


## COMPLIANCE/ACTION TAKEN REPORT OF IQAC MEETING ON 23<sup>rd</sup> December 2021

**In Compliance to the decisions taken by IQAC in the meeting on 23<sup>rd</sup> December 2021, the following actions have been taken:**

### **Point 1: Monitoring of Approval of AICTE for conducting STCs under QIP Scheme for AY 2021-22**

**Approval of AICTE for conducting STC's under QIP Scheme for AY 2021-22** Inbox X

 **DR. PRATESH JAYASWAL** <pratesh.jayaswal@mitsgwalior.in>  
to Dr.Manoj, Dr.MANISH, Dr, me, Director ▾

Please refer to your information submitted in the office of QIP Coordinator, vide which the proposed STC's to be conducted between December 2021 to March 2022 was submitted by concerning HoDs/Officials. It is to inform that approval is accorded by AICTE for conducting following STC's of 01 week duration each to be conducted in online mode.

No.	Title of the Program	Department	Coordinator (s)	Duration (01 / 02 weeks)	Proposed dates of conduct	Offline / Online Conduct
1.	Environmental Modelling & Practices	Civil Engineering	Prof. Aditya K. Agarwal Dr. Prachi Singh	1 Week	21 - 25 Dec, 2021	Online
2.	Applications of Image Processing, Computer Vision and Intelligent Technologies in pandemic	CSE	Dr.Manish Dixit Prof. Jaimala Jha Prof. Arun Kumar	1 Week	18 - 22 Jan. 2022	Online
3.	Intellectual Property and Architecture	Architecture & Planning	Dr. Anjali S Patil	01 week	01 - 05 Feb. 2022	Online
4.	National Education Policy Implementation Strategies in Engineering & Technology Institutions	Institute Level	Dr. Manjaree Pandit Dr. Pratesh Jayaswal	01 Week	1-8 March 2022	Online

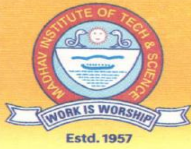
Please note that the above date/duration for the proposed activities are finalized by AICTE due to time constraints.

Further, it is expected that following norms laid down for conducting STCs / STTPs through QIP Scheme are being implemented -

**Guidelines for conducting AICTE QIP STTPs / STCs in online mode -**

1. An Online STTP / STC will be conducted within Rs 93,000 only.
2. An Online STTP / STC will be of 06 days. Further, every day there will be minimum 3 - 4 sessions of 90 - 120 mins each, thereby totalling to 18 - 24 sessions.
3. Online exam to be held on the last day.
4. It will be ensured that the best resource persons on the subject are contacted and are available for this program.
5. A resource person should not be utilised twice within the same online program, thereby bringing in diversity and an insight on the subject from various scholars.
6. Certificate to be given only to only those participants who have minimum 80% attendance and 60% pass marks.
7. One session on NEP - 2020 is a must in the Online program. Please schedule it.
8. Schedule of the programs and link may please be provided to this office in advance.

In view of above all concerning coordinators are required to submit the detailed proposal of approved STC under QIP scheme of AICTE through HoD for the approval of the Director of the Institute on or before 10.12.2021.



## Point 2: AQAR BoS related about syllabi revision, new course and employability focused courses

AQAR: BoS related points about syllabi revision, new courses and employability focused courses (1.1.2, 1.1.3 and 1.2.1 Inbox X

Dean Academics <deanacademics@mitsgwalior.in>

to hod ▾

Dear HoDs

[1] Please prepare a cover/summary page for BoS meetings held in May 2020 and November 2020

[2] Please provide separate links for (i), (ii) and (iii)

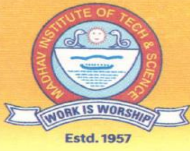
(i) Courses where revision was carried out							
(Course/subject name)	Course Code	Year/Date of introduction	Year/Date of revision	Percentage of content added or replaced	Item No.	Page No.	Link of relevant documents/minutes

(ii) Courses focusing on employability/entrepreneurship/skill development					
(Course/subject name)	Course Code	Activities/contents which have a bearing on increasing skill and employability	Item No.	Page No.	Link of relevant documents/minutes

(iii) New Courses added					
(Course/subject name)	Course Code	Activities/contents which have a bearing on increasing skill and employability	Item No.	Page No.	Link of relevant documents/minutes

Dean Academics  
Office





# MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Gola ka Mandir, Gwalior (M.P.)- 474 005, INDIA

Ph.: +91-751-2409300, Fax: +91-751-2664684, e-mail: director@mitsgwalior.in, website: www.mitsgwalior.in

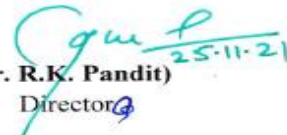
## Point 3: Application are invited form faculty & Class 2 Staff member for NCC wing (Boys/ Girls)

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

Ref. No.: HR/2021/.113 Date: 25.11.2021

**NOTICE**

Applications are invited from Faculty & Class 2<sup>nd</sup> Staff members for NCC Wing (Boys/Girls) as Care Taker of this Institute. The interested faculty & Class 2<sup>nd</sup> Staff members are required to submit their application to the office of the undersigned on or before 30.11.2021 upto 4:00 pm positively.

  
(Dr. R.K. Pandit)  
Director

Copy to:

1. All Regular Faculty & Class 2<sup>nd</sup> Staff members
2. All Dean/HoDs/Section Incharge/ Hostel warden for information
3. Registrar
4. Director office
5. HR Section

### Action taken

## Point 3: Initiative for NCC wing (Boys/ Girls)

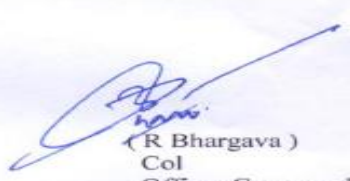
Tele : 2665798 3 MP Compo Tech (I) Coy NCC  
MITS College  
Residency PO  
Gwalior-05

3CTI/107/Trg/1 w Dec 2021

Director  
MITS, Gwalior

**ENROLMENT OF GIRLS IN 3 MP CTL NCC**

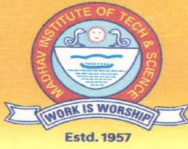
1. It is informed that as per orders on the subject. 30% enrolment of girls is to be encouraged in all Units of NCC.
2. In accordance with that vacancy of girl cadets should be 60 out of total of 200 cadets. Thereby 20 girl cadets will be enrolled this academic year.
3. For necessary action please.

  
(R Bhargava )  
Col  
Officer Commanding

Copy to :

Maj B P S Bhadoria - For information pl.  
MITS, Gwalior

### Prof. Neha Bhardwaj appointed NCC women office



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## Point 4: Core committee of following faculty member is constituting for Gwalior Drone Mela

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

Ref. No. 2091 Date: 25.11.2021

**ORDER**

In continuation and partial modification to order No.353 dated 13.11.2021, a core committee of following faculty members is re-constituted for "Gwalior Drone Mela" scheduled to be held on 10.12.2021 at MITS, Gwalior:

In this regard, a core committee of following faculty members is constituted for the smooth conduction of said event under the supervision of undersigned:

- (i) Dr. Pratesh jayaswal
- (ii) Dr.R.S. Jadon
- (iii) Dr. Manish Dixit
- (iv) Dr. Manish Sagar
- (v) Prof. Prabhakar Sharma
- (vi) Prof. Praveen Bansal
- (vii) Dr. R.R. Singh Makwana

(Dr. R.K. Pandit) *[Signature]*  
Director 25.11.21

Copy to:-

1. Concerning Faculty Members
2. Dean (Academics)
3. Dean Student Welfare
4. Concerning HoD
5. Registrar
6. Dy. Registrar
7. H.R. Section
8. Finance & Accounts Section
9. Director office

**MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR**  
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No. 2099 Date: 26.11.2021

**ORDER**

A Team of the following is constituted to develop the "Drone Excellence Centre" in collaboration with "IG Drone, Ahmedabad, Gujarat" at MITS, Gwalior.

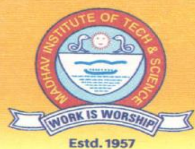
1. Prof. Praveen Bansal
2. Dr. Yogeshwar Singh Dadwhal
3. Dr. Saumil Maheshwari
4. Mr. Saurabh Rajput

The above team will report directly to the undersigned.

(Dr. R.K. Pandit) *[Signature]*  
Director 26.11.21

Copy to:-

1. All concerned faculty members
2. Dean (Academics)
3. Concerning HoD
4. Registrar
5. HR Section
6. Director office



## Point 4: Report of Drone Mell

-----alumni & industry interaction cell-----

### Report on visit to Drone Exhibition 11.12.21

An interaction cum visit was conducted to exhibition in Drone Mela Gwalior on organized on 11.12.21 at MITS Gwalior. They interacted with various industry persons present in the drone exhibition. Faculty has also enquired about the job/internship opportunities for young graduates of MITS in the respective industry/organization.

