



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

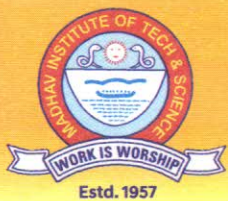
Ph.: +91-751-2409300, Fax: +91-751-2664684, e-mail: director@mitsgwalior.in, website: www.mitsgwalior.in

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting held on 30th November, 2019

Item-1	<p>To confirm the minutes of the previous meeting of IQAC held on 24th August 2019</p> <p>➤ The minutes of previous IQAC meeting dated 24.08.2019 were confirmed for the following issues discussed during the meeting:</p> <ul style="list-style-type: none"> • Review the vision and mission statements of the institute • Registration and participation of the institute on National Academic Depository (NAD) • July-MITS-MOODLE report with MWI of departments • Status of UG/PG admissions • Status of Ph.D admissions under NDF and development of a centralized research lab • Status of Ph.D candidates and the monitoring mechanism • Initiatives taken for creating gender equity • Status of implementation of the Flexible Curriculum • NPTEL Chapter registrations • Initiatives taken for improving teaching-learning practices • Activities conducted by the Entrepreneurship & Development Cell (EDC) • Initiatives to improve employability of students • Exit survey report • Guidelines for the effective implementation of “National Policy on Academic Ethics” • Status and preparedness of the Institute for NBA accreditation. 						
Item-2	<p>To review the effectiveness of the IQAC in the institute and identify areas needing strengthening</p> <p>➤ The house reviewed the existing status of functioning of IQAC of the Institute as per the following vision of IQAC according to NAAC: “To ensure quality culture as the prime concern for the Institution through institutionalizing and internalizing all the initiatives taken with internal and external support”</p> <p>➤ The house also identified the areas of strengthening the IQAC functioning in the Institute according to the NAAC guidelines. The details of 11 functions of IQAC, present status and areas of further actions (suggested improvements/changes) are follows:</p> <table border="1" data-bbox="285 1727 1528 2134"> <thead> <tr> <th>S. No.</th> <th>Functions</th> <th>Institute Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td> <i>Development and application of quality benchmarks Suggested improvements/changes</i> <ul style="list-style-type: none"> ❖ <i>API format to be revised in accordance with new guidelines</i> ❖ <i>To develop an ‘administrative efficiency index’ for encouraging effective & timely completion of routine activities.</i> </td> <td> <ul style="list-style-type: none"> ▪ <i>API based faculty appraisal system</i> ▪ <i>Numerical Indices for faculty feedback, Internship feedback, alumni/employer satisfaction, MOODLE Working Index</i> ▪ <i>OBE based question paper analysis, on-line question paper feedback</i> ▪ <i>CO targets to be set not below</i> </td> </tr> </tbody> </table>	S. No.	Functions	Institute Status	1.	<i>Development and application of quality benchmarks Suggested improvements/changes</i> <ul style="list-style-type: none"> ❖ <i>API format to be revised in accordance with new guidelines</i> ❖ <i>To develop an ‘administrative efficiency index’ for encouraging effective & timely completion of routine activities.</i> 	<ul style="list-style-type: none"> ▪ <i>API based faculty appraisal system</i> ▪ <i>Numerical Indices for faculty feedback, Internship feedback, alumni/employer satisfaction, MOODLE Working Index</i> ▪ <i>OBE based question paper analysis, on-line question paper feedback</i> ▪ <i>CO targets to be set not below</i>
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P. K. Singh



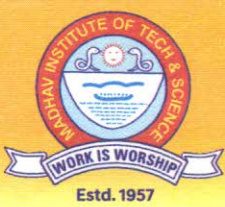
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		60% for all courses
2.	<p>Setting parameters for various academic and administrative activities of the institution; Suggested improvements/changes</p> <ul style="list-style-type: none"> ❖ Targets are to be set for various academic, administrative, extra curricular and extension activities for each department, section and cell. 	<ul style="list-style-type: none"> ▪ ADC & SDC are active and functional ▪ These cells have set parameters and guidelines for enhancing quality of teaching-learning, student support mechanism and conduction of various institutional activities. ▪ Based on the above 33 activities must be conducted in a session
3.	<p>Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process Suggested improvements/changes</p> <ul style="list-style-type: none"> ❖ MWI is a qualitative index; there is a need to check the quality of learning material uploaded on the MOODLE. ❖ Innovative teaching modules to be developed by individual faculty for collaborative and interactive learning. 	<ul style="list-style-type: none"> ▪ Familiarization of faculty with mentoring future media savvy learners through digital platform (MOODLE) ▪ Monitoring the MOODLE working index through the semester ▪ Active NPTEL Chapter, online courses introduced in 2017 ▪ Interactive teaching model developed for SWAYAM courses as a best practice ▪ Faculty/students encouraged and appreciated for earning MOOC certificates ▪ Enhanced Faculty participation in ARPIT and online FDPs
4.	<p>Collection and analysis of feedback from all stakeholders on quality-related institutional processes Suggested improvements/changes</p> <ul style="list-style-type: none"> ❖ Except student feedback twice a semester, which is quite well established, the other 4 stakeholder feedback collection and analysis mechanisms need improvement and standardization. ❖ An in-house interactive workshop on 'Feedback Analysis' proposed to bring uniformity and effectiveness to the practice. 	<ul style="list-style-type: none"> ▪ Effective online feedback collection and analysis system ▪ Timelines and formats are being followed effectively.
5.	<p>Dissemination of information on various quality parameters to all stakeholders.</p>	<ul style="list-style-type: none"> ▪ Annual progress Report (APR) of the institute, AICTE mandatory disclosures, NIRF report, AQAR is available on the website. ▪ Minutes of meetings of HoDs/IQAC/Academic Council/BoG etc. plus all notices displayed on website for transparency and access to information.
6.	<p>Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles</p>	<ul style="list-style-type: none"> ▪ A review of NBA pre-qualifier was conducted on 17th July 2019 by Chairman NBA



