

COMPLIANCE/ACTION TAKEN REPORT OF IQAC MEETING ON 25th March 2022

In Compliance to the decisions taken by IQAC in the meeting on 25th March 2022, the following actions have been taken:

Point 1: Salient points compiled and circulated after the Academic Council (AC) Meeting

Madhav Institute of Technology & Science, Gwalior-474 005
(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)


Ref. No. 2347 Date: 29.12.2021

General Observations on the Presentations

In reference to the presentations of BoS recommendation / deliberation during the meeting of Academic Council on 28th December 2021, following are the observations in the Curriculum.

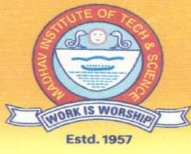
- Introductory course - introducing the scope of the Engineering discipline must be included
- Course contents relating to "new technology and material" are missing – to be included in the relevant discipline of Engineering
- Curriculum must involve the emerging dimensions such as Drone Survey, Satellite Survey etc. – to be included in the relevant discipline of Engineering
- Courses under the Honours - must be the parent discipline specific advance/ recent courses only.
- Core courses must be in place to ensure the Engg. Discipline specific complete offering
- Departmental Core courses must not be included under the Elective Courses
- Course offering (for other disciplines) under Minor Specialization / Open Courses to be revised. Six Sigma, Robot Motion Planning etc. must be reviewed to suitably replace with the recent courses such as Industry 4.0 and others
- Courses from other platforms/ offering agency such as NASSCOM should not be provisioned with Credit Transfer. However, they can be considered for Value addition.
- Courses where the in-house resources/expertise is available must not be provisioned / conducted through MOOC Platforms
- Soft skills – programming languages/frameworks/ tools can be the part of Departmental Laboratory Course (DLC) with focus on retaining the parent discipline specific problem solving orientation
- Courses offered under Minor Specialization should be composite in nature and must reflect the domain of offering department

HoDs of concerning departments who have presented on 28th December 2021 are required to address the above mentioned observations (as per the applicability) and need to present the Curriculum again on 3rd January 2022 at 11:30 A.M. in the Convention Hall of the institute, otherwise the same will not be considered as approved.


Dr. R. K. Pandit 29.12.21
DIRECTOR

Copy to:

1. All the HoDs
2. Dean Academics
3. Director office



Point 2: Committee constituted for normalization of the marks of NPTEL exams conducted at the institute level

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Ref : 07

Date : January 04, 2022

ORDER

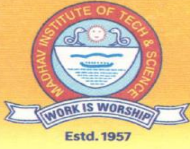
A Committee of following faculty members is constituted to give recommendations for normalization of the marks of NPTEL subjects conducted online at Institute Level :

1. Dr. P.K. Singhal
2. Dr. Akhilesh Tiwari
3. Prof. Prabhakar Sharma
4. Prof. Praveen Bansal
5. Dr. Sunita Sharma


(Dr. R.K. Pandit) 4.1.22
Director

Copy to :

1. All Concerned
2. Director Office
3. Dean (Academic)
4. Exam Office



Point 3: Constitution of the result review committee

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Ref : 08


Date : January 04, 2022

ORDER

An Examination Committee of the following faculty members is constituted :

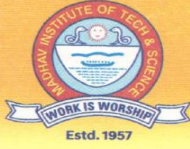
1. Dr. P.K. Singhal, Controller (Exams)
2. Dr. Rajeev Kansal, Dean (SW)
3. Dr. Pratesh Jayaswal, Registrar
4. Dr. Akhilesh Tiwari, HOD (IT)
5. Dr. Sunita Sharma, Dy. Controller (Exams)

Committee will review the result and will give recommendations for declaration.


(Dr. R.K. Pandit) 4.1.22
Director

Copy to :

1. All Concerned
2. Director Office
3. Dean (Academic)
4. Exam Office



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Point 4: Initiative for providing support from the institute for the students who have lost their parents due to COVID-19

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

No.: 30

Date: 05.01.2022

ORDER

In continuation to order No. 1630 dated 09.09.2021 & notice No. DSW/726 dated 23.09.2021 regarding possible support from Institute for the students who have lost their parents due to COVID-19 during the current academic year, waiver of 60% in tuition fee (up to the limit of Maximum Rs. 50,000/-) for the year 2021-22 for following students is granted under Student support initiative of IQAC of the Institute:

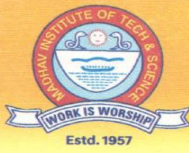
S. No.	Name	Branch	Year	Enrollment No.	Remark
1.	Vidhi Agrawal	Architecture	IV	0901AR181037	-
2.	Sonam Shakya	CSE	II	0901CS201124	-
3.	Gaurav Yadav	Electrical Engineering	IV	0901EE181045	Subjected to submission of proof of Death due to Covid-19
4.	Renu Chaturvedi	Civil Engg.	III	0901CE191091	-
5.	Ankit Singh Dhakad	Civil Engg.	III	0901CE191014	-
6.	Ayan Mukharya	Electronics Engg.	III	0901EC191037	-
7.	Prateek Tumrali	Mechanical Engg.	III	0901ME191089	-

Note: This is one time support which is being extended on account of prevailing extraordinary circumstances due to COVID-19 pandemic. Further, it should not be considered as precedence in future.

(Dr. R. K. Pandit) 5.1.22
Director

Copy to:

- (i) Concerning HoD,
- (ii) Dean Academics,
- (iii) Dean Student Welfare,
- (iv) Registrar,
- (v) Web-Manager
- (vi) HR Section,
- (vii) Finance & Account Section for necessary action,
- (viii) Director office.



Point 5: Constitution of the MITS Young Start-up Scheme (MYSS)

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

No.: 54.

Date: 10.01.2022

ORDER

MYSS (Mits' Young Startup Scheme) is to be implemented in the Institute to create entrepreneurial & Startup ecosystem as per NISP (National Innovation and Startup Policy 2019) recommendations.

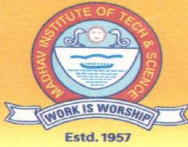
Dr. Ankit Tiwari, Assistant Professor, Department of Electrical Engineering is appointed as coordinator, MYSS (Mits' Young Startup Scheme).

In this regard, Dr. Tiwari will present the detailed action plan to implement MYSS, for further discussion and approval of undersigned in a two-week time limit.


(Dr. R. K. Pandit) 10.1.22
Director

Copy to:

- (i) Dr. Ankit Tiwari, Assistant Professor, Department of Electrical Engineering
- (ii) HoD, Department of Electrical Engineering
- (iii) Dean Academics
- (iv) Registrar
- (v) HR Section
- (vi) Director office.



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Point 6: Monitoring of Novel Engaging Courses (NECs)

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

Date 13.01.2022

NOTICE

Attention: All UG 4th Semester Students (Jan.-June 2022 Session).

Ref.: Novel Engaging Course Registration starts on 14th Jan. 2022 at 5 pm.

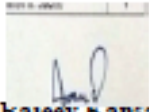
It is informed to all UG 4th semester (Jan.-June 2022 Session) students that registration process for Novel Engaging Course which is part of IVth semester scheme will start on 14th Jan. 2022 at 5 pm. Link for registration portal : <http://nec.mitsweb.in> will remain open till 9 pm on 17th Jan. 2022.

All students are advised to visit institute website and moodle for details.