The salient points of discussion with specific industry are below:

#### 1. International center for Automotive Technology(ICAT),

*Center II\_ plot No. 1, Sector M-11, HSIIDC, IMT Manesar, Gurugram-122050, Haryana*

- Mr. Devesh Pareek (Manager EE Lab) and Mr. Venkat have specifically explained about the major technical capabilities of ICAT's Electromagnetic Compatibility Lab (EMC). They said that the lab is NABL certified and has state-of-the-art facility to conduct /EMC development and certification tests on vehicle and electrical/electronic components.
- They offer training and internships at EMC Lab. Mr. Devesh has also invited the interested faculty members and students for one day visit to their lab.

#### 2. GarudaUAV,

*Unit No.910-913, Tower 2, Assotech Business Cresterra, Plot No.22, Sector 135, Noida, UP-201305*

- Mr. Arsh Allawadhi (Manager, Business Development) has briefed about the Services offered by GarudaUAV which include drone survey, mapping, visual and thermal inspection to Solar Plants, transmission lines & utilities, dams and hydro power, highways, thermal plants, projects, telecom towers, coal & mine.
- Mr. Harsh Tiwari (Executive Business Development) has also explained about their drone services on transmission power lines. He said that the data acquisition system mounted on their drones coupled with the data analysis software one can inspect the hot spots, structural installation, tower structure inspection, condition of joints of conductors etc.

#### 3. Madhya Pradesh State Spatial Data Infrastructure (MPSSDI),

*47-A, Arera Hills, Bhopal (M.P.) - 462011.*

- Dr. Sandeep (Senior Principal Scientist) has shown the drone used by MPSSDI, explained the specification and functional capabilities of the drone. He has also discussed about some ongoing and completed projects of MPSSDI.
- Internship opportunities for MITS students may be available here.

**Omnipresent Robot Tech**, Plot No.11, DDA Complex, Okhla Phase-1, Delhi-110020.

- Mr. Animesh (Manager: Operations) has explained and demonstrated the specifications and functional capabilities of their drones. He has shown OMNI Agri 01 and OdroneX8 robots and other services offered by OMNIPRESENT Robot Tech.
- Drones and associated software are capable of performing pest infestations with accuracy; training services are available.

**4. Passengers Drone Research Private Limited (PDRL),**

*Vithal, Madhu-Vijay Colony, College Road, Nashik, Maharashtra-422005.*

- Mr. Mayur Karande (Sales Executive) has explained about the service offered through their four products namely AeroStream (drone live streaming), AeroCapture (service for automated data transport with data analytics), AeroDelivery (service for drone delivery digital infrastructure) and AeroGCS (drone management and mission planning software).
- PDRL also offers certification partner program.

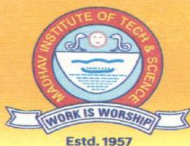
**5. Geoinsighter Solutions Pvt. Ltd.,**

- Mr. Nalin Luthra (CTO & Co-Founder) has said that GEOINSIGHTER provides a web-based platform to produce, visualize, analyze, store and share drone data in an intelligent manner through a cloud-based platform.
- Software solutions and services

**6. VyomVista, Sharda Sadan Azad Nagar Gali No.2 Morar Gwalior-474006.**

- **Mr. Santosh** Sharma (CTO & Co-Founder) has demonstrated about various services offered by VyomVista such as Thermal Imaging, Radiometry, Analysis of data captured by drones etc.
- Solar power plant, grid tower imaging services

**Outcomes: They may be contacted for trainings, internships' etc their visiting cards are given here.**



## Point 5: Annual Quality Assurance Report (AQAR) re-scheduled 2<sup>nd</sup> December 2021

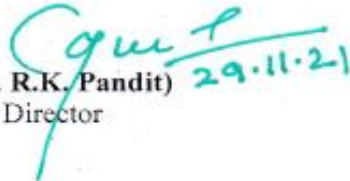
**MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR**  
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Ref. No. 2111 Date: 29/11/2021

**ORDER**

In continuation to Order no. 1923 dated 27.10.2021 the final review of Annual Quality Assurance Report (AQAR) is re scheduled on **2<sup>nd</sup> December 2021 from 3:00 P.M.** onwards in the **Convention Hall**.

All the Heads of the department, Data Managers and NAAC team members are required to attend the same.

  
(Dr. R.K. Pandit) 29.11.21  
Director

**Copy to:**

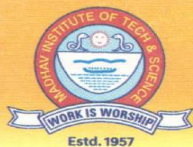
1. All HoDs.
2. Data Managers
3. NAAC Team (Order No. 788 dated 05/05/2021)

## Point 5: Initiative Annual Quality Assurance Report (AQAR) re-scheduled 2<sup>nd</sup> December 2021

### Summary of Formal AQAR Review Meetings

S. No.	Date	Action	Attendance
11	22/11/2021	First review of Annual Quality Assurance Report (AQAR)	33
12	23/11/2021		29
13	02/12/2021	Final review of Annual Quality Assurance Report (AQAR)	32

- **Dr. Nameesh Miglani, General Secretary**, Sunrise Technical Education Promotional Society & alumni member of IQAC, has informed the house about the extension of submission of AQAR 2020-21 is extended by NAAC up to 01<sup>st</sup> February 2022.



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**Point 6: Conduction of the first MITS MOOC “introduction to computer programming (230102) was initiated on 06.01.2021 in the digital studio**

## MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

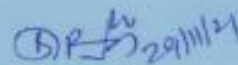
(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)

Ref: 1408

Date: 29.11.2021

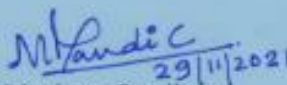
### NOTICE

As per the Notice dated 04/01/2021 the MOOCs development of course “Introduction to Computer Programming (230102)” was initiated on 06/01/2021 in the Digital studio (MOOCs Development Centre) of the institute. Recording and editing work was completed in the September 2021. For online sharing, recorded videos are uploaded on the YouTube platform (in unlisted mode). All the Course teachers are required to refer and share the recorded videos with the students as additional learning material. Faculty members may use recorded videos to run classes in the flipped classroom mode along with regular classroom teaching as per their suitability. MOOCs links are attached herewith in annexure I.



Dr. R.R. Singh

In-charge MOOCs Development Centre

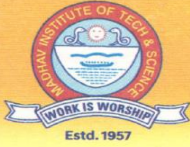


Dr. Manjaree Pandit  
(Dean Academics)

#### Copy to:

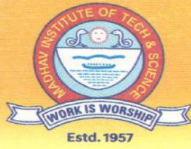
- 1) HoD CSE & IT
- 2) Registrar Office
- 3) Director Office





## Point 6: Initiative MOOCs development of course “introduction to computer programming (230102)

- The house reviewed the Status of implementation of MITS-MOOCs:
  - One MOOC course developed by MITS faculty “Introduction to Computer Programming” (which is common for all branches of students) is currently being offered to the first year students as an additional support.
  - Faculty members can now use the course recording to conduct classes in “Flipped Mode”.
  - Following is the webpage link of the developed MOOCs in the studio
  - <https://mitsgwalior.in/moocs.php>
  - Notice no 1460 dated 11/08/2021 assigning 16 faculty members from different departments, the task of developing 16 MOOC courses for B.Tech VIII semester, Architecture, V semester and Mandatory Audit Courses (MACs) being offered in the III/IV semester
  - **First Phase of MOOC Development by the institute:** In continuation to the above, Notice no nil dated 12/10/2021 inviting 7 faculty members to start recording their courses. Detailed guidelines and presentation instructions along with template were also circulated through mail, on 12<sup>th</sup> October 2021.
  - **Second Phase of MOOC Development by the institute:** Notice no 1409 inviting the 6 faculty members from the remaining members was sent on 6<sup>th</sup> December 2021.



## Point 7: BoS agenda prepared and circulated with instruction

### BoS Agenda (meetings to be conducted between 14th-20th December 2021)

Dean Academics <deanacademics@mitsgwalior.in>

Mon, Nov 29, 2021, 1:52 PM

to hod, Pratesh, Pramod, bcc: R.K ▾

Dear HoDs,

Please refer to the enclosed (i) BoS agenda (as required by the Flexible Curriculum) (ii) notice dated 15/4/2-21 regarding role of course committees

[1] The meetings of BoS must be scheduled between 14th to 20th December 2021, so that the Academic Council meeting can be conducted in a timely manner.

[2] Please read the instructions with the Agenda carefully so that AQAR-SSR requirements are also fulfilled.

[3] Instructions have also been given to the Data Managers in this regard during AQAR sessions.