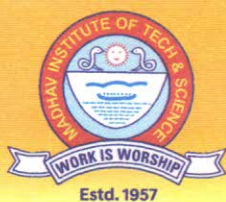
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		<p>“Outcome Based Education (OBE) & Accreditation process” was organized on 19th July 2019 By experts from DTU, Delhi.</p> <ul style="list-style-type: none"> ▪ workshop on “Bloom’s Taxonomy for Assessment Design” on 13th-14th August, 2019 ▪ In-house workshop on “Review of CO attainments and Gap Analysis for Improvement” was conducted under the IQAC on 22nd September 2018 at each Department ▪ Seminar presentations for review of NBA-SAR (06 nos)
7.	Documentation of the various programmes/activities leading to quality improvement	<ul style="list-style-type: none"> ▪ Quarterly submission of APR by departments & sections ▪ Quarterly submission of information on compliance of routine academic activities and practices ▪ Compilation of feedback reports and analysis as per specified timelines ▪ Documentation of Academic Audit information and reports ▪ Compilation of APR & AQAR
8.	Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices	<ul style="list-style-type: none"> ▪ Mechanism has been established for remedial classes ▪ IQAC suggests, monitors and reviews all quality initiatives by conducting quarterly meetings
9.	Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality	<ul style="list-style-type: none"> ▪ The data resource centre fully active & functional ▪ Institutional database maintained and available through MIS
10.	Periodical conduct of Academic and Administrative Audit and its follow-up	<ul style="list-style-type: none"> ▪ Since year 2017-18 two Academic Audits and one Administrative Audit are conducted as a routine practice. ▪ The actions taken by the departments for improvement are also closely monitored twice a year.
11.	Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC	<ul style="list-style-type: none"> ▪ The first AQAR submitted to NAAC on 22nd September 2018 (In soft copy through e-mail) ▪ The second AQAR is prepared according to the Revised Accreditation Framework (RAF). (It will be submitted online on the NAAC portal before 31st December 2019)

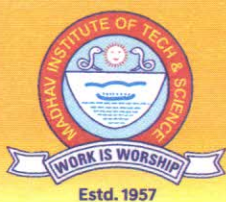


Item-3

To apprise the House about the status of implementation of the Flexible curriculum for students admitted in academic year 2017-18.

- The house appreciated the following action taken for the implementation of the Flexible curriculum for students admitted in academic year 2017-18:
 - The new provision of opting (i) open category electives and (II) departmental electives from MOOCs is available to students of the Institute for the first time.
 - Hence, a committee is constituted to coordinate the registration process of open/departmental elective courses (OCs/DEs) for the III year students.
 - The committee facilitated the dissemination of information regarding the provisions of opting for OCs/Des
 - Presentation was uploaded on website and Flex banners were posted in the institute for creating awareness among the students
 - Orientation programmes were conducted for III year student, at the department level, on provisions of Flexible Curriculum.
 - Two DEs will be offered in VI semester, one of which will be conducted through MOOCs and the other will be conducted in traditional mode.
 - The DE to be conducted in traditional mode will offer about 3-4 options for students out of which at least one option will be a course to be conducted in collaboration with an Industry Expert.
 - The Academic Development Cell (ADC) has charted out a general agenda for the Board of Studies well in advance to include all the provisions of the Flexible Curriculum which are to be initiated in the upcoming academic session.
 - The meetings of respective Board of Studies were conducted between 17th to 24th November 2019 for proposing the course objectives & outcomes, detailed syllabi, list of experiments etc for the new theory & Lab courses to be offered.
 - The same will be placed in the meeting of the Academic Council on 7th December 2019 for final approval.
- The house also reviewed the proposed procedure of collection of student's choice to be collected through online mode for the registration/selection of open category courses.
- The house appreciated the selected following **18 courses** to be offered under the open elective category during the January–April 2020 session for the VI semester students:

Offering Department	Name of course
Civil	Building Physics
	Prefabricated Construction Technology
Mechanical	Product Design
	Robotics
Electrical	Biomedical Instrumentation
	Energy Conservation and Management
Electronics	Intelligent Control
	Embedded Systems
CSE/IT	Software engineering
	Python programming
	Data structures
Chemical	Fuels & Combustion
	Nanotechnology
Biotechnology	Bioinformatics



Applied Science	Statistical Methods (Maths)
	Astrophysics (Physics)
	Green Chemistry (Chemistry)
Humanities	Organizational Behaviour

Item-4

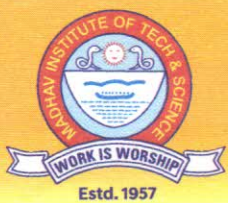
To review the mechanism of feedback collection from stakeholders and suggest measures for improvement.