Following instructions are to be followed for selection of the course:

1. Course which is studied in UG III semester, should not be selected again. **It is mandatory and responsibility of the student to select different course.**
2. Courses of more than 1 credit (i.e. any course of 2 or more credits) can be selected by those students **ONLY** who have studied Part-I of that course in III semester.
3. Students must be very careful during selection of Novel Engaging Course. **Only one entry is allowed per student.**
4. Registration in each course will be on First Come First Serve basis (FCFS). There are **limited seats** in each course.
5. After successful registration, **no change** is allowed.
6. Without registration, students will not be able to attend the Novel Engaging Course.
7. It is mandatory for all UG IV Sem. Students (Jan.-June 2022 session) to do the registration.
8. The course will run as per the academic calendar and will be conducted by respective course mentors.
9. Issues related to registration can be mailed at nec@mitsgwalior.in

List of the courses to be run in 4th semester is attached. For details of courses [CLICK here](#). Details are also available on institute website and moodle.


(Dr. Kajeer Kansal)
Dean Student Welfare

Copy to:

1. Shri Atul Chauhan to upload on moodle
2. Dr. R.R. Singh Makwana to upload on institute website
3. Heads for circulation among II year students
4. Dean Academics – for information
5. Director office – for information

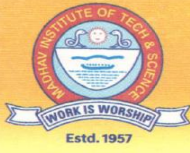
MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR
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LIST OF NOVEL ENGAGING COURSES (NEC) JANUARY - JUNE 2022 SESSION

Course Name & Code	Mentor	Mentor Deptt.	Total Credits (1 Credit in each sem.)
3D Printing (2000001)	Gavendra Norkey	Mechanical	1
Amateur Radio Communication (2000002)	Vandana Vikas Thakare	Electronics	1
Design Skills Using Simulation Software (2000003)	Sharan Agrawal	Mechanical	1
Data Analysis Skills (2000004)	D.K. Jain	Maths & Comp.	1
Robotics (2000007)	Karuna Markam	Electronics	1
Vehicular Skill Development (2000008)	Vedant Chaturvedi	Mechanical	1
Animation (2000009)	Amit Kumar Manjhar	CSE	1
Digital Learning* - II (2000011)	Funit Kumar Johari	IT	2
Elements of Photographic Skills (2000012)	Deep Kishore Parediya	Electronics	1
Environment Protection* - II (2000014)	Aditya K. Agarwal	Civil	2
Fire Prevention & Preparedness (2000015)	Jyoti Vimal	Mechanical	1
National Service Scheme** (NSS) - II (2000017)	Manish K. Sagar	NSS	4
National Cadet Corps** (NCC) - II (2000021)	B.P.S. Bhadoria	NCC	4
Mentoring Skills** - II (2000025)	Sapna Kumari	Counselling Cell	4
Organic Farming (2000028)	Archana Tiwari	Civil	1
Performing Arts (Dance) (2000030)	Parul Saxena	CSE	1
Games & Sports** - II (2000033)	B.P.S. Bhadoria	Sports	4
Physical Fitness* -II (2000037)	Rajendra Prasad Kori	Mechanical	2
Holistic Health* - II (2000043)	Vishal Chandhary	Electrical	2
Artistry* - II (2000045)	Pooja Sahoo	Electronics	2
Sculpture Making* - II (2000047)	Pranshi Jain	Architecture	2
English Literary Skills (2000048)	Sanjeev Khanna	Humanities	1
Hindi Language Skills (2000049)	Angad Singh Ojha	Maths & Comp.	1
Preliminary Journalism Skills (2000050)	Anish P. Jacob	Chemical	1
Food and Nutrition (2000052)	Anjula Gaur	Applied Science	1
Career Guidance & Preparedness (2000053)	Praveen Bansal & Swati Gupta	Electrical & Chem.	1
Personality Development* - II (2000057)	Anjali S Patil	Architecture	2
Public Speaking* - II (2000059)	Manish Dixit & Ankita Sengar	CSE & Arch.	2
Coding Skills** - II (2000061)	Rajni Ranjan Singh	CSE	4
Emerging Technologies in Computer Science (2000064)	Mahesh Parmar	CSE	1
Software Development** - II (2000067)	Atul Chaudhan	Data Resource	4
Photo Editing Software: Adobe Photoshop (2000070)	Versha Sinha	Architecture	1
Basics of Technical Analysis in Stocks (2000071)	Ankit Kumar	Architecture	1
Graphic Design (2000072)	Satyam Shukla	Architecture	1
World Heritage Sites: A Brief Overview (2000073)	Richa Mishra	Architecture	1
Basic and Advanced Excel (2000074)	Abhish Shukla	Civil	1
Shilpa Samiti : Philosophy of Indian Ancient Geometrical Engineering (2000075)	Chayan Gupta	Civil	1
Fire Safety and Regulation in Building (2000076)	Hemant Shrivastava	Civil	1
Developments in Pavement Construction: Past to Future (2000077)	Jayanti Choudhary	Civil	1
SPSS For Data Analysis (2000078)	Prachi Singh	Civil	1
Study Smart and Effectively (2000079)	Renuka Dardhyankar	Civil	1
Shutter Up-Flash Me Photography (2000080)	Shourabh S. Raghuravathi	Chemical	1
Science and Technology Around Us (2000081)	Rakesh Kumar Dubey	Chemical	1
Discipline and Decorum (2000082)	R. S. Jadon	CSE	1
Cloud Computing: Techniques & Tools (2000083)	Mir Shahmawaz Ahmad	CSE	1
Role of MATLAB in Computations (2000084)	Ranjeet Kumar Singh	CSE	1
Demystifying Online Social networks (2000085)	Arun Kumar	CSE	1
Knowing Madhya Pradesh (2000086)	Anjula Mehta	CSE	1
Smart World Technology (2000087)	Kalka Dubey	CSE	1
Gender Sensitization (2000088)	Ansha Chaturvedi	CSE	1
IT Tools (2000089)	Abhishek Dixit	IT	1

Understanding Financial Markets (2000090)	Saumil Maheshwari	IT	1
Intellectual Property : Rules, Drafting and Processing (2000091)	Vikram Rajpoot	IT	1
Value Education (2000092)	Yogeshwar Singh Dadwal	IT	1
Modern techniques for business correspondence (2000093)	Namrata Agrawal	IT	1
Integrating Engineering and Literacy (2000094)	Tej Singh	IT (AIR)	1
Imbalance Learning (2000095)	Bhagat Singh Raghuramshi	IT (AIR)	1
Python for Image processing applications using Open CV (2000096)	Pawan Dubey	IT (AIR)	1
Role of LaTeX in Technical Writing (2000097)	Dhananjay Bisen	IT (IoT)	1
MATLAB: Applications in Mathematical Biology (2000098)	Divya Chaturvedi	MAC	1
Basics and Applications of Mathematica (2000099)	Atul Kumar Ray	MAC	1
Technical Report Writing for Engineers (2000100)	Minakshi	MAC	1
Proficiency in Microsoft Excel (2000101)	Nikhil Paliwal	Electrical	1
Fundamentals of Electronics Devices (2000102)	Manoj Kumar	Electrical	1
Microsoft Visio: Scratch to Advance (2000103)	Bhavya Rathore	Electrical	1
Technology, Science, Innovation, and Society (2000104)	Ankit Tiwari	Electrical	1
Basic Course in LaTeX (2000105)	Vikram	Electrical	1
Renewable Energy Technology: Domestic load requirements (2000106)	Rahul Sagwal	Electrical	1
Electrical Wiring, hazards & safety (2000107)	Saurabh Kumar Rajput	Electrical	1
Basics of MATLAB Programming (2000108)	Sandeep Sharma	Electronics	1
Basic Programming of Python using Google Colab (2000109)	Hemant Choubey	Electronics	1
LT Spice Tutorial for Circuit Simulation (2000110)	Vikas Mahor	Electronics	1
Research Paper Writing (2000111)	Dinesh Rano	Electronics	1
Music - The Melody of Life (2000112)	Shubhi Kansal	Electronics	1
Introduction to Entrepreneurship: Challenges and Opportunities (2000113)	Varun Sharma	Electronics	1
Understanding Logic Gates (2000114)	Rahul Dubey	Electronics	1
MATLAB Simulink (2000115)	Deepak Batham	Electronics	1
Zumba (2000116)	Sushmita Chaudhari	Electronics	1
CFD Foundation Course using ANSYS FLUENT (2000117)	Subash Chand Pal	Mechanical	1
Solar Applications (2000118)	Ravi Kant Ranjan	Mechanical	1
Computational Methods for Engineers using MATLAB (2000119)	Nitin Upadhyay	Mechanical	1
Role of Non-Destructive Testing (NDT) in modern inspection technology (2000120)	Surendra Kumar Chourasiya	Mechanical	1
Creative thinking and problem solving (2000121)	Harbhajan Ahirwar	Mechanical	1
Material Characterization Techniques for Engineering Applications (2000122)	Dinesh Kumar Rathore	Mechanical	1
System Dynamics: Using Bond Graph Approach (2000123)	Noeraj Mishra	Mechanical	1
Basics of Campus Recruitment Training (2000124)	Trilok Pratap Singh	MBA	1
Corporate Governance (2000125)	Namrata Gupta	MBA	1
Professional Networking & CSR (2000126)	Monica Chauhan Bhadoriya	MBA	1

