COMPLIANCE/ACTION TAKEN REPORT OF IQAC MEETING ON 6th MARCH 2021

In Compliance to the decisions taken by IQAC in the meeting on 6th March 2021, the following actions have been taken:

The various actions taken between the two consecutive IQAC meetings are mentioned here and the reports/outcomes of these actions are presented in the meetings of IQAC, documented in the MoM and the corresponding Annexures.

Action taken for enhancing Alumni Connect (In compliance to IQAC)

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR
(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)
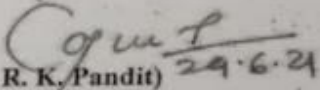
No.: 1098   Date: 29.06.2021

ORDER

In compliance of decision taken in the IQAC meeting dated 06th March 2021 regarding enhancement in the interaction between Industries, Alumni and Institute, **Dr. C. S. Malvi, Professor, Department of Mechanical Engineering** is appointed as Professor In-charge Alumni & Industry Interaction cell of the Institute. The staff of Training & Placement cell will support Dr. C.S. Malvi in activities related to alumni & Industry interaction.

Dr. Malvi will submit a detailed proposal/plan to enhance the interaction between Industries, Alumni & Institute for the approval of undersigned on or before 10th July 2021.

Further, Dr. Malvi will coordinate all the activities related to alumni & industry interaction as per approved plan.

(Dr. R. K. Pandit) 29.6.21
Director

ORDER

Copy to:

    (i)   All Deans
    (ii)   All Head of the Departments
    (iii) Training & Placement Cell,
    (iv) Registrar,
    (v)   HR-Section,
    (vi) Director Office.
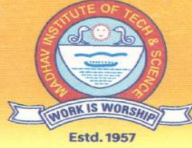
Action taken for enhancing Alumni involvement in the institute (In compliance to IQAC)

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

No.: 1103   Date: 30.06.2021

ORDER

In view of decision taken in the IQAC meeting dated 25.06.2021 regarding enhancement in the interaction with alumni, presence/participation/involvement of alumni in the various academic & other professional development activities/events to be organized by different departments/T&P Cell is mandatory.

In this regard, delivery of one session by alumni of concerning discipline in the academic activities will be essential w.e.f. 01.07.2021.

Therefore, all the head of the Departments/TPO are required to ensure compliance of above decision.

(Dr. R. K. Pandit)   30.6.21
Director

Copy to:

(i)   All Deans,
(ii)   All Head of the Departments,
(iii) Registrar,
(iv)   Training & Placement Officer,
(v)   HR-Section,
(vi)   Director Office.

Action taken for the effective implementation of the MOOCs: Revised appointment order of SWAYAM Coordinators

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

Ref No. 1106   Date:30.06.2021

Order

For effective implementation of MOOCS under flexible curriculum scheme and National Education Policy (NEP-2020) in the Institute, the role of SWAYAM Coordinators will be of prime importance. The following faculty members are appointed as SWAYAM Coordinators for their departments.

| S.No.	Name	Department
1.	Prof. G. Bhadoriya	Civil Engineering
2.	Dr. Chayan Gupta	
3.	Mr. Bhupendra Pandey	Mechanical Engineering
4.	Dr. Gavendra Norkey	
5.	Dr. Shishir Dixit	Electrical Engineering
6.	Dr. Vikram	
7.	Dr. Sandeep Sharma	Electronics Engineering
8.	Dr. Ashish Gupta	
9.	Dr. Rajni Ranjan Singh	Computer Science Engineering
10.	Prof. Anjula Mehto	
11.	Prof. Punit Kumar Johari	Information Technology
12.	Dr. Sanjiv Sharma	
13.	Dr. Saumil Maheshwari	
14.	Prof. Swati Gupta	Chemical Engineering
15.	Prof. Harshita Mishra	Architecture and Planning
16.	Dr. J. K. Muthele	Engineering Mathematics and Computing

1. The departments in which there are two names, **the first faculty will be primarily accountable** for the smooth conduction/mentoring/evaluation/credit transfer related issues. The second faculty member will help the first faculty member.
2. The **"roles and responsibilities of SWAYAM coordinators and mentors" is enclosed**. The first faculty will ensure that all the responsibilities are being carried out as listed in this document (enclosed).
3. It is compulsory for all mentors to register in the MOOCs for which they have been assigned mentorship.
4. The SWAYAM coordinators will conduct (i) meeting of mentors regularly(ii) awareness and motivation session for students so that they submit assignments regularly (iii) monitoring of mentoring sessions (iv) all data compilation
5. Through constant monitoring, the SWAYAM team will ensure that maximum number of students get their NPTEL certification and number of students for the institute level examination is limited to only a few.
6. The SWAYAM coordinators will coordinate with the institute level SWAYAM managers Prof. Praveen Bansal, and Dr. Sunita Sharma for dissemination of information and timely compilation of data as and when required.

Dr.R.K.Pandit   30.6.21
Director

Copy to:
1.   All Head of Departments
2.   Concerned Faculty members
3.   Prof. Praveen Bansal, SWAYAM Coordinator and SPOC, NPTEL Local Chapter
4.   Dr. Sunita Sharma, Associate SWAYAM Coordinator
5.   Registrar
6.   Dean Academics
7.   Director Office
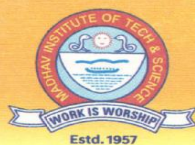
Action taken for reviewing BoS documents (Post Academic Council, to sort out implementation issues) at the central level: Meetings of ADC with HoDs & their teams from 5th July to 7th July 2021

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

Ref. No. DA/MP/2021/1369   Date: 01/07/2021

NOTICE

The meeting of the **Academic Development Cell** of the Institute will be conducted in the **Convention Hall on Monday, 05th July, 2020 at 3.00 P.M.** The HoDs will project the full minutes of the BoS conducted in June 2021 for further discussion and actions to be taken for implementation of schemes w.e.f. 2020-2021 admitted batch onwards.

(Dr. Manjaree Pandit)
Dean (Academics)

Copy to:
1. All member of ADC
2. All HoDs
3. Director Office

Minutes of the Meetings of ADC 5th July to 7th July 2021

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

Date: 07.07.2020

MINUTES
Meeting of the "Academic Development Cell"

The meeting of the ADC cell with all HoDs/representatives was held on 5th, 6th, & 7th July 2021 from 3.00 PM onwards to resolve the post Academic Council issues for discussion and actions to be taken for the smooth implementation of the new schemes w.e.f. 2020-2021 admitted batch onwards.

The BoS minutes of the following departments were discussed:

| S.No.	Name of Department	BOS Meeting date	S.No.	Name of Department	BOS Meeting date
1.	Civil Engineering	09.06.2021	6	Chemical Engineering	8th June 2021
2.	Electrical Engineering	02.06.2021	7	Engineering Mathematics and Computing	2nd June 2021
3.	Information Technology	10.06.2021	8	Mechanical Engineering	8th June 2021
4.	Applied Physics & Chemistry	10.06.2021	9	Architecture	7th June 2021
5	Computer Science & Engineering	7th June 2021	10	Electronics Engineering	8th June 2021

A detailed discussion and review of the following points was carried out.
1. CO attainment and gaps
2. Preparation of the list of "Skill based mini projects"
3. Stakeholder feedback on curriculum (Student, faculty, alumni, employer, parents)
4. Schemes from I semester to IV semester were checked for uniformity and other discrepancies

The HoDs projected their BoS documents and the following issues were discussed and resolved:
1. Some general observations were made about the newly introduced separate column for the 'Skill based mini project' component in the schemes. The issues were mostly related to presentation/language used for identifying and listing these course-wise projects. Suitable suggestions were given by committee members and HoDs for improvement so that HOTs can be developed in students through exposure to **'open ended and real-world practical problems'**.
2. The DE and OC courses (to be conducted in traditional as well as from MOOC platform) as proposed by the BoS of the departments were reviewed. In the EE department it was suggested that 1-2 more courses can be introduced from MOOCs for Honours in addition to the Internet of things (IoT) related courses proposed.
3. The 'feedback received on course curriculum from stakeholders' as mapped with the changes proposed by the BoS, in curriculum/syllabi was reviewed by all the members and HoDs. **It was decided that a 5-point scale should be used to measure the level of satisfaction for each parameter/question**
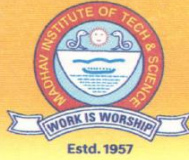
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Gola ka Mandir, Gwalior (M.P.)- 474 005, INDIA

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

uniformly, by all the departments with labels as: *1: average, 2: Above Average, 3: Good, 4: Very Good, 5: Excellent*

4. **For CO feedback on MOODLE, only 3 levels must be used which are: "Strongly agree", "Agree" and "Not sure"**

5. It was resolved that the overall **'percentage of COs not attained'** will be summarised and recorded for each programme, on the first page itself.