➤ In view of Implementation of Outcome Based Education, Quality Education and standardization practices in the Institute, house reviewed and appreciated the following procedure and mechanism adopted in the Institution for the collection of feedback from all stakeholders:

- The ADC has designed separate forms for collecting feedback from the five stakeholders; (i) Students (ii) Teachers (iii) Employers (iv) Alumni and (v) Parents according to the **new guidelines of NAAC – 2018**
- Timelines & responsibilities were fixed and circulated in **October 2018** for the collection of the above five feedbacks.
- The feedbacks are collected on-line using MOODLE (for student, faculty & parents) and using Google forms (for employers & alumni)
- The comments received from the stakeholders are employed for revision of courses, for selecting new courses and for improving teaching-learning practices as well as general satisfaction level of stakeholders.
- The feedback forms are reviewed periodically to include latest issues and practices.
- The existing online feedback, frequency/Timelines and responsible officials are as follows:

S. No.	Feedback Name	Responsibility/Mode	Frequency/ Timelines
1	Student Feedback on Course Content/Curriculum	Class coordinator through MOODLE	Twice a year Before Board of Studies meetings
2	Teacher Feedback on Course Content/Curriculum	HOD / faculty in-charge through MOODLE	
3	Alumni Satisfaction Survey	T&P office, Department Web coordinator	
4	Employer Satisfaction Survey	T&P office, Department Web coordinator GOOGLE FORM	
5	Parent Satisfaction Survey	Class coordinator through MOODLE during parent teacher meeting	Twice a year During PTM at the beginning of the semester
6	Student feedback on faculty	T&P office and Department Web coordinator through GOOGLE FORM	Four times a year (I & II Mid-semester examinations)
7	CO Feedback from all Students	Class/course Coordinator through MOODLE	Twice a year Last day of Teaching





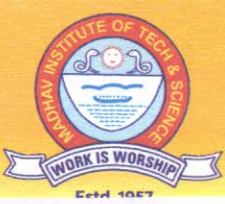
8	PO Feedback from final year students	HOD / OBE coordinator (MOODLE)	Once a year From final year students before they leave
9	Exit Survey from final year students	T&P office	Once a year
10	PEO Feedback (from Alumni passed out during last 3-5 years)	T&P office & Department OBE coordinator through GOOGLE FORMS	Once a year

- The house also reviewed the following practices for stakeholders feedback :
- The feedback analysis is conducted at the department level and corrective actions are taken for the above feedbacks in a year.
 - The student feedback on faculty' at no. 6, is collected twice a semester and analysed centrally using well established standard procedure and the mechanism for appreciation/improvement.
- There was a discussion on the relevance and need for involvement of parents in the institute. The student members and some members felt that parents may not be in a position to spare time or provide a meaningful feedback; however it was later resolved that the role of parents as one of the stakeholders can be effectively used for overall quality improvement. The house also suggested following activities to improve the number of responses from stakeholders for each of the feedback and to improve the analysis mechanism:
- An in-house interactive workshop on '**Feedback Analysis**' needs to be conducted for the faculty members to emphasize the need of this exercise and to bring uniformity and effectiveness to the practice.
 - There is a need to take steps to constitute the '**Parent-Teacher Association**' at the Institute as well as at the department level.
 - An '**Alumni Association**' must also be formed at the **department level** to establish a strong bond with the alumni and to utilize the immense alumni potential for the growth of the department.
 - The student members were of the opinion that the attendance and results of the students should be mailed to their parents.
 - **Er Ashutosh Chincholikar** stressed the need for training the faculty in industry as a first step for improving industry connect.

Item-5

To present the student feedback analysis for July-November 2019 Sessions and review the actions taken.

- The house recognized and appreciated the following practices of online collection of feedback from students on teaching learning, mechanism for analysis and corrective action and methodology based on FFI for issuing letter of appreciation or for improvement of their performance for the overall improvement of quality in teaching & learning:
- The feedback was collected from the newly admitted First Year students during the first midterm examination.
 - The feedback was analysed centrally by the Dean Academics office.
- The report for individual faculty members and the class summary are both forwarded



the remaining semester.

Analysis & reward for faculty teaching first year students

- Out of the 35 faculty members engaged in teaching the First Year classes 15 faculty members were rated in category 'very good' with Faculty Feedback Index (FFI) score of higher than 4.0 on a 5 point scale.
- Only two faculty members were rated below average due to the FFI score being below 3.
- The remaining 18 faculty members were rated as 'good' with an FFI between 3 and 4.

Analysis & reward for faculty teaching II year to Final year students

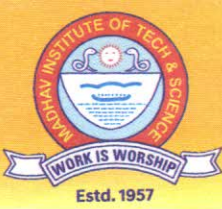
- A total of 58 faculty members were rated as 'very good' and 37 faculty members were below average.
- The detailed report is enclosed as Annexure-I.

Item- 6

To apprise the House about Founder's Day celebrations in the institute and awarding faculty and student achievers.

- The house appreciated the practice to celebrate the **Founder's Day** in the Institute and to recognize and appreciate the significant achievements of the faculty and students during celebration. Following are the glimpse of the Founder's Day celebrations:
 - The 62nd Founder's Day was celebrated in the Institute on 14th November 2019 to commemorate the formation of "The Scindia Engineering College Society".
 - **Er Anurag Chaudhary, District Collector, Gwalior** was the chief guest. Honourable member of the Board of Governors, **Shri Prashant Mehta** and Secretary The Scindia Engineering College Society **Er Ramesh Agrawal** presided over the function.
 - The best all rounder girl and best all rounder boy for academic year 2017-18 were awarded.
 - The top performing active student clubs (20 numbers) and professional chapters (05 numbers) of the Institute were also awarded. The awards were received by the respective faculty coordinators of the clubs/chapters.

