A
Report

On

ADMINISTRATIVE EFFICIENCY INDEX (AEI)
SESSION: JAN-JUNE & JULY-DEC-2021

I Q A C

Internal Quality Assurance Cell
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)

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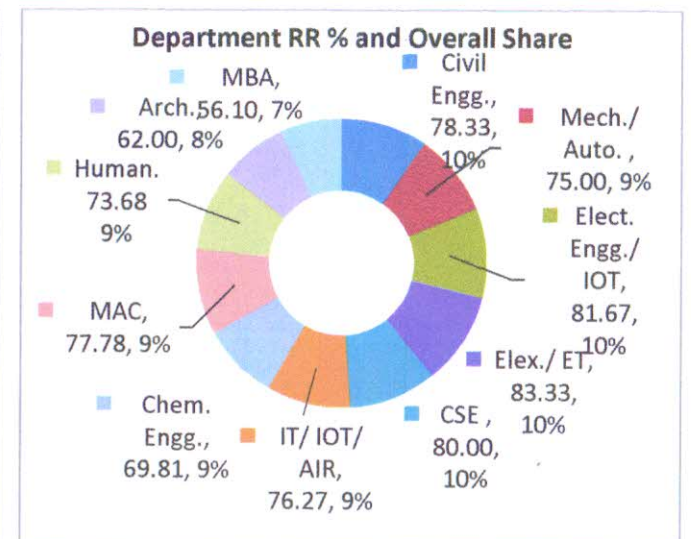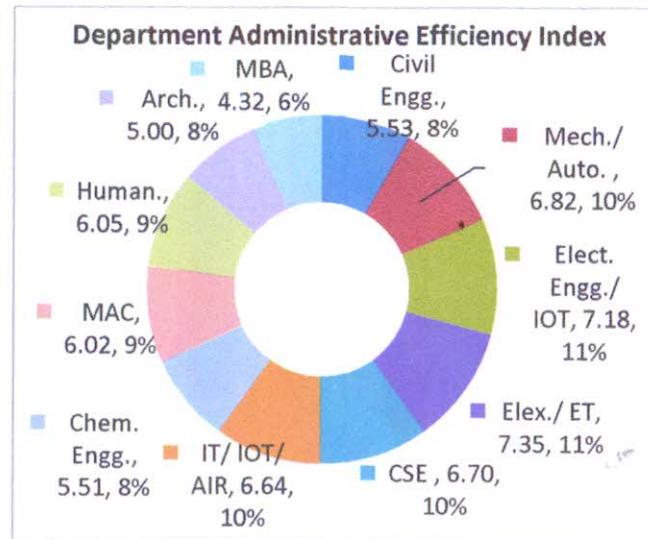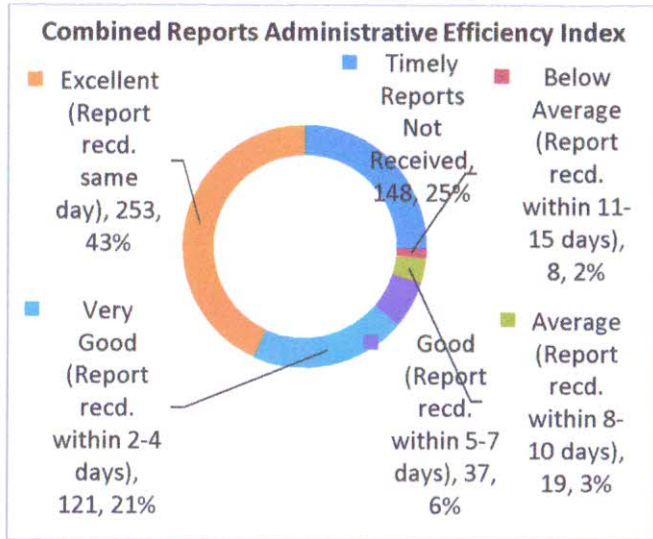
Gwalior, M.P. 474005

Website: www.mitsgwalior.in

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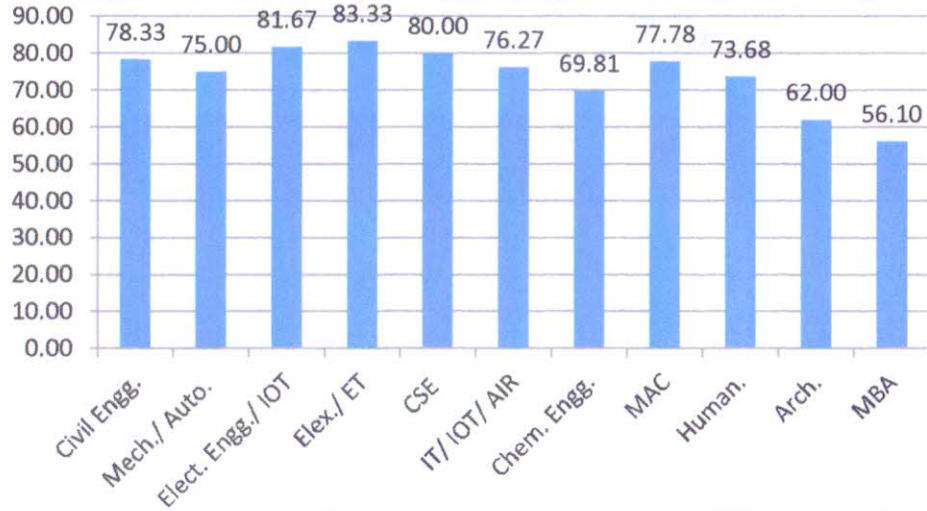(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)

ADMINISTRATIVE EFFICIENCY INDEX (AEI) (Session - January to June 2021) Total reports: 60