6. The OBE manager Dr Sulochana Wadhwani will conduct a series of meetings of all OBE coordinators for ensuring that uniform CO attainment policies are adopted across all the departments. Similarly, the process for gap attainment will also be discussed with reference to the new scheme w.e.f. 2020-2021admitted batch. This exercise will be carried out after each semester to maintain proper documentation and continuity in practices. The HoDs can also be invited to attend these meetings.

7. "Introduction to Cyber Physical Systems" is proposed to be introduced in Mechanical Engineering as a DE course for the 2020-2021 admitted batch

8. In place of "Statistical Techniques" course in 'Mathematics and Computing' programme "Probability and random process" has been introduced.

9. In the Architecture Scheme, one MOOC course has been introduced for the students for completion during their training period in IX semester.

10. The Departments will share their report on **"Curriculum Feedback from all Stakeholders"** with the Dean Office latest by 16th August 2021. Sample size must be mentioned for each feedback.

11. It was decided that the list of OCs, DEs, Minor Specialization and Honours courses recommended/offered by the respective BoS for the 2017-2021 batch from V semester to VIII semester will be compiled and sent to the dean academics office.

(Prof. Swati Gupta)   (Dr. S.Bhattacharya)   (Dr. Anjula Gaur)

(Dr. Anjali S. Patil)   (Dr. Sanjeev Khanna)   (Dr. Laxmi Shrivastava)

(Dr. V. Shinde)   (Dr. Manish Dixit)   (Dr. Manoj Kumar Gaur)

(Dr. M. K. Trivedi)   (Dr. Laxmi Srivastava)

(Dr. Akhilesh Tiwari) (Dr. Pratesh Jayaswal) (Dr. S. Wadhwani) (Dr. P.K. Singhal) (Dr. Manjaree Pandit)

Submitted for Approval

(Dr. R.K. Pandit)
Director

2/2

Action taken (as a routine practice) to create awareness about timely completion of routine activities: Format for evaluating the Administrative Efficiency Index (AEI: for July-December 2021)

Administrative Effeciency Index (July-December 2021)

Dean Academics <deanacademics@mitsgwalior.in>   Mon, Jul 5, 6:25 PM
to hod, bcc: R.K

Dear HoDs

1. Please find enclosed the format for AEI for the duration July-Dec 2021 according to 'routine activity timelines' already available with the departments.

2. The deadlines for any other additional time bound activities etc will be communicated through various notices during the session.

Thanks a lot for cooperating in the documentation process which is integral to quality enhancement attempts/accreditation requirements of the institute

Manjaree Pandit

--
Dean Academics
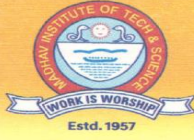Office

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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ADMINISTRATIVE EFFICIENCY INDEX (AEI)

S.No.	Routine Information/Data (Soft Copy of report or intimation to be send Dean Academics E-Mail according to dead line)	Dead Line	Civil Engg.	Mech./ Auto.	Elect. Engg./ IOT	Elex./ ET	CSE	IT/ IOT/ AIR	Chem. Engg.	MAC	Humanities	Arch.	MBA	Remark (if any)
						Session : July to December 2021								
1	**Time Table for all UG & PG Classes** Should be prepared and uploaded on departmental web page.	7/15/2021												
2	**Report of Orientation Programme for II to IV Year** (1. An Introduction to OBE by OBE Coordinators 2. Importance of Self-learning through SWAYAM 3. Career Opportunities/how to prepare for GATE 4. Importance of Feedback on (CO, PO, Faculty Feedback, Curriculum) in accreditation and quality improvement 5. Importance of attending special classes for remedial purposes 6. Institute MOODLE and the activities on MOODLE 7. Efforts made by institute for students' overall development like student chapters, clubs etc. 8. Importance of taking part in technical activities outside institute/submission of such documents to class coordinator 9. Introduction to schemes/Courses/ Evaluation Process (II Year students should be briefed about the Flexible Curriculum & various electives etc. by a suitable faculty member 10. Assigning projects to Final Year students based on Industrial/societal needs 11. Importance of internships 12. Any other information which the department feels is required to be clarified to the students to avoid complications and issues later (Regarding attendance, mid-term tests, tips for faring well in examinations etc.)	7/31/2021												
3	**Uploading Newsletter on the department web page** (Quarterly) (1. July to Sep., 2. Oct. to Dec., 3. Jan. to March & 4. April to June)	7/31/2021												
4	**Report of Allotment of Minor Project to the UG students V Semester B.Tech.** should be allotted projects within 15 days of the commencement of regular classes, Coordinated by Faculty I/c assigned by HoD	8/2/2021												
5	**Responses of Faculty Feedback (FF)** through GOOGLE FORM during First Feedback >60% Responses 10, >55% Responses 7, >50% Responses 5, >40% Responses 3, Else category Responses 1	-												
6	**Action Taken on First Faculty Feedback** (One to one meeting with faculty) and file sent to the Director for Signatures within 10 days & communicated to Dean Office on Mail, HOD	Within 10 days												
7	**Conduction of Remedial Classes (Yes/No)** If Time Table for Remedial Classes to be Displayed on Departmental Web Page in prescribed Format. Identifying absentees, poor performers, etc. of First Mid-Semester Exam and displaying their Names on Notice Board Within 10 days of completion of Mid-Semester Exams, Class Coordinators (Monitored by HoD)	8/6/2021												
8	**Final Status of DE/OC-2/OC-3,** HoD	8/10/2021												
9	**Report of Slow, Medium and Fast learner** by Class Coordinators	15/08/2021												
10	**Profiling of the Slow Learners Identified Earlier during the Session,** HoD/Class Coordinator	8/20/2021												
11	**Report of Six Monthly Review of Ph.D. Students** by Research Advisory Committee, 2021 (Signed Hard Copy)	Within 7 days												

12	**Action Taken Report on Academic Audit** HOD/Faculty In-charge 15 days after Audit (Signed Hard Copy)	Within 15 days												
13	**Report on Conduction of Mentoring Sessions for (DEs) through SWAYAM/ NPTEL/MOOC for Credit Transfer,** HoD & SWAYAM Coordinator	07/10/2020												
14	**Uploading Newsletter on the department web page** (Quarterly) (**1. July to Sep.**, 2. Oct. to Dec., 3. Jan. to March & 4. April-June)	30/10/2021												
15	**Updated APR (Session July to June 2021)** (Annexure-X : APR Format) HOD/ Faculty In-charge **(July to Sep. 2021)**	30/10/2021												
16	**Responses of Faculty Feedback (FF)** through GOOGLE FORM during Second Feedback >60% Responses 10, >55% Responses 7, >50% Responses 5, >40% Responses 3, Else category Responses 1	-												
17	**Action Taken on First Faculty Feedback** (One to one meeting with faculty) and file sent to the Director for Signatures withing 10 days & communicated to Dean Office on Mail, HOD	Within 10 days												
18	**Course Completion Status (Quizzes, Assignment, Minor Project, Major Project, Dissertation, Seminar, Lab reports**) by HoD	02/12/2021												
19	**Conduction of meeting with students admitted through Lateral Entry** by HoD & coordinator	Within fifteen days after admissions are completed												
20	**Uploading Newsletter on the department web page** (Quarterly) (1. July to Sep., **2. Oct. to Dec.**, 3. Jan. to March & 4. April-June)	30/12/2021												
21	**All Weekly Classes Statement Report (Theory & Laboratories)**	Every Monday												
22	**Updated APR (Session July to June 2021)** (Annexure-X : APR Format) HOD/ Faculty In-charge **(Upto July to Dec. 2021)**	31/12/2021												