- NOTE:** 1. * These courses are of 2 credits. One credit for each semester
2. ** These courses are of 4 credits. One credit for each semester



Point 7: Initiative for mentoring the Cyber Security Course

Regarding Mentoring of "Cyber Security" course (MAC) Inbox x

Dean Academics <deanacademics@mitsgwalior.in> Fri, Jan 14, 5:55 PM ☆ ↶ ⋮

to hod, MIR, ARUN, bcc: R.K ▾

Dear HoDs,

All the HoDs are required to inform the departmental mentors for the cyber security course to attend a meeting at 02:30 PM on 15 Jan., 2022, tomorrow, mandatorily (via the link mentioned below) for briefing about "How the course of cyber security is to be mentored" and its action plan to be followed uniformly at all departments.

Link for the session: <https://meet.google.com/vcf-yynw-org>

—
Dean Academics
Office

Point no. 7 Continued

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


Ref No. DA/MP/003 Date: 19/01/2022

NOTICE

The Cyber Security course is a mandatory course (MC) which is being offered using MOOC developed at the institute, for the first time. For effective conduction of the course, all the HoDs are required to inform the faculty mentors of the Cyber Security course to follow the below-listed instructions so that for the students achieve their learning goals:

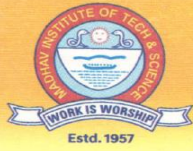
1. During the reserved time slot for mentoring, each mentor has to discuss the concepts taught during the MOOC recordings with the students.
2. To enhance the student's interest in the course, a quiz with 5 to 10 MCQs, containing the concepts taught in each session, should be conducted by the mentor faculty, after the 30-minute video is displayed.
3. To generate interest and to utilize the time effectively, a few students in each session can be nominated to present a short seminar on different topics/concepts related to cyber security in the real world.
4. The mentoring sessions (after the video lecture) are to be recorded and the link to be shared similar to other courses, on a weekly basis.
5. The HoDs are required to monitor the conduction of the mentoring session, carefully.

Please note that Faculty Feedback will also be conducted for each mentor of the Cyber Security course. Also a session by the subject matter experts from CSE/IT Dept. will be arranged after the Mid Semester-I exam to highlight/ summarize the concepts covered.


(Dr. Manjaree Pandit)
Dean (Academic)

Copy to:

1. All HoDs.
2. Registrar
3. Director Office



Point no. 7 Continued

Notice Regarding effective conduction of "Cyber Security" course through MITS-MOOC for the first time Inbox x

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

Wed, Jan 19, 6:16 PM

Dear HoDs,

Please circulate to mentor faculty and ensure that this important Mandatory course is offered effectively, recorded and links are shared in weekly sheets. Activity based learning/project based learning approach must be integrated with the MOOC approach for interesting delivery of course.

Manjaree Pandit

--

Dean Academics
Office



Green MITS, Clean MITS



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

Fri, Jan 28, 3:40 PM



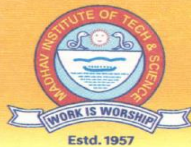
Dear HoDs

Complaint from students of one department has been received which is being taken seriously.

In this regard, please note that

1. For the first time we are using MITS-MOOC for teaching Cyber Security which is a full main course, not an audit course.
2. Therefore ensuring full student satisfaction is absolutely necessary.
3. **Please personally call the concerned mentor faculty to ensure that the enclosed instructions are properly followed in your department.**
4. The role of your department mentor faculty is also very important now.
5. They should also take it seriously and take help from the CSE/IT department, if and when needed.
6. A few Quiz questions have been circulated as a sample but the mentor faculty will be required to frame questions to maintain novelty across disciplines.

Dr. Manjaree Pandit



Point 8: Initiatives taken for providing student support through meetings and counselling Session

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

Ref: 1413

Date: 17.01.2022

NOTICE

In continuation to Order no 2004 dated 05/12/2020, the faculty members engaging classes of B.Tech. First Year programme are reminded about the following point:

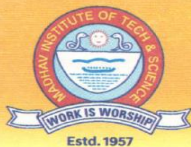
- Syllabus of concerning subject should be uploaded along with lecture plan on MOODLE
- Faculty should take attendance through MOODLE which is to be filled by the students, the exercise should be carried out at the start of the class itself
- Faculty members must upload/show mid-semester marks immediately after the completion of mid semester examination
- Doubt clearing session/class will be organized so that personal attention may be given to the students at suitable time.
- One Quiz must be conducted every week, for each course as part of continuous assessment. The marks and correct answers must be shared with students.
- Faculty members should encourage the students to submit/upload the assignment through MOODLE after every fifteen days and thereafter faculty members should communicate the grades of assignments to the students
- After every month students failing to appear in quiz/assignment/attendance should be informed individually and to their parents.
- Faculty must use writing pads. When using PPT full screen/slide show mode must be used to get good quality of recorded lectures.
- IT IS ESSENTIAL THAT WHILE TEACHING THE FACULTY MUST KEEP THEIR CAMERA IN ON MODE AS MUCH AS POSSIBLE.
- The first year coordinator must keep in touch with the students on a regular basis through whats app, messages, e-mail etc.
- Fortnight counselling sessions must also be conducted and report to be submitted to Dean Academics office.

All the heads of the department are requested to continuously monitor the online classes in pursuance of the above points.


(Dr. Manjaree Pandit)
Dean Academics

Copy:

1. All head of the Department
2. Dean Academics office
3. Registrar
4. Establishment office
5. Director Office



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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Point 9: Initiative of Profiling of learners

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

Ref: MP/2021/001 Date: 17.01.2022

Subject: Profiling of learners in the First Year (session July2021-Dec2022)

Dear HoDs


Please instruct the FIRST YEAR class coordinator to conduct a meeting with the faculty teaching different courses, for the compilation of information about the FIRST YEAR students (As is the practice of the institute since 2020)

The fast digital learners will be those students who are attending almost all classes (2-3 per week per course), quizzes etc. and submitting assignments regularly. The medium level digital learners will be those students who are attending at least one online class per course per week, and submitting assignments regularly and appearing for quizzes (at least 50% of assigned/conducted). The slow learners will be those students who are not attending any online classes or attending less than 10% of classes, and not submitting assignments/quizzes or submitting/appearing for less than 10 % of assigned/conducted.