ADMINISTRATIVE EFFICIENCY INDEX	Civil Engg.	Mech./ Auto.	Elect. Engg./ IOT	Elex./ ET	CSE	IT/ IOT/ AIR	Chem. Engg.	MAC	Human.	Arch.	MBA	Total
Timely Reports Not Received	13	15	11	10	12	14	16	10	10	19	18	148
Below Average (Report recd. within 11-15 days)	0	0	0	2	2	0	2	1	0	1	0	8
Average (Report recd. within 8-10 days)	4	0	2	1	2	2	1	1	2	1	3	19
Good (Report recd. within 5-7 days)	10	4	0	2	2	1	7	6	3	1	1	37
Very Good (Report recd. within 2-4 days)	20	7	15	8	12	13	6	11	7	13	9	121
Excellent (Report recd. same day)	13	34	32	37	30	29	21	16	16	15	10	253
Timely Reports Received	47	45	49	50	48	45	37	35	28	31	23	438
ADMINISTRATIVE EFFICIENCY INDEX (AEI) (out of 10)	5.53	6.82	7.18	7.35	6.70	6.64	5.51	6.02	6.05	5.00	4.32	
Reports not Applicable (NA)	0	0	0	0	0	1	7	15	22	10	19	
Reports Not Received (RNR) in %	21.67	25.00	18.33	16.67	20.00	23.73	30.19	22.22	26.32	38.00	43.90	
Reports Received (RR) in %	78.33	75.00	81.67	83.33	80.00	76.27	69.81	77.78	73.68	62.00	56.10	

Combined Reports Administrative Efficiency Index

- Excellent (Report recd. same day), 253, 43%
- Timely Reports Not Received, 148, 25%
- Below Average (Report recd. within 11-15 days), 8, 2%
- Very Good (Report recd. within 2-4 days), 121, 21%
- Good (Report recd. within 5-7 days), 37, 6%
- Average (Report recd. within 8-10 days), 19, 3%

Department Administrative Efficiency Index

- MBA, 4.32, 6%
- Civil Engg., 5.53, 8%
- Arch., 5.00, 8%
- Mech./Auto., 6.82, 10%
- Human., 6.05, 9%
- Elect. Engg./IOT, 7.18, 11%
- MAC, 6.02, 9%
- Elex./ET, 7.35, 11%
- Chem. Engg., 5.51, 8%
- IT/IOT/AIR, 6.64, 10%
- CSE, 6.70, 10%

Department RR % and Overall Share

- MBA, Arch. 56.10, 7%
- Civil Engg., 78.33, 10%
- Arch. 62.00, 8%
- Mech./Auto., 75.00, 9%
- Human. 73.68, 9%
- Elect. Engg./IOT, 81.67, 10%
- MAC, 77.78, 9%
- Elex./ET, 83.33, 10%
- Chem. Engg., 69.81, 9%
- IT/IOT/AIR, 76.27, 9%
- CSE, 80.00, 10%

Reports Received (RR) in % (Jan. to June 2021)

Department	RR %
Civil Engg.	78.33
Mech./ Auto.	75.00
Elect. Engg./ IOT	81.67
Elex./ ET	83.33
CSE	80.00
IT/ IOT/ AIR	76.27
Chem. Engg.	69.81
MAC	77.78
Human.	73.68
Arch.	62.00
MBA	56.10

Reports Not Received (RNR) in % (Jan. to June 2021)

Department	RNR %
Civil Engg.	21.67
Mech./ Auto.	25.00
Elect. Engg./ IOT	18.33
Elex./ ET	16.67
CSE	20.00
IT/ IOT/ AIR	23.73
Chem. Engg.	30.19
MAC	22.22
Human.	26.32
Arch.	38.00
MBA	43.90
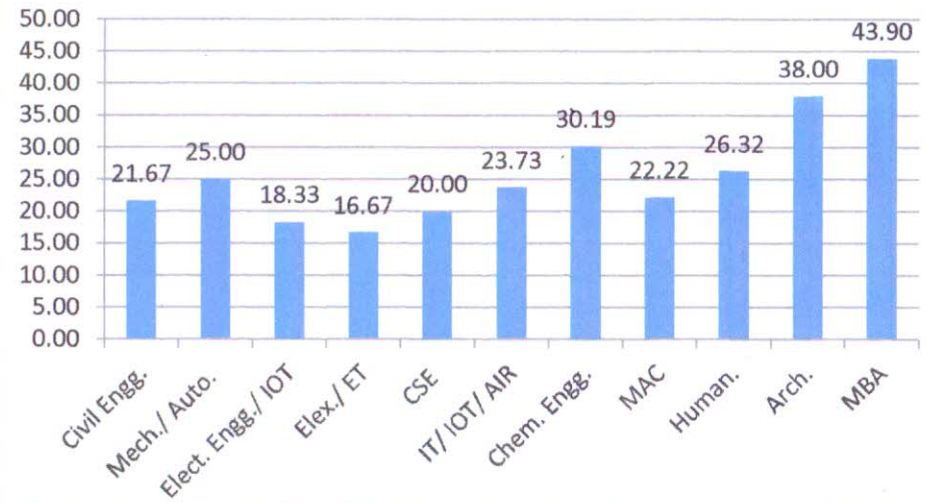
ADMINISTRATIVE EFFICIENCY INDEX (AEI) Virtual Semester (Jan. to June 2021)

Department	AEI
Civil Engg.	5.53
Mech./ Auto.	6.82
Elect. Engg./ IOT	7.18
Elex./ ET	7.35
CSE	6.70
IT/ IOT/ AIR	6.64
Chem. Engg.	5.51
MAC	6.02
Human.	6.05
Arch.	5.00
MBA	4.32

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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. / IOT	Elex./ ET	CSE	IT/ IOT/ AIR	Chem. Engg.	MAC	Huma nities	Arch.	MBA	Remark (if any)
		Session : January to June 2021 *with I Year December 2020 to July 2021 (Both Sem)*												
1	**Weekly Classes Statement (I Year - I Sem) (Theory & Laboratories)** Every Monday	14/12/2020	7	10	7	10	10	10	NA	10	7	7	7	
2	**Weekly Classes Statement (I Year - I Sem) (Theory & Laboratories)** Every Monday	21/12/2020	7	10	7	10	10	10	NA	10	7	7	7	
3	**Weekly Classes Statement (I Year - I Sem) (Theory & Laboratories)** Every Monday	28/12/2020	10	10	10	10	10	10	NA	10	10	10	10	
4	**Weekly Classes Statement (I Year - I Sem) (Theory & Laboratories)** Every Monday	04/01/2021	7	7	7	7	10	10	NA	7	10	7	7	
5	**SWAYAM registration for upcoming semester (Jan. to June 2021),** HoD & Swayam Coordinator	07/01/2021	10	10	10	10	10	10	10	10	NA	NA	NA	
6	**Weekly Classes Statement (I Year - I Sem) (Theory & Laboratories)** Every Monday	11/01/2021	7	10	7	10	10	10	NA	10	10	7	10	
7	**Responces of Faculty Feedback (FF)** (Jan. 2021) through GOOGLE FORM during (First Year) First Feedback >60% Responses 10, >55% Responses 7, >50% Responses 5, >40% Responses 3, Else category Responses 1	-	10	10	10	10	10	10	10	10	NA	10	10	
8	**Weekly Classes Statement (I, II & III Year) (Theory & Laboratories)** Every Monday	18/01/2021	7	10	7	10	7	10	NA	7	10	7	10	
9	**Weekly Classes Statement (I, II & III Year) (Theory & Laboratories)** Every Monday	25/01/2021	7	10	10	7	10	10	5	7	10	3	10	