Note : - Excellent same day = 10; Very Good if within 2-4 days = 7; Good if within 5-7 days = 5; Average if within 8-10 days = 3; Below Average if within 11-15 days = 1;Work Not Done /reported even after 15 days = 0

Action taken for compilation of BoS Documentation in soft copy (Bos June 2021)

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Reference: DA/MP/2021/ 1372   Date: 08.07.2021

NOTICE

Subject: Submission of BoS documents in soft copy

A. All the **Engineering & Technology Departments** who participated in the Post Academic Council review and discussion meeting, with the ADC members are required to send the following documents in **soft copy to the Dean academics office latest by 14th July 2021**:

1. Schemes of I semester to IV semester for all programs being offered by the department
2. Names of external experts (with affiliation and status) who were present in virtual BoS in June 2021
3. The compiled list of OCs, DEs, Minor Specialization and Honours courses recommended by the respective BoS for the **passing out 2017-2021 batch** during their V semester to VIII semester
4. The compiled list of OCs, DEs, Minor Specialization and Honours courses recommended by the respective BoS for the **current session** July to December 2021

B. The departments are requested to send the **soft copy** of the following, latest by **10th August 2021**.

5. Curriculum feedback from all stakeholder and its analysis (as discussed/presented in the meeting from 5th to 7th July 2021 with suggested modifications)

(Dr. Manjaree Pandit)
Dean Academics

Copy to:
1. All Hods
2. ADC members
3. Director Office
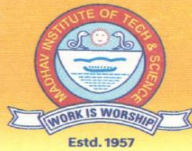
Action taken to create awareness among faculty for sending research proposals to funding agencies

List of Funding Agencies for research & other grants/fellowships/awards etc.

Dean Academics <deanacademics@mitsgwalior.in>   Tue, Jul 13, 1:32 PM
to r.faculty, n.faculty, a.faculty, bcc: R.K

Dear All

Please find enclosed a list of possible funding agencies where one can apply for getting research funding/fellowships/awards etc depending on eligibility/necessity/other modalities/timelines etc.

Interested faculty members are advised to explore and find out suitable options applicable to them.

--
Dean Academics
Office

Action taken for student support: Circulating important guidelines for registration and enrolment in NPTEL Courses

Important Guidelines to be shared with students regarding registration and enrollments

External   Inbox x

MITS NPTEL Local Chapter <nptel@mitsgwalior.in>   Jul 14, 2021, 11:44 AM
to Swati, Gautam, Chayan, Bhupendra, Gavendra, Shishir, Vikram, Sandeep, Ashish, Rajni, Anjula, Shri, Sanjiv, Saumil, harshitamishra95, Jitendra, Praveen, me

Dear SWAYAM Coordinators,

It is requested to alert your students to register /enroll for the NPTEL online courses for session July-Dec 2021

Last date for enrollment: August 02, 2021
Last date for exam registration: August 16, 2021

Very Important Guidelines to be shared with students

1. Students are advised to use a single Gmail id for registration in SWAYAM courses
2. Students must choose a YES option for asking "Do you want to share the data with the college" during exam fee registration
3. Students submit the assignment from the same ID, that they were used for course exam registration and enrollment (important)
4. They must enter the correct name and enrolment no during the course and exam registration
5. They must have to submit the fee for the course offered in department electives
6. Photos uploaded during exam registration will be clear and have only the pic of the concerned applicant only
7. Students do not cancel the course after paying the exam fee
8. It is mandatory for VII sem students to register for the NPTEL exam for the DE-2 course
9. Students ensure to enter the correct date of birth (DOB) on filling NPTEL exam registration form.
Correct DOB is required to start the exam in NPTEL centers.
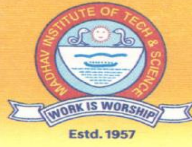
![Madhav Institute of Technology & Science, Gwalior header]

Action taken for Development of MITS-MOOC for VIII semester OC

Development of MITS-MOOC for VIII semester OC Inbox x

Dean Academics <deanacademics@mitsgwalior.in>   Fri, Jul 16, 3:15 PM
to hod

Dear HoDs

With reference to the following, information has been received from only 2 departments so far (Electrical & Electronics Engineering).

Please send the information within a week so that the process can be started.

Minutes of meeting 6th April 2021, Point no 17:

"In the meeting of HoDs with Deans and the Director on 6th April 2021 it was decided that each department will prepare at least one in-house MOOC course to be offered under Open Course (OC) category for the VIII Semester B.Tech (with credit transfer).

In this context, each department was required to submit to the dean academics office, the name of the course (at least one) along with the faculty name for further MOOC development process.

Action taken for weekly monitoring of Teaching-Learning through Excel data sheets

regarding weekly attendance monitoring data sheets

Dean Academics <deanacademics@mitsgwalior.in>   Mon, Jul 26, 11:46 AM
to hod

Dear HoDs

You are requested to use the templates of data sheets sent by the Dean Academics Office for entering class conduction data.

Please use only these sheets which are sent to you on a weekly basis. You will need to paste the names of faculty and other information.

Those sheets contain formulae for easy computation of weekly reports in an efficient manner.

Also, please do not paste multiple links in one field as it creates problems in counting.

Thank you for the timely information which comes from each department since last one year now.

The practice will continue in future also, hence please cooperate so that compilation is easy at the Dean office.
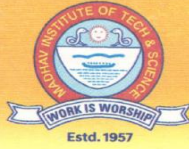
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Ph.: +91-751-2409300, Fax: +91-751-2664684, e-mail: director@mitsgwalior.in, website: www.mitsgwalior.in
Estd. 1957
WORK IS WORSHIP

Action taken for registration in NPTEL course for III Semester

Regarding registration in NPTEL course for III semester seminar/presentation course

Dean Academics <deanacademics@mitsgwalior.in>   Mon, Jul 26, 4:15 PM ⭐
to hod, Praveen, Sunita, bcc: R.K ▾

Dear HoDs

Please instruct your II year coordinators/SWAYAM coordinators to conduct a meeting of the present First year students regarding the above issue.

Each BoS has approved NPTEL courses for the evaluation of the seminar course (Though earning a certificate is not necessary in III semester, registration is mandatory).

The last date of NPTEL course registration is 2nd August (hard deadline).

By the time these students come to III semester on 1st September, they will not be able to register for this course.

Hence the matter may be taken up on an urgent basis.