Sr. No.	CLUB	Faculty Coordinator
1.	Aerospace Club	Dr. C S Malvi
2.	Art Club	Prof. Pooja Sahu
3.	ASIMOV Robotics Club	Dr. Karuna Markam
4.	Biotech Club	Dr. Sunita Sharma
5.	Dance Club	Prof. Parul Saxena
6.	HAM RADIO SOCIETY MITS	Dr. Vandana Vikas Thakare
7.	Holistic Health Club	Prof. Vishal Chaudhary
8.	Innovation Cell	Dr. C S Malvi
9.	International Opportunities Club	Dr. Anshu Chaturvedi
10.	Music Club	Dr. Shourabh Bhattacharya
11.	MIT'S Codewar Club	Prof. R. R. Singh Makwana
12.	MIT'S Journalism Society	Prof. Anish P. Jacob
13.	NSS Unit	Dr. Manish Sagar
14.	Photography Club	Prof. Deep Kishore Parsediya
15.	Querencia Club	Dr. Sanjeev Khanna
16.	Rashtray Club	Dr. Abhay Mishra
17.	SKYROADS Club	Prof. Neha Bhardwaj
18.	Sports Club	Dr. B.P.S. Bhadoriya
19.	Technical Exhibition Club	Dr. Viiav Bhuriva

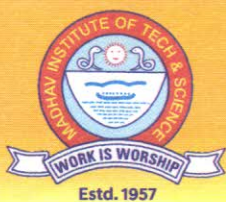


20.	Terrestrial Automobile Development Club	Prof. Vedansh Chaturvedi
	STUDENT CHAPTER	Faculty Coordinator
21.	MITS ACM STUDENT Chapter	Prof. Neha Bhardwaj
22.	IEEE Student Chapter	Dr. Manish Dixit
23.	IET Student Chapter	Dr. Vijay Bhuriya
24.	IETE Student Forum	Dr. Vandana Vikas Thakare
25.	ISTE Students' Chapter MITS	Prof. Vishal Chaudhary

- Faculty members who received topper or Elite+Gold certificates from NPTEL were also awarded on the Founder's Day.

S. no.	Course Name	Name	Department	Final Score	Certificate Type	Topper
1.	Electronic Waste Management - Issues And Challenges	Ms. Nupur Verma	Civil Engineering	91	Elite+Gold	---
2.	Introduction to Internet of Things	Ms. Juhi Pruthi	Computer Science and Engineering	98	Elite+Gold	----
3.	Introduction to Internet of Things	Ms. Pooja Agrawal	Computer Science and Engineering	95	Elite+Gold	---
4.	Principles of Signals and Systems	Mr. Awadhesh Gupta	Electronics Engineering	98	Elite+Gold	Topper of 1% in this course
5.	Microprocessors and Microcontrollers	Ms. Aruna Chouhan	Electronics Engineering	90	Elite+Gold	Topper of 1% in this course
6.	Introduction to Automata, Languages and Computation	Ms. Julie Kumari	Computer Science and Engineering	91	Elite+Gold	Topper of 5% in this course
7.	Introduction to Automata, Languages and Computation	Ms. Namrata Agrawal	Information Technology	93	Elite+Gold	Topper of 5% in this course
8.	Basics of Finite Element Analysis - I	Dr. Jyoti Vimal	Mechanical Engineering	93	Elite+Gold	Topper of 2% in this course
9.	Non Conventional resources of Energy	Mr. Saurabh Rajput	Electrical Engineering	96	Elite+Gold	-
10.	Introduction to Automata, Languages and Computation	Ms. Sneha Garg	Computer Science and Engineering	91	Elite+Gold	-

— The detailed report on Founder's Day is enclosed as Annexure-II.



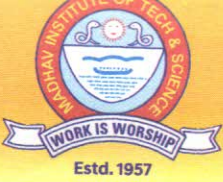
Programme conducted for the First Year Batch admitted in July-August 2019.

- As per AICTE Mandate and guidelines received from NPIU, Institute is conducting the Induction program for newly admitted students every year. The house reviewed the following activities conducted during induction program and feedback collected from students for further improvements:
 - *The Induction Programme for the newly admitted First Year students was conducted from 19th August to 1st September 2019.*
 - *During the programme Physical Activity, Creative Arts, Universal Human Values, Literary Activities, Proficiency Modules, Lectures by Eminent People and a Visit to Gwalior City is conducted.*
 - *The detailed report with feedback from students is enclosed in Annexure-III.*

Item-8

To review the status of Mentor-Mentee scheme.

- The house appreciated the various initiatives taken under the Mentor-Mentee scheme existing in the Institute for the overall development of students, guidance and support mechanism through senior students and faculty. The key points regarding implemented Mentor-Mentee scheme are as follows:
 - *Mentor - Mentee system is functioning in the Institute. Under this system as soon as the admission process of UG 1st year is over, a list is prepared where in for every 5-6 first year students (mentees) of different branches, two senior students (mentors) and one faculty (teacher mentor) are appointed.*
 - *All faculty members are involved for making the system effective. Total 174 teacher mentors in the current academic session 2019-2020 and the faculty-student ratio is about 1:5.*
 - *Meetings of Mentor- mentee with teacher mentor are organized on I & IV Saturday between 4.00 to 5.00 p.m., and additional meetings whenever required to address the issues and concern of mentees.*
 - *Minutes of the meetings are maintained. Google form is created for record purpose. Based on the requirements, following measures are taken by teacher mentors :*
 - *Introduced about facilities available in college, in particular about availability of e-books in the library. IInd year student mentors were asked to help the first year student for books and notes.*
 - *Concerned department has been contacted for the rectification of issues like books not available in library, study material, etc.*
 - *Suggestions regarding how to handle college life and how to prepare for exams were given.*
 - *Encouragement to explore student club and Extra-curricular activities*
 - *Whatsapp group were created for better coordination and response.*
 - *Students were given a brief idea about GATE & GRE.*
 - *Guided the students to see videos of the experiment performed in the lab., and compare it with the process they performed so as to have better understanding and error can be minimized.*
 - *Mentor student guided the mentee students on how to prepare for EEES course. Faculty mentor informed the relevance of studying the course on EEES and availability of MOODLE.*
 - *Apprised the students about study materials available on internet especially on NPTEL courses and asked the mentee students to prepare their own notes from exams point of*



➤ The house also suggested for impact analysis of this scheme and to publish the success story in Institute news letter to publicize this scheme among students for the maximum benefits.