#	Item	Date											
10	**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 calsses 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 imformation 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.)	30/0)021	7	10	10	10	10	7	10	NA	NA	NA	NA
11	**Uploading Newsletter on the department web page** (Quarterly) (~~1. July to Sep.~~, 2. Oct. to Dec., ~~3. Jan. to March & 4. April-June~~)	30/01/2021	7	0	10	0	10	10	0	0	10	0	0
12	**Updated APR (Session July to June 2021)** (Annexure-X : APR Format) HOD/ Faculty In-charge **(Upto July to Dec. 2020)**	30/01/2021	5	10	10	10	3	7	1	0	0	0	0
13	**Weekly Classes Statement (I, II & III Year) (Theory & Laboratories)** Every Monday	01/02/2021	7	10	10	10	7	10	10	10	10	7	10
14	**Vidwan : Unique AICTE Faculty IDs,** HODs	05/02/2021	0	7	7	10	10	7	7	5	5	0	0
15	**Weekly Classes Statement (I, II & III Year) (Theory & Laboratories)** Every Monday	08/02/2021	7	10	7	10	10	10	10	7	10	7	0
16	**Action Taken Report on (I Year) Student First Faculty Feedback,** (within 10 days of receiving the mail), HOD	12-02-2021	0	0	0	0	0	0	0	0	NA	0	0
17	**Weekly Classes Statement (I, II & III Year) (Theory & Laboratories)** Every Monday	15/02/2021	7	7	7	10	10	7	10	7	7	10	5

#	Item	Date												
18	**Report of Remedial/Additional Classes (Yes/No) (I Year)** Identifying absentees, poor performers, etc. of First Mid-Semester Exam and announcing their Names Within 10 days of completion of Mid-Semester Exams, Class Coordinators (Monitored by HoD)	16/02'21	10	10	10	0	5	0	0	5	3	0	0	
19	**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 7 Marks, >15% Parents 5 Marks, >10% Parents 3 Marks, >5% Parents 1 Marks, >3% Parents 0 Marks	18/02/2021	7	0	0	0	0	0	0	0	0	0	0	
20	**Weekly Classes Statement (I, II & III Year) (Theory & Laboratories)** Every Monday	22/02/2021	10	10	10	10	7	10	10	10	10	7	3	
21	**Internship Projects Monitoring Sheet,** HODs	22/02/2021	10	10	10	10	10	10	7	NA	NA	NA	NA	
22	**Indentifying (Slow and Fast learners) Absentees and poor performance after the First Mid Sem First Year students,** HODs	25/02/2021	10	10	10	10	10	10	10	10	0	0	0	
23	**Feedback of Laboratory Courses,** HODs	25/02/2021	5	5	7	10	10	10	10	0	7	0	NA	
24	**Report of Remedial/Additional Classes (Yes/No) (II to III Year)** Identifying absentees, poor performers, etc. of First Mid-Semester Exam and announcing their Names Within 10 days of completion of Mid-Semester Exams, Class Coordinators (Monitored by HoD)	26/02/2021	5	10	7	0	0	0	0	5	0	0	0	
25	**Responces of Faculty Feedback (FF)** (Feb. 2021) through GOOGLE FORM during (II & III Year) First Feedback >60% Responses 10, >55% Responses 7, >50% Responses 5, >40% Responses 3, Else category Responses 1	-	3	10	7	10	7	5	7	NA	NA	5	NA	
26	**Weekly Classes Statement (I, II & III Year) (Theory & Laboratories)** Every Monday	01/03/2021	7	10	7	7	7	7	10	10	7	7	10	
27	**Weekly Classes Statement (I, II & III Year) (Theory & Laboratories)** Every Monday ['28/09/2020 date Change due MOODLE Surver Problem 03/10/2020]	08/03/2021	5	10	10	10	10	10	10	5	10	7	10	

#	Description	Date											
28	**Responces of Faculty Feedback (FF)** (March 2021) through GOOGLE FORM during (First Year) Second Feedback >60% Responses 10, >55% Responses 7, >50% Responses 5, >40% Responses 3, Else category Responses 1	-	10	10	10	5	5	10	10	1	NA	10	3
29	**Internship/Project II report on f orthnightly basis,** HODs	10/03/2021	0	0	0	1	0	0	0	NA	NA	NA	NA
30	**Weekly Classes Statement (I, II & III Year) (Theory & Laboratories)** Every Monday	15/03/2021	7	10	10	10	10	10	10	5	10	10	0
31	**Report of Six Monthly Review of Ph.D. Students** by Research Advisory Committee on 7th March, 2020 (Signed Hard Copy)	16/03/2021	7	7	10	10	10	NA	NA	0	NA	0	NA
32	**Weekly Classes Statement (I, II & III Year) (Theory & Laboratories)** Every Monday	22/03/2021	7	10	10	10	7	10	10	10	10	7	7
33	**Weekly Classes Statement (I, II & III Year) (Theory & Laboratories)** Every Monday	31/03/2021	3	10	10	10	7	7	10	7	10	10	0
34	**Action Taken Report on (II & III Year) Student First Faculty Feedback,** (within 10 days of receiving the mail), HOD	03/04/2021	0	0	0	3	0	0	1	NA	NA	0	NA
35	**Internship/Project III report on forthnightly basis,** HODs	25/03/2021	0	0	0	1	1	0	0	NA	NA	NA	NA
36	**Responces of Faculty Feedback (FF)** (April 2021) through GOOGLE FORM during (II to III Year) Second Feedback >60% Responses 10, >55% Responses 7, >50% Responses 5, >40% Responses 3, Else category Responses 1	-	5	5	7	7	10	3	10	NA	NA	10	NA
37	**Weekly Classes Statement (II & III Year) (Theory & Laboratories)** Every Monday	19/04/2021	10	0	10	10	7	10	10	NA	NA	10	NA
38	**Weekly Classes Statement (I Year - II Sem) (Theory & Laboratories)** Every Monday	19/04/2021	10	10	10	10	7	10	10	7	7	0	0
39	**Action Taken Report on (I Year) Student Second Faculty Feedback,** (within 10 days of receiving the mail), HOD	19/04/2021	0	0	0	0	0	10	0	0	0	0	0
40	**Report of Orientation Programme for I Year (All Deptt.)**	22/04/2021	0	0	0	10	0	0	0	0	NA	0	0