Action taken to align the B.Tech III Semester Scheme with NEP-2020 philosophy

Regarding- Submission of Schemes of III Semester B.Tech. (2020-21 admitted batch) in the ✂ 🖨 ⬀
office of Dean Academics   Inbox ×

Dr Akhilesh Tiwari <atiwari@mitsgwalior.in>   Tue, Jul 27, 6:45 PM ☆ ↩ ⋮
to hod, M.K., me ▾

Respected sir/madam,

With reference to the cited subject, I am directed to inform you that the corrections/alignment (wherever required) have been done in the schemes of III semester B.Tech. (2020-21 admitted batch). The corrections (with pen) must have been received by the departments from the office of Dean Academics. The same must be incorporated in the schemes, with the following inclusions

1. The code for Novel Engaging Course (NEC) in the III Semester must be mentioned as - 200XXX
(course specific code under the Novel Engaging Course will be assigned and notified by the Dean Students Welfare in due course of time)
2. The code for Mandatory Audit Course (MAC) in the III Sem B.Tech. (2020-21 admitted batch). to be mentioned as follows-
(i) Biology for Engineers to be mentioned is 100002
(ii) Indian Constitution and Traditional Knowledge is 100006
[as per the applicability - groupwise (as notified earlier)]
3. The marks for Novel Engaging Course - **50 marks** under the End Term column of Practical Slot
4. For New programmes (EE-IoT, IT-IoT, IT-AIR) only (wherever applicable)
   The course name of Mathematics course is "Probability and random Process" and code is 250103

After incorporating above changes (and also the changes -as marked/highlighted with pen in the corrected schemes communicated/ provided by the office of Dean Academics). the final version must be submitted to the Dean Academics office by 11.30 am on 28.07.2021.

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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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

Action taken for A committee of following members in constituted to prepare annual gender sensitization plan

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

No.: 1374

Date: 30.07.2021

ORDER

A committee of following members is constituted to prepare "Annual Gender Sensitization plan" of the Institute:

(i) Dr. Anshu Chaturvedi, Chairperson, Girl's Grievances Cell
(ii) Prof. Archana Tiwari, Professor, Department of Civil Engineering
(iii) Dr. Karuna Markam, Asst. Professor, Department of Electronics
(iv) Dr. Sapna Kumari, Student Counsellor

The above committee will submit the "Annual Gender Sensitization plan" of the Institute for each quarter of academic year for the approval of undersigned through Student Development Cell on or before 10th August 2021.

The committee will also ensure the NAAC guidelines regarding preparation, execution of activities and uploading of "Annual Gender Sensitization plan/Report" on Institute website and submission of quarterly report to the office of Dean Academic Office for the purpose of IQAC meetings/AQAR.

(Dr. R. K. Pandit)
Director

Copy to:

(i) Above Faculty/Staff,
(ii) Dean Academics,
(iii) Dean Student Welfare,
(iv) Members, Student Development Cell,
(v) Registrar,
(vi) HR Section,
(vii) Director office.
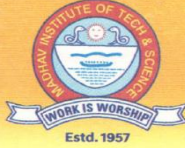
Reminder: Action taken for data/information from departments for final compilation and computation of AEI

Reminder for AEI related Activity

Dean Academics <deanacademics@mitsgwalior.in>   Aug 2, 2021, 12:56 PM
to Manoj, Laxmi, Vikas, Manish, SANJEEV, Manoj, Laxmi, me

1. Following Department have not upload time-table in departmental web page till date
1. Civil Engineering
2. Electronics Engineering
3. Engineering Mathematics & Computing

2. Following Department have not sent II to IV year orientation programme reports
1. Civil Engineering

3. Following Department have not uploaded Newsletter in departmental web page till date

1. Civil Engineering
2. Computer Science Engineering
3. Humanities Department

4. The APR from the Following Department is due.

1. Civil Engineering
2. Mechanical Engineering
3. Electrical Engineering

Responibilities of S....pdf   Show

Reminder: Action taken for data/information from departments for final compilation and computation of AEI

Dr. Laxmi Shrivastava Elex   Aug 2, 2021, 1:10 PM
Respected madam, Class time table already uploaded on the departmental webpage.

Dr.Manoj Trivedi <manojtrivedi@mitsgwalior.in>   Aug 2, 2021, 1:45 PM
to me

Newsletter already uploaded on deptt web page on 31.07.2021
Time table uploaded on deptt web page today.
orientation program reports is being compiled for 3rd & final year
APR is being compiled and the data verification process is on, it will take some time.
With Regards,

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

Action taken for circulating the revised Format for student feedback on teaching-Learning (Digital Session)

Format for feedback (Digital Session) [Inbox x]

Dean Academics <deanacademics@mitsgwalior.in>   Tue, Aug 18, 2020, 1:18 PM

to Applied, Architecture, Biotech, Chemical, Civil, CS&IT, Director, Akhilesh, Laxmi, Manish, Manoj, Sanjay, Sanjeev, Sunita, Vikas, Electrical, Electronics, Laxmi, Mechanical, Swati ▾

PFA

--

Dean Academics

Office

Green MITS, Clean MITS

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

STUDENT FEEDBACK FORMAT

(July-December 2021 Session)

Your responses are valuable to the Institute in improving future standards.
You should be careful, fair and honest in evaluation.
Grade and provide comments, objectively and with a sense of responsibility. Institute assures you that your responses will not be used for punitive/punishment purposes.
Please write a few lines to tell us about your experience in the comment at the end. Student comments are taken seriously by the administration and corrective measures are taken for improvement.
You have to rate the faculty contribution on a scale of 1-5 (1: Below Average; 2: Average; 3-Good; 4- Very good & 5: Excellent)

1. Coverage of syllabus/course content is good
2. The classes are engaged with good preparation.
3. The concepts are cleared by giving examples and applications.
4. Rate the communication skills of the faculty
5. Evaluation/assessment (mid-term, quiz etc.) by the faculty is fair and justified
6. Performance in assignments/quiz/mid-term exams is discussed in class
7. Expected Course Outcomes (CO), Program Outcomes (PO), Programme Specific Outcomes (PSOs) & course competencies are discussed
8. Classes are useful and help in identifying strengths and correcting weaknesses
9. The PPTs/notes and lecture recordings are shared in a timely manner
10. Additional classes are conducted for remedial purpose
11. The weekly quiz and fortnightly assignments motivate you to revise and learn better
12. Attitude is in general positive, supportive and helpful
13. Behaviour is ethical and shows no gender bias
14. Overall rating of the course covered so far
15. Suggestions for Improvement (Please express your views)

Action taken for online lab and theory classes

Regarding conduction of online lab and theory classes (as discussed in meeting yesterday) Inbox x

Dean Academics <deanacademics@mitsgwalior.in>   Tue, Aug 3, 2:46 PM
to Manoj, Manoj, Laxmi, Laxmi, Manish, Akhilesh, Swati, Vikas, Abhay, Anjali, SANJEEV, triloksinghchauhan, registrar, Director, me ▾

--
Dean Academics
Office

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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Reference: DA/MP/2021/1375   Date: 03.08.2021
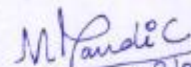
NOTICE

Subject: Regarding conduction of online lab and theory classes (As discussed in meeting yesterday)

All the lab and theory classes must be conducted in interactive mode (Live), recorded and then the links must be shared with the office of the undersigned as per practice, on a weekly basis through the excel data sheet.

Simply playing the old recordings of labs/lecture sessions is not permitted as there must be a provision for answer the student queries to changes in settings/data of the experiments/practical exercises being carried out in the lab.

Any such case, if reported, will be dealt with strict action.

03/08/2021
(Dr. Manjaree Pandit)
Dean Academics

Copy to:
1. All Hods
2. Registrar Office
3. Director Office

Action taken for sending weekly class conduction report

Regarding sending weekly class conduction reports (as discussed in meeting yesterday)   Inbox x

Dean Academics <deanacademics@mitsgwalior.in>   Tue, Aug 3, 2:48 PM   ⭐

to Manoj, Manoj, Laxmi, Laxmi, Manish, Akhilesh, Swati, Vikas, Abhay, SANJEEV, Anjali, triloksinghchauhan, registrar, Director, me ▾

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Dean Academics
Office

Green MITS, Clean MITS

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

Reference: DA/MP/2021/ 1376   Date: 03.08.2021

NOTICE

Subject: Regarding sending weekly class conduction reports (As discussed in meeting yesterday)

All the HoDs are required to check and certify that they have checked minimum 10% of the total links in each "Weekly Class Monitoring Data Sheet" sent in the mail, as instructed by the Director in the meeting yesterday.

