



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

REPORT

OF

ADMINISTRATIVE EFFICIENCY INDEX (AEI)

(SESSION - JAN-JUNE & JULY-DEC-2022)

Under

Internal Quality Assurance Cell (IQAC)

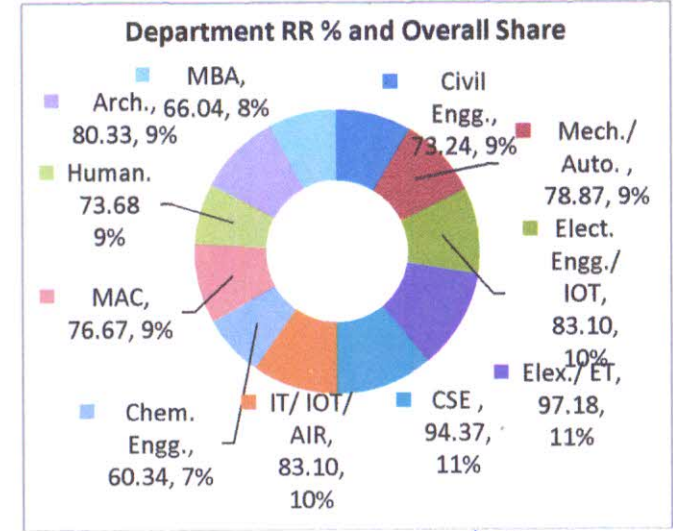
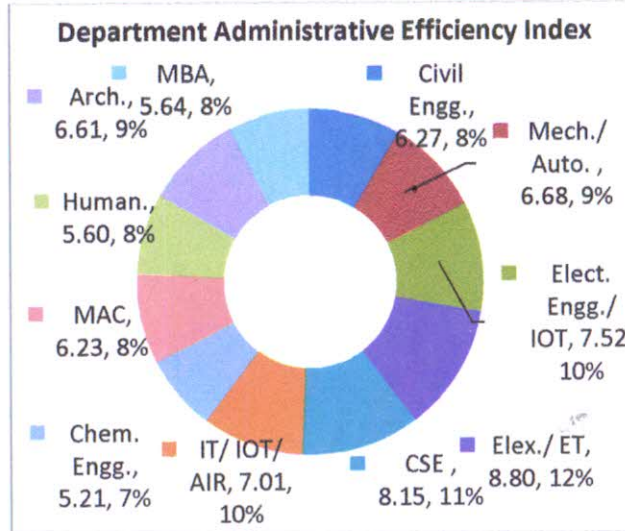
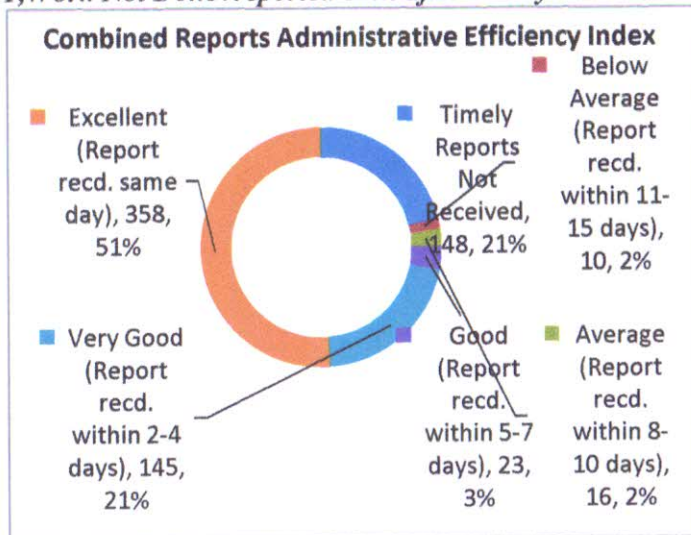
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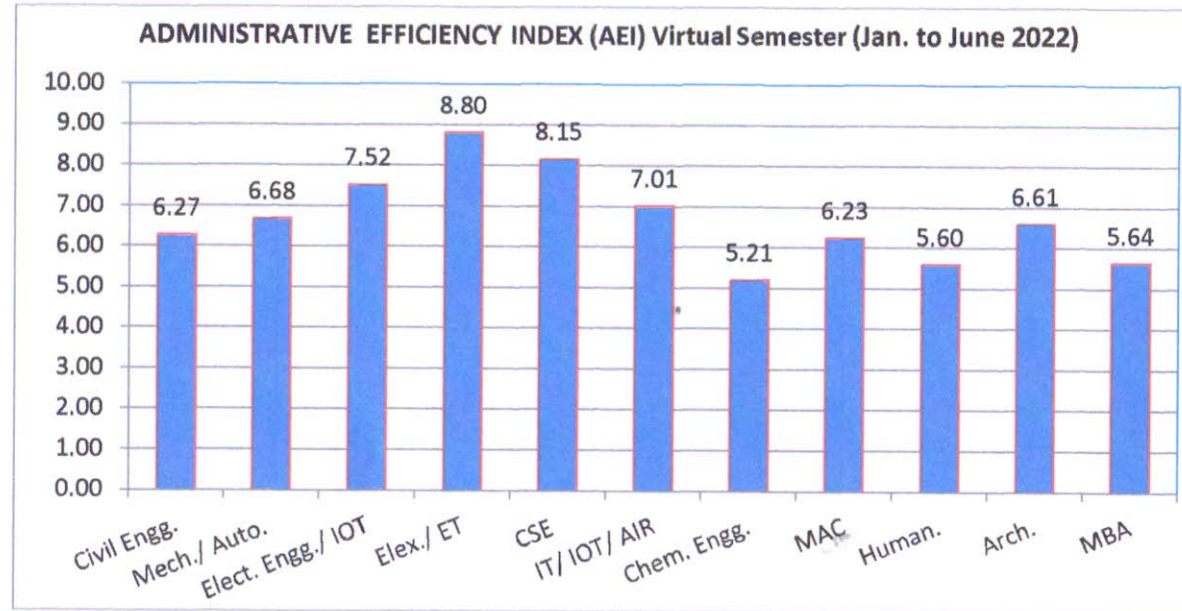
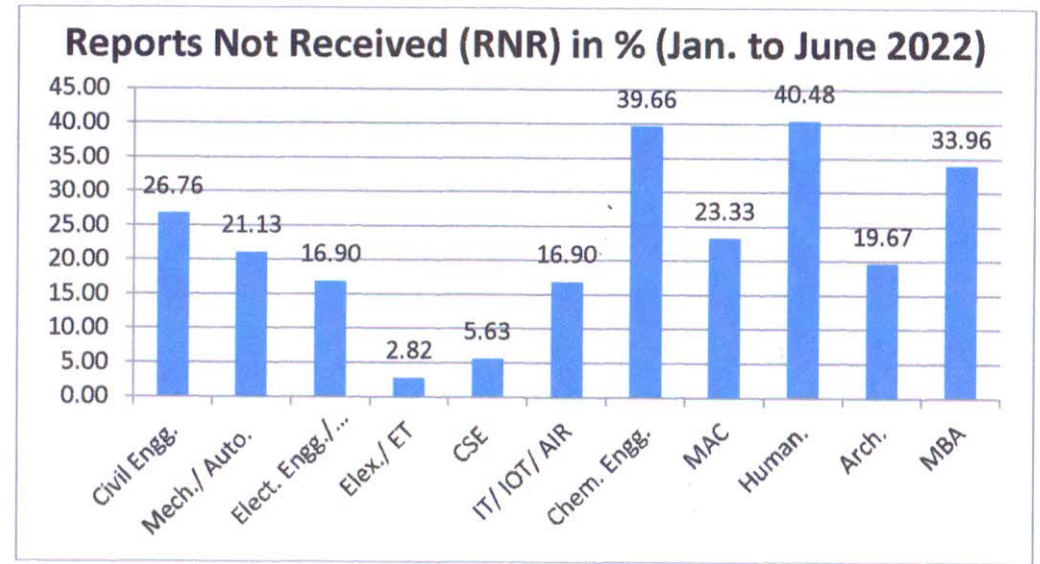
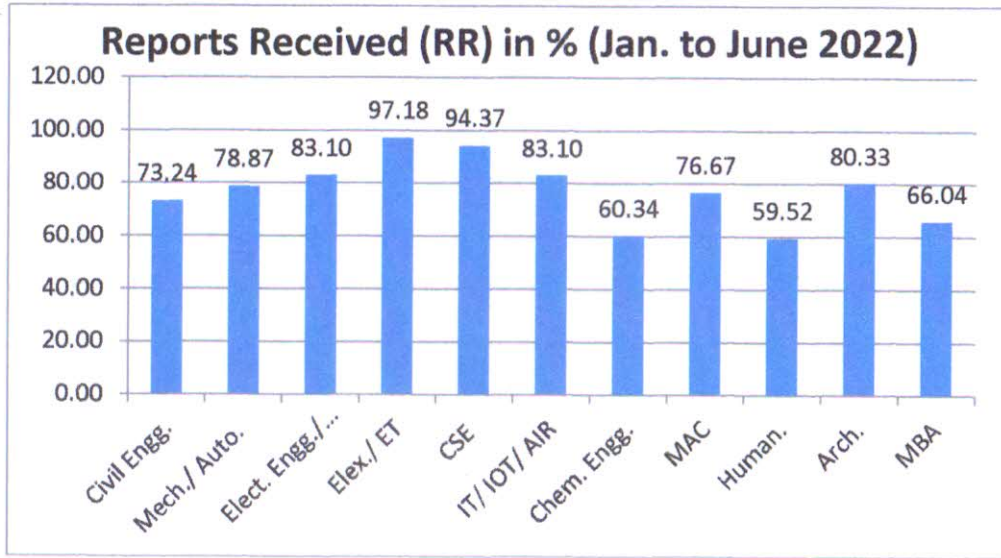
ADMINISTRATIVE EFFICIENCY INDEX (AEI) (Session - January to June 2022)

