	ELEX.	ET	CSE	IT	CHEM.	APPLIED SCIENCES	HUMANI.	ARCHITE.
31	Papers published (Journals/conferences) (Format: Authors, title, volume, page nos., year, Impact factor, whether SCI, UGC approved, Scopus or other indexing)	2	3	4	3	3	3	4	4	3	2	2	1
32	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 committee member etc.)	0	2	3	3	2	2	2	3	0	0	0	1
33	Patents (published/awarded/filed/initiatives taken)	0	3	1	0	0	0	0	0	0	0	0	0
34	Books and Book Chapters published by faculty	3	3	3	4	3	4	3	5	0	3	0	0
35	Best practices of the department (any two, in format provided)	0	0	2	3	1	1	2	3	2	1	2	3
36	SWOT/SWOC analysis	3	1	1	2	3	3	1	2	3	0	2	0
37	Any other relevant achievements not covered so far	2	1	0	1	1	1	5	5	3	0	0	2
38	UG/PG students' achievements outside institute, hackathons, prizes, paper presentation, publication etc	0	2	2	04	0	1	4	4	3	0	0	0
39	Research activities of the department (No. of PhD candidates registered, thesis awarded, thesis submitted, papers presented/published etc.)	2	3	3	3	3	5	3	4	0	2	0	3
40	Overall rating of the department (To be given by the committee)	2	3	3	3	2	2	3	4	3	3	2	2
Total Points		80	89	99	118 + 4 122	78	85	117	130	85	62	44	66


 (Dr. Manjaree Pandit)
 (Dean Academic)


 (Dr. R.K. Pandit) 5.10.2020
 Director

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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CIVIL ENGINEERING DEPARTMENT Action Taken Academic Audit - August 2020

Date: 28.08.2020

S. No	File	Actions Taken
1.	Coordinator File	All the class coordinators have been informed to prepare a proper file in tabular form including the dates of meetings, outcomes also the file should include feedback from students and other record of communication from students
2.	Result Analysis & Action Taken	A committee is formed to do the detailed analysis of result, find the root cause of student failure, do exact analysis and suggest corrective measures
3.	Analysis & Action Taken on previous Audit reports	Summary of the actions taken to be added and compliance of action should be added in the file.
4.	Department Files	Make a summary sheet of the name of files, number of pages and details in the digital mode too.
5.	Collaborations established with industry etc	Outcomes out of collaborations: webinars, expert lectures etc. conducted; Revenue generated out of consultancy work should be included in the file.
6.	Final Year B.E. Project records	Include a Summary sheet of faculty wise allotment of projects
7.	Record of students participation in extra & co-curricular activities within and outside the institute	Class coordinators have been asked to collect the relevant data including copies of certificate from the students and also prepare a list of this data.
8.	Remedial Classes	In charge remedial classes have been asked to maintain Proper Attendance record and conduct Counseling of students time to time.
9.	Events & Activities conducted by the department	Departmental activity calendar made in which no. of workshops etc has been proposed and faculty in charge has been made for each activity.
10.	Extension Activities conducted at the departmental level	More extension activities are being planned
11.	Records of expert lectures conducted	Expert lectures are being planned
12.	Training Programmes attended by staff	Staff members are asked to attend such programmes
13.	UG/ PG students achievements outside institute	Class coordinators have been asked to collect the relevant data including copies of certificate from the students and also prepare a list of this data.
14.	Best Practices of the Department	A team of faculty member is constituted for reframing these statements



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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Department of Electrical Engineering

Criterion I : Availability of Records & Data Management								
	Weight/Points	Zero	One	Two	Three	Four	Five	
1.	Sessions conducted by the departmental coordinators (List of Departmental Coordinators, In-charge for various activities and task accomplished)					✓		Appreciated
2.	Compilation of quarterly e-news letter (Availability on departmental page at Institute website)				✓			Quarterly e-news letter is available now
3.	Result Analysis & action taken (December 2019 exam)			✓				Result analysis is in progress.
4.	Status of department page on institute website, (Availability of achievements, photos citation links, up to date information for branding and marketing of the department),				✓			Coloured copy is available now.
5.	Analysis & Actions taken on previous Audit reports			✓				In progress.
6.	List of departmental files, maintenance of general records						✓	Very good and appreciated
7.	Faculty Feedback Analysis/Corrective action (Computation of FFI on a 5 point scale for two feedbacks in each semester, signed records of each faculty)			✓				Corrective action being seen.
8.	Minutes of meetings of department/departmental committees.						✓	Very good and appreciated.
Criterion II : Teaching Learning Practices								
9.	Result analysis of mid-semester-I, II and III examinations. (Quality of MCQs, CO attainment, number of students appeared, statistical analysis etc. Separately for each exam, course)						✓	Very good and appreciated.
10.	Innovations conducted by faculty in teaching learning.					✓		Appreciated.
11.	Dissertation internal presentation records- M.E./M.Tech/M.Arch.					✓		Appreciated.
12.	Final year B.E. project records (topic, batch, internal presentation/publications etc.)						✓	Very good and appreciated.