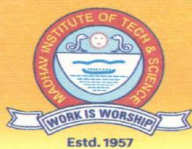
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Dean Academics

Office



Green MITS, Clean MITS



## Agenda of the BoS

*(Approved by the Academic Development Cell for all BoS Meetings Scheduled during December 2021)*

<b>Instructions for preparing BoS Proceedings</b>								
<i>{All information is to be uploaded on the webpage under suitable heading (such as Board of Studies) and separate links to be provided for each category mentioned below}</i>								
<b>1.</b>	Minutes should have a summary/cover page mentioning all the significant changes made in the following format							
	<b>Courses where revision was carried out*</b>							
	(Course/subject name)	Course Code	Year/Date of introduction	Year/Date of revision	Percentage of content added or replaced	Agenda Item No.	Page No.	Link of relevant documents/minutes
	<b>Courses focusing on employability/entrepreneurship/ skill development*</b>							
	(Course/subject name)	Course Code	Activities/contents which have a bearing on increasing skill and employability			Agenda Item No.	Page No.	Link of relevant documents/minutes
	<b>New Courses added*</b>							
	(Course/subject name)	Course Code	Activities/contents which have a bearing on increasing skill and employability			Agenda Item No.	Page No.	Link of relevant documents/minutes
<b>Feedback on curriculum received from stakeholders: Analysis &amp; ATR*</b>								
Stakeholder	Student	Faculty	Alumni		Employer			
No. of responses								
Link of Analysis								
ATR Link								
Link showing Excel sheet of Google Form details of stakeholders								
<i>* Separate page(s) for each of the above four points; Agenda point wise minutes to be appended with each point and a separate link to be given in the appropriate column for each point</i>								
<b>2.</b>	The BoS minutes along with the cover/summary page (under point number 1, above) must be uploaded on the departmental web page and <u>link for the same must be shared with the office of the Dean Academics.</u>							
<b>3.</b>	Stakeholder feedback analysis must also contain an action taken report (ATR). The details/data of the stakeholder responded through GOOGLE form (such as Name, organization, mail id, phone no if available) must also be shared along with the feedback for the alumni/employer.							

4.	The following must be uploaded on the departmental web page and <u>link for the same must be shared with the office of the Dean Academics.</u> (i) The Stakeholder feedback collected & analyzed to find the index out of five (ii) Action taken report (iii) Google form showing responses from alumni, employer, student, faculty etc.
5.	Minutes should have a footer with department name and page number, the page number.
6.	Each page should be signed by all faculty, scanned and then submitted to the Dean Academics office.
<b>BoS Agenda Items</b>	
Item 1	To propose the <b>scheme structure of VIII Semester</b> with the provision of Two Departmental Electives and one Open Category (OC) Course, <b>to be offered in online mode</b> with credit transfer for the batch admitted in 2018-19.
Item 2	To propose the list of courses which the students can opt from SWAYAM/NPTEL/ other MOOC Platforms/ Institution (MITS) MOOC, to be offered in <b>online mode under Departmental Elective (DE) category</b> , for credit transfer in the <b>VIII Semester</b> under the flexible curriculum ( <i>Batch admitted in 2018-19</i> )
Item 3	To propose the list of courses which the students can opt from SWAYAM/NPTEL/MOOC Platform, to be offered in <b>online mode from SWAYAM/NPTEL/MITS MOOCs/ other MOOC Platforms) under Open Category (OC) Courses</b> , for credit transfer in the <b>VIII Semester under</b> the flexible curriculum ( <i>Batch admitted in 2018-19</i> )
Item 4	To propose the course and syllabi of MITS MOOC Course along with the Course Outcomes for credit transfer in the <b>VIII Semester</b> under the flexible curriculum ( <i>Batch admitted in 2018-19</i> )
Item 5	To propose the list of “Additional Courses” which can be opted for getting an (i) <b>Honours (for students of the host department)</b> (ii) <b>Minor Specialization (for students of other departments)</b> <i>[These will be offered through SWAYAM/NPTEL/MOOC based Platforms for the VI semester (for the batch admitted in 2019-20) and for VIII semester students (for the batch admitted in 2018-19)]</i>
Item 6	To review and finalize the syllabi for all <b>Departmental Core (DC) Courses of VI Semester (for batches admitted in 2019-20)</b> under the flexible curriculum along with their COs
Item 7	To review and finalize the courses & syllabi to be offered ( <i>for batches admitted in 2019-20</i> ) under <b>Departmental Elective (DE) Courses</b> in the <b>VI Semester</b>
Item 8	To propose the list of courses from SWAYAM/NPTEL/MOOC Platforms to be offered ( <i>for batches admitted in 2019-20</i> ) in online mode under <b>Departmental Elective (DE) Courses</b> with credit transfer, in the <b>VI Semester</b>
Item 9	To review and finalize the courses & syllabi to be offered ( <i>for batches admitted in 2019-20</i> ) under the <b>Open Category (OC) Courses</b> (in traditional mode) for <b>VI semester</b> students of other departments along with their COs
Item 10	To review and finalize the Experiment list/ Lab manual for Laboratory Courses to be offered in VI semester ( <i>for batches admitted in 2019-20</i> )
Item 11	To review and finalize the scheme and syllabi of <b>B. Tech. IV Semester (for batches admitted in 2020-21)</b> under the flexible curriculum along with their COs
Item 12	To review and finalize the Experiment list/ Lab manual for Laboratory Courses to be offered in IV ( <i>for batch admitted in 2020-21</i> )

<b>Item 13</b>	To review and finalize the suggestive list of projects which can be assigned under the ‘Skill based mini-project’ category in various laboratory courses to be offered in Jan - June 2022 semester during IV Semester <i>(for the batch admitted in 2020-21)</i> .
<b>Item 14</b>	To ratify the <i>Scheme &amp; Syllabi, list of experiments and skill based mini projects of First semester of the newly started B. Tech. programmes in the emerging areas (AI &amp; ML, AI &amp; DS, CSD) (started from 2021-22 Session) {Applicable for the concerned departments}</i>
<b>Item 15</b>	To ratify the <i>Scheme &amp; Syllabi, list of experiments and skill based mini projects of First Semester B. Tech. programmes [admitted batch 2021-22 Session] (if any)</i>
<b>Item 16</b>	To prepare and recommend the <i>Scheme &amp; Syllabi (along with the Course Outcomes) of II semester of the newly started B. Tech. programmes in the emerging areas (AI &amp; ML, AI &amp; DS, CSD) (started from 2021-22 Session) {Applicable for the concerned departments}</i>
<b>Item 17</b>	To prepare and recommend the list of experiments and skill based mini projects of <i>II semester of the newly started B. Tech. programmes in the emerging areas (AI &amp; ML, AI &amp; DS, CSD) (started from 2021-22 Session) {Applicable for the concerned departments}</i>
<b>Item 18</b>	To review and finalize the <i>Scheme &amp; Syllabi (along with the Course Outcomes) of II semester B. Tech. programmes (batch admitted 2021-22 Session)</i>
<b>Item 19</b>	To review and finalize the <i>list of experiments and skill based mini projects of II semester B. Tech. programmes (batch admitted 2021-22 Session)</i>
<b>Item 20</b>	To propose the course <b>“Economics Entrepreneurship &amp; Management”</b> and its syllabi along with the Course Outcomes (COs) for the V Semester B.Tech. (Batch admitted 2020-21 onwards). <i>{to be proposed and recommended by Management Department}</i>
<b>Item 21</b>	To revise and recommend the course <b>“Energy, Environment, Ecology &amp; Society”</b> and its syllabi along with the Course Outcomes (COs) for the III Semester B.Tech. (Batch admitted 2021-22 onwards). <b>{inclusion of contents related to “Sustainability” is to be done}</b> <i>{to be proposed and recommended by the Civil Engineering Department}</i>
<b>Item 22</b>	To propose a new course: <b>Universal Human Values &amp; Professional Ethics (HVPE)</b> & its syllabi along with the Course Outcomes (COs), as Mandatory Course (MC) for the batch admitted in 2020-21 onwards <b>{A portion on ‘gender sensitization’ also to be included in the syllabus of this course}</b> <i>{to be proposed and recommended by Humanities Department}</i>
<b>Item 23</b>	<b>To review the CO attainments, to identify gaps and to suggest corrective measures for the improvement in the CO attainment levels for (i) I year April–September 2021 Semester (ii) January-June 2021 Session for II to IV year students</b>
<b>Item 24</b>	To review curricula feedback from various stakeholders, its analysis and impact <b>{Stakeholder feedback analysis must also contain an action taken report (ATR) and the details/data of the stakeholder who have responded through GOOGLE form (such as Name, organization, mail id, phone no if available) must also be shared along with the feedback for the alumni/employer.}</b>
<b>Item 25</b>	To review Course Outcomes (COs) feedback of various courses, its analysis and impact
<b>Item 26</b>	Any other matter

## NOTICE

### **Subject: Constitution of 'Course Committees'**

The HoDs are required to constitute one **"course committee"** for **"each course track in the curriculum"**. Each committee can handle 4-5 courses of similar Type from one track (department must categories as the case may be).