The report must reach in soft copy in a timely manner (**on or before 29th January, 2022**) in the following format.

Name of Department
{Period: 08 November 2021 to 22nd January 2022}

Name of Class: FIRST YEAR								
S.No.	Name of the course	Registered Students	Slow learners		Medium level learners		Fast Learners	
			Number	Percentage	Number	Percentage	Number	Percentage


(Dr. Manjaree Pandit)
Dean Academics

Copy to: All HoDs /Registrar /Director office

Point no. 9 Continued

Monitoring student learning through continuous assessment Inbox x

Dean Academics <deanacademics@mitsgwalior.in> Jan 17, 2022, 9:43 PM


to hod, registrar, bcc: Director

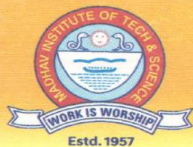
Dear HoDs

Please compile the information for FIRST YEAR classes (Quiz, assignment, mid semester exam) from 8th November 2021 to 31st January 2022 using excel sheets and submit as one file latest by February 10th, 2022.

The format is in the enclosed notice.

--
Dean Academics
Office





Point no. 9 Continued

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

NOTICE

Date: 17.01.2022

Subject: Monitoring student learning through continuous assessment (weekly quiz, assignments, mid-semester exams)

The learners are permitted to study in off-line or semi-offline mode also according to the 'Digital teaching-learning action plan' of the institute, using the lecture recordings, notes, PPTs and other learning material shared with them through MOODLE. To monitor the progress of students weekly quizzes must be conducted mandatorily. Also, assignments on a fortnightly basis, must also be given using MOODLE.

The following data, class-wise, for 08th November 2021 to 31st January 2022 must be supplied by 10th February 2022.

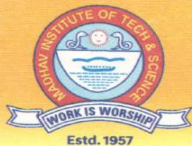
Name of Department										
Semester	Name of Faculty	Course/Code	Average % of students appeared for Quiz-1	Average % of marks scored in Quiz-1	Average % of students appeared for Quiz-2	Average % of marks scored in Quiz-2	Average % of students appeared for Quiz-3	Average % of marks scored in Quiz-3	Average % of students appeared for Quiz-N	Average % of marks scored in Quiz-N
I Year										

Name of Department										
Semester	Name of Faculty	Course/Code	Average % of students who submitted assignment-1	Average % of marks/grade scored in assignment-1	Average % of students who submitted assignment-2	Average % of marks/grade scored in assignment-2	Average % of students who submitted assignment-3	Average % of marks/grade scored in assignment-3assignment N	
I Year										

Semester	Name of Faculty	Course/Code	Average % of students who appeared in Mid-Semester-I	Average % of Marks in Mid-Semester-I	Average % of students who appeared in Mid-Semester-II	Average % of Marks in Mid-Semester-II
I Year						Not Applicable Right Now; must be added later

Use excel sheet to enter all weekly quizzes, assignments conducted during the mentioned period. Please add columns as needed.

(Dr. Manjaree Pandit)
Dean Academics



Point 10: Initiative taken for conducted courses in collaboration with industry expert

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

No.: 101 Date: 18.01.2022


ORDER

In continuation of existing practice of partial teaching/content delivery of one subject in collaboration with Industry expert, teaching of at least one unit of minimum one subject in each semester through Industry Expert (Guest Faculty from Industry) will be mandatory w.e.f. current academic session.

In this regard, all Head of the Departments are required to submit following details along with brief profile/biodata of industry expert on or before 31st January 2022 for further approval of undersigned:

- Name of Course:
- Name of Industry Expert:
- Portion of subject to be covered:
- Financial Requirement:

The above practice of content delivery through Industry Experts will be continued till further order.


(Dr. R. K. Pandit) 18.1.22
Director

Copy to:

- (i) All Head of the Departments
- (ii) Dean Academics
- (iii) Registrar
- (iv) HR Section
- (v) Finance & Account Section
- (vi) Director office.

Point No. 10 Continued

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

DA/MP/2022/ 1442 Date: 08/02/2022

NOTICE


With reference to the proposals submitted regarding "Conduction of courses in collaboration with industry faculty" a detailed proposal along with brief biodata (name, age, qualification, present and past organizations, experience, area of work etc) must be sent to the office of the undersigned latest by **14th February 2022** so that requisite financial sanctions can be obtained from the competent authority.

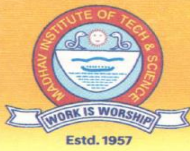
In addition to this please also enclose

- Name/code of course to be taught in collaboration
- Portion which will be covered by the industry person
- Lecture plan, mapped with CO/COs (At least one "course outcome (CO)" should be identified and its attainment to be linked with the sessions taken by the industry person)

The following are the guidelines for this activity which have been approved by the competent authority:

1. Some practical problems/case studies should be discussed to expose students to real-life situations.
2. Feedback of industry teacher should be taken by the department, FFI to be calculated, once only, at the end of his/her teaching sessions or at the end of the semester and submitted to the Director office along with other faculty FFI.
3. MOODLE page to be created for the industry faculty. Notes/PPTs to be shared with students through it. At least 1-2 quizzes, 01 assignments will also be conducted/given.
4. The institute mentor faculty will help the industry faculty in evaluation, CO attainment and other points.
5. Maximum 8 hours teaching to be assigned to one industry person for one course
6. Not more than 2 hours to be assigned in a day
7. Lecture plan to be attached along with CO
8. Only online sessions to be scheduled
9. Proof of class to be maintained by the HoD
10. Total Honorarium bill to be submitted at the end of the semester. Honorarium will be paid as per institute norms (Order no 181 dated 07.02.2022)
11. The Honorarium Bill will be sent along with the FFI page.


(Dr. Manjaree Pandit) 08/02/2022
Dean Academics



Point 11: Targets fixed by the BoG based on presentation by institute Professors

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

No.: 105 Date: 19.01.2022

ORDER

As per the presentation delivered by professors on "Market Driven Analysis for Dynamic Curriculum Development" during BoG Meeting held on 11.01.2022, following targets for Flexible Curriculum Provisions are set to achieve up to the Academic Year 2024-2025:


Flexible Curriculum Provisions:

S. No.	Flexible Curriculum Provisions	Current Status	Target till Academic Year 2024-2025
1.	Minor Specialization	13 Disciplines	20 Disciplines
2.	Honours	13 Disciplines	25 Disciplines
3.	Open Courses	59 Courses	75 Courses
4.	Self-Learning (Online Education)	06 MOOC	120 MOOC
5.	Skill Based Projects	29% of Students	100% of Students
6.	Novel Engaging Courses	33 courses	250+ Courses
7.	Full Semester Internship	81 Modules	150 Modules
8.	Industry Collaborative Courses	Provision of partial credits of course	Credits for Full Course
9.	Focus on Interdisciplinary Projects	-	30 % Projects
10.	Analytical/ Research/Knowledge based Major Project	-	15 % Projects

It was also decided to promote the following Teaching-Learning methodology for content delivery:

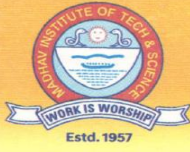
Methodology	Direct Teaching-Learning	Indirect Teaching-Learning	Hands-on/Activity based/Experimentation based learning
Multiple Mode Teaching Learning Pattern	Suggestive Range		
	50-60%	Up to 10%	20-25%

In this regard, all Head of the Departments are required to take above targets and provisions in cognizance and take necessary action accordingly.


(Dr. R. K. Pandit) 19.1.22
Director

Copy to:

- (i) All Head of the Departments
- (ii) Dean Academics
- (iii) Registrar/ Deputy Registrar
- (iv) Exam Controller/Deputy Exam Controller
- (v) HR Section
- (vi) Director office.