ADMINISTRATIVE EFFICIENCY INDEX	Civil Engg.	Mech./ Auto.	Elect. Engg./ IOT	Elex./ ET	CSE	IT/ IOT/ AIR	Chem. Engg.	MAC	Human.	Arch.	MBA	Total
Timely Reports Not Received	19	15	12	2	4	12	23	14	17	12	18	148
Below Average (Report recd. within 11-15 days)	0	1	0	1	0	1	2	2	0	2	1	10
Average (Report recd. within 8-10 days)	4	4	1	1	1	2	1	1	0	0	1	16
Good (Report recd. within 5-7 days)	1	2	2	2	3	3	1	5	0	3	1	23
Very Good (Report recd. within 2-4 days)	14	13	13	13	23	18	6	12	5	18	10	145
Excellent (Report recd. same day)	33	36	43	52	40	35	25	26	20	26	22	358
Timely Reports Received	52	56	59	69	67	59	35	46	25	49	35	552
ADMINISTRATIVE EFFICIENCY INDEX (AEI) (out of 10)	6.27	6.68	7.52	8.80	8.15	7.01	5.21	6.23	5.60	6.61	5.64	
Not Applicable (NA)	0	0	0	0	0	0	13	11	29	10	18	
Report Not Received (RNR) in %	26.76	21.13	16.90	2.82	5.63	16.90	39.66	23.33	40.48	19.67	33.96	
Reports Received (RR) in %	73.24	78.87	83.10	97.18	94.37	83.10	60.34	76.67	59.52	80.33	66.04	