The committee will consist of

- (i) **The HoD**
- (ii) **OBE coordinators**
- (iii) **Course faculty**
- (iv) **One/two or more (as the case may be) related faculty members**

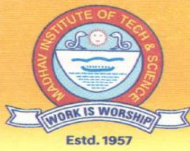
The duties of the 'Course Committee' in relation to the **assigned courses** are:

- assuring quality improvement in teaching-learning-evaluation for the assigned courses
- review of CO framing (COs will be framed by the course faculty)
- review of direct/indirect CO attainments
- collection & analysis of CO feedback from students
- analysis of stakeholder (alumni, employer, parent) feedback on curriculum
- preparing ATR based on the above; suggesting syllabi revision, & suggestions for actions to be taken for curriculum revision/proposing new courses/curriculum development
- Compilation of all documents and presenting in BoS meeting

**All the above documentation must be part of the BoS files of the department.**

  
(Dr. Manjaree Pandit)  
Dean (Academics)

15/4/2021



# MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Gola ka Mandir, Gwalior (M.P.)- 474 005, INDIA

Ph.: +91-751-2409300, Fax: +91-751-2664684, e-mail: director@mitsgwalior.in, website: www.mitsgwalior.in

## Point 8: Monitoring of MOOC Development activities w.e.f. Jan 2021

Development of MITS-MOOC for the VIII Semester(ref: Notice no 1460 dated 11/08/2021) Inbox x

Dean Academics <deanacademics@mitsgwalior.in> Tue, Nov 30, 2021, 12:21 PM ★ ↶ ⋮

to hod ▾

Dear HoDs,


[1] With reference to the enclosed notice, communicate through e-mail latest by tomorrow, December 1st, 2021, if any changes/modifications are required in the courses or faculty.

[2] As decided in the HoD meeting, the names of **only the regular faculty** should be proposed from each department.

[3] Refer to BoS agenda item no 2,3 and 4. The syllabi & COs for all MITS-MOOCs (developed so far or to be developed) must be proposed by the BoS for approval by the Academic Council in December 2021.

[4] Please monitor the status of MOOC development by your department faculty so that the Digital Studio is properly and optimally utilized. It is noticed that the faculty do not report even after slot booking.

Manjaree Pandit  
--  
Dean Academics  
Office



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

Ref: 1460 Date: 11/08/2021

**ORDER**

The following MOOCs are to be developed on a priority basis as one MOOC is to be offered to VIII semester students under the OC category on MITS platform to avoid clashing of end-term proctored examination dates on NPTEL portal. The MOOCs are also to be developed for Mandatory Audit Courses.

The following faculty members, as recommended by the departments, are required to start working on this task and try to complete it in the best possible manner at the earliest.

Department: Civil Engineering		
Name of the Course	Faculty	Level
Geosynthetics & Soil Reinforcement	Dr. Chayan Gupta	VIII Semester
Sustainable Materials & Green Buildings	Dr. Abhilash Shukla	VIII Semester

Department: Mechanical Engineering		
Name of the Course	Faculty	Level
Advanced Engineering Materials and its Applications	Dr. S.K. Chourasiya	VIII Semester
Bio-Materials and their applications	Dr. H. S. Ahirwar	VIII Semester

Department: Electrical Engineering		
Name of the Course	Faculty	Level
Nature inspired intelligent computational techniques	Dr. Manjaree Pandit	VIII Semester
Introduction to Robotics	Dr. Vikram	VIII Semester

Department: Electronics Engineering		
Name of the Course	Faculty	Level
Digital Filter Design	Dr Rahul Dubey	VIII Semester
EEG Signal Processing	Dr Hemant Chaubey	VIII Semester
Optical Networks	Prof Deepak Batham	VIII Semester

Department: Information Technology		
Name of the Course	Faculty	Level
Introduction to Deep Learning	Dr. Saumil Maheshwari	VIII Semester
Computer Networks	Neha Bhardwaj	VIII Semester
Data Analytics with Python	Vishwas Srivastava	VIII Semester

Department: Computer Science and Engineering		
Name of the Course	Faculty	Level
Mobile Adhoc Networks	Dr. Anjula Mehto	VIII Semester

Department: Architecture		
Name of the Course	Faculty	Level
Regionally Responsive Architecture	Dr. Sanyam Bahga	V Semester

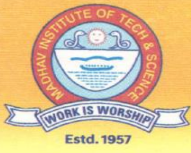
Mandatory Audit Courses		
Name of the Course	Faculty	Level
Biology for Engineers	Dr. Sunita Sharma	III/IV Semester
Indian Constitution and Traditional Knowledge	Dr. Sanjeev Khanna	III/IV Semester

  
 (Dr. R. K. Pandit) 11.8.24  
 Director

Copy to:

1. Concerned faculty members
2. All HoDs
3. Dr. R.R. Singh Makwana, (MOOC Development Centre)
4. Registrar
5. Dean Academics





## Point 9: Student support provided for final year Internships

Internship of final year students (Counselling Sessions/Meetings)

Dean Academics <deanacademics@mitsgwalior.in> Tue, Nov 30, 2021, 2:02 PM ★ ↶ ⋮

to hod ▾


Dear HoDs

Please send the report on the counselling sessions/meetings conducted with final year students (by the **internship** coordinators, class coordinators and faculty) regarding their 4-6 month **internship**, to apprise them about the policy and provisions, eligibility of organizations and benefits of **internship** etc.

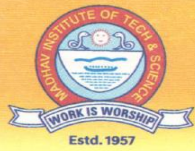
The brief report must be sent latest by 15th December 2021.

--

Dean Academics  
Office



Green MITS, Gwalior



## Point 10: Reminder: Notice No. DA/MP/2021/1405 dated 28.10.2021

Reminder: Notice no DA/MP/2021/1405 dated 28th Oct 2021 [Inbox x](#)

Dean Academics <deanacademics@mitsgwalior.in> Tue, Nov 30, 2021, 4:29 PM  
to hod ▾

Dear HoDs

To monitor the progress of students, weekly quiz and assignment performance was required. Last date for submitting information was 15th November.


The information from following departments is not yet received:

Civil & Chemical


From Mechanical, Electrical and CSE the VII sem information is not received.

The data from mechanical is not in proper format, it needs to be corrected at the earliest.

Dean Academics  
Office




## Point 10: Action

 MANISH DIXIT <dixitmits@mitsgwalior.in> Tue, Nov 30, 2021, 4:56 PM  
to me ▾

Res mam,

I have already sent the information of VIIth sem on 15th November at 11.59 PM

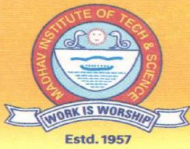
Dr.Manish Dixit  
Professor and Head ,Deptt.of CSE  
MITS,Gwalior  
Vice Chair IEEE MP Subsection  
Secretary IETE,Gwalior  
9425117866

 Dr.Manoj Trivedi <manojtrivedi@mitsgwalior.in> Dec 1, 2021, 5:19 PM  
to me ▾

PFA the data of civil for 5th & 7th sem

[With Regards,](#)

(Dr. M. K. Trivedi)  
Professor & Head,  
Department of Civil Engineering  
MITS, Gwalior, (M.P.)  
[Email:- manojtrivedi@mitsgwalior.in](mailto:manojtrivedi@mitsgwalior.in)  
+91-9893009680, +91-9131234733



# MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

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Ph.: +91-751-2409300, Fax: +91-751-2664684, e-mail: director@mitsgwalior.in, website: www.mitsgwalior.in

## Point 11: OBE Coordinator meeting for finalizing policies

**OBE Coordinators Meeting: Department wise** Inbox x

**DR. SULOCHANA WADHWANI** <sulochana\_wadhvani@mitsgwalior.in> Tue, Nov 30, 2021, 5:22 PM

to v.shivhare85, Shri, PARSEDIYA, KHUSHBOO, Sanjeev, Anish, anjulagaur, shourabh18, SANJEEV, renuka.darshyamkar11, chayanbagli, vpshinde, v\_p\_shinde, ain\_dkj, me

Dear **OBE Coordinators**,

In continuation to my earlier mail (dated 20.11.2021) regarding the preparation of report on the process for computation of CO attainment and gap analysis, please find herewith the department wise schedule for discussions on the same.

Best regards,

---

Sulochana Wadhvani  
Professor,  
Department of Electrical Engineering  
Madhav Institute of Technology & Science, Gwalior-05

OBE related meeting.pdf

**MADHAV INSTITUTE OF TECHNOLOGY AND SCIENCE, GWALIOR-5**  
(A Govt. Aided UGC Autonomous Institute Affiliated to RGPV, Bhopal, MP)

Date: 30.11.2021

**Subject: Meeting of OBE Coordinators**

As per the decision of the ADC, a series of meetings of all OBC coordinators is to be conducted for ensuring that uniform CO attainment policies are adopted across all the departments.

In this regard, the OBE coordinators are requested to prepare a report on the process of computation of CO attainment for each course type (Theory/Practical/Seminar/Internship/Course by NPTEL etc.).