It is requested that the colour of the checked links (classes conducted column) may be made green to facilitate monitoring at the central level.
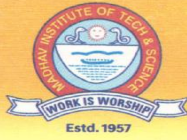
When forwarding the weekly monitoring sheets please add the following in the mail text.

"I have randomly checked about 10% of the links and found them to be satisfactory/instructed faculty to take corrective actions in future"

03/08/2021
(Dr. Manjaree Pandit)
Dean Academics

Copy to:
1. All Hods
2. Registrar Office
3. Director Office

Action taken on I year, II Semester, II feedback for students (June 2021)

Action taken on I year, II semester, II feedback from students (June 2021)

Dean Academics <deanacademics@mitsgwalior.in>
to Vikas, bcc: R.K ▾

Tue, Aug 3, 3:01 PM ⭐

Dear Dr. Shinde

It has come to notice that in the First year, II semester, II feedback from students taken during June 2021 links were sent to 42 students fr MAC while responses were received from 62 students.

It is a serious matter as feedback forms the backbone of the present T-L practices as per the guidelines of regulatory bodies (AICTE, NAAC NBA).

Therefore, the accountability for the same may please be fixed so that in future the practice will become smooth and hassle free.

A report in this matter may please be submitted through mail within 10 days, for the record/file.

—
Dean Academics
Office

Action Taken on I year Second Semester
Inbox

Vikas P Shinde

3:54 PM (3 minutes ago)

to me

The Coordinator had given the link to 42 students with strict instructions that they should not circulate the link further. However, some students had circulated the link to others and hence there was a feedback received from greater number of students. This issue has also been addressed within the department and will be taken care off from next time.

—
Dr. Vikas Shinde
Professor & Head
Department of Mathematics & Computing
Madhav Institute of Technology & Science
Gwalior (M.P.)

noted. It is suggested that coordinators instruct and motivate the students properly.
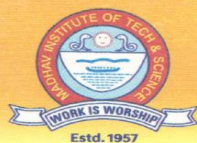
10/8/2021

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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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

Action taken on I year, II semester, II feedback from students (June 2021) Inbox x

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

Tue, Aug 3, 3:01 PM

Dear Dr. Trivedi

It has come to notice that the student response is only about 13% in the First year, II semester, II feedback from students (taken during June 2021).

It is a serious matter as feedback forms the backbone of the present T-L practices as per the guidelines of regulatory bodies (AICTE, NAAC, NBA).

Such a low % in one department drastically reduces the average response rate of the institute which is part of the AQAR/NBA report on feedback etc.

Therefore, the accountability for the same may please be fixed so that in future the practice will become smooth and hassle free.

A report in in this matter may please be submitted through mail within 10 days, for the record/file.

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Dean Academics
Office

Action taken on PG First year, II Semester, II feedback from students (June 2021)

Action taken on PG First Year, II semester, II feedback from students (June 2021) Inbox x

Dean Academics <deanacademics@mitsgwalior.in>
to Akhilesh, Manoj, Anjali, bcc: R.K

Tue, Aug 3, 6:21 PM

Dear HoDs

It has come to notice that in the PG classes of IT, Arch and Mechanical Engineering No students responded to the feedback links.

It is a serious matter as feedback forms the backbone of the present T-L practices as per the guidelines of regulatory bodies (AICTE, NAAC, NBA).
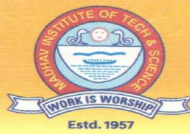
Therefore, the accountability for the same may please be fixed so that in future the practice will become smooth and hassle free.

A report in this matter may please be submitted through mail within 10 days, for the record/file.

--
Dean Academics
Office

Dr Anjali S Patil <anjalipatil@mitsgwalior.in>   Fri, Aug 6, 1:28 PM   ☆   ←

to me ▾

Dear Mam,

Apurva Tomar, Ex-faculty in the department was given the responsibility of getting the feedback form. And as per her information, the students were reminded regarding feedback filling but she did not check & made it sure to ensure the feedback form responses.
I appologise for the status. And assure that this will not happen again.

New faculty co-ordinator is appointed for PG- MUP and informed about the importance of feedback responses.

Regards,

Dr Anjali S Patil
HOD Architecture & Planning,
Madhav Institute of Technology & Science,
Gwalior.

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

: IT/201   Date: 04.08.2021

To,

Dean Academics
MITS Gwalior

Subject: Report regarding the feedback of PG (M.Tech. IT), II Semester students

Ref. Email dated 3rd August 2021

Respected Madam,

With reference to the above, the class coordinator of M.Tech IT programme was given the responsibility by the undersigned to discuss with the students and enquire the matter about non-participation in the feedback process and non responsiveness to the feedback links. The class coordinator has submitted its report (Annexure-I), which mentions that the links were shared with the students by him and students have also admitted that they have received the links from the coordinator and also claimed that they have given the response to the feedback links (statement of students are also attached with the Annexure-I). Therefore, the cause is not interpretable and seems that this may have happened due to some technical glitch.

Submitted for kind consideration

Regards,

(Dr. Akhilesh Tiwari)
Professor & Head,
Department of IT

Enclosures.
1. Coordinators report on the matter and statement of students (Annexure-I)

Action taken on Profiling of learners in the digital/online session July-Dec 2021
V and VII Semester (19th July to 20th August 2021)

Profiling of learners in the digital/online session July-Dec2021 Inbox x

Dean Academics <deanacademics@mitsgwalior.in>   Thu, Aug 5, 2:00 PM

to hod

Dear HoDs

Please instruct the class coordinators to conduct a meeting with the faculty for class-wise compilation of information about students and their learning behaviour in the online (digital) environment (As was done last year also)

[On the basis of this information, the slow learners must be instructed to attend the Additional & Remedial Classes. Counselling session can also be conducted for such students]

1. 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. (irrespective of marks obtained)

2. 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).(irrespective of marks obtained)

3.. The slow digital 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. (irrespective of marks obtained)

4. The report must reach in a timely manner (on or before 28th August 2021) in the following format.
5. It will be part of the AEI of the department.

Name of Department: Class: Period: 19th July to 20th August

Number of fast digital learners	Number of medium level digital learners	Number of slow digital learners

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Dean Academics
Office

V Semester

Profiling of Students as Slow/Medium/Fast learners
(19th July to 20th August 2021)

Department	Registered Student	No of students identified as slow digital learners* (19th July-20th August)	No of students found to be medium digital learners from 19th July to 20th August	No of students found to be fast digital learners from 19th July to 20th August
Civil Engineering	115	57 (49.56%)	37 (32.17%)	21 (18.26%)
Mechanical Engineering	150	46 (30.66%)	30 (20%)	74 (49.33%)
Automobile Engineering	67	17 (25.37%)	15 (22.38%)	35 (52.23%)
Electrical Engineering	153	43 (28.10%)	39 (25.49%)	71 (46.40%)
Electronics Engineering	143	36 (25.17%)	44 (30.76%)	63 (44.05%)
Electronics & Telecommunication Engineering	69	43 (62.31%)	16 (23.18%)	10 (14.49)
Computer Science Engineering	155	31 (20%)	60 (38.70%)	64 (41.29%)
Information Technology	75	5 (6.66%)	19 (25.33%)	51 (68%)
Chemical Engineering	59	15 (25.42%)	16 (27.11%)	28 (47.45%)
MAC	68	06 (9%)	17 (25%)	45 (66%)
Architecture	39	03 (7%)	24 (61.53%)	12 (30.76%)
MCA	20	7 (35%)	08 (40%)	05 (25%)
MBA	17	03 (17.65%)	06 (35.29%)	8 (47.06%)
	1130	312	331	487
Institutional Average		27.61%	29.29%	43.10%