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



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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 Date	Civil Engg.	Mech./ Auto.	Elect. Engg./ IOT	Elex./ ET	CSE	IT/ IOT/ AIR	Chem. Engg.	MAC	Humanities	Arch.	MBA	Remark (if any)
Session : January to June 2022 with I Year Session : July to December 2021														
1	Weekly Classes Statement (I Year - I Sem) (Theory & Laboratories) Every Monday	03/01/2022	7	10	7	10	7	7	NA	7	NA	7	7	
2	Responses of Faculty Feedback (FF) (Jan. 2022) through MOODLE during (First Year) First Feedback >60% Responses 10, >55% Responses 7, >50% Responses 5, >40% Responses 3, Else category Responses 1	-	7	10	10	10	10	10	NA	10	NA	10	10	
3	Report of Orientation Programme for II & III 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 calsses 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 imformation 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.)	15/01/2022	7	10	10	7	10	10	5	5	NA	5	5	
4	Weekly Classes Statement (I Year - I Sem) and (III Year) (Theory & Laboratories) Every Monday	17/01/2022	10	10	10	10	10	10	10	10	10	7	10	

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5	Action Taken on First Faculty Feedback (I Year) (Jan. 2022) (One to one meeting with faculty) and file sent to the Director for Signatures within 10 days & communicated to Dean Office on Mail, HOD	17/01/22	7	0	7	7	7	7	NA	10	0	7	7
6	Report of Remedial/Additional Classes (Yes/No) (I Year) Identifying absentees, poor performers, etc. of First Mid-Semester Exam and announcing their Names Within 10 days of completion of Mid-Semester Exams, Class Coordinators (Monitored by HoD)	20/01/2022	3	7	10	10	10	10	1	0	0	0	10
7	Action Taken Report on Academic Audit HOD/Faculty In-charge 15 days after Audit (Signed Hard Copy)	21/01/2022	0	0	0	10	0	0	0	1	10	10	0
8	Weekly Classes Statement (I Year - I Sem) and (II & III Year) (Theory & Laboratories) Every Monday	24/01/2022	10	10	10	10	10	10	7	10	10	10	10
9	Identifying (Slow and Fast learners) Absentees and poor performers of First Year	29/01/2022	10	10	10	10	10	10	0	10	0	10	7
10	Uploading Newsletter on the department web page (Quarterly) (1. July to Sep., 2. Oct. to Dec., 3. Jan. to March & 4. April-June)	31/01/2022	7	10	10	10	10	10	7	10	0	10	10
11	Updated APR (Session July to June 2022) (Annexure-X : APR Format) HOD/ Faculty In-charge (For July to Dec. 2021)	31/01/2022	7	7	10	10	10	7	0	7	0	0	7
12	Internship/ Projects Monitoring Sheet, with project topics, industry name, internal/external mentor name	31/01/2022	3	3	10	10	10	10	3	NA	NA	NA	10
13	Report of fortnightly meeting/counseling of First Year students by coordinators and first year faculty	31/01/2022	7	10	10	10	10	7	0	10	10	10	7