No.	Description	Date												
41	**Information about Publication (SCI/SCOPUS) (2019-2020)**, HoD	24/04/ 21	0	0	3	7	3	7	5	3	3	NA	NA	
42	**Weekly Classes Statement (II & III Year) (Theory & Laboratories)** Every Monday	26/04/2021	5	7	10	10	10	7	5	NA	NA	10	NA	
43	**Weekly Classes Statement (I Year - II Sem) (Theory & Laboratories)** Every Monday	26/04/2021	7	7	10	10	10	7	5	10	10	0	0	
44	**Uploading Newsletter on the department web page** (Quarterly) (1. July to Sep., 2. Oct. to Dec., 3. Jan. to March & 4. April-June)	30/04/2021	0	0	0	0	0	0	0	0	0	0	0	
45	**List of in-house MOOC courses to be offered under Open Course (OC) Category for the VIII Sem B.Tech.**, HoD	30/04/2021	0	0	10	10	0	0	0	NA	NA	NA	NA	
46	**Action Taken Report on (II & III Year) Student Second Faculty Feedback,** (within 10 days of receiving the mail), HOD	03/05/2021	0	0	0	0	0	0	0	NA	NA	0	NA	
47	**Book Chapters information (2019-2020)**, HoD	03/05/2021	10	7	10	7	7	7	7	NA	NA	NA	NA	
48	**Weekly Classes Statement (II & III Year) (Theory & Laboratories)** Every Monday	03/05/2021	5	5	10	7	10	7	5	NA	NA	10	NA	
49	**Weekly Classes Statement (I Year - II Sem) (Theory & Laboratories)** Every Monday	03/05/2021	5	5	10	7	10	7	10	7	10	10	3	
50	**Responces of Faculty Feedback (FF)** (May 2021) through GOOGLE FORM during (First Year - II Sem) First Feedback >60% Responses 10, >55% Responses 7, >50% Responses 5, >40% Responses 3, Else category Responses 1	-	10	10	7	5	1	3	10	10	NA	1	10	
51	**Weekly Classes Statement (I Year - II Sem) (Theory & Laboratories)** Every Monday	10/05/2021	5	10	10	10	10	10	5	10	5	7	7	
52	**Weekly Classes Statement (I Year - II Sem) (Theory & Laboratories)** Every Monday	17/05/2021	7	10	10	10	10	10	10	7	10	10	7	
53	**Weekly Classes Statement (I Year - II Sem) (Theory & Laboratories)** Every Monday	31/05/2021	3	10	10	10	10	10	0	10	0	7	7	

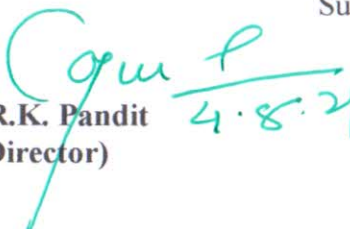| No.	Description	Date												
54	**Report of Remedial/Additional Classes (Yes/No) (I Year : II Sem)** Identifying absentees, poor performers, etc. of First Mid-Semester Exam and announcing their Names Within 10 days of completion of Mid-Semester Exams, Class Coordinators (Monitored by HoD)	04/0?/2021	3	10	3	0	10	0	3	5	0	0	0	
55	**Weekly Classes Statement (I Year - II Sem) (Theory & Laboratories)** Every Monday	07/06/2021	7	10	10	10	10	7	5	7	0	10	7	
56	**Weekly Classes Statement (I Year - II Sem) (Theory & Laboratories)** Every Monday	14/06/2021	7	10	7	10	10	10	7	10	5	10	10	
57	**Sharing Project/Internship Report (FPR)**, HoD	15/06/2021	0	10	0	10	0	10	0	NA	NA	NA	NA	
58	**Sharing of the Evaluation of "Professional Development Course in VIII Semester"**, HoD	15/06/2021	10	0	10	0	0	0	0	NA	NA	NA	NA	
59	**Weekly Classes Statement (I Year - II Sem) (Theory & Laboratories)** Every Monday	21/06/2021	5	10	10	10	7	10	7	7	7	10	7	
60	**Action Taken Report on Student First Faculty Feedback (I Year - II Sem)**, (within 10 days of receiving the mail), HOD	21-06-2021	0	0	0	10	7	0	0	0	0	0	0	

Note : - 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

Compiled by Rajni Sharma based on timelines set at the beginning of the semester.

04/08/2021.

Dr. Manjaree Pandit
(Dean Academic)

Submitted for approval.