Point 12: Committee Constituted for monitoring of UGC Autonomy

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

No.: 134

Date: 27.01.2022

ORDER

In view of UGC Autonomous status of Institute for a period of six years (2017-2018 to 2022-2023), following committee is constituted to apply for extension of autonomous status to the UGC as per the University Grants Commission guidelines for autonomous College:

- (i) Dr. P. K Singhal
- (ii) Dr. Sunita Sharma
- (iii) Dr. Jyoti Vimal
- (iv) Prof. Punit Kumar Johari

The above committee will apply UGC, six months prior to expiry of the autonomy cycle and other necessary action for the extension of UGC Autonomous status of Institute.

The above committee will also report time to time to the undersigned about the progress in above matter.


(Dr. R. K. Pandit) 27.1.22
Director

Copy to:

- (i) Above Committee Members
- (ii) Dean Academics
- (iii) Registrar
- (iv) HR Section

Point 13: Constitution on Internal Complaints Committee (ICC) as per norms

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Ref. No.: HR/2022/...137

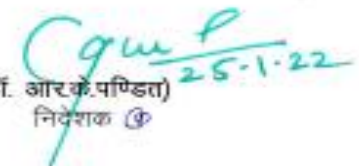
Date: 25.01.2022

आदेश

संचालक, तकनीकी शिक्षा संचालनालय, भोपाल मध्यप्रदेश शासन के निर्देशानुसार महिलाओं के कार्यस्थल पर उत्पीड़न के दृष्टिगत अधिनियम-2013 एवं विश्वविद्यालय अनुदान आयोग (उच्चतर शैक्षिक संस्थानों में महिला कर्मचारियों एवं छात्रों के लैंगिक उत्पीड़न के निराकरण, निषेध एवं इसमें सुधार) विनियम 2015 के माध्यम से महिलाओं को सुरक्षित और युक्तियुक्त वातावरण उपलब्ध कराए जाने बाबत महाविद्यालयीन स्तर पर निम्नानुसार आंतरिक शिकायत समिति (आईसीसी) गठित की जाती है :-

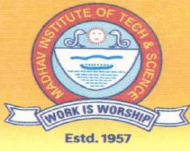
- | | |
|---|---|
| 1. पीठासीन अधिकारी | - प्रो. अर्चना तिवारी, प्रोफेसर, सिविल इंजी. विभाग |
| 2. संकाय प्रतिनिधि | - 1 डॉ. लक्ष्मी श्रीवास्तव, असोसिएट प्रोफेसर इलेक्ट्रॉनिक्स इंजी. विभाग
2 डॉ. अंजुला गौर, असिस्टेंट प्रोफेसर, एप्लाइड साइंस विभाग |
| 3. गैर शैक्षणिक प्रतिनिधि | - 1 डॉ. सपना कुमारी, स्टूडेंट काउंसलर
2 श्रीमती पल्लवी श्रीवास्तव, असिस्टेंट रजिस्ट्रार |
| 4. अंतिम वर्ष के छात्र/छात्राये प्रतिनिधि | - 1 सुश्री अक्षदा वाकणकर, बी.टेक. सी.एस.ई.
2 सुश्री प्रिया संगमनेरकर, बी.टेक. ई.टी.
3 श्री अभय अग्रवाल, बी.टेक. इलेक्ट्रीकल इंजी.
4 सुश्री ज्योति चौधरी, बी.टेक. आई.टी.
5 श्री राजन पाण्डे, बी.टेक. सिविल इंजी. |
| 10. गैर सरकारी संगठन प्रतिनिधि | - श्रीमती अंजली गर्ग, सदस्य, इनर व्हील सोसायटी |

अतः महिलाओं (कार्मिक अथवा विद्यार्थी) के कार्यस्थल पर लैंगिक उत्पीड़न विरुद्ध शिकायत दर्ज करने एवं शिकायत पर समयबद्ध तरीके से जांच करने हेतु उल्लेखित अधिनियम 2013 एवं 2015 में निर्धारित प्रक्रिया का अनुपालन करते हुए, आंतरिक शिकायत समिति (आईसीसी) शीघ्र तथा गोपनीयता से जांच कर प्रकरणों के निराकरण पर त्वरित कार्यवाही करना सुनिश्चित करेगी।


(डॉ. आर.के.पण्डित)
निदेशक

प्रतिलिपि :

1. समिति के समस्त सदस्यों की ओर सूचनार्थ।
2. समस्त सूचना पटल।
3. समस्त डीन/विभागाध्यक्ष/विभाग प्रमुख/छात्रावास अधीक्षक की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु।
4. रजिस्ट्रार
5. वैंब मैनेजर की ओर वेबसाइट पर अपलोड करने हेतु।
6. निदेशक कार्यालय।
7. एच आर शाखा



Point 14: Eligibility criteria for providing scholarships to students by the Alumni Association, MITS, Gwalior

MADHAV INSTITUTE of TECHNOLOGY & SCIENCE, GWALIOR

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

Ref. No. : S.S./2021-22/...06...

Date: 27/01/22

NOTICE

The alumni association of MITS, Gwalior is initiated a scholarship scheme for the students of academic session 2020-21. The following is the eligibility criteria and selection procedure:

Eligibility Criteria:

1. Only B.Tech. Students are eligible.
2. The annual income of parents from all sources shall not exceed Rs. 1.00 Lac per year.
3. A student in receipt of any other scholarship can not avail this scholarship unless he/she opt to forgo the scholarship.
4. Student should not have criminal case pending against him/her.
5. The students must be a regular student and he/she should not have any backlog paper/practical.

Procedure of selection:

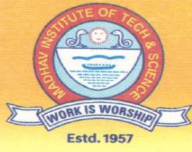
1. Selection will be made purely on the basic of total CGPA.
2. Institute reserve the right to select or to reject any application for award of this scholarship without assigning any reason thereof.

The interested students may apply through submission of application by hand or registered speed post on prescribed format available on institute website giving the details of academic record alongwith the photocopies of all the mark sheets and income certificate. The last date for the submission of application in the students section is 15.02.2022.


(Dr. Pratesh Jayaswal)
Professor/ Registrar

Copy to:

1. All the HOD for circulation among the students
2. Dean (Academics)
3. Web manager for uploading
4. Dean Student Welfare
5. Registrar
6. Notice Board
7. Director office for information
8. Exam Cell



Point 15: Action taken after class monitoring on a weekly basis

Action taken of weekly class monitoring Inbox x

Dean Academics <deanacademics@mitsgwalior.in> Mon, Jan 24, 2:37 PM ★ ↶

to Laxmi, Swati ▾


Dear HoDs

It has come to notice that during 10th January to 14th January no additional classes/sessions were conducted for students. Please enquire into it and report back to this mail (by clicking reply button) latest by 31st January 2022.

Please monitor attendance, quiz performance etc and motivate slow learners to report for the 30 minute additional **class** per course per week. The faculty may conduct some student presentations (By involving fast and slow learners in each group) also during the additional classes to know about their learning status.

In Chemical Engineering the attendance is very low. Please try to find ways of making the learners interested in classes and the on-line T-L activities.