13.	Records of internal viva conducted, grades etc.(class wise in soft copy only)					✓		Appreciated
14.	Seminar presentation records– M.E./M.Tech./M.Arch. [List of Topics, mode of conduction, grades allotted]	N.A						Not applicable in Covid-19 time
15.	DE & OC courses conducted by the department (Number of students/average result of mid-sem exam in %)					✓		Records available
16.	Number of faculty members registered for SWAYAM/NPTEL Course/Number who cleared exam and Earned Pass certificate					✓		Very good records. Appreciated
17.	Collaborations established with industry, institute, research organization & activities conducted.				✓			In progress

Criterion III : Quality Improvement Initiatives

18.	Curriculum Development (BoS files, minutes of workshops, meeting, feedback of stakeholders)						✓	Excellent and appreciated.
19.	New Equipment/Facilities Created/Labs Developed						✓	Labs are updated with new equipment's. More actions are being considered for further improvement.
20.	Record of students' participation in extra & co-curricular activities within and outside the Institute					✓		Students are being encouraged for participation.
21.	Available Professional Societies/Chapters and Organizing TechnicalEvents (Name of chapter, List of student members, list of activities conducted & number of participants)	✓						Two faculty members Dr. Vijay Bhuria(IET) and Prof. Vishal Chaudhary(ISTE) conducted 06 activities till June 2020. After academic audit 03 activities were conducted.
22.	Attendance of Remedial classes, counselling (Impact analysis and measures for improvements)				✓			Improvements of records with inclusion of execution of timetable are in progress.
23.	Information about Internships/Industry visits/tours				✓			Records available.
24.	Events and activities conducted by the department (Workshops/FDPs/Seminar/Training etc)			✓				More activities are planned and necessary actions are being considered for timely completion.

25.	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)		✓					Activities conducted.
26.	Records of expert lectures conducted (Dates, resource person, topic, student attendance)		✓					Due to digital burdening on students expert lectures could not be conducted.
27.	Training programmes attended by faculty (Format:S.No.,Faculty name, title, place duration)				✓			Records available.
28.	Training programmes attended by Staff (Format:S.No.,Name of staff, title, venue/place, duration)			✓				No training in the period of report. Will be improved for next period of report.
29.	Workshops/Seminars/Conferences attended, papers presented by faculty. (Format : S.No., Faculty name, title, place, duration)					✓		Encouraging faculty for outside activities. Same in progress.
30.	Research projects(Submitted, Sanctioned, Ongoing, Completed & UC sent during evaluation period) (Format: Faculty, agency, file number, duration, amount, status)					✓		Records available.
31.	Papers published (Journals/conferences) (Format: Authors, title,volume, page nos., year, Impact factor, whether SCI, UGC approved, Scopus or other indexing)				✓			Encouraging faculty for Paper publications. Same in progress.
32.	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 committee member etc.)				✓			More activities are planned. Same in progress.
33.	Patents (published/awarded/filed/initiatives taken)	✓						Initiatives have taken and further execution is in progress.
34.	Books and Book Chapters published by faculty					✓		Records available. Appreciated.
35.	Best practices of the department (any two, in format provided)				✓			Best practices are available and some are incorporating.
36.	SWOT/SWOC analysis			✓				Being modified.
37.	Any other relevant achievements		✓					3 Ph.D. submitted 1 Ph.D. Awarded. Industrial Automation and FIST lab are being developed.

38.	UG/PG student's achievements outside institute, hackathons, prizes, paper presentation, publications etc.	✓						Total 32 papers published in the conference/journals from B.E. Students.
39.	Research activities of the department (No of PhD Candidates registered, thesis awarded, thesis submitted, papers presented/published etc.)				✓			3 Ph.D. submitted 1 Ph.D. Awarded. ICSISCET-2020 International Conference organized.
40.	Overall rating of the department (To be given by the committee)				✓			Good

(Dr. Laxmi Srivastava)

(HoD, Electrical Engineering)

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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Department of Electronics Engineering

Action Taken Report of Academic Audit held on 31 August, 2020

Branch: Electronics Engineering

Reference No.....