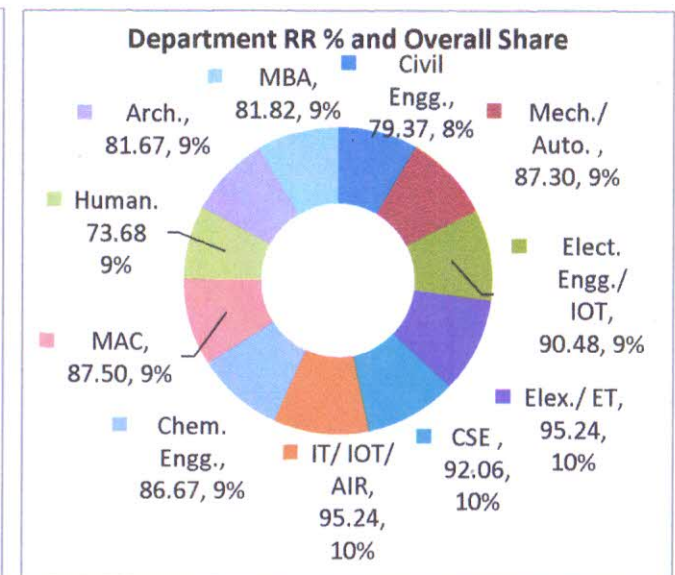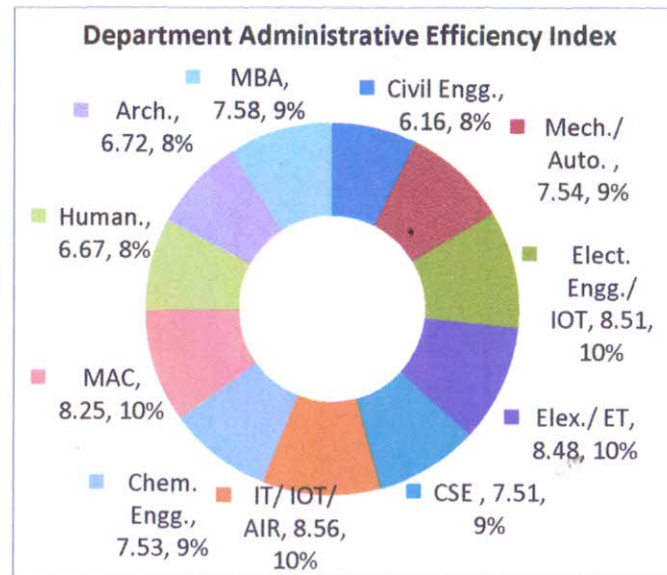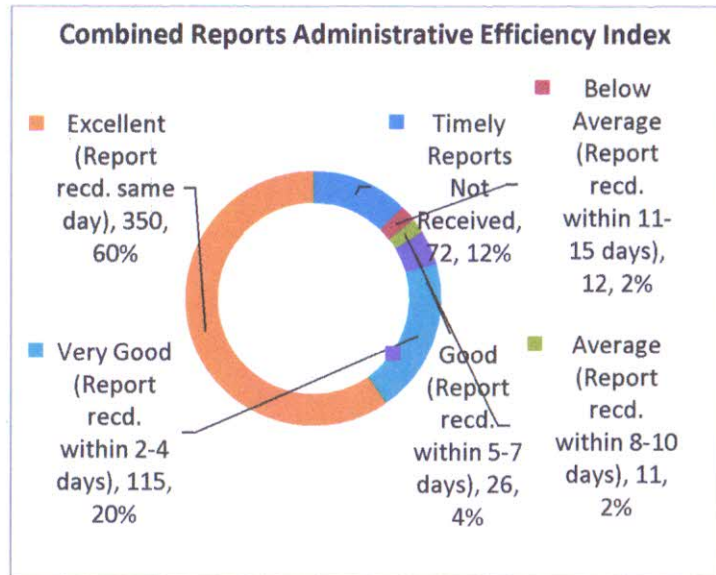**Dr. R.K. Pandit** 4.8.21
(Director)