25	Responses of Faculty Feedback (FF) (Feb. 2022) through MOODLE during (II & III Year) First Feedback >60% Responses 10, >55% Responses 7, >50% Responses 5, >40% Responses 3, Else category Responses 1	-	3	3	10	7	3	5	10	5	NA	1	NA
26	Feedback of First Year Laboratory Courses on MOODLE	28/02/2022	0	10	7	7	10	10	NA	0	NA	0	NA
27	Weekly Classes Statement (I Year - I Sem) (Theory & Laboratories) Every Monday	28/02/2022	10	10	7	10	10	7	NA	10	10	7	10
28	Signification on Contribution, HoD	28/02/2022	10	10	0	7	10	10	0	0	0	10	7
29	Internship/Project Second report (Final Year) Fortnightly basis, in given format (HODs/Internship coordinator)	02/03/2022	0	0	0	10	10	10	10	NA	NA	NA	NA
30	Action Taken on Second Faculty Feedback (I Year) (Feb. 2022) (One to one meeting with faculty) and file sent to the Director for Signatures within 10 days & communicated to Dean Office on Mail, HOD	02/03/2022	10	0	10	0	10	10	NA	10	10	7	7
31	Report of Session on Placement for I Year Students, HoD	05/03/2022	7	7	10	10	7	7	NA	NA	NA	NA	10
32	Weekly Classes Statement (II & III Year) (Theory & Laboratories) Every Monday	07/03/2022	10	10	10	7	10	7	10	10	10	7	0
33	Report of Offline Campus Connect Programme (II & III Year), HoD	07/03/2022	3	10	7	10	7	10	10	0	NA	10	0
34	Report of Remedial/Additional Classes (Yes/No) (II & III Year) Identifying absentees, poor performers, etc. of First Mid-Semester Exam and announcing their Names Within 10 days of completion of Mid-Semester Exams, Class Coordinators (Monitored by HoD)	09/03/2022	0	10	10	1	10	0	0	0	NA	0	0
35	Action Taken on First Faculty Feedback (II & III Year) (Feb. 2022) (One to one meeting with faculty) and file sent to the Director for Signatures within 10	11/03/2022	10	3	10	10	10	0	10	0	NA	7	0

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14	Weekly Classes Statement (I Year - I Sem) and (II & III Year) (Theory & Laboratories) Every Monday	31-01-2022	7	10	10	10	7	10	7	10	10	10	
15	BoS (December 2021 - Hard Copy) HoD	03-02-2022	10	10	10	10	5	10	10	0	10	10	10
16	Corrected BoS Scheme (I to IV Semester) HoD	03-02-2022	10	10	10	7	10	10	10	10	NA	10	10
17	Weekly Classes Statement (I Year - I Sem) and (II & III Year) (Theory & Laboratories) Every Monday	07/02/2022	10	7	10	10	7	10	10	10	10	10	10
18	Monitoring FIRST YEAR student learning through continuous assessment (quiz, assignment, midsem exam)	10/02/2022	10	10	10	10	10	10	NA	10	10	10	1
19	Weekly Classes Statement (I Year - I Sem) and (II & III Year) (Theory & Laboratories) Every Monday	14/02/2022	10	10	10	10	10	10	10	10	10	7	10
20	Conduction of Courses with Collaborisation of Industry personals HoD	14/02/2022	7	0	10	10	10	3	NA	NA	NA	7	NA
21	Responses of Faculty Feedback (FF) (Feb. 2022) through MOODLE during (First Year) Second Feedback >60% Responses 10, >55% Responses 7, >50% Responses 5, >40% Responses 3, Else category Responses 1	-	5	10	10	7	10	10	NA	5	NA	10	10
22	Internship/Project First report (Final Year) Fortnightly basis, in given format (HODs/ Internship coordinator)	15/02/2022	0	5	5	10	10	10	0	NA	NA	NA	NA
23	In-House workshop on Addressing the special needs of slow and advanced learners through teaching-learning"	21/02/2022	10	10	10	10	10	10	0	5	0	7	7
24	Weekly Classes Statement (II & III Year) (Theory & Laboratories) Every Monday	21/02/2022	10	10	10	10	10	10	10	10	10	7	0

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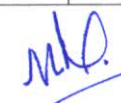
49	Weekly Classes Statement (I to III Year) (Theory & Laboratories) Every Monday	25/04/2022	10	10	10	10	10	7	10	10	10	10	10
50	Uploading Newsletter on the department web page (Quarterly) (1. July to Sep., 2. Oct. to Dec., 3. Jan. to March & 4. April-June)	30/04/2022	0	10	0	10	10	0	0	0	0	7	0
51	Internship/Project Sixth report (Final Year) Fortnightly basis, in given format (HODs/Internship coordinator)	30/04/2022	0	0	7	10	7	1	0	1	NA	7	3
52	Weekly Classes Statement (I to III Year) (Theory & Laboratories) Every Monday	02/05/2022	7	10	7	10	7	10	10	7	10	10	0
53	Report of Remedial/Additional Classes (Yes/No) (I Year : II Sem) Identifying absentees, poor performers, etc. of First Mid-Semester Exam and announcing their Names Within 10 days of completion of Mid-Semester Exams, Class Coordinators (Monitored by HoD)	06/05/2022	0	0	0	10	7	0	0	0	0	0	0
54	Weekly Classes Statement (I Year) (Theory & Laboratories) Every Monday	09-05-2022	10	7	10	10	7	3	10	7	10	10	10
55	Professional Development Evaluation Sheet (Completed by including activities up to 30th April 2022 only) FINAL YEAR (PDC)	10/05/2022	0	0	0	10	7	7	0	NA	NA	NA	NA
56	Internship/Project Seventh report (Final Year) Fortnightly basis, in given format (HODs/Internship coordinator)	17/05/2022	0	0	0	3	10	0	0	NA	NA	NA	NA
57	Weekly Classes Statement (I Year) (Theory & Laboratories) Every Monday	17/05/2022	10	7	7	10	7	7	10	7	7	10	10
58	Responses of Faculty Feedback (FF) (May 2022) through IMS during (II & III Year) Second Feedback >60% Responses 10, >55% Responses 7, >50% Responses 5, >40% Responses 3, Else category Responses 1	-	7	10	10	5	7	10	10	10	NA	1	NA
59	Action Taken on Second Faculty Feedback (II & III Year) (May 2022)	19/05/2022	10	7	7	10	5	7	10	7	NA	5	NA