List of criterion and remarks by audit team with required action taken by Department are following:

Criterion I: Availability of Records & Data Management

Sr. No.	Name of Criterion	Observations / Rating of Activities are based on 5-Point Scale	Remarks by Audit Team	Action/ Action to be Taken by Department
1	Sessions conducted by the departmental Coordinators (List of Departmental Coordinators,/In-charge for various activities and tasks accomplished)	1	Information to be in tabular form, Class Coordinator activities to be documented.	<ul style="list-style-type: none">Information has been arranged in tabular form.Activities of Coordinators are properly documented.
2	Compilation of quarterly e-news letter (Availability on departmental page at Institute website)	3	-	<ul style="list-style-type: none">E-Newsletter team is working for further improvement.
3	Result Analysis & action taken (December 2019 exam)	1	Data & Outcomes to be found.	<ul style="list-style-type: none">Data has been analysed in proper format in terms of outcomes
4	Status of department page on institute website, (Availability of achievements, photos, citation links, up to date information for branding and marketing of the department)	2	Not updated	<ul style="list-style-type: none">Webpage has been updated.
5	Analysis & Actions taken on previous Audit reports	2	-	<ul style="list-style-type: none">Proper analysis and action taken report has been completed.Remarks and suggestions are shared with all faculty.
6	List of departmental files, maintenance of general records	2	-	<ul style="list-style-type: none">Suggestion of audit team has been incorporated.

7	Faculty Feedback Analysis/Corrective action (Computation of FFI on a 5 point scale for two feedbacks in each semester, faculty wise)	2	Parameter wise analysis can be presented.	<ul style="list-style-type: none"> • Feedback is already shared with faculty. • Parameter wise analysis has been done.
8	Minutes of meetings of department/departmental committees	3	Summary not available	<ul style="list-style-type: none"> • Summary has been prepared.

Criterion II: Teaching Learning Practices

Sr. No	Name of Criterion	Observations / Rating of Activities are Based on 5-Point Scale (Feb 2020)	Remarks by Audit Team	Action/ Action to be Taken by Department
09	Result analysis of mid-semester-I, II & III examinations (quality of MCQs, CO attainment, number of students appeared, statistical analysis etc. separately for each exam, course)	3	-	<ul style="list-style-type: none"> • Suggestion of audit team has been incorporated.
10	Innovations conducted by faculty in teaching-learning	3	-	<ul style="list-style-type: none"> • Faculty is working for further improvement.
11	Dissertation internal presentation records- M.E./M.Tech./M.Arch.	2	Rubrics Needed (Presentation, contents, slides etc.)	<ul style="list-style-type: none"> • Rubrics of internal presentation have been prepared.
12	Final year BE project records (topic, batch, internal presentation /Publications etc)	3	-	<ul style="list-style-type: none"> • B.E. project allotment, project records, presentation & publication has already completed.
13	Record of internal vivas conducted, grades etc.(class wise, in soft copy only)	3	-	<ul style="list-style-type: none"> • Records of internal vivas have properly documented.
14	Seminar presentation records- M.E./M.Tech./M.Arch. (List	NA	-	<ul style="list-style-type: none"> • NA

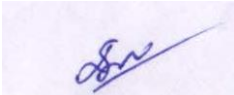
	of topics, mode of conduction, grades allotted)			
15	DE & OC courses conducted by the department (No of students/average result of mid-sem exam in %)	2	Percentage of students opting OC can be increased	<ul style="list-style-type: none"> Percentage of students opting OC has already improved.
16	Number of faculty members registered for SWAYAM/NPTEL Course/Number who cleared exam and Earned Pass Certificate	3	-	<ul style="list-style-type: none"> All faculty has been registered.
17	Collaborations established with industry, institute, research organization & activities conducted	2	-	<ul style="list-style-type: none"> Department is working for more collaborative activities.