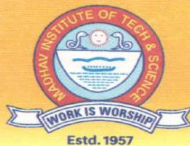
The report will be reviewed/ discussed as per the following schedule:

S. No.	Department	Date	Time	Venue
1.	Chemical Engineering	2.12.2021	4.30-5.00pm	Seminar Hall 3 EED
2.	CSE	2.12.2021	5.00-5.30pm	
3.	IT	2.12.2021	5.30-6.00pm	
4.	Electronics & ET	3.12.2021	4.30-5.00pm	
5.	Applied Science & Humanities	3.12.2021	5.00-6.00pm	
6.	Mathematics & Computing	6.12.2021	4.00-4.30pm	
7.	Civil Engineering	6.12.2021	4.30-5.00pm	
8.	Mechanical & Automobile Engineering	6.12.2021	5.00-5.30pm	
9.	Electrical Engineering	6.12.2021	5.30-6.00pm	

The OBE coordinators may contact the undersigned for any query/clarification in this regard.

Sulochana Wadhvani, 30.11.2021  
OBE Nodal Manager,  
MITS Gwalior

Copy to:  
1. The OBE Coordinators  
2. Office of Dean Academics



## Point 11: Monitoring OBE Meeting reports

### MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Date: 7/12/2021


#### Report of the OBE Coordinators Meeting during 2-6 Dec 2021

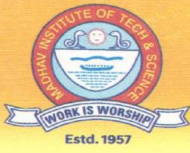
The meeting of the **OBE Coordinators** of the Institute scheduled during 2-6 December, 2021 was conducted as per the scheduled timeline **shown below**:

S. No.	Department	Date	Time	Venue
1	Chemical Engineering	2.12.2021	4.30-5.00pm	Seminar Hall 3 EED
2	CSE	2.12.2021	5.00-5.30pm	
3	IT	2.12.2021	5.30-6.00pm	
4	Electronics & ET	3.12.2021	4.30-5.00pm	
5	Applied Science & Humanities	3.12.2021	5.00-6.00pm	
6	Mathematics & Computing	6.12.2021	4.00-4.30pm	
7	Civil Engineering	6.12.2021	4.30-5.00pm	
8	Mechanical & Automobile Engineering	6.12.2021	5.00-5.30pm	
9	Electrical Engineering	6.12.2021	5.30-6.00pm	

The following issues were discussed and resolved:

- Based on the attainment of the last three years for each department, it is decided to raise the % benchmark from 60% to 65% as threshold for computation of % CO attainment.
- The level of the attainment will be continued as:
  - **Level 1(Satisfactory)** : 50% students scoring more than benchmark
  - **Level 2 (Moderate)** : 60% students scoring more than benchmark
  - **Level 3 (Substantial)** : 70% students scoring more than benchmark
- The target attainment for each CO can be fixed on moderate level and subjected to vary from subject to subject.
- It is observed that action taken based on the gap analysis in CO attainment, the attainment level in all the subjects in each department has improved substantially.
- From this semester onwards, the gap in CO attainment is to be computed in levels and accordingly actions are to be proposed and taken in the next semester.
- The rubric for computation of direct CO attainment is revised for the 2020 admitted batch.
- So, for 2020 admitted batch, the rubric for computation of direct CO attainment is computed with following weightage: =60% of End Sem Examinations+ 20% through Mid Sem Examinations+10%through Assignment+10% through Quiz
- For batches before 2020, the direct CO attainment was considered as = 70% of End Sem Examinations+ 20% of Mid Sem Examinations+5% Assignment+5% Quiz
- Three activities with the weightage of 50%:25%: 25% are being used for the computation of indirect CO attainment, i.e.:
  - (i) Student Feedback on Course Outcomes
  - (ii) Course end seminar
  - (iii) One-minute paper writing
- For computation of overall CO attainment, 80% weightage to direct CO attainment & 20% weightage to indirect CO attainment are continued.

  
Sulochana Wadhvani  
Professor EED, OBE Nodal Manager



## Point 11: Pledge ceremony for the faculty and staff member of the institute as per Gender Sensitization

### MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

No. 2122

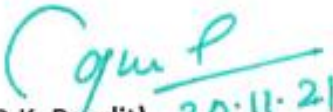
Date: 30.11.2021

#### ORDER

Institute is conducting a Pledge Ceremony for the Faculty and staff members of the Institute as per Gender Sensitization Plan on 01.12.2021 at Stage Lawn at 5:00 P.M.

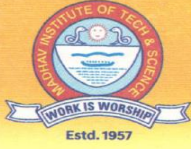
All Faculty and Staff members are required to assemble positively.

It is expected from all to Maintain Social Distancing and Guidelines for COVID-19 issued by Government of India.

  
(Dr. R.K. Pandit) 30.11.21  
Director

Copy to:-

1. All Deans/HoDs
2. All Faculty/Staff Members
3. All Section incharge
4. Director office



## Point 12: Initiative “Innovative Research Scheme -2021”

### MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

No. 2126.


Date: 01.12.2021

#### CALL FOR PROPOSALS UNDER “INNOVATIVE RESEARCH SCHEME– 2021”

The Institute invites Innovative research proposals from faculty members on thrust areas of research & Innovation under the initiatives of IQAC of the Institute. Support will be given under the “Innovative Research Scheme – 2021” to recognize, encourage and support translational research by individuals to achieve excellence in engineering, innovation and technology development as per scheme document (annexure-I).

This financial assistance supported by Institute under “IRS-2021” will be provided to deserving faculty members of MITS Gwalior, subjected to the recommendations of the committee constituted for the same purpose.

The proposals in the prescribed format (Annexure-II) can be submitted on or before 10.12.2021 in the office of DIRECTOR, MITS Gwalior in a sealed envelope mentioning the “PROPOSAL UNDER “INNOVATIVE RESEARCH SCHEME– 2021””.

  
(Dr. R. K. Pandit)  
1.12.21  
DIRECTOR

Copy to:

- All Faculty Members
- All Head of the Departments
- Dean (Academics)
- Coordinator IQAC
- PA to Director
- Web manager

**Item No. 12 Continue**

**MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR**

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

No.: 2267

Date: 17.12.2021

**ORDER**

The following review committee is constituted for the evaluation of proposals submitted by the faculty members of Institute under "Innovative Research Scheme - 2021":

- |       |                     |             |
|-------|---------------------|-------------|
| (i)   | Dr. Manjaree Pandit | Chairperson |
| (ii)  | Dr. R. S. Jadon     | Member      |
| (iii) | Dr. P. K. Singhal   | Member      |
| (iv)  | Dr. M. K. Gaur      | Member      |

The above committee will evaluate the proposals as per guidelines issued vide Order No. 2126, dated 01.12.2021(Call for proposals under "Innovative Research Scheme-2021), and submit the evaluation report/recommendations for further approval of undersigned on or before 7<sup>th</sup> January, 2022.

  
(Dr. R. K. Pandit)  
DIRECTOR

**Copy to:**

- (i) All Above committee Members
- (ii) Dean (Academics)
- (iii) Coordinator IQAC
- (iv) PA to Director

**MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR**

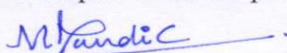
(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)

Ref. No. DA/MP/2021/1412

Date: 29/12/2021

**NOTICE**

With reference to notice no. 2267 dated 17.12.2021 the meeting of the committee for evaluating the proposals received under the 'Innovative Research Scheme -2021' vide order no. 2126 dated 01.12.2021 will be on **5<sup>th</sup> January 2022 at 11:30 a.m. in Board Room**. All the committee members are required to be present.

  
(Dr. Manjaree Pandit)

Dean (Academics) & Chairperson -IRS-2021

**Copy to:**

1. Dr. R.S. Jadon
2. Dr. P.K. Singhal
3. Dr. M.K. Gaur
4. Director Office

**MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR**

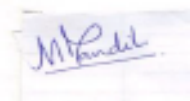
(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)

Ref. No. DA/MP/2021/ 1415

Date: 28/01/2022

**NOTICE**

With reference to notice no. 2267 dated 17.12.2021 the meeting of the committee for evaluating the proposals received under the 'Innovative Research Scheme -2021' vide order no. 2126 dated 01.12.2021 will be on 4<sup>th</sup> February 2022 at 11:30 a.m. in Board Room. All the committee members are required to be present.