	days & communicated to Dean Office on Mail, HOD													
36	Weekly Classes Statement (II & III Year) (Theory & Laboratories) Every Monday	14/03/2022	10	10	10	7	7	7	7	10	0	10	NA	
37	Report of First Year Connect Program, HoD	16/03/2022	10	10	10	10	10	10	10	10	NA	7	0	
38	Internship/Project Third report (Final Year) Fortnightly basis, in given format (HODs/Internship coordinator)	16/03/2022	0	1	7	10	7	7	0	NA	NA	NA	NA	
39	Report of Six Monthly Review of Ph.D. Students by Research Advisory Committee on 7th March, 2021 (Signed Hard Copy)	16/03/2022	10	10	10	10	10	10	NA	3	NA	10	NA	
40	Weekly Classes Statement (I to III Year) (Theory & Laboratories) Every Monday	21/03/2022	10	7	10	7	7	10	10	7	7	10	0	
41	Report of MOOC Development by All Newly Faculty Members, HoD	24/03/2022	0	10	7	10	7	5	1	10	0	0	0	
42	Weekly Classes Statement (I Year) (Theory & Laboratories) Every Monday	28/03/2022	10	10	10	10	10	10	10	10	10	7	10	
43	Feedback of Second & Third Year Laboratory Courses on MOODLE	29/03/2022	0	7	10	5	7	0	0	NA	NA	0	NA	
44	Internship/Project Fourth report (Final Year) Fortnightly basis, in given format (HODs/Internship coordinator)	31/03/2022	0	0	10	10	7	0	0	NA	NA	NA	NA	
45	Weekly Classes Statement (I to III Year) (Theory & Laboratories) Every Monday	04/04/2022	10	10	10	10	10	7	7	7	10	10	7	
46	Weekly Classes Statement (I to III Year) (Theory & Laboratories) Every Monday	11/04/2022	10	10	10	10	10	10	10	10	10	10	10	
47	Internship/Project Fifth report (Final Year) Fortnightly basis, in given format (HODs/Internship coordinator)	13/04/2022	0	5	10	7	7	0	0	NA	NA	NA	NA	
48	Weekly Classes Statement (I to III Year) (Theory & Laboratories) Every Monday	18/04/2022	10	10	10	10	10	7	10	7	10	7	10	




	(One to one meeting with faculty) and file sent to the Director for Signatures within 10 days & communicated to Dean Office on Mail, HOD												
60	Responses of Faculty Feedback (FF) (May 2022) through IMS during (First Year) First Feedback >60% Responses 10, >55% Responses 7, >50% Responses 5, >40% Responses 3, Else category Responses 1	-	10	10	0	10	7	10	NA	5	NA	0	NA
61	Action Taken on First Faculty Feedback (I Year) (May 2022) (One to one meeting with faculty) and file sent to the Director for Signatures within 10 days & communicated to Dean Office on Mail, HOD	19/05/2022	10	7	7	10	5	7	NA	7	NA	5	NA
62	Weekly Classes Statement (I Year) (Theory & Laboratories) Every Monday	23/05/2022	7	7	10	10	7	7	7	10	7	10	10
63	In-house Workshop "Preparation of action plan for identifying & promoting entrepreneurial talents among students leading to idea generation, Innovation & start-up, HoD	25/05/2022	10	0	3	7	10	5	0	0	0	NA	NA
64	Conduction of a Semester Closing Programme, HoD	25/05/2022	0	0	0	10	0	0	0	0	0	0	0
65	Weekly Classes Statement (I Year) (Theory & Laboratories) Every Monday	30/05/2022	10	7	10	10	10	7	7	10	7	10	7
66	Mentors and student mentees, upload details on the link, HoD	31/05/2022	0	0	0	7	10	0	0	0	0	0	0
67	Internship to Pre-final year students SEP-2022 Proposal, HoD	02/06/2022	0	0	0	10	10	0	0	0	0	0	0
68	Weekly Classes Statement (I Year) (Theory & Laboratories) Every Monday	06/06/2022	7	3	7	10	10	10	10	10	7	7	0
69	Action Taken on Second Faculty Feedback (I Year) (June 2022) (One to one meeting with faculty) and file sent to the Director for Signatures within 10 days & communicated to Dean Office on Mail, HOD	18/06/2022	10	7	5	10	0	10	0	10	NA	7	0



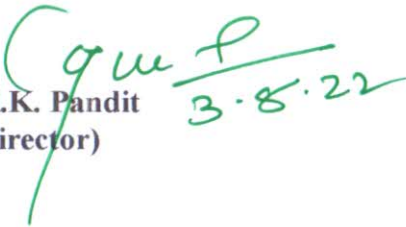
70	Weekly Classes Statement (1 Year) (Theory & Laboratories) Every Monday	20/06/22	10	10	10	0	7	10	7	0	10	10
71	Analysis of Internship/Project data, HoD	25/06/2022	0	0	0	10	0	10	0	0	0	0

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

Compiled at Dean Academics Office (Rajni Sharma) based on time lines set at the beginning of Semester.