Criterion III: Quality Improvement Initiatives

Sr. No	Name of Criterion	Observations / Rating Of Activities are Based on 5-Point Scale (Feb 2020)	Remarks	Action/ Action to be Taken by Department
18	Curriculum Development (Analysis of feedback of stakeholders, new courses introduced in session Jan-June2020, courses where syllabi is revised etc)	2	-	<ul style="list-style-type: none"> Corrections suggested by audit team have been incorporated.
19	New Equipment/Facilities Created/Labs Developed	0	-	<ul style="list-style-type: none"> Proposals for procurement of new lab equipments have been submitted.
20	Record of students' participation in extra & co-curricular activities within and outside the Institute	1	-	<ul style="list-style-type: none"> Faculty is continuously motivating students to participate in Extra & Co-curricular activities within and outside the institute.
21	Available Professional Societies/Chapters and Organizing Technical Events (Name of chapter, List of student members, list of activities conducted & number of participants)	2	-	<ul style="list-style-type: none"> Suggestions incorporated for improvement.

22	Attendance of Remedial classes, counselling (Impact analysis and measures for improvements)	1	-	<ul style="list-style-type: none"> Attendance of Remedial classes has been documented.
23	Information about Internships/Industry visits/tours	2	-	<ul style="list-style-type: none"> Suggestions are incorporated.
24	Events and activities conducted by the department (Workshops/FDPs/Seminar/Training etc)	3	-	<ul style="list-style-type: none"> Proper documentation of events and activities has already been maintained.
25	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)	2	Domain specific contribution would be appreciable	<ul style="list-style-type: none"> Department is working for conducting domain specific extension activities.
26	Records of expert lectures conducted (Dates, resource person, topic, student attendance)	1	Tabular form recommended.	<ul style="list-style-type: none"> Information arranged in tabular form.
27	Training programmes attended by faculty (Format : S.No., Faculty name, title, place duration)	3	-	<ul style="list-style-type: none"> Faculty is attending the training programmes in their respective areas.
28	Training programmes attended by Staff (Format : S.No., Name of staff, title, venue/place, duration)	2	Only technical programme to be mention.	<ul style="list-style-type: none"> Suggestions are incorporated.
29	Workshops/Seminars/Webinars/Conferences attended, papers presented by faculty. (Format : S.No., Faculty name, title, place, duration)	2	-	<ul style="list-style-type: none"> Faculty attended domain specific Workshops/Seminars/Conferences.
30	Research projects (Submitted, Sanctioned, Ongoing, Completed & Annual Progress Report/Project completion report /UC sent during the evaluation period) (Format: Faculty, agency, file number, duration, amount, status)	2	-	<ul style="list-style-type: none"> Faculty is being motivated to write proposals of research project.

31	Papers published (Journals/conferences) (Format: Authors, title, volume, page nos., year, Impact factor, whether SCI, UGC approved, Scopus or other indexing)	3	-	<ul style="list-style-type: none"> Faculty is being motivated to publish quality research papers.
32	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 committee member etc.)	2	-	<ul style="list-style-type: none"> Faculty is being motivated to take expert lectures with prior permission.
33	Patents (published/ awarded/ filed/ initiatives taken)	0	-	<ul style="list-style-type: none"> Faculty is being motivated to file patents.
34	Books and Book Chapters published by faculty	3	-	<ul style="list-style-type: none"> Faculty is being motivated to publish more book chapters.
35	Best practices of the department (any two, in format provided)	1	-	<ul style="list-style-type: none"> Two best practices of the department are available in the provided format.
36	SWOT/SWOC analysis	3	Needs to be reframed, challenges must be mention.	<ul style="list-style-type: none"> SWOT/SWOC has been reframed and challenges are included.
37	Any other relevant achievements not covered so far	1	-	<ul style="list-style-type: none"> Suggestions incorporated.
38	UG/PG students' achievements outside institute, Hackathons, prizes, paper presentation, publication etc	0	-	<ul style="list-style-type: none"> Students are being motivated.
39	Research activities of the department (No of PhD candidates registered, thesis awarded, thesis submitted, papers presented/published etc)	3	-	<ul style="list-style-type: none"> Suggestions incorporated.
40	Overall rating of the department (To be given by the committee)	2	-	-
	Total points	78		


 Dr. Laxmi Shrivastava
 I/C H.O.D.

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Department of Electronics Engineering

Action Taken Report of Academic Audit held on 31 August, 2020

Branch: Electronics and Telecommunication Engineering

Reference No.....