**(Dr. Manjaree Pandit)**  
Dean (Academics)

**Copy to:**

1. Dr. R.S. Jadon
2. Dr. P.K. Singhal
3. Dr. M.K. Gaur
4. Director Office



**MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR**

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

No.: 230

Date:12.02.2022

**ORDER**

With reference to Order No. 2126, dated 01.12.2021(Call for proposals under "Innovative Research Scheme-2021), and further review and recommendation of evaluation/expert committee, following proposals are approved under "Innovative Research Scheme – 2021"as per specific recommendations mentioned for concerning Research Project:

S. No.	Principal Investigator	Title of Research project	Grant/ seed money Sanctioned (Rs.)			Recommendations
			Non-Recurring	Recurring	Total Amount	
1	Dr. M.K. Trivedi Professor & Head, Civil Engg.	Source apportionment of the fine particulate matter in ambient air	2,50,750/-	20,000/-	2,70,750/-	-
2	Dr. Jayvamt Choudhary Asstt. Professor Civil Engg.	Sustainable utilization of Agriculture and Industrial Wastes for the construction of mechanically superior and cost-effective Flexible Payments	2,54,740/-	20,000/-	2,74,740/-	-
3	Dr. Prachi Singh Asstt. Professor Civil Engg.	Determination and assessment of heavy metal concentration in road dust.	2,65,000/-	20,000/-	2,85,000/-	The list of equipments/ items proposed through revised proposals will be considered.
4	Dr. Abhilash Shukla Asstt. Professor Civil Engg.	Performance enhancement of mortar containing recycled fine aggregate.	2,54,000/-	20,000/-	2,74,000/-	-
5	Dr. C.S. Malvi Professor Mechanical Engineering	Development of steam test-rig for testing material's performance	2,40,000/-	20,000/-	2,60,000/-	-
6	Prof. Praveen Bansal Asstt. Professor Electrical Engg.	Modeling, control and experimental investigation of a Novel DSTATCOM based on cascaded H-bridge Multilevel Inverter	2,53,100/-	20,000/-	2,73,100/-	-
7	Dr. Rahul Dubey Asstt. Professor Electronics Engineering	Premature delivery detection using EHG signals	*	20,000/-	20,000/-	The equipments/ items proposed under non-recurring head will be utilized from the existing IT infrastructure in the Department/ Institute.
8	Dr. Deepak Batham Asstt. Professor Electronics Engineering	Design of efficient routing and resource provisioning algorithms for elastic optical networks	*	20,000/-	20,000/-	*The equipments/ items proposed under non-recurring head will be utilized from the existing IT infrastructure in the Department/ Institute.

9	Dr. Varun Sharma Asstt. Professor Electronics Engineering	Study of Electronic and Transport properties of Transition Metal Dichalcogenides Nanoribbons for toxic gas sensor application using first-principles in cloud assisted environment	*	20,000/-	20,000/-	*The equipments/ items proposed under non-recurring head will be utilized from the existing IT infrastructure in the Department/ Institute.
10	Dr. SushmitaChaudhari Asstt. Professor Electronics Engineering	"Simulation of Ag doped CZTS based solar cell by using SCAPS-ID"	*	20,000/-	20,000/-	*The equipments/ items proposed under non-recurring head will be utilized from the existing IT infrastructure in the Department/ Institute.

The research proposal submitted by Dr.ShubhiKansal, Asstt. Professor, Electronics Engineering, titled "Early detection of different neurological disorders through magnetic resonance imaging (MRI) and magnetic resonancespectroscopic (MRS) image/signal processing" may be re-submitted in next financial year for consideration.

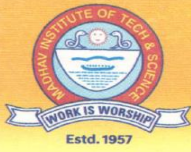
**Note-**

1. The faculty members approved as PI under IRS will implement the project in addition to already assigned work by Department/Institute authority as per expected outcomes of research project and IRS Scheme.
2. The Institute shall not consider any request for additional grant. The grant will be utilized strictly for the purpose as specified above. Re- appropriation of funds from one head to another is strictly not permitted.
3. The list of equipment decided by the experts is final and there can be no changes later on. Prior permission & sanction will be taken for the procurement of equipment/item. Institute purchase procedure and norms will be followed for both recurring/non-recurring items.
4. The duration of each research project will be two years from the date of approval of project i.e. 12.02.2022. The mid-term progress review & final review for the projects listed at Sr. No. 1 to 10 will be conducted as per IRS-2021 guidelines.
5. The each PI will submit an undertaking that He/ She will not leave the Institute during Project duration. In case He/ She leave the Institute during project period, the utilized amount will be refunded back to the Institute by the PI.
6. The PI/Co-PI will acknowledge the IRS-2021 and Institute in all publications i.e. Research papers/patent/book chapters, etc. related with the Project.

  
 (Dr. R. K. Pandit) 12.2.22  
 DIRECTOR

**Copy to:**

1. Faculty approved as Principal Investigators under IRS-2021
2. Concern Head of the Department
3. Dean Academics
4. Registrar
5. Finance & Accounts Section
6. Human-Resources (HR) Section
7. Director Office



## Point 13: Faculty feedback through MOODLE

### Faculty Feedback 9th & 10th Dec 2021 (FOR SECOND YEAR CLASSES)

Dean Academics <deanacademics@mitsgwalior.in>  
to hod, Atul, bcc: R.K

Fri, Dec 3, 2021, 1:08 PM

Dear HoDs

Please circulate this notice to all 2nd year faculty (<http://op2020.mitsgwalior.in>).

- Each faculty has to take feedback ("14 point" Mapped with NAAC guidelines) on MOODLE (don't use old feedback template).
- The instructions are enclosed. For any problems, the MOODLE administrator may be approached.
- 4. The feedback is to be open for only 2 days, 9th & 10th Dec 2021.**
- Each faculty will prepare his/her feedback and calculate FFI using the excel sheet (**before 14 Dec 2021**).  
Download the template file (<https://drive.google.com/drive/folders/1uwf4PPkcuoLDG6vT-EkWZ2pOp0ygZSdy?usp=sharing>)
- Summary and final summary will be prepared at the department level by feedback/class coordinators, as assigned/decided by the department.
- 7. The completed file, along with ATR is required to be sent to the dean office (Soft and hard both copies) latest by 20th Dec 2021.**
- After checking the data, the file will be sent to the Director office for information and signatures.

Dean Academics  
Office



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K7TotalSecurity License is



## MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

### Online feedback STUDENT FEEDBACK for Faculty through Moodle

(July-December 2021 Session)

#### Faculty Feedback workflow.

- Each faculty (3rd year and final year) has to take feedback through Moodle (<http://moodle.mitsgwalior.in>) / 2nd year students feedback <http://op2020.mitsgwalior.in> (Template "STUDENT FEEDBACK FORM 2021").
- Faculty can give a maximum 2 days to students for feedback.
- Each Faculty can download the results with comments after the feedback is closed.
- Faculty should calculate FFI using the specific format (attached in this mail)
- Faculty should send a report to the department faculty feedback coordinator.
- Department Feedback Coordinator has to compile all faculty FFI in specific format (attached)
- Feedback Coordinator has to send the (i) consolidated and (ii) individual faculty report to the HOD.
- HOD to conduct meetings with individual faculty members to discuss their feedback.
- HOD to send the full department report (hard and soft) to the dean academics office with their comments latest by 8 days.
- The Dean academics office will compile an institutional report and put it to the Director office.

#### Responsibility/Time-line

- Each faculty - has to take their own feedback from students within 2 days, copy data from MOODLE, prepare one-page feedback report as per the template, get it verified by the HoD.
- Coordinator - has to create a consolidated report within 5 days.
- HOD - has to conduct meetings with faculty, cross check the feedback data from MOODLE and send the department feedback (Individual & summary) report to the dean along with 'Action Taken Report' on Feedback.
- Dean office - will create an institution report and put it to the Director Office.
- Moodle Administrator - has to monitor the Moodle process.

#### Caution

- Student feedback should be anonymous.
- Feedback should be open for 2 days as scheduled. Opening and closing time must be strictly followed.
- The data will be checked at the central level for authenticity and accuracy.

#### Steps for calculating the FFI after feedback is completed

- Download the new template file (<https://drive.google.com/drive/folders/1uwf4PPkcuoLDG6vT-EkWZ2pOp0ygZSdy?usp=sharing>) and rename as faculty name-subject code-month, year (like Dr.Asutosh-81004-CS-Nov.2021)
- Open your Moodle > Open Feedback > Analysis > Export to Excel

3. Open downloaded Excel file from Moodle and copy all data with all comments
4. Open excel sheet "faculty name-subject code -month,year" > students data > click A1 cell (left corner)  
and paste all data with all comments, as copied from the Excel file.  
Open "Faculty Report" sheet > Fill the yellow colored fields like name , subject code, subject name, Registered students, Response.
5. Download sheet, and send in soft copy to the feedback coordinator for compilation.

#### Steps for compiling the department data by feedback coordinator

( <https://drive.google.com/drive/folders/1uwf4PPkcuoLDG6vT-EkWZ2pOp0yqZSdy?usp=sharing> )


1. Collect only soft copies from all the department faculty.
2. Make a separate coordinator copy named "department-Sem-Month-Year" Like (Elect-8sem-Aug-2021) open Coordinator Report" sheet fill your faculty data accordingly.
3. Submit the summary to the HoD.
4. File all the faculty Feedback Sheets (signed by HoD and faculty)and the summary sheet and send them to the dean's office.