Compiled by :Vinod Kumar Sharma
Dean Academics Office

(Dr. Manjaree Pandit)
Dean (Academics)
07/05/2021

(Dr. R.K. Pandit)
Director

VII Semester

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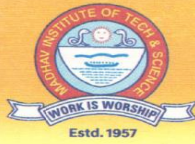(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)

Profiling of Students as Slow/Medium/Fast learners
(19th July to 20th August 2021)

Department	Registered Student	No of students identified as slow digital learners (19th July-20th August)	No of students found to be medium level digital learners from 19th July to 20th August	No of students found to be fast level digital learners from 19th July to 20th August
Civil Engineering	129	81 (62.79%)	30 (23.25%)	18 (13.95%)
Mechanical Engineering	152	46 (30.26%)	72 (47.36%)	34 (22.36%)
Automobile Engineering	70	41 (58.57%)	14 (20%)	15 (21.42%)
Electrical Engineering	151	39 (25.82%)	40 (26.49%)	72 (47.68%)
Electronics Engineering	141	27 (19.14%)	26 (18.43%)	88 (62.41%)
Electronics & Telecommunication Engineering	65	12 (18.46)	05 (7.69)	48 (73.84%)
Computer Science Engineering	140	57 (40.71%)	63 (45%)	20 (14.28%)
Information Technology	69	8 (11.76)	20 (28.98%)	41 (59.42%)
Chemical Engineering	55	12 (21.81)	11 (20%)	22 (55.18%)
Architecture	37	02 (5.40%)	21 (56.75%)	14 (37.83%)
	1009	325	302	382
Institutional Average		32.21%	29.93%	37.85%

Compiled by :Vinod Kumar Sharma
Dean Academics Office

(Dr. Manjaree Pandit) 03/09/2021
Dean (Academics)

(Dr. R.K. Pandit) 7.9.21
Director

Action taken Regarding google form link for collecting information on indexed journals

Regarding Google form link sent by Shri Atul Chahan for collecting information of Indexed journals

Dean Academics <deanacademics@mitsgwalior.in>
to r.faculty, n.faculty, a.faculty, bcc: Atul, bcc: R.K

Dear Faculty

1. Those who have already filled in the information, must not do it again to avoid duplication. However, if any updating is required, please do it.

2. This mail must be treated as a reminder.

3. Please check the indexing of the paper first, from the authentic sources/journal website or page before selecting 'scopus' or 'sci ' etc from the drop down menu.

4. Faculty is advised to create their profiles in 'publons' (Clarivate) for web of science publication/citation information etc.

5. All journals (Usually new ones) in Elsevier/Springer are not indexed so please make sure before filling.

6. Submitting wrong information can be hazardous for the institute; therefore care must be taken.

7. Faculty is expected to be aware of 'indexing' related search. However, many discrepancies have been noticed in the submitted information.

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Dean Academics
Office
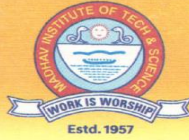
MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Action taken for In-House MITS-MOOC Development in VIII Semester

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

Ref: 1460

Date: 11/08/2021

ORDER

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

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

Department: Civil Engineering

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

Department: Mechanical Engineering

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

Department: Electrical Engineering

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

Department: Electronics Engineering

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

Department: Information Technology

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

Department: Computer Science and Engineering

Name of the Course	Faculty	Level
Mobile Adhoc Networks	Dr. Anjula Mehto	VIII Semester

Department: Architecture

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

Mandatory Audit Courses

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

(Dr. R. K. Pandit)
Director

Copy to:

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

Action taken for online feedback –I (24th to 25th August, 2021) through MOODLE

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR
(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)
New guidelines for STUDENT FEEDBACK for faculty
(July-December 2021)

Faculty Feedback workflow.

★ Each faculty have to take feedback through Moodle (Template "STUDENT FEEDBACK FORM 2021")
★ Faculty can give a maximum 2 days to students for feedback.
★ Each Faculty can download the results with comments after the feedback is closed.
★ Faculty should calculate FFI in specific format (attached in this mail)
★ Faculty should send a report to the department faculty feedback coordinator.
★ Department Feedback Coordinator has to compile all faculty FFI in specific format (attached)
★ Feedback Coordinator has to send the (i) consolidated and (ii) individual faculty report to the HOD.
★ HOD to conduct meetings with individual faculty members to discuss their feedback.
★ HOD to send the full department report (hard and soft) to the dean academics office with their comments.
★ The Dean academics office will compile an institutional report and put it to the Director office.

Responsibility/Time-line

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

Caution

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

Steps for calculating the FFI after feedback is completed

1. Download the attached file and rename as faculty name-branch-month-year (like Faculty Name-CS-Aug-2021)
2. Open your Moodle > Open Feedback > Analysis > Export to Excel

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

3. Open downloaded Excel file from Moodle and copy all data with all comments
4. Open excel sheet "Faculty Name-CS-Aug-2021" > students data > click A1 cell (left corner) and paste all data with all comments, as copied from the Excel file.
   Open "Faculty Report" sheet > Fill the yellow colored fields like name , subject code, subject name, Registered students, Response.
5. Download sheet, and send in soft copy to the feedback coordinator for compilation.

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

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR
(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)
STUDENT FEEDBACK FORMAT
(July-December 2021 Session)

Your responses are valuable to the institute in improving future standards.
You should be careful, fair and honest in evaluation.
Grade and provide comments, objectively and with a sense of responsibility. Institute assures you that your responses will not be used for punitive/punishment purposes.
Please write a few lines to tell us about your experience in the comment at the end. Student comments are taken seriously by the administration and corrective measures are taken for improvement.
You have to rate the faculty contribution on a scale of 1-5 **(1: Below Average; 2: Average; 3-Good; 4-Very good & 5: Excellent)**

1. Coverage of syllabus/course content is good
2. The classes are engaged with good preparation
3. The concepts are cleared by giving examples and applications
4. Rate the communication skills of the faculty
5. Evaluation/assessment (mid-term, quiz etc.) by the faculty is fair and justified
6. Performance in assignments/quiz/mid-term exams is discussed in class
7. Expected Course Outcomes (CO), Program Outcomes (PO), Programme Specific Outcomes (PSOs) & course competencies are discussed
8. Classes are useful and help in identifying strengths and correcting weaknesses
9. The PPTs/notes and lecture recordings are shared in a timely manner
10. Additional classes are conducted for remedial purpose
11. The **weekly quiz** and **fortnightly assignments** motivates you to revise and learn better
12. Attitude is in general positive, supportive and helpful
13. Behaviour is ethical and shows no gender bias
14. Overall rating of the course covered so far
15. **Suggestions for improvement (Please express your views)**
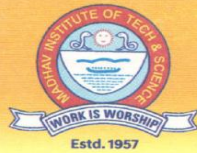
Summary of FFI

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Faculty Feedback Index -III & IV year (24-25 August 2021)

S.No.	Department Name	% Response	DFI	Total Faculty	Faculty (FFI>4)
1	Civil Engineering	46.1	3.88	19	7
2	Mechanical Engineering	38	3.9	25	11
3	Electrical Engineering	66.13	3.8	18	4
4	Electronics Engineering	53.35	3.82	16	6
5	Computer Science & Engineering	47.41	3.94	20	9
6	Computer Science & Engineering (MCA)	66	3.93	5	3
7	Information Technology	64	3.95	12	3
8	Chemical Engineering	66	3.92	10	5

Action taken: Committee constituted for the regular conduction and monitioring of workshops/ seminars in specific areas

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

No.: 1478

Date: 16.08.2021

ORDER

In view of promotion to Research, Innovation and Skill Development, following committee is constituted for the regular conduction of Workshops/Seminars on Research Methodology, Intellectual Property Rights (IPR) and Entrepreneurship & Skill Development:

(i)	Dr. Chandra Shekhar Malvi	Chairman
(ii)	Dr. Vikas Shinde	Member
(iii)	Dr. Sanjeev Khanna	Member
(iv)	Dr. Sanjiv Sharma	Member
(v)	Dr. Prabhakar Singh Bhadouria	Member

The above committee will conduct the Workshops/Seminars under IQAC for internal & external stakeholders on following themes in each Quarter of academic year. The action plan for conducting the same is to be prepared and submitted for approval by 25th August 2021 for the academic year 2021-2022.