Dr Manjaree Pandit
--
Dean Academics
Office



 **Ms. Swati Gupta** Jan 31, 2022, 11:26 AM

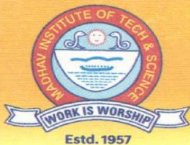
Dear Madam, Regarding the no additional classes/sessions were conducted for students./ Attendance 1. During 10 to 14 Jan 2022, only 3 classes had been conducted

 **Dean Academics** <deanacademics@mitsgwalior.in> Jan 31, 2022, 11:49 AM ☆ ↶

to Swati ▾

noted. Thanks

⋮



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 16: Meeting of the Academic Development Cell to review general issues, schemes, structure and T-L process

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

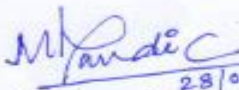
Ref. No. DA/MP/2021/12/14

Date: 28/01/2022

NOTICE

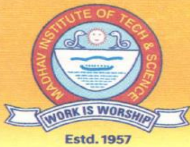
The meeting of the **Academic Development Cell** of the Institute will be conducted in the **Board Room on Thursday, 10th February, 2022 at 3.00 P.M.**

- To review scheme, structure, syllabi and BoS minutes (December, 2021).
- To finalize the **“Sample lecture plan”**
- To review and finalize the **“General scheme and structure of flexible curriculum”** for the 2020-2021 admitted batch.


28/01/2022
(Dr. Manjaree Pandit)
Dean (Academic)

Copy to:

1. All member of ADC.
2. 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 17: Institute SC-ST Cell re-constituted

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

Ref. No.: HR/2022/153

Date: 25.01.2022

21.02.22

ORDER

In continuation to order no. 3748 dated 24.12.2019, SC/ST Cell of the Institute is re-constituted as following for a period of one year with immediate effect:

1. Dr. Manish Kumar Sagar - Liaison Officer (SC/ST/OBC/PWD)
2. Prof. Jitendra Kumar Muthale - Member
3. Dr. Vijay Bhuria - Member
4. Dr. Karuna Markam - Member
5. Mr. Mukesh Morya - Member
6. Mr. Ramjilal Mahore - Member
7. Mrs. Anita Shakya - Member

Above committee is required to resolve all the affairs & problems related to the SC/ST/OBC/PWD staff and students of the Institute.

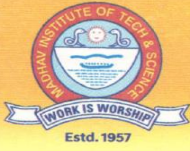
Following are the important work under SC/ST Cell

1. All affairs related to SC/ST/OBC/PWD.
2. All Affairs related to SC/ST/OBC/PWD reservation implemented in the Institute according MP Govt. rules.
3. Registering the complaint in writing from SC/ST/OBC/PWD Teachers, Employees and students and address it to concerned department, person, section for its peaceful resolution.
4. Nomination of Students for SC/ST cell of the Institute.

(Dr. R.K. Pandit) 1.2.22
Director

Copy to:

1. All Concerning members for information and necessary action
2. All Dean/HoD/Hostel warden/ Section Incharge
3. Registrar
4. All Notice Board
5. Web Manager for necessary action
6. Director Office
7. HR Section



Point 18: Commencement of Offline Classes after the COVID-19

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

No.: 152

Date: 01.02.2022

ORDER

In continuation to Order No. 14 dated 04.01.2022, the offline classes for the students of I/II/III year will be conducted as per following schedule:

II & III Year	w.e.f. 02.03.2022
I Year	w.e.f. 14.03.2022

In compliance to Ministry of Health and Family Welfare guidelines, all the students are advised to get vaccinated completely for COVID-19 and submit the vaccination certificate to concerned Class coordinator immediately.

The entry in Institute premises will only be permitted to fully vaccinated students for COVID-19. The COVID appropriate behaviour/wearing facemask, maintaining social distancing norms should be strictly followed by the students as per guidelines of the MHA/MHFW/M.P. Government/Standard Operating Procedures in view of COVID-19. The large gathering in any form will not be permitted in the campus till the end of pandemic.

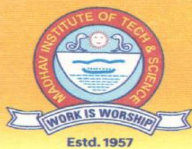
The facility of downloading the study materials & remedial classes will be continued for partially or not vaccinated students and for those students who are residing in the restricted zones.

In this regard, all Head of the Departments are required to take appropriate action for the conduction of offline classes as per above schedule and instructions. The Head of the Departments are also required to send the vaccination status of students along with vaccination certificates to the office of Proctor of Institute on or before 28.02.2022.


(Dr. R. K. Pandit) 1.2.22
Director

Copy to:

- (i) All Deans/HoDs
- (ii) Proctor
- (iii) Registrar
- (iv) Deputy Registrar
- (v) Web-Manger
- (vi) HR Section
- (vii) Director office.



Point 19: Review of BoS Scheme, documentation and time-table of offline classes

Regarding Schemes, BoS documentation and time-table for offline classes Inbox X

Dean Academics <deanacademics@mitsgwalior.in> Tue, Feb 1, 4:59 PM ★ ↶
to hod, registrar, bcc: R.K

Dear HoDs

As discussed in the meetings on 31st January and 1st February with the director, the following actions are required:

- [1] Please send the final, corrected, signed **schemes** separately to the dean mail id latest by **3rd Feb** for the ADC meeting.
- [2] Please send full **BoS documentation** for review and checking by the ADC latest by **3rd Feb**.
- [3] Prepare the tentative time-table for offline classes from 2nd March (II-III year) and 14th March 2022 (I year) as discussed (online for 01 day/off-line for remaining days). **Explore possible options for accommodating all classes in off-line mode.** (such as staggered mode, two shifts in a day etc)
- [4] The results of exercise done at [3] along with any difficulties experienced will be discussed and resolved in a meeting with the director on **9th Feb 2022 at 3.0 PM in Convention Hall**.

Dr. Manjaree Pandit
Dean Academics

--
Dean Academics
Office

Point No. 19 continued

Uploading Final corrected Schemes/syllabi from First to Fourth Semester (2020-2021 admitted batch onwards)

Dean Academics <deanacademics@mitsgwalior.in> Wed, Feb 23, 5:38 PM ★
to hod

Dear HoDs

A meeting of HoDs, exam controllers and Director was conducted on 01/02/2022 for ensuring uniformity in **schemes**, modes of exam etc.

Some changes were made in that meeting in connection with the MODE of exams of common courses.

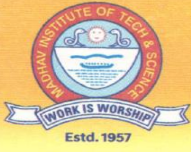
Please refer to your diary notes and implement those changes in the **final** versions of these **schemes**.

Please upload the **corrected** and **final** **schemes** (2020-2021 onwards) along with **syllabi** on the webpage of the department for ready reference of all stakeholders.

Please also make hand corrections in the signed **schemes** available at the Dean Office.

Shri Vinod Sharma will share the signed hard copies with you for correction in the same.

--
Dean Academics
Office



Point 20: Initiative taken for conduction of placement awareness session for First Year students by departments with support from the central T&P Cell

Re: Session on placement for I year students Inbox x

Dr. Laxmi Shrivastava Elex <laxelex@mitsgwalior.in>

to me

Fri, Feb 25, 4:48 PM

Please find the attached report Report of session on placement for I & II Year students.

On Tue, Feb 1, 2022 at 5:19 PM Dean Academics <deanacademics@mitsgwalior.in> wrote:

[1] The brief report of the same (consisting of 1-2 screenshots, number of students present, salient points discussed etc.) must be sent to this office latest by 5th March 2022.

[2] The HoDs are requested to assign this task to a suitable faculty such as the class coordinators of I & II year or placement coordinators etc.

----- Forwarded message -----

From: Dean Academics <deanacademics@mitsgwalior.in>

Date: Tue, Feb 1, 2022 at 5:13 PM

Subject: Session on placement for I year students

To: <hod@mitsgwalior.in>

Cc: vikram rajput <trp@mitsgwalior.in>

Dear HoDs AND T & P I/C

1. There is a request from the first and second year students to know about the placement scenario, internships, industrial training etc.
2. The I year class coordinators are required to schedule sessions for the students with Shri Vikram Rajput, I/C Training & Placement.
3. The schedule for the interactive session may be prepared on a mutual consent basis, keeping in mind the Academic Calendar of I & II year, at a suitable time slot for about 30-60 minutes.
4. This student support initiative is expected to prepare the students in advance and create awareness among them about the parameters, qualities and preparation required for getting good on/off line placement.
5. The departmental placement coordinators may also join in this online activity is to be completed before 25th February 2022.