Item -9 To review the status of student counselling and set-up a social emotional learning (SEL) plan

- The house recognized following initiatives and monitoring process adopted in the Institute for the students counselling in each aspects of human behavioural, social, emotional challenges:
- The Institute has appointed **two full time counsellors** for addressing issues such as stress, anxiety, aggression, gender and other biases, equity and other such negative emotions among students before they get converted to full blown problem.
 - **This activity is monitored by the Dean Student Welfare and Student Development Cell.**
 - The reports of counselling sessions conducted by the counsellors are enclosed as Annexure IV (Report of Dean Student Welfare).
 - The counselling cell is working to enhance the **Social and emotional learning (SEL)** in the Students and staff for following objectives:
 - Understand and manage emotions
 - Set and achieve positive goals
 - Feel and show empathy for others
 - Establish and maintain positive relationships, and
 - Make responsible decisions
 - The counselling cell has identified & planned following activities for the holistic development of the students and to integrate the same in the academic calendar for the session 2020-21.

First Year : Self Awareness : Get to Know Yourself (Activity Based Sessions)

- Appearance
- Body Language
- Communication
- Digital Footprint
- Etiquette

Second Year : Develop Your Soft skills (Lecture Method & Activity Based Sessions)

- Teamwork
- Adaptability
- Problem solving
- Creative & Critical Thinking
- Work ethics
- Interpersonal skills
- Leadership

Third Year : Getting ready For The Job Market (Lecture & Activity Based Sessions)

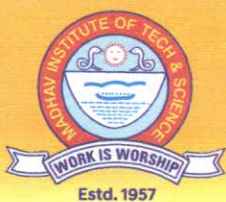
- Resume Making
- Mock interview

Fourth year : Need Based Sessions

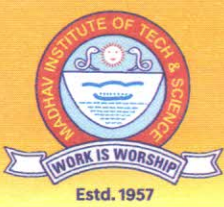
Group sessions for creating awareness on issues like Gender Equity , Sense of Self & Others , Finding the Purpose of Life , Wardrobe Engineering , Inner Engineering , Sleep Hygiene, Holistic Lifestyle etc.

Individual counselling sessions for specific concerns like absenteeism, psychological

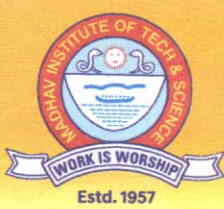




	<p>health concerns, slow learners etc.</p> <p>Referral System For Documentation</p> <ul style="list-style-type: none"> ○ Proctor/HOD/ Class Coordinator to refer the students to the counselling cell ○ Referral Slip Format to be made by counselling cell ○ Documentation of all the referred and drop in students and status of counselling provided matter Escalated to concerned higher authority by counselling cell.
Item-10	<p>Student clubs and enrolment</p> <p>➤ The house appreciated the activities conducted under various students clubs and the process of monitoring and appreciation for achievements as per the Institute commitment towards overall development of students and to enhance the various personal abilities of students. The summery of same is as follows:</p> <ul style="list-style-type: none"> ● Review of previous year performance of Student Clubs was done by Student Development Cell (SDC) on 27th July 2019. ● Reorganisation of various clubs and constitution of some new clubs was proposed. Also Faculty Coordinators of some clubs are changed /shuffled. ● Further, on demand of students, one more club "IOT Internet of Things" was added in another meeting of SDC held on 11th Oct. 2019. ● Total 55 clubs for academic session 2019-20 are offered. Faculty Coordinators monitor the registration and activities of these clubs. (List of Clubs is attached as Annexure IV) ● A total of 39 activities/events/competitions were conducted by the various clubs during this semester. List is enclosed in Annexure-IV.
Item-11	<p>Uploading of UG projects and ME dissertations in e-repository on MOODLE</p> <p>➤ The house reviewed following status of uploading of UG projects and ME dissertations in e-repository on MOODLE under the Environment Management/ Sustainable Development mission of Institute.</p> <ul style="list-style-type: none"> ● An e- repository has been created to upload all UG Major Project Reports & PG dissertations. ● Instructions have been sent to all the departments to upload all the above reports for 2018-19 batch & 2019-20 batch. ● The final data will be stored in an excel file for ease in compilation.
Item-12	<p>To apprise the House about the new initiative of "conduction of course end seminar" and " One minute paper writing" for indirect assessment of course outcomes</p> <p>➤ The house accepted the initiatives taken by Academic Development Cell of the Institute for indirect assessment of course outcomes to strengthen the implementation of the Outcome Based Assessment as per exam reform policy of AICTE. The initiatives and the action taken in this regard is as follows:</p> <ul style="list-style-type: none"> ● For the attainment of Course Outcomes (CO) 80% weightage is given to direct assessment and 20% to indirect assessment. <p>While the attainment of COs from direct assessment is computed using the results of mid-term/end term examinations, quiz end mid-term/end term viva voce, the indirect</p>



