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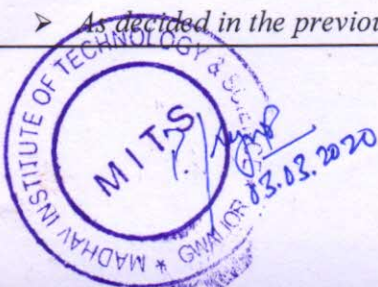
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Minutes of the Internal Quality Assurance Cell (IQAC) Meeting held on 03rd March, 2020

Item-1	To confirm the minutes of the previous IQAC meeting on 30th November 2019
	The effectiveness of the IQAC in the institute was reviewed for the 11 functions listed by NAAC and the following was resolved in the last meeting:

- *API format to be revised in accordance with new guidelines*
- *To develop an 'administrative efficiency index' for encouraging effective & timely completion of routine activities*
- *Innovative teaching modules to be developed by individual faculty for collaborative and interactive learning*
- *Except student feedback twice a semester, which is quite well established, the other 4 stakeholder feedback collection and analysis mechanisms need improvement and standardization.*
- *An in-house interactive workshop on 'Feedback Analysis' proposed to bring uniformity and effectiveness to the practice*
- *Dissemination of information on various quality parameters to all stakeholders was found to be satisfactory as APR, AQAR, Minutes of meetings etc. are displayed on website.*
- *Since year 2017-18 two Academic Audits and one Administrative Audit are conducted in an academic year as a routine practice. The actions taken by the departments for improvement are also closely monitored twice a year.*
- *Targets to be set for various academic, administrative, extracurricular and extension activities for each department, section and cell*
- *MWI is a qualitative index; there the quality of learning material uploaded on the MOODLE is checked during Academic Audit.*

The minutes of the previous meeting were confirmed.

Item-2	To discuss & propose actions for promoting a culture of meritocracy in the institute

> *Since January 2019 the institute has started the practice of issuing appreciation letters to faculty members who score an FFI greater than 4 out of 5.*

> *Moving a step ahead, to further promote a culture of meritocracy over mediocrity and to identify and encourage between performers and non performers, it is proposed that from each department and section persons who take ownership and initiative to start new practices, and/or excel in the existing activities, can be rewarded on the basis of recommendations/nomination from the concerned heads.*

> ***It was decided that the mechanism for acknowledging and appreciating high performers will developed at the institute level and will be discussed in the next meeting of the IQAC. It was discussed that the criteria for faculty can be attendance in class, result in course taught, leave records, innovations in teaching-learning, new lab development or any remarkable achievement.***

Item-3	To report about the quality improvement initiatives & events conducted under IQAC & TEQIP-III

> *As decided in the previous IQAC meeting on 30th November 2019, an in- house workshop on "Analysis*

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of stakeholder' feedback" was conducted under the IQAC by the Dean Academics Office for the feedback coordinators of various departments on **16 December, 2019**. The workshop was attended by 22 coordinators.

The objectives were to:

o Review the latest feedback data and suggestions collected on **Course Content & Curriculum** from students, Faculty, Alumni & Employers

o Uniformity in analysis: development of a 5 point index

o **Implementation & effectiveness of the exercise in curriculum development**

➢ As discussed in the previous IQAC meeting on 30th November 2019, an In-house workshop on "**Enhancing Alumni Interaction**" was conducted under IQAC on **17 December, 2019** by the training & Placement cell for the alumni coordinators of the department. The workshop was attended by 22 coordinators.

The objectives were to:

o Decide structure and process for building an alumni network at the department level

o Utilizing alumni connect for improvement of the internship mechanism

➢ In- house workshops were conducted on **"Innovative & interactive teaching learning practices** by various department as follows:

o Applies Science and Humanities department conducted on 1st February, 2020- Effectiveness of Teaching Learning Process total number of 21 faculty members attended the programme.

o Computer Science Engineering & IT, Chemical Engineering and Biotechnology Department conducted on 15th February, 2020 – "Innovative & interactive Teaching Learning Practices" total number of 42 faculty members attended the programme.

o Electronics Engineering Department conducted on 1st February, 2020- "Innovative Teaching Learning Practices in the Department of Electronics Engineering" total number of 22 faculty members attended the programme.