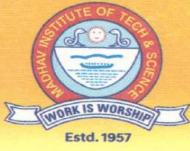
Manjaree Pandit

Dean Academics

--

Dean Academics

Office



Point 21: Monitoring of research scholars through six monthly Ph.D. review

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Ref. No.DA/MP/2022/ 1443

Date: 18/02/2022

NOTICE

For the performance evaluation of the Ph.D. Students registered at the Institute, a **six monthly review** will be conducted by Research Advisory Committee (RAC) of the candidates on **Monday 7th March, 2022** from 10.30 a.m. onwards. Social distancing norms must be followed and presentation through video conferencing using available platforms can be permitted where deemed necessary.

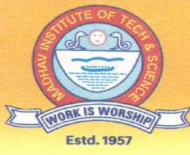
The report of the review must be sent to the office of the undersigned on or before **17th March, 2022**.

(Dr. Manjaree Pandit)

Dean Academics

Copy to:

1. All HoDs - for circulation to approved guides and registered students.
2. Dean Academics
3. Registrar Office
4. Director Office



Point 22: Constitution of Centre for Learning and Profession Advancement (CLPA)

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

No.: 250

Date: 18.02.2022

ORDER

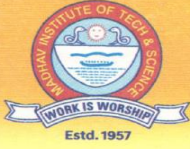
The Institute has developed the **Centre for Learning and Professional Advancement (CLPA)** to upgrade the expertise and capabilities of the faculty & Staff members of Engineering & Technology Institutions and manpower of other organizations & Industries through various FDP/STC/Skill Development Programmes, workshops, seminar and other value added certificate courses.

Dr. Akhilesh Tiwari, Professor, Department of Information Technology is appointed as In-charge, Centre for Learning and Professional Advancement (CLPA) of Institute for overall supervision and coordination of said activities of CLPA.


(Dr. R. K. Pandit)
Director

Copy to:

- (i) Dr. Akhilesh Tiwari, Professor & Head, Department of Information Technology
- (ii) All Head of the Departments
- (iii) Dean Academics
- (iv) Registrar
- (v) HR Section
- (vi) Director office.



Point 23: Initiative taken to award faculty members for publishing research in indexed journals on MITS Day

Falicitations for "Significant contribution" on 10th Inbox x

Dean Academics <deanacademics@mitsgwalior.in> Tue, Feb 22, 1:32 PM ★ ↶ ⋮
to hod, registrar, bcc: R.K


Dear HoDs

[1] As discussed in the meeting yesterday, please send your recommendation with supporting proofs latest by **28th February 2022 positively**.

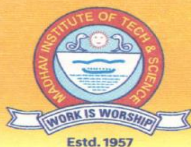
[2] Please also send the names of faculty members who published **Scopus indexed** papers during **year 2021** with **institute affiliation mentioned in the paper**. *{The first page of paper and proof of scopus listing is to be attached}*

[3] Please send the names of faculty members who published **Web of Science indexed** papers during **Year 2021** with **institute affiliation mentioned in the paper**. *{The first page of paper and proof of scopus listing is to be attached}*

—
Dean Academics
Office



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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 24: Initiative taken to welcome students to the campus by conducting ‘Offline Campus Connect Programme’ at department level

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

DA/MP/2022/1445

Date: 22/02/2022

NOTICE

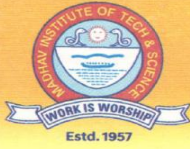
Subject: The decision taken to conduct a department level “Off-line Campus Connect Program” to sensitize the students for smooth transition from on-line to off-line classes

Aim: The idea behind conducting this activity is to create a sense of belongingness for the institution among the students.

As discussed in the meeting of the HoDs, Deans, Registrar and Exam Controllers with the Director the following guidelines must be followed:

1. A department level team is to be constituted by the HoD for conducting this event on the first day itself.
2. First, the students will be welcomed to the institute, followed by introduction of all faculty members.
3. Then the students will be briefed about the vision, mission of institute/department, achievement/activities, placements of past students of the institute & department through power point.
4. Students will be briefed about the provisions of Flexible Curriculum, NEP-2020, projects, internships which are there for making students “Job ready”
5. There will be introduction of students. One by one each will be asked to come forward and express his/her views/experiences of past online teaching /expectations/career goals etc.
6. Tour of labs and other institute infrastructure
7. Games, Zumba or similar other fun activities in the lawns/spaces adjoining the department (With permission from Dean Student Welfare for better coordination of spaces)
8. Each department can use their own imagination for conducting this programme within the specified guidelines above.
9. The brief report along with schedule, attendance etc. of this student support activity must be sent to the office of the Dean Academics latest by 7th March 2022.
10. The best performing department will be identified and awarded on 10th March 2022.

(Dr. Manjaree Pandit)
Dean Academics



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

Point 25: Faculty coordinators appointed for conduction of events of national importance

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

Ref: 291

ORDER

Date: 24/2/22

As per the expectation of Ministry of Education, AICTE and Institute Innovation Council, ARIIA and other quality assurance bodies, IIC celebration activities are essential. Following faculty coordinators appointed for conduction of the activities:

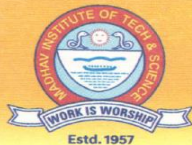
S.No.	Name of the activity	Date	Faculty Coordinators
QUARTER I			
1	National Innovation Day	15 Oct	Dr C S Malvi Dr Gavendra Norkey
2	National Education Day	11 Nov	Dr Shishir Dixit
3	National Start Up Day	16 Jan	Dr Sanjiv Sharma, Dr PS Bhadoriya
QUARTER II			
4	National Science Day	28 Feb	Dr Shaurabh Bhattacharya
5	National Energy Conservation Day (India)	14 December	Dr Karuna Markam Dr Chayan Gupta
6	National Pollution Control Day	2 Dec	Mr Valbhav Shivhare Dr Prachi Singh
QUARTER III			
7	National Technology Day	11 May	Dr Karuna Markam Dr Chayan Gupta
8	National Intellectual property Day	26 April	Dr CS Malvi, Dr Abhilash Shukla
9	World Earth Day	22 April	Dr MK Sagar Mr BK Pandey
QUARTER IV			
10	World Entrepreneurs Day	21 Aug	Dr PS Bhadoriya Dr Sanjiv Sharma
11	World Environment Day	5 June	Prof AK Saxena Dr Rahul Dubey

Dr CS Malvi, President, IIC, MITS will provide objectives/guidelines for celebration.


Dr R K Pandit
Director

Copy to:

1. All concerned
2. All head of departments
3. All deans
4. Registrar
5. HR Section
6. Director Office



Point 26: Weekly monitoring of teaching-learning activities

Continuous Monitoring of teaching-learning activities

Dean Academics <deanacademics@mitsgwalior.in>

Thu, Mar 3, 12:39 PM

to hod, registrar, bcc: R.K

Subject: Continuous Monitoring of teaching-learning activities

Dear HoDs

For the Continuous Monitoring of teaching-learning activities, the practice of maintaining and sending weekly excel sheets will continue as before.

To facilitate the students who are not present in off-line classes due to vaccination or other personal issues, the faculty will provide study material, notes, PPTs (and recording links also; live lecture can be recorded in class using camera and laptop).

The practice of taking weekly quizzes and fortnightly assignments will also continue as before.

The excel sheets must reach the office on Monday, as per schedule. These will also be part of the AEI as before.