	<p>assessment was so far being computed only from the CO feedback of students.</p> <ul style="list-style-type: none">• Hence after discussions and deliberations, it was proposed by the Academic Development Cell and approved in the HoDs & Deans meeting with the Director on 05/11/2019, that following activities are to be conducted for the indirect assessment of COs of all courses for all UG & PG programmes.<ol style="list-style-type: none">(1) Course end seminar (weight 10%)(2) One minute paper writing (weight 5%)(3) CO feedback for each course (weight 5%)• For the smooth implementation of this activity detailed instructions and formats were prepared by the ADC.• The activity was conducted just before the beginning of practical examinations in November 2019.• On the basis of students' presentations in groups of about 5, the assessment will be done by faculty members in levels (1, 2 or 3).• The levels will be based on (i) demonstration/understanding of the course outcome (ii) presentation (iii) communication (iv) team work & (v) Ethics
Item-13	<p>To apprise the House about the new initiative of on-line conduction of mid semester examination</p> <ul style="list-style-type: none">➤ The house recognise the efforts taken by Institute under the digital and exam reforms initiatives, on-line conduction of examination, a trial examination has started at initial stage, the details are as follows:<ul style="list-style-type: none">▪ The mid-semester examination for 5th semester students of course "Software Engineering" code 160502 was conducted in the online mode for 62 students on 17 Oct 2019.▪ Additional 30 minutes were allotted to the students due to the new pattern of online mode. Examination has been conducted successfully without any issues.▪ The full report with technical details is enclosed in Annexure V.➤ The house accepted this new initiative and suggested to implement same for end semester also in progressive manner.
Item-14	<p>To present the report on conduction of AICTE sponsored International Conference on 02-03 November, 2019</p> <ul style="list-style-type: none">➤ The house reviewed the completion report of AICTE sponsored International conference, which was conducted as first interdisciplinary international conference by the Institute on 2nd & 3rd November 2019, the detailed are:<ul style="list-style-type: none">• The conference received 148 papers through the 'easy chair conference management system'.• The papers were checked for plagiarism using the standard Turnitin software before sending the papers for review.• After a rigorous review, 88 papers were accepted and presented in 16 separate sessions. There was one Skype session.• There were 10 invited technical sessions; 24 experts from diverse fields of engineering, technology and science participated in the conference.



- The report is enclosed as Annexure-VI
- The house appreciated the efforts taken to organize first international conference by the Institute and suggested to organize such type of conference every year in the series of this conference.

Item-15

To review the results of the Academic Audit and status of the departments over past two years

- The house reviewed the following results of the Academic Audits and status of the departments over past two years and suggested to continue this practice of academic audit as Institute has already planned for NBA accreditation of all UG eligible courses according to pre-qualifier status:

- The Academic Audit was conducted by the **Internal Audit Committee** on 31st August, 1st September and 28th September 2019.
- The department wise status is as follows:

Academic Audit-V, Date - (31.8.2019 & 01.9.2019)

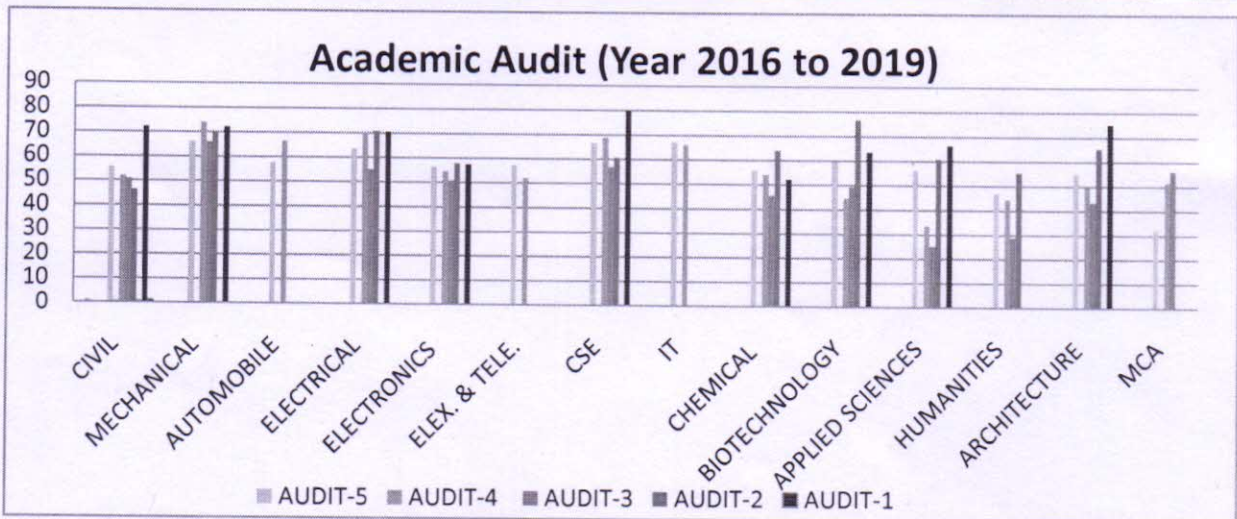
CIVIL	MECHANICAL	AUTOMOBILE	ELECTRICAL	ELECTRONICS	ET
139	165	144	159	141	143
250	250	250	250	250	250
55.60 %	66.00%	57.60%	63.60%	56.40%	57.20%
IX	III	V	IV	VII	VI

