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MADHAV INSTITUTE OF TECHNOLOGY AND SCIENCE: GWALIOR

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

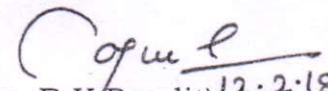Ref. 492(A)   Date: 12th February 2018

ORDER

With reference to notice no. DA/MP/18/606** dated 2nd February 2018 an **Academic Audit** will be conducted according to the following schedule on Saturday, **17th February 2018**. The HoDs and the faculty members are required to keep all necessary information ready for the proper and timely completion of this activity.

The list of necessary documents has already been circulated and mailed to the HoDs for necessary action.

S.No.	Name of the Department	Time Slot
1	Civil Engineering	10.15-10.45 AM
2	Mechanical Engineering	10.45-11.15 AM
3	Automobile Engineering	11.15-11.45 AM
4	Electrical Engineering	11.45-12.15 AM
5	Electronics Engineering	12.15-12.45 AM
6	Electronics & Telecommunication	12.45 AM-01.15 PM
LUNCH		
7	Computer Science & Engineering	2.30-3.00 PM
8	Information Technology	3.00-3.30 PM
9	Chemical Engineering	3.30-4.00 PM
10	Biotechnology	4.00-4.30PM
11	Architecture	4.30-5.00PM
12	Applied Sciences/Humanities	5.00-5.30PM
13	Computer Applications	5.30-6.00PM

In view of the above activity the departments will remain open on 17th February 2018.

(Dr. R.K Pandit) 12.2.18
Director

Copy to:
1. Dr. Manjaree Pandit
2. Dr. P.K.Singhal
3. Dr. R.K. Kansal
4. Dr. C.S.Malvi
5. Prof. Anil K.Saxena
6. All HoDs
7. Director office

** The date in the above notice must be read as 17th February 2018 in place of 17th February 2017

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MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR
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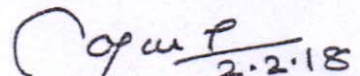Ref: 444 **SPEED-POST** Date: 02/02/2018
06

To,

Dr. D.K. Chaturvedi,
Professor,
Department of Electrical Engineering,
Dayalbagh Educational Institute,
AGRA.
e-mail :dkc.foe@gmail.com

Dear Sir,

An Academic Audit is to be conducted in the Institute for all teaching departments on 17th February, 2018 by the Internal Audit Committee of the Institute. I am pleased to appoint you as External Auditor for the activity.

Please confirm your willingness and availability.

Yours Sincerely,

2.2.18
(Dr. R.K. Pandit)
DIRECTOR

Copy to :-

1. Dean (Academics)

As Dr D.K. Chaturvedi is unable to spare time on the above date (Telephonic message) permission may be given to invite Dr Sushil Kumar, former Professor & Head, Dept of Civil Engineering for the audit as external auditer.
14/2/18.

Director Permitted
21.5.18

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

Ref: 446   Date: 06/02/2018
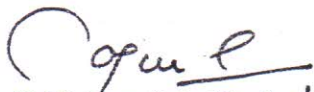
SPEED-POST

To,

Dr. J.S. Chauhan,
Director
Samrat Ashok Technological Institute,
(Engineering College),
Civil Lines, Vidisha (M.P.) 464001
e-mail :director@satiengg.org, jsccivil@rediffmail.com

Dear Sir,

An Academic Audit is to be conducted in the Institute for all teaching departments on 17th February, 2018 by the Internal Audit Committee of the Institute. I am pleased to appoint you as External Auditor for the activity.

Please confirm your willingness and availability.

Yours Sincerely,

(Dr. R.K. Pandit) 5.2.18
DIRECTOR

Copy to :-

1. Dean (Academics)

ACADEMIC AUDIT REPORT

Name of the Department: Civil/~~Mechanical/Aut/Elect/Elex/ET/CSE/IT/Chem/BT/Applied sciences/Humanities/Architecture/MCA~~ Date:	Records existing Yes/No	Observations					Comments/Action to be taken
		0 Below average	2 Average	3 Good	4 Very Good	5 Excellent	
Class Time Table & Faculty Time Table	Y			✓			PTDC Time table req ; Room occupancy Chart req ; Lab time table req ,
Faculty Course Files/Attendance/ Lecture plan	Y			✓			
Preparation of tutorial questions 2	Y				2		Tutorial should have numerical problems
Allotment of B.E. projects	Y		4	✓			~~Not more than two students allowed as per BOS decision~~
Allotment of M.E. projects	Y		✓	✓			
Lab manuals/instruction/sheets	Y			✓			available
Lab records of students	Y		✓				Report questions are not ansated according to lab manuals
Seminar presentation records-BE	Y			✓			
Seminar presentation records-ME	Y			✓			
Dissertation presentation records-ME	Y			✓			Report of presentation required
Student Assignments and evaluation (On-line using MOODLE)	Y			✓			Not through MOODLE
Question paper analysis (mid-semester examination papers)	Y			✓			
Question paper analysis (end- semester examination papers)	Y			✓			
Analysis of Quiz conducted on line using MOODLE	Y			✓			NOT through MOODLE

Academic Audit

Submitted

(Dr. Sushil Kumar) 17/2/18
Former Prof., MANIT, Bhopal

17/2/18

(Dr. J.S. Chauhan)
Director, SATI, Vidisha

Page 1 of 2   17/2/18

	Records existing Yes/No	Below average	Average	Good	Very Good	Excellent	Comments/Action to be taken
Records of Industry visits/tours	✓			✓			—
Time-Table/attendance of Remedial classes(whether counselling done)	✓✓			✓			—
Attendance during expert lectures	✓			✓			—
Faculty feedback analysis	✓		✓				Please mention date
Award of Internal evaluation marks	✓	✓					Date/Sub/Punched/signature
Result Analysis & action taken	✓	✓					Session/Action taken?/sign
Minutes of meetings of department	✓	✓					Maintain Register
Status/attendance of SWAYAM courses	?	✓	—	—	✓	—	—
CO attainment and feedback Direct/Indirect both done effectively		✓	4			✓	Done very meticulously. ~~606-63% 2 3rd 41%~~
Records of MOODLE utilization	2	✓	✓				Need Improvement ✓
Faculty profile on website	✓		✓				Need update
Research projects (Sanctioned, Ongoing, Completed & UC sent during this period)	?	—	—	—	—		No recent project. Encourage faculty to submit projects.
Papers (Journals/conferences)	✓			✓			✓
Any other relevant achievements							

(Signatures of Auditors)

On leave.

(Dr. P.K.Singhal) (Dr. R.K. Kansal) (Dr. C.S.Malvi) (Prof. Anil K.Saxena) (HoD of Concerned Department) (Dr. Manjaree Pandit)
Member   Member   Member   Convenor   Member   Chairperson
                                                                          24/12/18   17/2/18.

Submitted

Dr. Sushil Kumar
Former Professor & Head of Civil Engg., MANIT, Bhopal
External member

(Dr. J. S. Chauhan)
Director, SATI, Vidisha

(Dr. R.K. Pandit) 5.3.18
Director