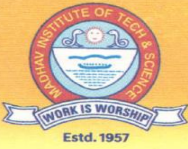
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Dean Academics

Office



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Point 27: Monitoring quality assurance of reports of Minor Projects

Important: Minor Projects done in year 2021-2022 (V & VI Semester)

Dean Academics <deanacademics@mitsgwalior.in>

Mon, Mar 7, 4:21 PM

to hod

Dear HoDs

1. Please ensure that the **project** reports of **minor** projects are also in a proper format with **cover page, contents, acknowledgement, plagiarism certificate, certificate of guide, problem statement, main body, outcomes, conclusions and references.**
2. Illustration should be properly numbered, good formatting and signatures of student(s) and guide.
3. The completed report should be brief, 20-25 pages, in soft copy, uploaded on MOODLE repository & drive of department/faculty with link accessible to all.
4. Projects can be assigned to students in other courses also by the faculty to promote problem based learning(PBL). The reports should be prepared as mentioned above.
5. The higher the number of students doing such projects, the greater will be the advantage to the institute as marks obtained in NAAC will be proportional to the percentage of students doing projects.
6. The same applies to final year internships and final year projects also.
7. **Please make sure before awarding the minor project, project or internship marks that students have completed and presented the report properly in soft copy but with signatures.**

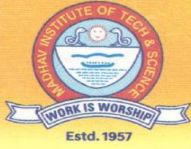
This data along with the link to the report & certificate will be uploaded by **project** coordinators/data managers in the datasheet of **SSR point no 1.3.4**

--

Dean Academics

Office





Point 28: Initiative taken for development of ecosystem for innovation & incubation in the institute

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

No.: 361


Date: 07.03.2022

ORDER

In view of development of ecosystem for Innovation & Incubation in the Institute, **Dr. Ankit Tiwari**, Assistant Professor, Department of Electrical Engineering is appointed as **Faculty on Special Duty** for the promotion Innovation, Incubation, Start-up and other associate activities in the Institute.

Dr. Ankit Tiwari, will execute responsibility of Faculty on Special Duty in addition to already assigned academic duties.

Dr. Tiwari, will directly report to undersigned for the conduction of Innovation, Incubation, Start-up and other associate activities with immediate effect.


(Dr. R. K. Pandit)
Director

Copy to:

- (i) Dr. Ankit Tiwari, Assistant Professor, Department of Electrical Engineering
- (ii) HoD, Department of Electrical Engineering
- (iii) Dean Academics
- (iv) Registrar
- (v) HR Section
- (vi) Director office.



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

Point 29: Faculty appointed for enhancement for research & development activities in the institute

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

No.: 262

Date: 07.03.2022

ORDER

In view of Quality Enhancement for Research & Development activities in the Institute, **Dr. Yashwant Sawle**, Assistant Professor, Department of Electrical Engineering is appointed as **Faculty on Special Duty** for the promotion of high quality Research, Development and other associate activities in the Institute.

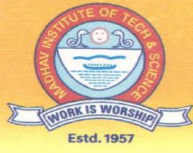
Dr. Yashwant Sawle, will perform above assigned task in addition to already assigned academic duties.

In this regard, Dr. Sawle, will directly report to Dean Academics with immediate effect.

(Dr. R. K. Pandit) 7.3.22
Director

Copy to:

- (i) Dr. Yashwant Sawle, Assistant Professor, Department of Electrical Engineering
- (ii) HoD, Department of Electrical Engineering
- (iii) Dean Academics
- (iv) Registrar
- (v) HR Section
- (vi) Director office.



Point 30: Review and coordination meeting for course curriculum of new programmes started with effect from 2020-21

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Ref No. DA/MP/2022/1447

Date: 09th March, 2022

Subject: Meeting regarding course curriculum of new programmes started w.e.f. 2020-21

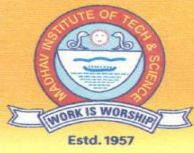
With reference to order no. 949 dated 23.06.2020, there will be a meeting to finalize and coordinate the course and syllabi, credit structure of III and Final Year of 2020-21 admitted new branches (EE-IoT, Internet of Things, and Mathematics and Computing), before the BoS meetings.

The concerned HoDs along with 2-3 faculty members involved in these courses are requested to be present in the Convention Center along with the proposed schemes/syllabi on **Friday, 25th March 2022 at 3.00 P.M.**

(Dr. Manjaree Pandit)
Dean Academics

Copy to:

1. HoDs, Electrical, Information Technology, Mathematics and Computing, Computer Science & Engineering
2. Registrar
3. Director Office



Point 31: Initiative of MOOC development by newly joined faculty

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Ref: DA/MP/2022/1448

Date: 09/03/2022

NOTICE

Sub : MOOC development by all newly joined faculty members from 2021 onwards

Suitable courses are to be proposed keeping the market scenario, job readiness of students and relevance. General guidelines are enclosed. The information must be sent latest by 24th March 2022 in consultation with the concerned faculty, in the following format.

Name of Faculty	Name of the proposed course	Level(semester/category) DE/OC/ SIP/VAC	Weeks 04/08/12

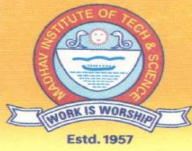
Guidelines to be considered before proposing the courses:

1. Courses proposed must be related to faculty domain/ specialization
2. 4-week courses of 1 credit (12-15 recordings) can be offered only against SIP/VAC etc.
3. 8-week course of 3 credit (24-26 recordings) can be offered against DE or OC or as a paid corporate training programme
4. 12-week course of 4 credit (30-36 recordings) can be offered against DE or OC or as a paid corporate training programme

(Dr. Manjaree Pandit)
Dean (Academics)

Copy to:

1. All HoDs
2. Concerning Faculty



Point 32: Compilation of reports of Alumni Meets conducted at the department level

Report of Department level Alumni meet regarding Inbox x ✕ 🖨

Dean Academics <deanacademics@mitsgwalior.in> Wed, Mar 16, 6:16 PM ★ ↩

to hod ▾

Dear HoDs,

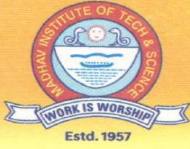
Please send the report of alumni meets conducted in virtual mode. {Order. No. 1886 Date:21/10/2021} in compliance to IQAC decision. Please send the brief report latest by 23rd March positively so that it can be tabled in the IQAC meeting on 25th March 2022.

--

Dean Academics
Office



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Point 33: Monitoring of VIII semester Fortnightly Progress Report

Fortnightly Progress Report (FPR) of VIII Semester

Dean Academics <deanacademics@mitsgwalior.in>

Thu, Mar 24, 8:38 PM

to hod ▾

Dear HoDs

Please monitor the FPR and instruct your assigned faculty (concerned faculty/internship coordinators/class coordinator etc) to compile and send the FPR in a timely manner.

This activity is unique to our institute and we must be prepared with continuous assessment sheets, which were due on 15th Feb, 1st March, 16th March, 31st March, 15th April, 30th April and seventh Final report on 15th May.

Some departments have sent the reports.

The status which will be communicated tomorrow to IQAC is as follows

Report	Civil	Mech/Auto	Electrical	EC/ET	CSE	IT	Chem
First	-	✓	✓	✓	✓	✓	-
Second	-	-		✓	✓	✓	✓
Third	-	-	✓	✓	✓	✓	-

This is based on data supplied by Dean Office.

Please clearly mention in subject line which report (FPR-1, FPR-2 etc) it is and use only HOD id for sending the report.

--

Dean Academics

Office



(Dr. Pratesh Jayaswal)
IQAC Coordinator

(Dr. R. K. Pandit)
Director