The concerned must ensure that the activity is completed within the time frame.

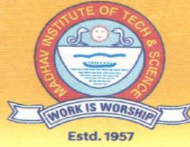
**In order to have an effective and meaningful feedback system it is necessary that**

- (1) Feedback Links must be enabled to only those students who are active learners during this semester. For this, each department can decide their own criterion on the basis of online & offline performance, participation in quiz/assignment and general sincerity of students.
- (2) At least 50-60% of the sanctioned strength of students in each class must be motivated to submit their responses, on the basis of which the FFI will be calculated.
- (3) The departments must work on improving the number of responses from eligible students.

**Point no. 13 continued**

 MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR (A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)								
<b>Coordinator Report Feedback-I</b>								
Coordinator Name	Session	Department Name			DFI	Department Average Response %		
Dr. Vikram Rajpoot	Jan - June. 2022	Information Technology			4.03	47.78		
S.No.	Faculty Name	Subject Code	Subject Name	Registered Students	Response	% Response	FFI-I	HOD Comments
1	Dr. Sanjiv Sharma	160413	Computer Networks	72	33	45.83	4.11	
2	Prof. Vikas Sejwar	160411	Computer Graphics & Multimedia	72	33	45.83	4.11	
3	Prof. Vishwas Srivastava	160412	Software Engineering	72	33	45.83	4.12	
4	Dr. J. K. Muthale	100003	Mathematics- III	72	46	63.89	4.17	
5	Ms. Namrata Agrawal	100009	Cyber Security	72	27	37.50	3.63	

 MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR (A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)								
<b>Department Name Information Technology</b>								
Faculty Name	Subject Code	Subject Name	Semester	Registered Students	Response	% Resp.	FFI	
Prof. Abhilash Sonkar	230404	IoT Architecture	IV	70	29	41.43	4.03	
Monday, 28 February 2022, 12:43 PM								
Submitted answers: 29								
Label	Question	1- Below Average	2- Average	3- Good	Very good	Excellent	QV	Comment
1	Coverage of syllabus/course content is good	0	0	8	13	8	4.00	Satisfactory
2	The classes are engaged with good preparation	0	1	6	15	7	3.97	Satisfactory
3	The concepts are cleared by giving examples and applications	0	2	8	10	9	3.90	Satisfactory
4	Rate the communication skills of the faculty	0	3	3	14	9	4.00	Satisfactory
5	Evaluation/assessment (mid-term, quiz etc.) by the faculty is fair and justified	0	0	8	9	12	4.14	Satisfactory
6	Performance in assignments/quiz/mid-term exam is discussed in class	0	0	10	9	10	4.00	Satisfactory
7	Expected Course Outcomes (CO), Program Outcomes (PO), Programme Specific Outcomes (PSO)	0	2	9	8	10	3.90	Satisfactory
8	Classes are useful and help in identifying strengths and correcting weaknesses	1	3	7	9	9	3.76	Concern
9	The PPTs and lecture recordings are shared in a timely manner	0	1	6	9	13	4.17	Satisfactory
10	Additional classes are conducted for remedial purpose	0	2	7	9	11	4.00	Satisfactory
11	The weekly quiz and fortnightly assignments motivate you to revise and learn better	0	1	6	11	11	4.10	Satisfactory
12	Attitude is in general positive, supportive and helpful	0	0	6	12	11	4.17	Satisfactory
13	Behaviour is ethical and shows no gender bias	0	0	6	10	13	4.24	Appreciation
14	Overall rating of the course covered so far	0	1	5	13	10	4.10	Satisfactory
		1.00	15.00	78.00	116.00	103.00	4.03	
Attitude is in general positive, supportive and helpful		FFI & Suggestions are noted for further improvement.						
1- Below Average								
0								
0								
1- Below Average		<b>Faculty Name &amp; Signature:</b>		<b>HOD</b>		<b>DIRECTOR</b>		
0								
0								
1- Below Average								



# MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Gola ka Mandir, Gwalior (M.P.)- 474 005, INDIA

Ph.: +91-751-2409300, Fax: +91-751-2664684, e-mail: director@mitsgwalior.in, website: www.mitsgwalior.in

## Point 14: Initiative taken for MOOCs Development

Order regarding MOOCs development Inbox x

Dean Academics <deanacademics@mitsgwalior.in> Mon, Dec 6, 2021, 4:18 PM ★ ←

to Manoj, abhilash.shukla29, Manoj, harbhajan, Laxmi, Rahul, DEEPAK, Akhilesh, Neha, Prachi, Rajni, me, bcc: Director ▾

As per the Notice no 1460 dated 11/08/2021, in the first phase, you are hereby invited to develop MOOC in the Digital Studio(MOOCs development Centre). Lecture recording will be commencing from 07/12/2021. You are required to go through the enclosed guidelines carefully. You are expected to prepare the content carefully, in advance, to facilitate smooth conduction of the MOOC development activity.

please book your weekly recording slot using following link-  
<https://docs.google.com/spreadsheets/d/17AF6fz5v2Ta4k3EmyteEuFHqNIY-UrIRI5ZL0j5o9l/edit?usp=sharing>

please refer to the following video for the first lecture recording  
[https://www.youtube.com/watch?v=2naiYfEgwyM&feature=emb\\_logo](https://www.youtube.com/watch?v=2naiYfEgwyM&feature=emb_logo)

Notice, Guidelines and Presentation template(ppt) is being attached herewith

—  
Dean Academics  
Office

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

Ref: *1409* Date: 06/12/2021

**ORDER**

As per the Notice no 1460 dated 11/08/2021, you are hereby invited to develop MOOC in the Digital Studio. Lecture recording will be commencing from 07/12/2021. You are required to go through the enclosed guidelines carefully. You are expected to prepare the content carefully, in advance, to facilitate smooth conduction of the MOOC development activity.

**List of faculty members invited to develop MOOCs**

S.No.	Name of the Course	Faculty	Department
1.	Sustainable Materials & Green Buildings	Dr. Abhilash Shukla	Civil Engineering
2.	Bio-Materials and their applications	Dr. H. S. Ahirwar	Mechanical Engineering
3.	Digital Filter Design	Dr. Rahul Dubey	Electronics Engineering
4.	Optical Networks	Mr. Deepak Batham	Electronics Engineering
5.	Computer Networks	Ms. Neha Bhardwaj	Information Technology
6.	Energy, Environment, Ecology & Society(EES)	Dr. Prachi Singh	Civil Engineering

Dr. R.R. Singh  
In-charge MOOCs Development Centre

Dr. Manjaree Pandit  
(Dean Academics)

## MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE GWALIOR

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

Ref: 1411

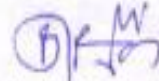
Date: 20/12/2021

### ORDER

As per the Notice no 1460 dated 11/08/2021, you are hereby invited to develop MOOC in the Digital Studio. Lecture recording will be commencing from 07/12/2021. You are required to go through the enclosed guidelines carefully. You are expected to prepare the content carefully, in advance, to facilitate smooth conduction of the MOOC development activity.

#### List of faculty members invited to develop MOOCs

S.No.	Name of the Course	Faculty	Department
1.	Internet of Things: An Overview	Dr. Anjula Mehto	Computer Science and Engineering
2.	EEG Signal Processing	Dr. Hemant Chaubey	Electronics Engineering

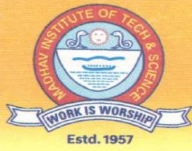


Dr. R.R. Singh

In-charge MOOCs Development Centre



Dr. Manjaree Pandit  
(Dean Academics)



## Point 15: Academic Audit 10<sup>th</sup> & 11<sup>th</sup> December 2021 assisting Internal Member

Assisting in conduction of the Academic Audit on 10th & 11th Dec Inbox x

Dean Academics <deanacademics@mitsgwalior.in>

Tue, Dec 7, 2021, 4:47 PM

to SULOCHANA, Rajeev ▾

Dear sirmadam

As instructed by the director, your help and presence in the convention center, along with the dean academics, will be required for assisting the external experts during the audit.

The schedule and format is enclosed herewith.

--

Dean Academics

Office



Green MITS, Clean MITS



## Point 16: Instructions for recording CO attainment summary in the BoS documents


Regarding CO attainments (BoS minutes)

Dean Academics <deanacademics@mitsgwalior.in> Mon, Jul 5, 2021, 6:32 PM  
to hod

As dis in today's meeting, please add one small table in the minutes as follows:

Total No of courses	Total number of COs	Number of COs not attained	Percentage of COs not attained

Dean Academics  
Office



Dean Academics <deanacademics@mitsgwalior.in> Wed, Dec 8, 2021, 1:31 PM  
to hod

Dear HoDs

Please remember to incorporate this point (Table) in the BoS minutes, as previously communicated through mail on July 5th 2021.

