

Guidelines
for
Evaluation
of
Proficiency in Course



Internal Quality Assurance Cell



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE

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

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Date: 26/10/2021

Minutes of the Academic Development Cell Meeting on 26th October 2021

The meeting of the **Academic Development Cell** of the Institute scheduled on 25th October, 2021 was rescheduled and conducted on **26th October 2021 from 11.30 AM** onwards, in the Board Room.

The meeting was attended by all the ADC members. The Dean Student Welfare and Deputy Examination Controller were special invitees.

The meeting was chaired by the Director. The following issues were discussed and resolved:

- [1] The end-term theory evaluation has two components in the scheme w.e.f 2020-2021 admitted batch. In addition to a 50 marks traditional end-term written examination, a component of "Course Proficiency" with 10 marks is also included to reflect the competency gained by the students in terms of understanding and application. The guidelines were prepared by Dr. S. Wadhvani and Dr. Sunita Sharma. After discussion, the following guidelines are approved in the meeting.

Guidelines for the 'Evaluation of Proficiency in Course' using both Direct/Indirect Assessment

As per the scheme of B. Tech III Semester (2020 admitted batch) Proficiency in Course is a part of end semester assessment and carries maximum marks 10. (will be separately assessed for each student). For evaluating this component following is suggested:

1. Three activities are proposed to be conducted under this component, namely:
 - (i) Course end seminar
 - (ii) One-minute paper writing
 - (iii) Development of product/research/paper publication aligned with the course
2. These activities are to be conducted at the end of the semester, may be during the last week of semester teaching.
3. Two/three days should be allocated for this component and must be notified to the students well in advance.
4. The distribution of marks for the above activities may be 5:3:2 for awarding the marks.

(A) Guidelines for conduction of Course End Seminar

- Each student must be asked to prepare presentation not more than 5 slides on his/her learning about the course. The slides must reflect the conclusive aspects of the course.
- The presentation must be before the course faculty.
- The faculty will map the course outcomes with presented contents for indirect CO assessment also.

(B) Guidelines for the conduction of one-minute paper writing

- The students are required to write their basic understanding about the course. (what students have learnt from the course/will they be able to apply, if yes, where?)

Shankar *Dr. A* *Uttam Singh* *R.N.* *V.K.* *Subh*

- This activity will be considered as a part of ‘indirect assessment tool’ as well, for calculating course outcomes indirectly.
- Separate rubrics will be developed for assessment of each course aligned with the nature of the course.

(C) Guidelines for the assessment of ‘development of product/research/paper publication aligned with the course

- Development of Hardware/prototype/software product
- Development of an experiment
- Publication/presentation of a research paper in conference/Journal
- Course specific application towards community services

[2] Revised guidelines of Professional Development Course (PDC) in VIII Semester

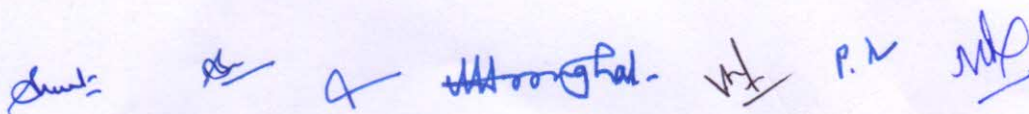
- The weightage given to extra & co-curricular activities (institute/state/national level) and MOOCs (other than those for which compulsory credits are assigned) was reviewed.
- It was decided in IQAC that weightage must also be given to ‘student role and participation in administrative and academic committees’ of the institute.
- With these points in view, the existing evaluation format for the PDC was revised.
- The revised format is enclosed in **Annexure**.

[3] The pattern of the end-term examination question paper for the First & Second Year UG batch was discussed and finalized. It was decided that

- There will one question from each one of the 5 units of the syllabus; as is the previous practice, all 5 questions will be compulsory, however there will be internal choice
- Each question will have 4 sub-parts designated as (a), (b), (c) and (d).
- The weightage of (a) and (b) part will be 2 marks each.
- The weightage of (c) and (d) will be 6 marks. The students will be asked to solve either (c) or (d) as per individual choice.
- Thus the total weightage of the question paper will be 50 marks and the time allotted will be 2.0 Hours.
- The total weightage of the ‘End-term exam’ component of the theory block will thus be 60. Minimum 19 marks will be required out of 60 to pass a course.