➢ In House Workshops were conducted at department level in the month of February 2020 to discuss, analyze and review the exiting end semester examination question papers and to propose a new question paper pattern as discussed in Academic Council meeting according to Exam Reforms guidelines (COs, BLs, PIs & POs).

The House appreciated these initiatives and decided that more such activities can be conducted at different levels.

The report of the workshops is enclosed in Annexure-I

Item-4	**To report about the constitution of Parent-Teacher Association at the department level**

As decided in the previous IQAC meeting on 30th November 2019

➢ The Parent-Teacher Association (PTA) has been constituted at department level for each department with an objective of further improving & enhancing the participation & involvement of parents in the quality improvement process.

The initiative was appreciated and the House advised that at least 2-3 meetings should be conducted in a semester and the outcomes of these meetings should be discussed in the next meeting of the IQAC.

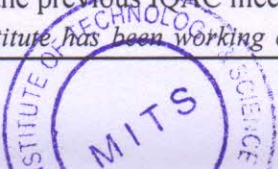| Item-5	**To report about the constitution of Alumni Association at department level**

As decided in the previous IQAC meeting on 30th November 2019

➢ The Departmental Alumni Association (DAA) will work for improving the overall industry connect of the department.

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	➢ *It will also help in overall quality improvement by arranging internships for students, enhancing employability, identifying relevant projects etc.* ***The initiative was appreciated and the House advised that at least 2-3 meetings of the DAA should be conducted in a semester and the outcomes of these meetings should be discussed in the next meeting of the IQAC.***

Item- 6	**To discuss about the formulation of the draft Internship policy of the institute**
	
	➢ *In the flexible curriculum there is a provision of **3 mandatory internships** out of which **two internships of 60 and 90 Hours are being conducted in-house** by the institute faculty during the summer vacations.*
	➢ *The third internship for 150 Hours (about a month) is to be undertaken at a relevant industry after the VI semester. Also there is a provision of registering for an internship for the full duration of the 8th semester at an industry which is approved by the institute, department and the T&P cell*
	➢ *In this regard a committee has been constituted to draft a clear policy for*
	    (i) The III summer internship at a relevant industry after VI semester
	    (ii) Provision of a full 8th semester internship
	➢ **In order to fulfil the institute requirements, the following points will be considered in the Internship Policy of the Institute**
	
	    o *One mentor to be approved from concerned industry, one from institute*
	    o *Weekly attendance to be forwarded by external mentor to institute mentor*
	    o ***Mid-semester** exam to be permitted on MOODLE*
	    o *About Five numbers of quiz to be conducted in each course on MOODLE*
	    o *Assignments to be submitted every week on MOODLE*
	    o *Presentations (in group) on each unit to be facilitated through skype*
	
	The policy was reviewed by the House and it was decided that the list of *probable industries, where internship for the students of Institute* can be arranged, must be prepared and presented in the next meeting.
	
	The proposed Internship Policy is enclosed herewith for review and suggestion- Annexure- II

Item-7	**To present the report on conduction of International Symposium December 2019** ➢ *SUSTAINABLE DEVELOPMENT RESEARCH IN THE ASIA-PACIFIC (SDRAP-2019), in partnership with the One Planet's Sustainable Buildings and Construction Programme, and Manchester Metropolitan University HAW Hamburg, under the auspices of the Inter-University Sustainable Development Research Programme (IUSDRP) was conducted during 19th - 21st December 2019 at our institute.* ➢ *Total 13 expert sessions were held where 4 of the experts were from Germany, Australia, Geneva and Switzerland.* ➢ *There were 6 keynote speakers for 6 sessions.* ➢ *Other than these sessions, there was a separate session named as "Sustainable procurement of built environment: Learnings from India & abroad" where 4 experts and 1 chair participated.* ➢ *An industrial session was also scheduled in which two experts delivered a keynote.* **The House appreciate the conduction of this international event and directed to continue this practice in coming years also.** **The full report is enclosed as Annexure-III**
Item-8	**To present the mechanism developed to compute the Administrative Efficiency Index (AEI) of the departments & Sections** As decided in the previous IQAC meeting on 30th November 2019: ➢ *The institute has been working on developing an Administrative Efficiency Index (AEI) w.e.f January*

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2020. As discussed in the IQAC, guidelines have been prepared for computing the Administrative Efficiency Index (AEI) on a scale of 10.