15/7/2022.
Dr. Manjaree Pandit
(Dean Academic)

Submitted for approval.


3.8.22
Dr. R.K. Pandit
(Director)

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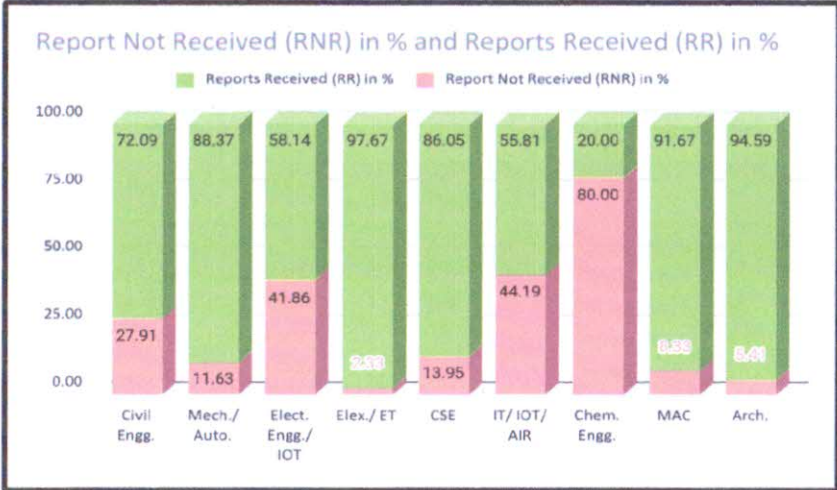
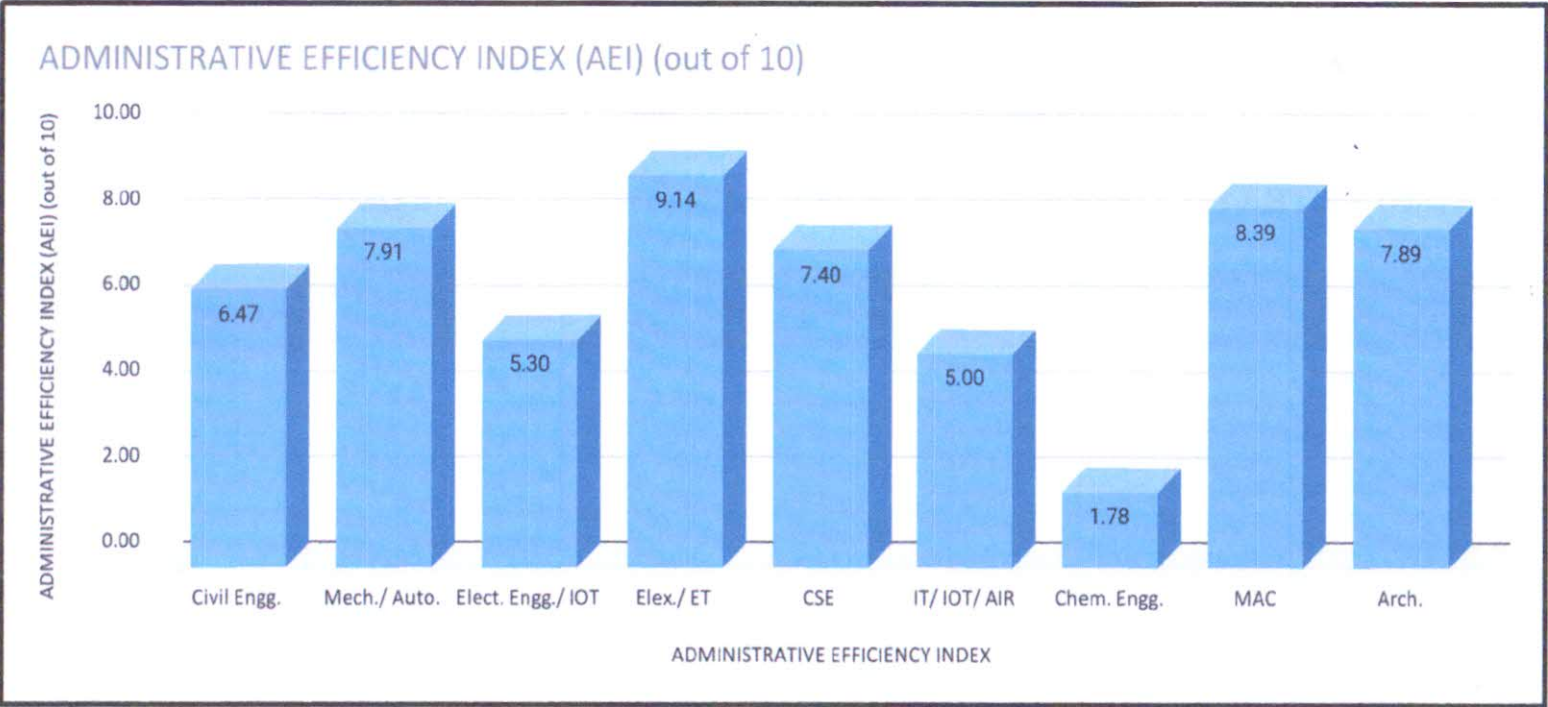
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ADMINISTRATIVE EFFICIENCY INDEX	Civil	Mech/ Auto.	Electrical / IOT	Elex/ ET	CSE	IT/ IOT/ AIR	Chemical.	MAC	Arch	Total
Timely Reports Not Received	12	5	18	1	6	19	32	3	2	98
Below Average (Report recd. within 11-15 days)	0	2	0	0	1	1	0	1	0	5
Average (Report recd. within 8-10 days)	1	1	0	1	2	0	0	1	2	8
Good (Report recd. within 5-7 days)	2	0	2	1	1	2	0	0	1	9
Very Good (Report recd. within 2-4 days)	5	5	4	5	8	2	3	4	13	49
Excellent (Report recd. same day)	23	30	19	35	25	19	5	27	19	202
Timely Reports Received	31	38	25	42	37	24	8	33	35	273
ADMINISTRATIVE EFFICIENCY INDEX (AEI) (out of 10)	6.47	7.91	5.30	9.14	7.40	5.00	1.78	8.39	7.89	6.57
Not Applicable (NA)	0	0	0	0	0	0	3	7	6	
Report Not Received (RNR) in %	27.91	11.63	41.86	2.33	13.95	44.19	80.00	8.33	5.41	26.42
Reports Received (RR) in %	72.09	88.37	58.14	97.67	86.05	55.81	20.00	91.67	94.59	73.58