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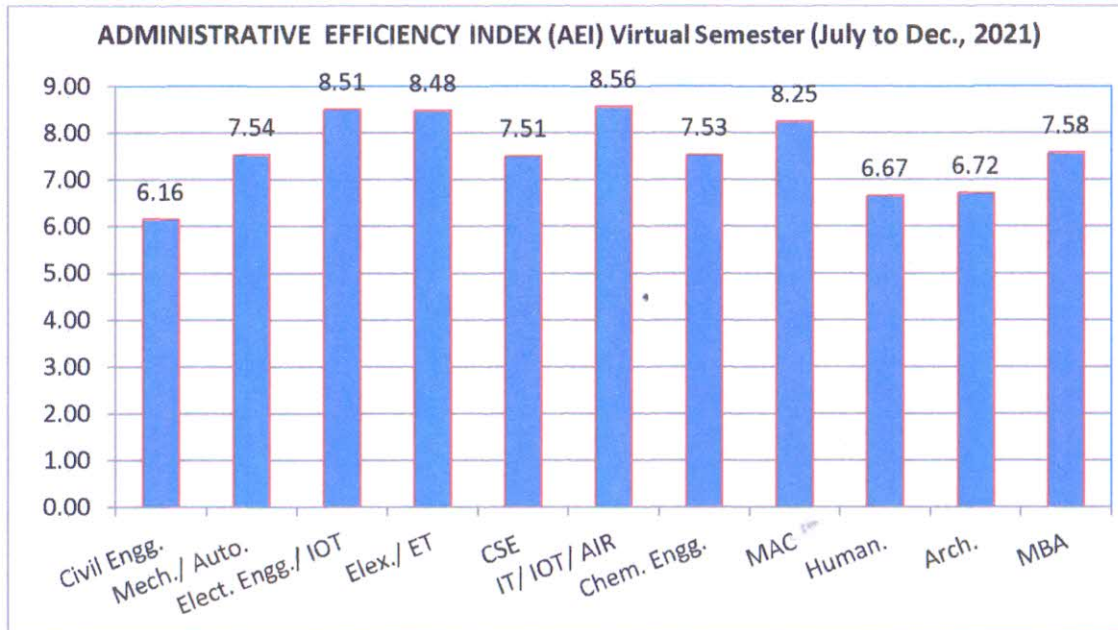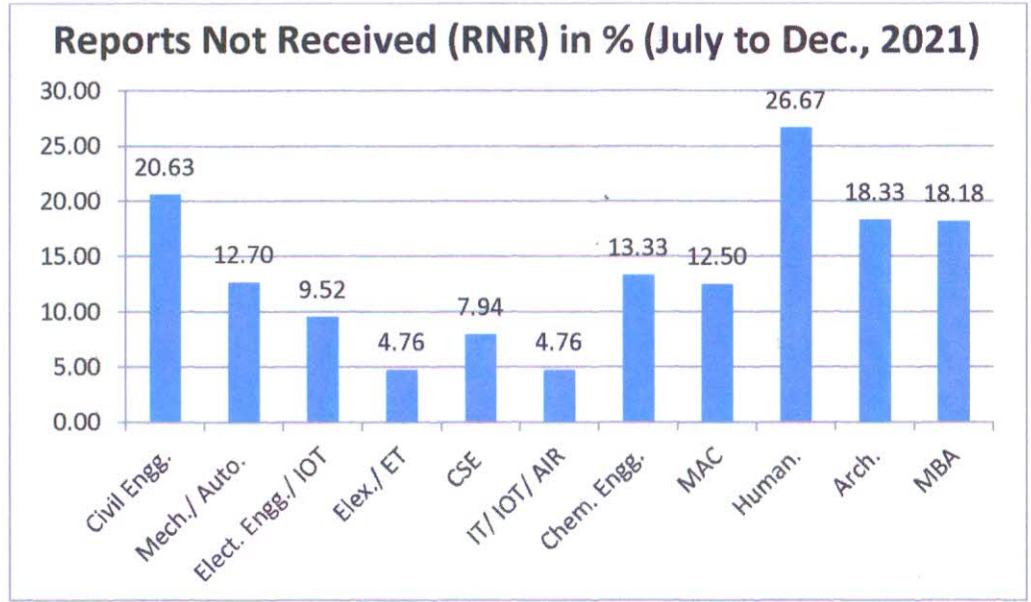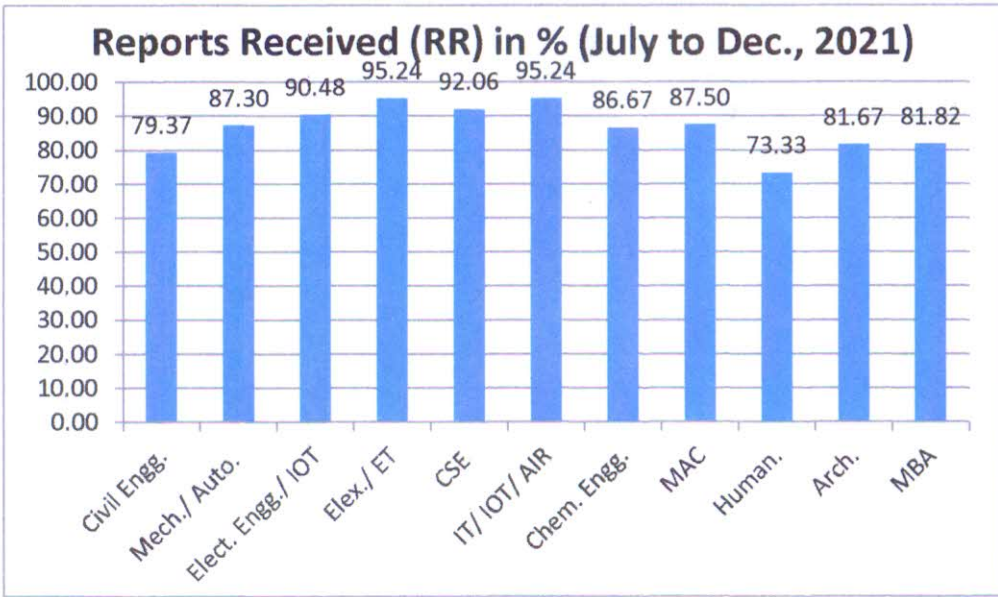(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)

ADMINISTRATIVE EFFICIENCY INDEX (AEI) (Session - July to December 2021)

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Timely Reports Not Received	13	8	6	3	5	3	8	5	4	11	6	74
Below Average (Report recd. within 11-15 days)	3	2	0	1	1	0	1	1	0	3	0	12
Average (Report recd. within 8-10 days)	2	3	0	0	2	0	3	0	1	0	0	11
Good (Report recd. within 5-7 days)	4	3	2	6	3	2	4	1	0	0	1	26
Very Good (Report recd. within 2-4 days)	17	7	8	9	23	17	6	2	1	20	5	115
Excellent (Report recd. same day)	24	40	47	44	29	41	38	31	9	26	21	348
Timely Reports Received	50	55	57	60	58	60	52	35	11	49	27	512
ADMINISTRATIVE EFFICIENCY INDEX (AEI) (out of 10)	6.16	7.54	8.51	8.48	7.51	8.56	7.53	8.25	6.67	6.72	7.58	
Not Applicable (NA)	0	0	0	0	0	0	3	23	48	3	30	
Report Not Received (RNR) in %	20.63	12.70	9.52	4.76	7.94	4.76	13.33	12.50	26.67	18.33	18.18	
Reports Received (RR) in %	79.37	87.30	90.48	95.24	92.06	95.24	86.67	87.50	73.33	81.67	81.82	

Note : - 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

Combined Reports Administrative Efficiency Index

Department Administrative Efficiency Index

Department RR % and Overall Share

Reports Received (RR) in % (July to Dec., 2021)

Department	RR %
Civil Engg.	79.37
Mech./ Auto.	87.30
Elect. Engg./ IOT	90.48
Elex./ ET	95.24
CSE	92.06
IT/ IOT/ AIR	95.24
Chem. Engg.	86.67
MAC	87.50
Human.	73.33
Arch.	81.67
MBA	81.82

Reports Not Received (RNR) in % (July to Dec., 2021)

Department	RNR %
Civil Engg.	20.63
Mech./ Auto.	12.70
Elect. Engg./ IOT	9.52
Elex./ ET	4.76
CSE	7.94
IT/ IOT/ AIR	4.76
Chem. Engg.	13.33
MAC	12.50
Human.	26.67
Arch.	18.33
MBA	18.18

ADMINISTRATIVE EFFICIENCY INDEX (AEI) Virtual Semester (July to Dec., 2021)

Department	AEI
Civil Engg.	6.16
Mech./ Auto.	7.54
Elect. Engg./ IOT	8.51
Elex./ ET	8.48
CSE	7.51
IT/ IOT/ AIR	8.56
Chem. Engg.	7.53
MAC	8.25
Human.	6.67
Arch.	6.72
MBA	7.58