[4] To plan/schedule of a “Two-day workshop” to discuss the targets given by the Honourable Chairman on 14th October 2021 (12-13 November)

- It was decided that the workshop will be scheduled on 12th & 13th November 2021.
- All the Professors will give a presentation on their ideas about
 - (1) What changes are needed in the institute to fill the present gaps so that the pedagogical practices are aligned with NEP-2020 and considering the changes brought in the field of engineering education due to the pandemic”.
 - (2) How the institute should change its work culture and work environment to meet the changes and challenges coming in the market and in the world. A roadmap for the future growth and development of the institute will be prepared Based on (1) and (2).
- Dr. Akhilesh Tiwari is entrusted to prepare the schedule as discussed in the meeting, under the guidance of the Director.
- Dr. Pratesh Jayaswal is entrusted by the Director to coordinate the event under the guidance of the Director.



Sunita
26/10/2021

(Dr. Sunita Sharma)

A.T.

(Dr. Akhilesh Tiwari)

Sulochana
26/10/2021

(Dr. S. Wadhvani)

P. Jayaswal
26/10/2021

(Dr. Pratesh Jayaswal)

P.K. Singhal
26/10/21

(Dr. P.K. Singhal)

Rajeev Kansal
26/10/2021

(Dr. Rajeev Kansal)

Manjaree C
26/10/2021

(Dr. Manjaree Pandit)

R.K. Pandit
26.10.21

(Dr. R.K. Pandit)

Director

Madhav Institute of Technology & Science, Gwalior (M.P.)

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STUDENT PROFESSIONAL DEVELOPMENT SHEET#

Name of Student:	Enrollment No.:
Department:	
Review Period : From _____ to _____	

PERFORMANCE FACTORS

Categories	Performance Indicators	Marks Assigned
Institute Level* (C1)	Participation in Institute level technical events such as quizzes, extemporary, debate, student volunteers, seminar, industrial visits, local chapters (IET, IEEE, ISTE, IETE) etc.	02 Marks for each participation (maximum 08)
State Level* (C2)	Participation in State level technical events, such as Robotics, Coding challenge, societal/social welfare activities, Cultural cum technical fest, technical symposium, volunteers, hackathon, sports etc.	03 marks for each participation (Maximum 09)
National level* (C3)	Participation in National level events such as hands on workshop, national level seminar, national conference, Entrepreneurship, model making, techno culture fest, national youth festival, research conclave, project competition, volunteers, sports festival / <i>Qualified GATE/CAT/N..... and any other national level exam/etc.</i>	05 marks for each participation (Maximum 10)
Participation in Department Level committees (C4)	OBE coordinators, Members of Board of Studies, departmental placement committee, departmental alumni cell, Class representatives, any other relevant department committee <i>(Certificate will be issued from HoD /departmental respective coordinator)</i>	05 marks for participation (Maximum 05)
Participation in Institute Level committees (C5)	Institutional Placement cell as volunteers, Gender champions, Members of anti-ragging committees, Hostel mess committees, Office bearers in innovation and start-up cells, Club working committees, Student Mentors, Members of IQAC, any other relevant institute level committee <i>(Certificate will be issued from respective coordinator)</i>	06 marks for participation (Maximum 06)
MOOC's** (C6)	Successfully completed technical certification course in any MOOC's platform such as (NPTEL/SWAYAM/EdX/Coursera/Class Central etc.)	06 marks for each course (Maximum 12)

EVALUATION

Formula	Marks Scored (Maximum 50)
(C1x2 + C2x3 + C3x5 +C4x5+C5x6+C6*6)=	=

Signature of Class Coordinator

Signature of Head of the Department

Note : # The evaluation will be based on the participation of students from I-VIII semester.

* Student must produce a **self-attested certificate** as a proof for each activity and

** **Mandatory MOOCs against DE/OC and MOOCs which are claimed for earning additional credits for minor specialization/Honours will not be considered for this evaluation.**