CSE	IT	CHEMICAL	BT	APP. SCIENCES	HUMANITIES	ARCHITECTURE
167	168	140	134	107	87	135
250	250	250	225	190	185	245
66.80	67.20%	56.00%	59.56%	56.32%	47.03%	55.10 %
II	I	VIII	I	II	IV	III

Comparison of Academic Audit (2016 to 2019)

Branch	AUDIT-5 (31-08-2019)	AUDIT-4 (02-03-2019)	AUDIT-3 (25-08-2018)	AUDIT-2 (17-02-2018)	AUDIT-1 (18-02-2017)
CIVIL	55.60	51.94	50.80	46.43	72.17
MECHANICAL	66.00	74.08	66.00	70.00	72.17
AUTOMOBILE	57.60	66.41	NA	NA	NA
ELECTRICAL	63.60	69.90	55.20	70.71	70.43
ELECTRONICS	56.40	54.49	50.80	57.86	57.39
ELEX. & TELE.	57.20	52.15	NA	NA	NA
CSE	66.80	68.78	56.80	60.71	80.00
IT	67.20	66.02	NA	NA	NA
CHEMICAL	56.00	54.29	45.60	64.00	52.17

BIOTECHNOLOGY	59.56	44.87	49.36	76.80	63.48
APPLIED SCIENCES	56.32	33.81	25.26	60.87	66.25
HUMANITIES	47.03	44.49	29.00	55.45	NA
ARCHITECTURE	55.10	49.90	43.40	65.38	75.24
MCA	32.77	51.67	56.19	49.17	NA



- The full report is enclosed as Annexure VII.
- In view of Institute commitment for accreditation of NBA & NAAC. The house also suggested for necessary corrective actions by concern low scoring departments to improve the score in appropriate parameters,

Item-16

To assess the status of Internships to III year students during the summer vacations

- The house was appraised about the status of summer-internship programme conducted for I& II year students during the summer vacations along with student feedback and the impact analysis.
- It was decided that an Internship Policy will be drafted for
- In this regard a clear **Internship Policy** needs to be formulated and circulated to the students with detailed guidelines for:
 - (i) The III summer internship at a relevant industry after VI semester
 - (ii) Provision of a full 8th semester internship.

Item-17

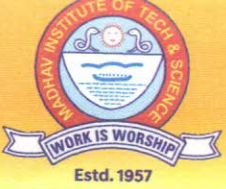
To review the 'Annual progress Report' (APR) of the institute for the year 2018-19 before uploading it on the website

- The house was appraised about the 'Annual progress Report' (APR) compiled for the Academic Year 2018-19.
- The house accepted the 'Annual progress Report' (Annexure VIII) and approved for the uploading on institute website.

Item 18

To review the Annual Quality Assurance Report (AQAR) to be submitted to the National Assessment And Accreditation Council (NAAC) for the year 2018-19

The house was appraised about the AQAR compiled for the Academic Year 2018-19. The AQAR is now ready for submission to the National Assessment and accreditation Council



(NAAC) and for uploading on NAAC web-portal & institute website. The key points about AQAR submission are as follows:

- NAAC expects that by submitting AQAR according to the revised accreditation framework the following FOUR objectives are fulfilled:
- *The tools and parameters in the new AQAR ensure that the preparation of AQAR would facilitate the Institute for the upcoming cycles of Accreditation.*
- *Data collected/prepared infuses quality enhancement measures undertaken during the year.*
- *The AQAR also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution.*
- *The new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.*
- *The AQAR will be submitted online on NAAC web-portal using Institute login.*

Item 19

To apprise the House about the student achievements outside the institute

- The house appreciated the following achievements of students under various activities held outside the Institute:
 - *The girl students of the Institute Dance Club brought laurels to the Institute and secured Second position in open category at the 'Udbhav International Dance Festival' 2019 organized at Gwalior in the first week of November 2019.*
 - *The Indian Society for Technical Education (ISTE) Chapter of the Institute was awarded the "Best Chapter of Madhya Pradesh" in the ISTE National Convention at Bhubneswar on 29th November 2019.*
 - *The institute teams were winners/runners up in the following games/sports.*
 - *Report in Annexure IX.*

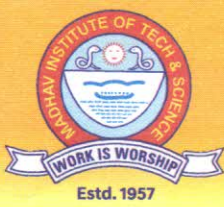
S. No.	Name of Activity	Achievement/Winner
1	Badminton (Girls)	Winner
2.	Badminton (Boys)	Winner
3.	Basketball (Girls)	Winner
4.	Basketball (Boys)	Runner up
5.	Table Tennis (Girls)	Winner
6.	Table Tennis (Boys)	Winner
7.	Football (Boys)	Runner up
8.	Volleyball (Girls)	Winner
9.	Volleyball (Boys)	Runner up
10.	Cricket (Boys)	Winner
11.	Chess (Boys & Girls)	Runner up

Item-20

To apprise the House about the performance audit results of the on-going TEQIP-III project

- The house appreciated the achievement of High score (1.27) in the second performance audit under TEQIP-III. The key points are:
 - The institute has been ranked as a "High Performing Institute" and the score achieved by the institute was 1.27 in the Second Performance Audit.(Target: Score <1.5)
 - This status has been accorded on the basis of 7 performance metrics set by the National programme Implementation Unit (NPIU).