➢ Research Methodology
➢ Intellectual Property Rights
➢ Entrepreneurship and Skill Development

The committee will also prepare and upload the activity report on Institute website as per NAAC requirements.

(Dr. R. K. Pandit) 16.8.21
Director

Copy to:

(i)	Above Committee Members.
(ii)	Concerning HoD.
(iii)	Dean Academics.
(iv)	Registrar.
(v)	HR Section.
(vi)	Finance & Accounts Section.
(vii)	Director office.

Action taken: Committee constituted for monitoring & regular conduction of desired extension & outreach activities

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

No.: 1188

Date: 19.08.2021

ORDER

In order to serve the community through extension & outreach, following committee is constituted for the regular conduction of desired extension & outreach activities under the supervision of the Dean Student Welfare:

(i)	Dr. Manish Kumar Sagar	Chairman
(ii)	Dr. Anjula Gaur	Member
(iii)	Prof. D. K. Parsediya	Member
(iv)	Prof Vishal Chaudhary	Member
(v)	Dr. B. P. Singh Bhadoria	Member

The above committee will organize the extension & outreach activities under IQAC for faculty, staff, students of Institute and in vicinity on following themes in each Quarter of academic year. The action plan for conducting the same is to be prepared and submitted for approval by 27th August 2021 for the academic year 2021-2022.

➤ Extension activities for faculty, staff, students of Institute and in local community/ neighbourhood for sensitising the social issues for holistic development.

➤ Extension and outreach programmes through NSS/NCC/Red Cross/YRC, etc. (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs).

The committee will also prepare and upload the activity report on Institute website as per NAAC requirements.

(Dr. R. K. Pandit) 19·8·21
Director

Copy to:

(i)	Above Committee Members,
(ii)	Concerning HoD,
(iii)	Dean Academics,
(iv)	Dean Student Welfare,
(v)	Registrar,
(vi)	HR Section,
(vii)	Director office.
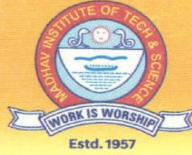
MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR
(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal, M.P.)
Gola ka Mandir, Gwalior (M.P.)- 474 005, INDIA
Ph.: +91-751-2409300, Fax: +91-751-2664684, e-mail: director@mitsgwalior.in, website: www.mitsgwalior.in
Estd. 1957
WORK IS WORSHIP

Action taken: Meeting of the committees with the Dean Academics

Meeting with dean academics and Registrar on 24.08.2021 at 4.00 P.M. Inbox x

Dean Academics <deanacademics@mitsgwalior.in>   Mon, Aug 23, 4:15 PM
to manishkumarsagar, Anjula, Deep, Vishal, Bhanu, registrar, Pratesh, me

With reference no. 1188 dated 19.08.2021 the following member are requested
to attend the meeting in Convention Hall tomorrow 24th August 2021 at 4;00 P.M. onward.

--

Dean Academics

Office

Green MITS , Clean MITS

Meeting with Dean Academics and Registrar at 4:30 P.M. on 24th August 2021 Inbox x

Dean Academics <deanacademics@mitsgwalior.in>
to Chandra, Vikas, SANJEEV, Sanjiv, Prabhaker, Pratesh, me, Fayaz, Prabhaker

With reference no. 1478 dated 17.08.2021 the following member are requested
to attend the meeting in Convention Hall tomorrow 24th August 2021 at 4:30 P.M. onward.

--

Dean Academics
Office

Green MITS , Clean MITS

Chandra Shekhar Malvi <camalvi@mitsgwalior.in>
to me, Vikas, SANJEEV, Sanjiv, Prabhaker, Pratesh, Fayaz, Prabhaker

wrt to Order 1478 dtd 17.08.2021, all the constituted committee members have a meeting on 19 Aug. and came up with following plan.

Sub: Submission of Action plan for conducting workshop/seminar under IQAC.

Please see following plan as calendar for next year event:

IQAC Calendar of Events

	Sept 21	Dec 21	March 22	June 22
Research Methodology Coordinator *Dr Vikas Dhinde*	Statistic for Research Part-I	Statistic for Research Part-II	Significance of Literature Review	Writing a Research Paper
	Oct 21	Jan. 22	April 22	July 22
Intellectual Property Rights Coordinator *Dr Sanjeev Khanna*	Notion of Patents, Copyrights, and IPR	IPR Acts [National and International]	IPR of Living, Tangible and Intangible Property	Patent Filing
	Nov 21	Feb 22	May 22	Aug 22
Entrepreneurship and Skill Development Coordinator *Dr PS Bhadoriya*	Entrepreneurship Awareness Program	Government schemes and financial assistance	Technical support system for new entrepreneurs	Marketing and product planning

Once above theme is approved by IQAC then publicity poster, dates, type of the activity and budget may be discussed.

Dr C S Malvi

Dr Chandra Shekhar Malvi
Professor, Mechanical Engineering Department
Incharge, Innovation Cell
Madhav Institute of Technology & Science, Gwalior - 474 005
Mo: 09993207300, email: camalvi@mitsgwalior.in

Meeting with Dean Academics and Registrar at 4.00 P.M. on 25.08.2021 — Inbox x

Dean Academics <deanacademics@mitsgwalior.in>

to Anshu, Archana, Karuna, Sapna, Pratesh, me, Feyaz ▾

With reference no. 1374 dated 30.07.2021 the following member are requested
to attend the meeting in Convention Hall Wednesday 25th August 2021 at 4:00 P.M. onward.

--

Dean Academics

Office

Action taken on the basis of "Weekly Class Monitoring" for enhancing learning outcomes during digital teaching/virtual session

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Regarding Actions to be taken on the basis of "Weekly Class Monitoring"   Inbox x

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

Wed, Aug 25, 1:31 PM

Dear HoDs

Certain issues have come to the notice through (i) informal student feedback and (ii) random checking of lecture links of the current semester for III and IV year students.

Since last one and half year digital teaching has become a way of life and it is going to stay this was in future too, therefore the teaching methodology needs to be drastically revised now.

The departments are required to conduct an in-house workshop on " Student-centric, innovative, and effective teaching learning practices to enhance learning outcomes".

The following issues can be brainstormed, discussed and resolved in the workshop through sharing of experiences:

1. How to make more students to attend classes (attendance improvement)
2. How to make classes more effective & interesting (way of teaching/language/communication etc; delivery to be neither fully in english nor fully in hindi, but a mixture of both, looking at the background of some of our students)
3. Time management in class (students spend their data, they must get some useful information within short time)
4. Possibility of engaging students (participative lerning, through interesting questions/discussion about projects/assignments etc)
5. How to enhance student learning outcomes (different measures to be developed for theoretical, mathematical, concept-based courses etc)
6. Improving Delivery (to be through pen-tablet or PPT with laser pointer/colored pen/highlighter. If using PPT, flowcharts, pictures, colorful eyecatching illustartions can be used to attract student attention, etc)
7. Assuring student attentivity through quizzes/assignments aligned with class notes/recorded links
8. Challenges of digital teaching during pandemic times (As attendance can not be compulsory, but appearing for additional classes, quiz, assignments is mandatory)
9. Importance of 'additional classes' in digital session (These calssss must be conducted to chat with the students about their general problems, guidance needed, doubt clearing, career counselling etc. These are also compulsory for those students who are able to attend classes very regularly due to data or other issues. No new matter is to be taught during these sessions)
10. Feedback/suggestions from some students can also be taken regarding this if possible
11. Other department specific/department-identified issues

The brief report of the same must reach the office of the undersigned before 20th September 2021.