➤ The idea is behind the development of a numeric index is to encourage timely completion and submission of documents/reports/information etc. by the various departments and cells to ensure:

   o Timely completion of all routine academic & other student activities such as curriculum development, alumni & industry connect, student counselling, mentoring, assessments, various feedbacks & their analysis, PTM etc.
   o Timely submission of impact analysis reports/ATR/CO-PO attainments etc
   o Overall quality improvement for making students industry ready
   o Improvement of Institute Level Documentation required for accreditation
   o To avoid the need for constant reminders and notices

A sample has been prepared and circulated to the departments for information. The list of activities and deadlines are dynamic.

The criterion used for awarding marks is given below.
   o Excellent (if work is completed on the deadline) = 10;
   o Very Good ((if work is completed after 2-4 days = 5);
   o Good after 5-7 days = 3;
   o Average after 8-15 days = 1; Work Not Done after 15 days = 0;

The house reviewed the Mechanism and the parameters of AEI. The impact of implementing AEI will be discussed in the next meeting of the IQAC.

The sample is enclosed as Annexure-IV

Item -9	**To table the report of the Girls Grievances cell (GGC)**

The hose appreciated the conduction of following activities conducted by the GGC during July 2019 to Feb 2020.
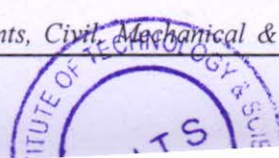
➤ *The cell has created a MOODLE page for generating awareness*
➤ *Gender warriors have been nominated for monitoring/improving the equity status in the campus and for helping the cell in organizing various events.*
➤ *The Cell organized a workshop on 'Know Your Rights' in collaboration with ITC Vivel on 12.09.2019 with the tag line **Ab Samjauta Nahi.***
➤ *In the workshop the trainer **Miss Anmol Kohli** talked about legal aspects such as some landmark judicial decisions, recent amendments, cyber safety, cyber stalking, bullying, sexual harassment, POCSO, Vishaka Guidelines, Domestic Violence, Divorce, Alimony and Inheritance rights for men and women etc. through an interactive presentation.*
➤ *The workshop was attended by **67 girls and 252 boys** from different branches.*
➤ *The team conducts their meetings on a routine basis and also voluntarily interacts with the students on campus and visits the girls hostel on Saturdays.*
➤ *The cell organized an **awareness program on personal hygiene** on 16-10-2019 for first year girls.*
➤ *Three of the members of the Girls Grievance Cell were deputed to attend one-day state level workshop on **"Equity at Workplace"** conducted by SPIU-MP at State Museum, Shyamla Hills, Bhopal on 23.11.2019*
➤ *Appreciation certificates were given to 12 of the active **Gender Warriors** during Republic Day Celebrations on 26th January 2020.*
➤ *The Cell organized **a one week panel discussion on 'Good Career Women'** from 27.01.2020 to 31.01.2020. There were **138 panellists** consisting of 51 girls and 87 boys. In the audience of 344 there were 80 girls and 264 boys*
   Detailed report of the GGC is enclosed as Annexure-V

Item-10	**To review the preparations of the Institute for the forthcoming NBA accreditation**

➤ *Three departments, Civil, Mechanical & Electrical had qualified   for submission of self assessment*

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report (SAR) to National Board of Accreditation (NBA)

➤ The Dean Academics had a meeting on 1ˢᵗ February 2020 with all the faculty and staff members of these three departments to put in place an action plan.

➤ The ADC conducted a review of files prepared by the departments and shortcomings were communicated to the departments.