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

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./ IOT	Elex./ ET	CSE	IT/ IOT/ AIR	Chem. Engg.	MAC	Humanities	Arch.	MBA	Remark (if any)
	Session : July to December 2021 *with I Year Students (Admitted : 2021-2022)*													
1	**Weekly Classes Statement (I Year - II Sem) (Theory & Laboratories)** Every Monday	05/07/2021	10	10	10	10	7	5	10	10	7	1	5	
2	**Responses of Faculty Feedback (FF)** (June 2021) through GOOGLE FORM during (First Year - II Sem) Second Feedback >60% Responses 10, >55% Responses 7, >50% Responses 5, >40% Responses 3, Else category Responses 1	-	1	10	10	10	7	10	10	1	NA	10	10	
3	**Weekly Classes Statement (I Year - II Sem) (Theory & Laboratories)** Every Monday	12/07/2021	10	10	10	7	10	10	3	10	10	1	10	
4	**Time Table for all UG & PG Classes** Should be prepared and uploaded on departmental web page.	15-07-2021	0	3	10	1	10	7	1	NA	NA	10	NA	
5	**Weekly Classes Statement (I Year - II Sem) (Theory & Laboratories)** Every Monday	19/07/2021	10	10	10	10	10	10	7	10	10	7	7	
6	**Weekly Classes Statement (I Year - II Sem) (Theory & Laboratories)** Every Monday	26/07/2021	7	10	10	10	10	10	10	10	10	7	7	
7	**Weekly Classes Statement (III & IV Year) (Theory & Laboratories)** Every Monday	26/07/2021	10	10	10	10	10	10	10	NA	NA	7	NA	

#	Activity	Date											
8	**Report of Orientation Programme for III & 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.)	31-07-2021	7	10	10	10	10	10	10	NA	NA	10	NA
9	**Uploading Newsletter on the department web page** (Quarterly) (1. July to Sep., 2. Oct. to Dec., 3. Jan. to March & 4. April to June)	31-07-2021	10	10	10	10	7	10	10	10	0	10	NA
10	**Updated APR (Session July to June 2021)** (Annexure-X : APR Format) HOD/ Faculty In-charge **(Upto July 2020 to June 2021)**	31-07-2021	0	7	7	5	7	10	10	10	10	10	NA
11	**Weekly Classes Statement (III & IV Year) (Theory & Laboratories)** Every Monday	02/08/2021	10	10	10	10	10	10	10	NA	NA	10	NA
12	**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	02-08-2021	0	10	10	7	0	10	10	NA	NA	NA	NA
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)	06-08-2021	0	10	10	10	0	10	0	NA	NA	0	NA

#	Description	Date												
14	**Weekly Classes Statement (III & IV Year) (Theory & Laboratories)** Every Monday	09/08/202	7	10	10	10	10	10	10	NA	NA	10	NA	
15	**Final Status of DE/OC-2/OC-3, HoD**	10-08-2021	7	7	7	10	10	10	0	NA	NA	7	NA	
16	**AQAR Data Template for Autonomous (2020 - 2021)**	10-08-2021	7	10	7	10	10	10	5	10	NA	7	NA	
17	**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	11/08/2021	7	10	7	10	10	10	0	NA	NA	7	NA	
18	**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	11/08/2021	7	10	7	10	10	10	0	NA	NA	7	NA	
19	**Action Taken on Second Faculty Feedback (I Year - II Sem)** (June 2021) (One to one meeting with faculty) and file sent to the Director for Signatures within 10 days & communicated to Dean Office on Mail, HOD	13/08/2021	0	0	10	10	10	10	10	10	10	0	0	
20	**Weekly Classes Statement (III & IV Year) (Theory & Laboratories)** Every Monday	16/08/2021	7	10	10	10	10	10	7	NA	NA	10	NA	
21	**Weekly Classes Statement (III & IV Year) (Theory & Laboratories)** Every Monday	23/08/2021	10	10	10	10	7	7	10	NA	NA	10	NA	
22	**Responses of Faculty Feedback (FF)** (August 2021) through GOOGLE FORM during (III & IV Year) First Feedback >60% Responses 10, >55% Responses 7, >50% Responses 5, >40% Responses 3, Else category Responses 1	-	3	1	10	5	3	10	10	NA	NA	7	NA	
23	**Profiling of the Slow Learners Identified Earlier during the Session,** HoD/Class Coordinator	28-08-2021	5	10	10	10	10	10	10	NA	NA	10	NA	
24	**Weekly Classes Statement (III & IV Year) (Theory & Laboratories)** Every Monday	31/08/2021	10	10	10	10	10	7	10	NA	NA	NA	7	

25	**Report of Orientation Programme for II Year**, HOD	02/09/202	0	5	10	0	5	7	10	10	NA	0	0	
26	**Action Taken on First Faculty Feedback (III & IV Year)** (August 2021) (One to one meeting with faculty) and file sent to the Director for Signatures within 10 days & communicated to Dean Office on Mail, HOD	06/09/2021	7	0	10	7	10	10	10	NA	NA	7	NA	
27	**Weekly Classes Statement (II to IV Year) (Theory & Laboratories)** Every Monday	06/09/2021	10	7	10	10	7	7	10	10	NA	7	10	
28	**Weekly Classes Statement (II to IV Year) (Theory & Laboratories)** Every Monday	13/09/2021	7	10	10	10	7	7	10	10	NA	10	10	
29	**Submission of BOS June 2021 (Hard Copy), HoD**	13/09/2021	10	10	10	10	7	10	10	10	10	10	NA	
30	**Report of Six Monthly Review of Ph.D. Students** by Research Advisory Committee on September, 2021 (Signed Hard Copy)	16/09/2021	10	10	7	10	7	7	NA	10	NA	10	NA	
31	**Weekly Classes Statement (II to IV Year) (Theory & Laboratories)** Every Monday	20/09/2021	10	7	10	10	7	7	10	10	NA	10	10	
32	**Regarding Action to be taken Weekly Classes Monitoring,** (In house Workshop on Student-Centric, Innovative, and effective teaching learning practices to enhance learning outcomes), HoDs	20/09/2021	10	10	10	5	10	10	10	5	3	10	NA	
33	**In house Workshop on Computation of Citation and h index in Web of Science and SCOPUS, HoDs**	20/09/2021	10	10	10	10	10	10	10	10	NA	10	10	
34	**List of Student coordinators in different activities (OBE, Class Representative, Placement and Alumni Cell), HoDs**	24/09/2021	5	10	10	10	1	10	7	10	NA	10	10	
35	**Participation of Two students III Year in BOS, HoD**	25/09/2021	10	10	10	10	5	10	10	NA	10	7	NA	
36	**Weekly Classes Statement (II to IV Year) (Theory & Laboratories)** Every Monday	27/09/2021	10	10	10	10	7	7	10	10	NA	10	10	