The report must mention (i) Objectives (ii) Names of participants with signatures (iii) Schedule (iv) Outcomes

--
Dean Academics
Office

Action taken: In-house brainstorming sessions/workshops on "student –centric, innovative and effective teaching learning practices to enhance learning outcomes"
A SAMPLE

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR - 474005
DEPARTMENT OF MECHANICAL ENGINEERING

20/09/2021

Report

The Department of Mechanical Engineering, MITS Gwalior, has conducted three activities under the umbrella of "In- house workshop on Teaching - Learning Process". Different faculty members of the department covered different aspects of teaching and learning which play pivotal roles in defining Teaching- Learning Processes. Details of the activities are as follows:

S/ No	Name of the activity	Name of the resource person	Date of the event	Mode of delivery	Duration
1	Workshop on CO- PO Analysis and Mapping	Mr. Ajay Singh Rajput	15/07/2021	OFFLINE	1 hour
2	Lecture on "How to write a project for different funding agencies"	Dr. C.S. Mahi	23/07/2021	ONLINE (Google Meet)	1 hour
3	Lecture on "Student Centric Teaching Learning Process".	Mr. Vedansh Chaturvedi	13/08/2021	OFFLINE	1 hour

Objectives and Outcomes of the each activity is as follows:

A) Workshop on CO- PO Analysis and Mapping:

Objectives: The objectives of the workshop are to:

1. Understand the importance of COs, POs and PSOs in OBE

2. Learn the CO and PO mapping calculation for analysis.

3. Interpret the result of CO and PO mapping.

Outcomes: The outcomes of the workshop are:

1. Attendees understood the importance of OBE in teaching and learning process.

2. Attendees learnt the steps of calculation of Mapping

3. Each faculty member present were given the task to complete the CO-PO mapping of the subject alloted to them in the last semester, for practice purpose.
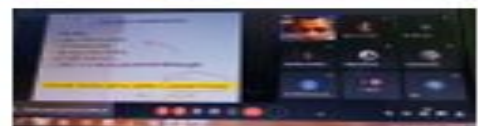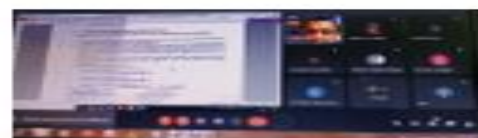

B) How to write a project for different funding agencies.

Objectives: The objectives of the workshop are to:

1. To understand the importance of technical writing in project proposal writing.

2. To learn the proper way of technical writing.

3. To know about various funding agencies, schemes and opportunities.

Outcomes: The outcomes of the workshop are:

1. Attendees learnt the steps of writing the project proposal.

2. Various schemes of DST, eligibility of the applicants and the support available in particular scheme were discussed.
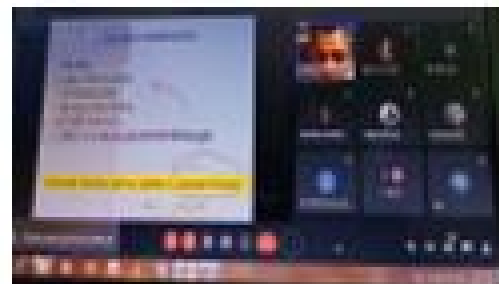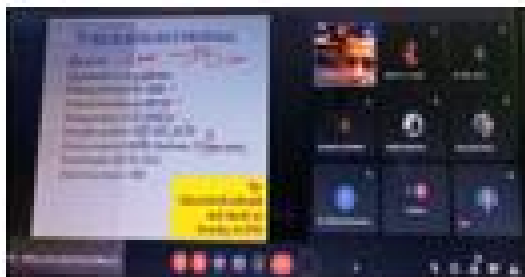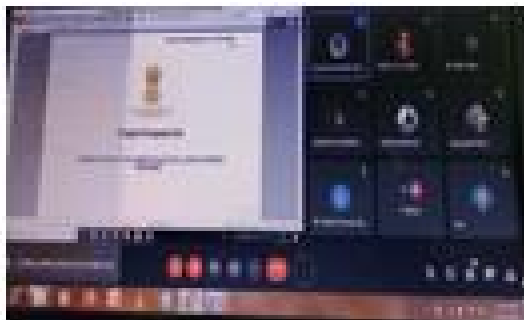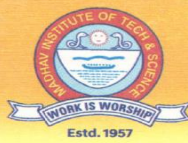
8) How to write a project for different funding agencies.

Objectives: The objectives of the workshop are to:

1. To understand the importance of technical writing in project proposal writing.

2. To learn the proper way of technical writing.

3. To know about various funding agencies, schemes and opportunities.

Outcomes: The outcomes of the workshop are

1. Attendees learnt the steps of writing the project proposal.

2. Various schemes of DST, eligibility of the applicants and the support available in particular scheme were discussed.

3. CRG, SRG, TARE, SUPRA, IRHPA schemes of SERB were discussed.
4. Various funding schemes of AICTE available for individual research and infrastructural development were presented.
5. Dr. Malvi has also shown some of his project proposals during the presentation to the faculty members.

C) Student Centric Teaching Learning Process:

Objectives: The objectives of the workshop are to:

1. Understand the need and importance of student centric way of teaching.
2. Importance of class controlling and proper way of dealing with students.
3. Learn the the method of observation and analysis of effective teaching and learning.

Outcomes: The outcomes of the workshop are:

1. Dr. M K Gaur started the lecture with the introduction of student centric approach and its importance.
2. He also discussed the topics such as class controlling, evaluation process and the correct way to address and resolve the class/ lecture related issues of students.
3. Mr. Vedesh Chaturvedi then addressed the current scenario of total national intake in engineering institutes, total no. of graduates and total placements annually.
4. He also addressed the need and importance of student centric way of teaching.
5. He differentiated between the conventional way of teaching and student centric way of teaching.
6. He explained the approach and outcomes of student centric teaching learning process.
7. He threw light on the role of a teacher in making of student's life better.
8. He also explained the method of observation and analysis of effective teaching and learning.
9. At the end he shared his personal experiences while practising the student centric teaching learning process.

Department of Mechanical Engineering

Meeting Attendance

Date: 15/07/2021

S. No.	Name of Faculty	Sign
1	Dr. Pratesh Jayaswal	
2	Dr. Chandra Shekhardalvi	
3	Dr. Manish Kumar Sagar	
4	Dr. Manoj Kumar Gaur	
5	Prof. R P Kori	
6	Prof. Vedansh Chaturvedi	
7	Dr. Jyoti Vimal	
8	Prof. Sharad Agrawal	
9	Prof. Vaibhav Shivhare	
10	Dr. Amit Abegaoker	
11	Prof. Bhupendra Pandey	
12	Dr. Nitin Upadhyay	
13	Dr. Surendra Kumar Chourasiya	
14	Udchajee Singh	
15	Dr. Dinesh Rathore	
16	Dr. Gaurendra Mookev	
17	Dr. Dharmendra Jain	
18	Prof. K.K.Yadav	
19	Prof. Ajay Singh Rajput	
20	Prof. Subash Chand Pal	
21	Prof. Utkarsh Srivastava	
22	Prof. Sumit Kumar Singh	
23	Prof. Shubham Srivastava	
24	Dr. Amrit Kumar Chaurasia	
25	Prof. Sujeet Kumar Nema	
26	Prof. Kaustubh Dixit	
27	Prof. Santosh Kumar Yadav	

28	Dr. Ravi Kahrod	
29	Prof. Vaibhav Gupta	
30	Prof. Narendra Singh Parmar	
31	Prof. Vipin Yadav	
32	Prof. Deepak Ahirwar	
33	Prof. Saurabh Jain	
34	Prof. Sayed Saif Ahmed	
35	Prof. Manoj Verma	

(Dr. Pratesh Jayaswal)
IQAC Coordinator

(Dr. R. K. Pandit)
Director