List of criterion and remarks by audit team with required action taken by Department are following:

Criterion I: Availability of Records & Data Management

Sr. No.	Name of Criterion	Observations / Rating of Activities are Based on 5-Point Scale	Remarks by Audit Team	Action/ Action to be Taken by Department
1	Sessions conducted by the departmental Coordinators (List of Departmental Coordinators,/In-charge for various activities and tasks accomplished)	1	Information to be in tabular form, summarised form.	<ul style="list-style-type: none">Information arranged in tabular form.Activities of Coordinators are properly documented in summarised form.
2	Compilation of quarterly e-news letter (Availability on departmental page at Institute website)	3	-	<ul style="list-style-type: none">E-Newsletter team is working for further improvement.
3	Result Analysis & action taken (December 2019 exam)	2	-	<ul style="list-style-type: none">Data has been analysed in proper format in terms of outcomes
4	Status of department page on institute website, (Availability of achievements, photos, citation links, up to date information for branding and marketing of the department)	2	-	<ul style="list-style-type: none">Webpage has been updated.
5	Analysis & Actions taken on previous Audit reports	1	Point wise action	<ul style="list-style-type: none">Proper analysis and action taken report has been completed.Remarks and suggestions are shared with all faculty.
6	List of departmental files, maintenance of general records	1	Can be improved	<ul style="list-style-type: none">Suggestion of audit team has been incorporated.
7	Faculty Feedback Analysis/Corrective action (Computation of FFI on a 5 point	2	-	<ul style="list-style-type: none">Feedback is already shared with faculty.Parameter wise analysis has been done.

	scale for two feedbacks in each semester, faculty wise)			
8	Minutes of meetings of department/departmental committees	2	Summary to be compiled	<ul style="list-style-type: none"> • Summary has been prepared.

Criterion II: Teaching Learning Practices

Sr. No	Name Of Criterion	Observations / Rating of Activities are Based on 5-Point Scale (Feb 2020)	Remarks by Audit Team	Action/ Action to be Taken by Department
09	Result analysis of mid-semester-I, II & III examinations (quality of MCQs, CO attainment, number of students appeared, statistical analysis etc. separately for each exam, course)	2	-	<ul style="list-style-type: none"> • Suggestion of audit team has been incorporated.
10	Innovations conducted by faculty in teaching-learning	2	-	<ul style="list-style-type: none"> • Faculty is working for further improvement.
11	Dissertation internal presentation records– M.E./M.Tech./M.Arch.	NA	-	<ul style="list-style-type: none"> • NA
12	Final year BE project records (topic, batch, internal presentation /Publications etc)	3	-	<ul style="list-style-type: none"> • B.E. project allotment, project records, presentation & publication has already completed.
13	Record of internal vivas conducted, grades etc.(class wise, in soft copy only)	4	-	<ul style="list-style-type: none"> • Records of internal vivas have properly documented.
14	Seminar presentation records-M.E./M.Tech./M.Arch. (List of topics, mode of conduction, grades allotted)	NA	-	<ul style="list-style-type: none"> • NA
15	DE & OC courses conducted by the department (No of students/average result of mid-sem exam in %)	3	-	<ul style="list-style-type: none"> • Percentage of students opting OC has already improved.
16	Number of faculty members registered for SWAYAM/ NPTEL	4	-	<ul style="list-style-type: none"> • All faculty has been registered.

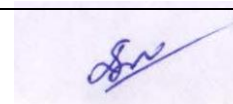
	Course/Number who cleared exam and Earned Pass Certificate			
17	Collaborations established with industry, institute, research organization & activities conducted	2	Can be improved.	<ul style="list-style-type: none"> Department is working for more collaborative activities.

Criterion III: Quality Improvement Initiatives

Sr.No.	Name of Criterion	Observations / Rating Of Activities are Based on 5-Point Scale (Feb 2020)	Remarks	Action/ Action to be Taken by Department
18	Curriculum Development (Analysis of feedback of stakeholders, new courses introduced in session Jan-June2020, courses where syllabi is revised etc)	2	New courses, revision and analysis, Stakeholder feedback.	<ul style="list-style-type: none"> Corrections suggested by audit team have been incorporated.
19	New Equipment/Facilities Created/Labs Developed	1	-	<ul style="list-style-type: none"> Proposals for procurement of new lab equipments have been submitted.
20	Record of students' participation in extra & co-curricular activities within and outside the Institute	2	-	<ul style="list-style-type: none"> Faculty is continuously motivating students to participate in Extra & Co-curricular activities within and outside the institute.
21	Available Professional Societies/Chapters and Organizing Technical Events (Name of chapter, List of student members, list of activities conducted & number of participants)	3	-	<ul style="list-style-type: none"> Suggestions incorporated for improvement.
22	Attendance of Remedial classes, counselling (Impact analysis and measures for improvements)	2	-	<ul style="list-style-type: none"> Attendance of Remedial classes has been documented.
23	Information about Internships/Industry visits/tours	1	Records to be presented clearly.	<ul style="list-style-type: none"> Suggestions are incorporated.
24	Events and activities conducted by the department (Workshops/FDPs/Seminar/Training etc)	3	-	<ul style="list-style-type: none"> Proper documentation of events and activities has already been maintained.