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

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ADMINISTRATIVE EFFICIENCY INDEX (AEI)

Session : July to December 2022

S. No.	Routine Information/Data (Soft Copy of report or intimation to be send Dean Academics E-Mail according to dead line)	Dead Line Date	Civil	Mechanical	Electrical	Electronic	CSE	IT	Chemical	MAC	Arch	
1	Conduction of a Semester Closing programme	25/07/2022	10	10	10	10	1	0	0	10	10	
2	Time Table for II-Final year UG & PG Classes on the department web page	7/28/2022	10	10	10	10	10	10	7	7	7	
3	Conduction of Courses in collaboration with industry Faculty	29/07/2022	0	0	10	5	0	7	0	NA	3	
4	Uploading News Letter on the department web page (April to June)	30/07/2022	7	10	10	0	7	5	0	0	5	
5	Weekly Classes Statement (Theory & Laboratories) Every Monday	8/8/2022	3	3	0	10	3	10	0	3	10	

S. No.	Routine Information/Data (Soft Copy of report or intimation to be send Dean Academics E-Mail according to dead line)	Dead Line Date	Civil	Mechanical	Electrical	Electronic	CSE	IT	Chemical	MAC	Arch	
6	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 calsses 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.)	8/16/2022	10	10	10	10	10	10	10	10	3	
7	Weekly Classes Statement (Theory & Laboratories)	8/16/2022	10	10	0	10	7	10	0	7	10	
8	Weekly Classes Statement (Theory & Laboratories) Every Monday	8/22/2022	10	10	7	10	7	10	0	10	7	
9	Student coordinator committee constitution (BoS, Class, OBE, Placment, Alumni, HoDs	8/22/2022	5	1	10	10	10	10	0	1	10	
10	Weekly Classes Statement (Theory & Laboratories) Every Monday	8/29/2022	10	10	10	10	10	10	0	10	10	

S. No.	Routine Information/Data (Soft Copy of report or intimation to be send Dean Academics E-Mail according to dead line)	Dead Line Date	Civil	Mechanical	Electrical	Electronic	CSE	IT	Chemical	MAC	Arch	
11	Data to be shared with Dean Office in excel sheet(Allotment of Projects to the students: should be completed within 15 days of the commencement to regular classes) To be coordinated class coordinator and monitored by the HoD	8/30/2022	10	7	7	10	10	10	7	7	NA	
12	Weekly Classes Statement (Theory & Laboratories) Every Monday	9/5/2022	10	10	10	10	7	0	0	10	7	
13	Weekly Classes Statement (Theory & Laboratories) Every Monday	9/12/2022	7	10	10	10	7	10	0	10	7	
14	One - day Workshop for question paper analysis, HoDs	9/12/2022	0	0	10	10	10	10	0	NA	10	
15	Report of Six Monthly Review of Ph.d. Students by Research Advisory Committee in September 2022, (Signed Hard Copy)	9/19/2022	10	10	10	10	10	10	0	10	10	
16	Weekly Classes Statement (Theory & Laboratories) Every Monday	9/19/2022	10	10	10	10	10	10	0	10	10	
17	Responses of First Faculty Feedback (FF) (II-IV Year) (September 2022) Responses >60%- points 10, Responses>55%- points 7, Responses>50% Points-5, Responses>40% Points-3, Else points-1	--	5	7	10	3	10	10	10	10	7	