No.	Item	Date												
37	**Teaching Load Faculty Wise (Separately for Theory and Practical),** HoDs	27/09/202.	10	7	10	10	7	7	10	10	10	7	7	
38	**Responses of Faculty Feedback (FF)** (September 2021) through GOOGLE FORM during (II Year) First Feedback >60% Responses 10, >55% Responses 7, >50% Responses 5, >40% Responses 3, Else category Responses 1	-	1	10	10	7	10	10	10	0	NA	10	10	
39	**List of Funding Agencies research and other grand/fellowship award etc.,** HoD	30/09/2021	0	0	0	10	0	0	0	10	10	0	10	
40	**Weekly Classes Statement (II to IV Year) (Theory & Laboratories)** Every Monday	04/10/2021	10	10	10	10	10	10	10	10	NA	10	10	
41	**Report on Conduction of Mentoring Sessions for (DEs) through SWAYAM/ NPTEL/MOOC for Credit Transfer,** HoD & SWAYAM Coordinator	07/10/2021	0	5	0	10	10	7	5	NA	NA	10	NA	
42	**Action Taken on First Faculty Feedback (II Year)** (September 2021) (One to one meeting with faculty) and file sent to the Director for Signatures within 10 days & communicated to Dean Office on Mail, HODs	08/10/2021	7	3	10	7	10	10	10	10	NA	7	NA	
43	**Weekly Classes Statement (II Year) (Theory & Laboratories)** Every Monday	11/10/2021	10	10	10	10	10	10	7	10	NA	10	10	
44	**Dedicated Centre for Research of AQAR,** HoDs	15/10/2021	5	10	10	0	0	0	0	NA	NA	0	NA	
45	**Weekly Classes Statement (II to IV Year) (Theory & Laboratories)** Every Monday	18/10/2021	10	10	10	10	7	10	7	7	NA	7	10	
46	**Weekly Classes Statement (II to IV Year) (Theory & Laboratories)** Every Monday	25/10/2021	10	10	10	10	10	10	10	10	NA	7	10	
47	**Uploading Newsletter on the department web page** (Quarterly) (**1. July to Sep**., 2. Oct. to Dec., 3. Jan. to March & 4. April-June)	30/10/2021	3	0	10	10	10	10	0	10	0	0	0	

#	Task	Date											
48	**Updated APR (Session July to June 2022)** (Annexure-X : APR Format) HOD/ Faculty In-charge **(July to Sep. 2021)**	30/10/202.	0	0	0	10	7	1(	0	0	0	0	NA
49	**Weekly Classes Statement (III and IV Year) (Theory & Laboratories)** Every Monday	08/11/2021	7	10	5	5	7	7	5	NA	NA	7	NA
50	**Weekly Classes Statement (I to IV Year) (Theory & Laboratories)** Every Monday	16/11/2021	10	10	10	10	10	10	10	10	NA	10	10
51	**Monitoring Student learning trhough Weekly Quiz/Assignment (10 July to 30 Oct. 2021),** HoDs	16/11/2021	0	7	7	10	7	10	0	7	NA	0	10
52	**Weekly Classes Statement (I to IV Year) (Theory & Laboratories)** Every Monday	22/11/2021	7	7	10	7	7	7	7	10	NA	10	10
53	**Responses of Faculty Feedback (FF)** (November 2021) through GOOGLE FORM during (III & IV Year) Second Feedback >60% Responses 10, >55% Responses 7, >50% Responses 5, >40% Responses 3, Else category Responses 1	-	1	1	10	7	7	7	3	NA	NA	1	NA
54	**Weekly Classes Statement (I and II Year) (Theory & Laboratories)** Every Monday	29/11/2021	7	10	10	10	7	10	10	10	NA	10	10
55	**Weekly Classes Statement (I and II Year) (Theory & Laboratories)** Every Monday	06/12/2021	7	10	10	10	7	7	10	10	NA	10	10
56	**Action Taken on Second Faculty Feedback (III & IV Year)** (November 2021) (One to one meeting with faculty) and file sent to the Director for Signatures within 10 days & communicated to Dean Office on Mail, HoDs	08/12/2021	10	3	10	7	10	10	10	NA	NA	7	NA
57	**Responses of Faculty Feedback (FF)** (December 2021) through GOOGLE FORM during (II Year) Second Feedback >60% Responses 10, >55% Responses 7, >50% Responses 5, >40% Responses 3, Else category Responses 1	-	0	0	0	5	7	10	3	0	NA	0	0
58	**Weekly Classes Statement (I Year) (Theory & Laboratories)** Every Monday	13/12/2021	7	10	10	10	7	7	NA	10	NA	7	10

#	Task	Date												
59	**Internship of Final Year Students** **(Counselling Session Meetings)**, HoDs	15/12/202.	5	5	5	5	5	5	5	NA	NA	NA	NA	
60	**Action Taken Report on Academic Audit** HOD/Faculty In-charge 15 days after Audit (Signed Hard Copy)	Within 15 days	0	0	0	0	0	0	0	0	0	0	0	
61	**Action Taken on First Faculty Feedback (II Year)** (December 2021) (One to one meeting with faculty) and file sent to the Director for Signatures within 10 days & communicated to Dean Office on Mail, HoDs	20/12/2021	0	0	0	10	3	7	10	0	NA	0	0	
62	**Weekly Classes Statement (I & II Year) (Theory & Laboratories)** Every Monday	20/12/2021	10	10	10	10	7	10	10	10	NA	7	10	
63	**Weekly Classes Statement (I Year) (Theory & Laboratories)** Every Monday	27/12/2021	7	10	7	7	10	10	NA	10	NA	7	7	

Note : - 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

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

11/01/2022

Dr. Manjaree Pandit
  (Dean Academic)

Submitted for approval.

14.01.22

Dr. R.K. Pandit
  (Director)