25	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)	2	-	<ul style="list-style-type: none"> • Department is working for conducting domain specific extension activities.
26	Records of expert lectures conducted (Dates, resource person, topic, student attendance)	2	-	<ul style="list-style-type: none"> • Information arranged in tabular form.
27	Training programmes attended by faculty (Format : S.No., Faculty name, title, place duration)	4	-	<ul style="list-style-type: none"> • Faculty is attending the training programmes in their respective areas.
28	Training programmes attended by Staff (Format : S.No., Name of staff, title, venue/place, duration)	3	-	<ul style="list-style-type: none"> • Suggestions are incorporated.
29	Workshops/Seminars/Webinars/Conferences attended, papers presented by faculty. (Format : S.No., Faculty name, title, place, duration)	2	-	<ul style="list-style-type: none"> • Faculty attended domain specific Workshops/Seminars/Conferences.
30	Research projects (Submitted, Sanctioned, Ongoing, Completed & Annual Progress Report/Project completion report /UC sent during the evaluation period) (Format: Faculty, agency, file number, duration, amount, status)	2	-	<ul style="list-style-type: none"> • Faculty is being motivated to write proposals of research project.
31	Papers published (Journals/conferences) (Format: Authors, title, volume, page nos., year, Impact factor, whether SCI, UGC approved, Scopus or other indexing)	3	-	<ul style="list-style-type: none"> • Faculty is being motivated to publish quality research papers.

32	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 committee member etc.)	2	-	<ul style="list-style-type: none"> Faculty is being motivated to take expert lectures with prior permission.
33	Patents (published/ awarded/ filed/ initiatives taken)	0	-	<ul style="list-style-type: none"> Faculty is being motivated to file patents.
34	Books and Book Chapters published by faculty	4	-	<ul style="list-style-type: none"> Faculty is being motivated to publish more book chapters.
35	Best practices of the department (any two, in format provided)	1	-	<ul style="list-style-type: none"> Two best practices of the department are available in the provided format.
36	SWOT/SWOC analysis	3	-	<ul style="list-style-type: none"> SWOT/SWOC has been reframed and challenges are included.
37	Any other relevant achievements not covered so far	1	-	<ul style="list-style-type: none"> Suggestions incorporated.
38	UG/PG students' achievements outside institute, Hackathons, prizes, paper presentation, publication etc	1	Need to be compiled.	<ul style="list-style-type: none"> Students are being motivated.
39	Research activities of the department (No of PhD candidates registered, thesis awarded, thesis submitted, papers presented/published etc)	5	-	<ul style="list-style-type: none"> Suggestions incorporated.
40	Overall rating of the department (To be given by the committee)	2	-	-
	Total points	85		



Dr. Laxmi Shrivastava
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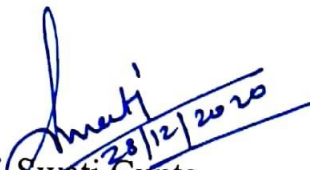
MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR
(A Govt. Aided UGC Autonomous NAAC Accredited Institute Affiliated to RGPV Bhopal)

Department of Chemical Engineering

Date: 28/12/2020

Action Taken on Academic Audit Report (August 2020)

1. The last semester results will be critically analyzed and outcomes will be listed.
2. The office staff is instructed to maintain the department files & general records as per institute requirements.
3. Registration of faculty member in SWAYAM/NPTEL online course for certificate has been increased.
4. The feedback of various stockholders was discussed during BoS meeting and suitable measures were incorporated in the syllabus.
5. The virtual labs included in the laboratory courses in the current semester.
6. Students were motivated to participate in extension activity.
7. Our Alumni from the industry having good technical experience have been approached for expert lectures.
8. The details of the training programme / workshop/webinar/seminar attended by faculty are maintained in proper format with the affiliation of the organizer.


Prof. Swati Gupta
(Coordinator)