S. No.	Routine Information/Data (Soft Copy of report or intimation to be send Dean Academics E-Mail according to dead line)	Dead Line Date	Civil	Mechanical	Electrical	Electronic	CSE	IT	Chemical	MAC	Arch	
18	Action Taken on First Faculty Feedback (II-IV Year) (July - December 2022) (One to one meeting with faculty) and file sent to the Director for signature through the Dean Academics Office within 10 days	9/23/2022	10	7	10	7	10	10	7	10	10	
19	Weekly Classes Statement (Theory & Laboratories) Every Monday	9/26/2022	7	10	10	10	10	0	10	10	7	
20	Report on slow and fast learners (Based on attendance, performance of quiz & mid-semester examination)	9/30/2022	0	10	5	10	3	1	0	10	7	
21	Displaying all first mid-semester examination marks on Webpage in single excel format	9/30/2022	0	10	0	10	10	0	0	0	NA	
22	Attainment of Course outcomes (Final Year Students)	9/30/2022	0	1	0	10	10	7	0	NA	NA	
23	Weekly Classes Statement (Theory & Laboratories) Every Monday	10/03/2022	10	10	0	10	10	10	0	10	10	
24	Uploading Newsletter on the department web page (July-September)(Quarterly)	10/15/2022	0	10	10	7	10	10	0	10	10	
25	Attendance of (II to III) low attendance	10/15/2022	0	7	7	10	0	10	0	7	NA	
26	Weekly Classes Statement (Theory & Laboratories) Every Monday	10/17/2022	10	10	0	10	10	0	0	10	10	

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S. No.	Routine Information/Data (Soft Copy of report or intimation to be send Dean Academics E-Mail according to dead line)	Dead Line Date	Civil	Mechanical	Electrical	Electronic	CSE	IT	Chemical	MAC	Arch	
27	Weekly Classes Statement (Theory & Laboratories)	10/25/2022	7	10	0	10	5	0	0	10	0	
28	Weekly Classes Statement (Theory & Laboratories)	10/31/2022	10	10	0	10	10	0	0	10	7	
29	Report of VIII Semester Internship/Project induction & briefing	10/31/2022	0	10	0	10	7	0	0	NA	NA	
30	Weekly Classes Statement (III & IV Year) (Theory & Laboratories) Every Monday	11/7/2022	7	10	0	10	10	0	0	10	10	
31	Displaying all second mid-semester examination marks on Webpage in single excel format	11/21/2022	0	10	0	10	0	0	0	0	0	
32	Weekly Classes Statement (I to IV Year) (Theory & Laboratories) Every Monday	11/14/2022	10	0	0	10	7	0	0	10	7	
33	Weekly Classes Statement (I to IV Year) (Theory & Laboratories) Every Monday	11/21/2022	10	0	0	10	7	0	0	10	10	
34	Action Taken on Second Faculty Feedback (II-IV Year) (December 2022) (One to one meeting with faculty) and file sent to the Director for Signature through the Dean Academics Office within 10 days	11.22.2022	10	10	10	7	10	10	10	10	10	
35	Report of Stakeholder Feedback on Course Content/Curriculum (About 2-4 weeks before BoS meeting in	11/28/2022	0	10	10	10	0	0	NA	NA	10	

S. No.	Routine Information/Data (Soft Copy of report or intimation to be send Dean Academics E-Mail according to dead line)	Dead Line Date	Civil	Mechanical	Electrical	Electronic	CSE	IT	Chemical	MAC	Arch
36	Report of Teacher Feedback on Course Content/Curriculum (Format in Annexure-IV) (About 2-4 weeks before BoS meeting in April) Class coordinator through MOODLE	11/28/2022	0	10	10	10	0	0	NA	NA	10
37	Weekly Classes Statement (I to IV Year) (Theory & Laboratories) Every Monday	11/28/2022	10	10	0	10	10	0	0	10	7
38	Weekly Classes Statement (I to IV Year) (Theory & Laboratories) Every Monday	12/05/2022	10	10	0	10	10	0	0	10	7
39	Weekly Classes Statement (I to IV Year) (Theory & Laboratories) Every Monday	12/12/2022	10	10	0	7	10	0	0	10	7
40	support to students admitted through Lateral Entry (HoDs)	15.12.2022	0	0	5	10	0	5	NA	NA	NA
41	Weekly Classes Statement (I to IV Year) (Theory & Laboratories) Every Monday	20/12/2022	10	10	0	10	10	0	0	10	7
42	Weekly Classes Statement (I to IV Year) (Theory & Laboratories) Every Monday	26/12/2022	10	7	0	10	10	0	0	10	10
43	Responses of Second Faculty Feedback (FF) (II-IV Year)November 2022) Responses >60%-points 10, Responses>55%- points 7, Responses>50% Points-5, Responses>40% Points-3, Else points-1	26/12/2022	10	10	7	7	10	10	10	10	10

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	Civil	Mechanical	Electrical	Electronic	CSE	IT	Chemical	MAC	Arch	
Total	278	340	228	393	318	215	71	302	292	

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

M. Manjaree Pandit
28/12/2022.

Dr. Manjaree Pandit
(Dean Academic)

Submitted for approval.

R.K. Pandit
28.12.22
Dr. R.K. Pandit
(Director)