

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

Ref. Elect/54

Date.13.10.2021

Order

Reference: Email of Dean Academics dated Sep 28, 2021.

Subject: Academic Audit

Guidelines:--

1. Scanned copies or soft copies with digital signatures on each document should be presented.
2. Summary of each point must be prepared for clarity and ease of comparison.
3. Duration of compiled data (July 2020 – December 2020, Jan-June 2021 & July – September 2021)

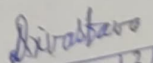
In compilation of the aforesaid work, the responsibilities assigned are as follows:

S.No.		
1.	Preparation, and presentation	1. Dr. S. Dixit 2. Dr. Vikram 3. Prof. Rahul Sagwal
2.	Number of meetings conducted <i>(summary should be presented in tabular form, soft copy details in folder) (Format: S.No., Date, Subject, No of faculty present)</i>	Dr. S. Wadhvani Prof. Rahul Sagwal
3.	Number of activities, events conducted <i>(Report to be uploaded on webpage and link to be shown)</i>	Prof. Vishal Chaudhary, Dr. Vikram
4.	Number of newsletters published <i>(Link to be shown on webpage)</i>	Prof. K. K. Swarnkar, Prof. Vishal Chaudhary
5.	Number of publications in (i) SCI/SCIE (ii) Scopus (iii) WoS <i>(Details along with doi to be presented in soft copy only)</i>	Prof. Bhavna Rathore, Dr. Hemlata Shakya
6.	Books and Book Chapters in published /edited volumes /books per teacher by faculty <i>(Format : S. No., Name of Author(s), Title of Book Chapter/eBook Published, Publisher, ISBN/EISBN)</i>	Prof. Bhavna Rathore, Dr. Hemlata Shakya
7.	Internship/Project data sheet <i>(Summary also to be shown: Total no of students, students opted for project/ for internship, no and names of industries involved, number of industry personnel served as mentors, no of papers presented/published, number of students got job where they were interning, any other achievement of students)</i>	Dr. A. K. Wadhvani, Dr. Vikram
8.	Fortnightly Progress Report (FPR) for Internship/Project <i>(as per format already given)</i>	Dr. Himmat Singh, Dr. Vikram
9.	No. of project report uploaded on e-repository <i>(Format : S.No., Name of Student, Title of Project, Name of Guide, Date)</i>	Dr. Vikram, Prof. S. K. Rajput

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10.	Faculty achievements as experts (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.)	Prof. Rahul Sagwal, Prof. Manoj Kumar
11.	Student achievements (Format : Name of the event/competition, Date of event/competition, Level, Number of students, Achievement)	Prof. A. Patra Dr. Vijay Bhuria, Prof. Vishal Chaudhary
12.	Percentage of students' progression to higher education (Format : Name of student enrolled for higher education, Programme completed, Name of institution joined, Name of programme admitted)	Prof. Nipun Gupta, Prof. S. K. Rajput
13.	Training programmes/Webinars/Conferences attended by faculty & staff	Dr. Vikram Prof. Manoj Kumar,
14.	Alumni data and their involvement in department	Dr. Vijay Bhuria, Prof. Praveen Bansal
15.	Industry Collaboration, MoUs, and industry collaborated activities	Dr. Shishir Dixit, Prof. Manoj Kumar
16.	Extension activities conducted (Format : Name of the Activity, Organising Unit/ Agency/ Collaborating Agency, Name of the Scheme, Date of the activity, number of teachers involved, number of students participated, separate count for Male/Female in case of Gender Equity activities)	Prof. Vishal Chaudhary, Prof. Manoj Kumar
17.	Total additional/remedial classes conducted (course wise)	Prof. K. K. Swarnkar
18.	No. of OCs and DEs offered during this period (Format : S.No., Session, Course code, Course Name, No. of students registered)	Dr. Shishir Dixit, Dr. Vikram
19.	Student counselling/meeting/dialogue sessions conducted by the department with outcomes (Date wise summary)	From Coordinators Prof. Rakesh Narvey for compilation
20.	Analysis & Actions taken on previous Audit Report	Prof. K. K. Swarnkar, Dr. Vikram
21.	Department webpage (status, information dissemination to stakeholders etc) (Minutes of BoS, stakeholder feedback, student achievements, placements, etc)	Prof. R. Narvey, Prof. Nipun Gupta

The information related to item no. 2 to 21 is required to be submitted with the summary in the attached PPT format by 12 noon, 22.10.2021, which will be reviewed / discuss at 3:00PM on 22.10.2021 in HOD Chamber.


 13/10/2021
 Dr. Laxmi Srivastava
 Prof. & Head