These 7 criteria are: Expenditure, DLI's achieved, Transition Rate from 1st year to



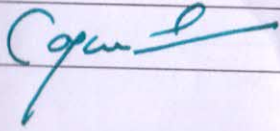
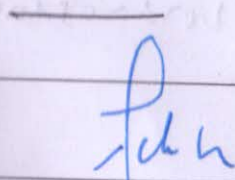

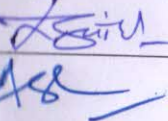
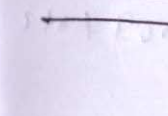
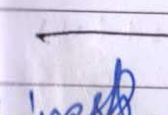
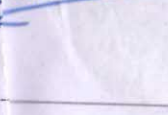
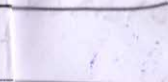

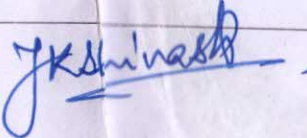

	<p>Development.</p> <ul style="list-style-type: none">The detailed report is enclosed as Annexure X
Item-21	<p>To present the November MOODLE report and improvement of MWI</p> <p>➤ The house was appraised about November MOODLE report and status of MWI (MOODLE Working Index) to review the effectiveness of working on MOODLE, following are the summary of MOODLE report:</p> <ul style="list-style-type: none">The MWI is calculated based on the number of MOODLE parameters being utilized by the faculty members for digital teaching-learning.Out of the 230 faculty members 203 are performing excellent and 27 are good as judged by the MWI.The full report is enclosed in Annexure XI
Item-22	<p>Any other matter with the permission of the Chair</p> <ul style="list-style-type: none">The dean academics expressed the need for developing and implementing an Administrative Efficiency Index (AEI) to complete all routine activities, feedback reports, orientation activity etc in a timely manner and to facilitate timely submission of the AQAR.The student members appreciated the MOODLE and its contribution in teaching & learning as well as in assessment.

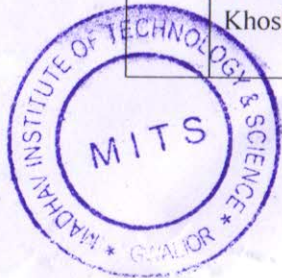
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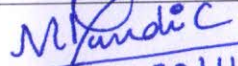

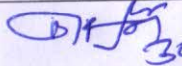


(Dr. Pratesh Jayaswal)
Coordinator-IQAC



R. K. Pandit
22.2.2020
DIRECTOR
Madhav Institute of Technology & Science
Gwalior - 474005 (M.P.)

S. No.	Name	Designation	Mobile/Phone No.	e-mail address	Signature
1	Dr. R.K. Pandit	Director	9926454902	director@mitsgwalior.in	
2	Dr. (Prof.) I.K. Bhat	Vice Chancellor	9560807588	vc@mru.edu.in	
3	Dr. S.G. Deshmukh	Director		Deshmukh.sg@gmail.com	
4	Shri Prashant Mehta, IAS	Member, Board of Governors	9893121999	Prashantmehta90@hotmail.com	
5	Er. Ramesh Agrawal	Secretary, SECS & Member BoG	9425115111	rameshagrawalexmla@gmail.com	
6	Dr. Keshav Pandey	Journalist	9425111819	Pandey.drkeshav4@gmail.com	
7	Er. Ashutosh Chincholikar	Business Head, Smart Controls India Ltd	9755040457	ashu@smartcontrols.in	
8	Mr. Swapan Kumar Mukherjee	Independent Consultant & Former Country Head Sales Maruti India, Gurgaon.	9811799320	skmukherjee_1959@yahoo.co.in	
9	Mr. Ajay Joshi	Founder ERP Consultants India, Vadodara	9724554484	ajoshi@erpconsultantsindia.com	
10	Mr. Yatindra Kumar Shrivastava	Principal Advisor SYSSTEAMZ Management Advisory Services, Pune	9650361166	yatindra.shrivastava@syssteam.com	
11	Mr. Rajnesh Khosla	Head of Human Resources LG Soft India Pvt. Ltd., Bangalor	8197055533 9899002220	rajnesh.khosla@lge.com rajnesh_khosla@yahoo.com	



12	Ms. Sakshi Shrivastava	Student, Electrical	8839019796	sshrivastava376@gmail.com Sakshishrivastava0751@gmail.com	
13	Mr. Kunal Abhishek	Student, Civil	7987022213 9534713942	Kunal26abhishek@gmail.com	
14	Dr. Manjaree Pandit	Professor & Dean Academics	9826954902	Manjaree_p@mitsgwalior.in	 30/11/19
15	Dr. P.K. Singhal	Professor & Exam Controller	9425341555	pks_65@mitsgwalior.in	 30/11/19
16	Dr. R.K. Kansal	Professor & Dean Student Welfare	9165028102	rkansal19mitsgwalior.in	
17	Dr. Akhilesh Tiwari	Professor & Head	9407204907	atiwari@mitsgwalior.in	 30.11.19
18	Dr. Manish Dixit	Professor	9425117866	dixitmits@gwaliormits.in	 30/11/19
19	Prof. Rajni Ranjan Singh Makwana	Assistant Professor	9098054320	rrsingh@mitsgwalior.in	 30/11/19
20	Dr. Pratesh Jayaswal	Professor & Coordinator IQAC	9826561725	pratesh_jayaswal@mitsgwalior.in	 30/11/19
21	Er. Vikram Rajput	Training & Placement Officer	8516057887	vikram.rajput@mitsgwalior.in	 30/11/19
22	Shri D. Gorakhpuri	Finance Officer	9425775845	dharmendra@mitsgwalior.in	 30/11/19
23	Shri Atul Chauhan	Assistant Registrar	9425777001	atul@mitsgwalior.in	 30-11-19