Reply Forward

Dean Academics <deanacademics@mitsgwalior.in> Wed, Dec 15, 2021, 5:02 PM  
to hod

Dear HoDs,

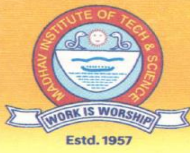
In connection with the forthcoming meetings of the BoS, the following important issues must be addressed:

[1] In continuation to the trailing mail, please include these future skills based courses for seminar self study courses only at present, to give advantage to students (if they earn certificates for these courses), in terms of credits in the Professional Development component.

[2] In The BoS minutes, do not forget to mention that the "previous BoS minutes dated...." are confirmed.

[3] The feedback from stakeholders on course curriculum must be discussed in the BoS. The choice of students for OC/DE must also be discussed. List of courses which students suggested as DE/OC/minor/Honors is part of the feedback questions, these choices must be compiled and discussed during the meeting.

Dr. Manjaree Pandit  
(Dean, Academics)



## Point 17: Format circulated for generating summary of Final Year Internship/ Projects

### MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Ref. No. DA/MP/2021/ 1410

Date: 08/12/2021

#### NOTICE

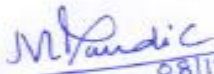
As discussed in the meeting of the Internship Coordinators, HoDs, Registrar, Deans and the T&P officer, the deadline for finalizing the status of final year internship/project is 16th December.

The complete compiled information, department wise must be sent to the office of the undersigned in the following format, latest by 20th December 2021.

#### Summary of Final Year Internship/Project

Name of Department		
No. of students registered	No. of students placed for internship	No. of students opting for project

Name of Department				
Name of Student	Name of faculty mentor	Internship/Project	Name of Company/Project Title	Remarks (if any)


  
08/12/2021  
(Dr. Manjaree Pandit)  
Dean (Academics)

Copy to:

1. All HoDs
2. Er. Vikram Rajput, T&P
3. Director Office

**Point No. 17 Continued...For maintaining quality of the full semester internship/project**

Regarding Internship in Last Semester Inbox X

 **DR. MANJAREE PANDIT** <manjaree\_p@mitsgwalior.in> Dec 15, 2021, 6:55 PM ★ ↶ ⋮

to hod, Vikram, Registrar, me ▾

Dear All

[1] It is the responsibility of the **internship** coordinators/HoDs/T&P Cell to make sure that this provision of full VIII sem **internship** is fully utilized in the interest of student employability and skill development.

[2] This provision should not be misused by the students by selecting below standard companies/or agencies which are mushrooming for business purposes, without offering any value addition to the students.

[3] Therefore, utmost care must be taken before permitting any student for **internship**.

[4] However, internships in good, reputed, well known organizations must be encouraged even if some flexibility is necessary in our policies.

[5] It has come to notice that some reputed organizations have a policy of offering only a 3 month **internship** against our stipulated period of 4-6 months. Such students should be permitted, but they should be asked to undertake a small project under their institute mentor, for 1-2 months and publish one short paper too, to cover the shortage. Such students can also go for another **internship** for 3 months, if permitted by HoD/T&P cell.

[6] The departments have to use their discretion in these matters and see that this provision(full **semester internship**) is not diluted, under any circumstances.

**Dr Manjaree Pandit**  
**Dean Academics (Professor)**  
Department of Electrical Engineering  
Madhav Institute of Technology & Science Gwalior- 474005, MP,INDIA.  
Phone : 0751-2409301(R)  
0751 2409380(C)



## Point 18: Initiative for inviting Innovative Ideas

### MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

No. 2266

Date: 17.12.2021

#### ORDER

A review committee of the following is constituted to evaluate the proposals submitted by the students for "Innovative Ideas".

- |                           |             |
|---------------------------|-------------|
| 1. Dr. Manjaree Pandit    | Chairperson |
| 2. Dr. C.S. Malvi         | Member      |
| 3. Dr. Akhilesh Tiwari    | Member      |
| 4. Prof. Prabhakar Sharma | Member      |

The Committee will review the proposals and will submit the recommendations by 10<sup>th</sup> of January, 2022.

(Dr. R.K. Pandit)

Director

Copy to:-

1. All concerning members
2. All Deans/HoDs
3. Registrar
4. HR Section
5. Director office



## Point 19: Constitution of the Institute Research Committee

### MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Ref. No. 2297

Date: 22.12.2021

#### ORDER

The Research committee of the Institute is constituted for a period of two years from 1.1.2022 to 31.12.2023 as follows:

- |                        |             |
|------------------------|-------------|
| 1. Dr. Manjaree Pandit | Chairperson |
| 2. Dr. R.S. Jadon      | Member      |
| 3. Dr. Akhilesh Tiwari | Member      |
| 4. Dr. M.K. Gaur       | Member      |
| 5. Dr. Vikas Shinde    | Member      |

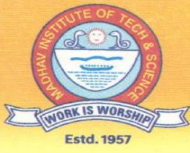
(Dr. R.K. Pandit)

Director

*R.K. Pandit*  
22.12.21

Copy to:-

1. All Concerning members
2. All Deans/HoDs
3. Registrar
4. Finance and Accounts Section
5. HR Section
6. Director office



## Point 20: Constitution of the Institute Girls Grievance Cell

### MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

No. 2294

Date: 22.12.2021

#### ORDER

The Girls Grievance Cell of the Institute is constituted is constituted for a period of two years from 1.1.2022 to 31.12.2023 as follow:

- |                         |             |
|-------------------------|-------------|
| 1. Dr. Anshu Chaturvedi | Chairperson |
| 2. Dr. Anjali S. Patil  | Member      |
| 3. Dr. Karuna Markam    | Member      |
| 4. Prof. Neha Bhardwaj  | Member      |
| 5. Dr. Sapana Kumari    | Member      |

Committee is required to visit Girls Hostels and interact with Girl Students regularly and document the same.

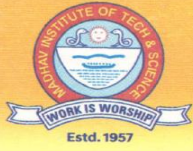
Chairperson of the committee will report to the Dean (Academics).

(Dr. R.K. Pandit)

Director

Copy to:-

1. All concerning members
2. All Deans/HoDs
3. All Section In-charge
4. Registrar
5. HR Section
6. Director office



## Point 21: Constitution of the Institute Women Guidance and Redressal Committee

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

Date: 22.12.2021

No. 2296

#### ORDER

The Women Guidance Grievance and Redressal Committee of the Institute is constituted for a period of two years from 1.1.2022 to 31.12.2023.

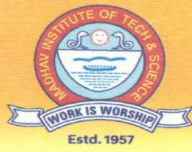
- |                             |             |
|-----------------------------|-------------|
| 1. Prof. Archana Tiwari     | Chairperson |
| 2. Dr. Anjula Gaur          | Member      |
| 3. Dr. Karuna Markam        | Member      |
| 4. Dr. Anjula Mehto         | Member      |
| 5. Dr. Sapana Kumari        | Member      |
| 6. Mrs. Pallavi Shrivastava | Member      |

The above committee is required to report to the undersigned.

  
(Dr. R.K. Pandit) 22.12.21  
Director

Copy to:-

1. All Concerning members
2. All Deans/HoDs
3. All Section Incharge
4. Registrar
5. HR Section
6. Director office



# MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Gola ka Mandir, Gwalior (M.P.)- 474 005, INDIA

Ph.: +91-751-2409300, Fax: +91-751-2664684, e-mail: director@mitsgwalior.in, website: www.mitsgwalior.in

## Point 22: Constitution of the Academic Development Cell

### MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

No. 2306

Date: 22.12.2021

#### ORDER

In continuation to the Order No. 365 dated 24.12.2019, following Cells are re-constituted for the Academic & Students Development of the Institute.

#### ACADEMIC DEVELOPMENT CELL

1. Dean (Academics)	:	Dr. Manjaree Pandit	-Chairperson
2. Controller Examination	:	Dr. P.K. Singhal	- Member
3. OBE Manager	:	Dr. Sulochana Wadwani	- Member
4. IQAC Coordinator	:	Dr. Pratesh Jayswal	- Member
5. Director Nominee	:	Dr. Akhilesh Tiwari	- Member

#### STUDENT DEVELOPMENT CELL

1. Dean (Students Welfare)	:	Dr. Rajeev Kansal	-Chairperson
2. Cultural Coordinator	:	Dr. Anjali S. Patil	- Member
3. Incharge Innovation Cell	:	Dr. C.S. Malvi	- Member
4. Public Relation Officer (PRO)	:	Dr. Manish Dixit	- Member
5. Director Nominee	:	Dr. Sanjay Singh Jadon	- Member

The above Cells will formulate the Development Plans for respective domains for the Institute and oversee the successful Implementation of the same.

(Dr. R.K. Pandit)   
Director

Copy to:-

1. Concerning members
2. All Deans/HoDs
3. Registrar
4. Finance & Accounts section
5. HR Section
6. Director office



(Dr. Pratesh Jayswal)  
IQAC Coordinator



(Dr. R. K. Pandit)  
Director