➤ A mock drill for the 3 departments was conducted by an external team of experts during 17ᵗʰ-18ᵗʰ February 2020.

➤ In the exit meeting, the team submitted its report to the Director on 18ᵗʰ February.

➤ The strengths and weaknesses for each programme were discussed on 19ᵗʰ February in the meeting of director with ADC members, deans, concerned HoDs and NBA coordinators.

➤ The departmental teams are working on improving the shortcomings notified by the expert team.

The House reviewed the preparedness of the 3 departments; the status of pre qualifier of other departments was also discussed.

Item-11

To brief the House about the Academic & Administrative Audit by external experts

➤ The Institute conducts six monthly Academic Audits as a standard practice, one in August by the Internal Audit Committee and the other in February by an external team.

➤ The Academic Audit was conducted as notified in the Academic Calendar on 22ⁿᵈ February and 29ᵗʰ February.

➤ The ATR will be presented in the next meeting along with the comparative status of departments with respect to previous audits.
The report of academic audit conducted on 22ⁿᵈ & 29ᵗʰ February 2020 is enclosed- Annexure-VI

Item–12

To review the status of facilities in the Central Library

The following learning resources and other facilities are procured during this academic year between **July 2019-February 2020**

S. NO	Head	Procured on	Validity
1	Science direct 275 e-journals	1/05/2019 to 30/04/2020	1 year
2	E-books (226 multi Publishers)	6/09/2019	Lifetime
3	IEEE, ACSE & ASME e-journals package (Proposal hardcopy submission) Eshodh Sindhu	6/01/2020	1 year
4	Plagiarism Software (Turnitin)	26/02/2020	1 Year
5	Fire Extinguishers	Refilled 11/02/2020	1 year
6	CCTV New setup installed 8 Cam	01/11/2020	Life time

Scholarly journal subscription for the various programmes

E-journals	Titles	Resource
IEEE	479	e-shodhsindhu
Science Direct	275	Self Procured
ASCE	30	e-shodhsindhu
ASME	22	e-shodhsindhu
Total	806	

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Item-13	**To apprise the house about the financial support under the IRS- Scheme & Ph.D. admissions under the QIP scheme**

> *To encourage research activities in the institute the **Innovative Research Scheme** was launched last year. This year an amount of **Rs. 18.84 Lacs** has been recommended to **12 faculty members** (on the basis of recommendations of the research committee, which evaluated the research proposals after presentation and discussions with faculty members) as seed money for starting new research in different areas as proposed by them in their research proposals. It is expected that the faculty members will gain experience of handling research projects and they will be able to get support from the central funding agencies/industries for continuing their work further.*

> As per schedule of Interviews for the advance admission to Ph.D. programme for session 2020-21, interview were held on 20th February 2020, following is the summery of recommended candidates for admission in QIP/Ph.D. programmes:

Sr. No.	Department Code/ Course	Course	Total Applications	Called for Interview	Appeared for Interview	Recommended for admission
1	MGAR01	Architecture	02	00	00	00
2	MGCE01	Civil Engineering	01	01	01	01
3	MGCS01	Computer Science & Engineering	05	03	02	01
4	MGEE01	Electrical Engineering	03	03	01	01
5	MGME01	Mechanical Engineering	05	04	03	02
		Total	16	11	07	05

The house appreciated the participation of faculty members in IRS scheme to enhance the Innovative Research Culture in the Institute.

The summary is enclosed as Annexure-VII

Item-14	**To review the status of e-repository created on MOODLE for UG projects and ME dissertations**

> *The house reviewed following status of uploading of UG projects and ME dissertations in e-repository on MOODLE under the Environment Management/ Sustainable Development mission of Institute.*
> *An e- repository was created and instructions were sent to all the departments to upload all the above reports for 2018-19 & 2019-20 batch.*
> *Till this report was compiled a total of 324 UG project reports and 57 PG dissertations were uploaded on the e-repository.*
> **The full report is enclosed as Annexure-VIII**

Item-15	**To present the first student feedback report for January-April 2020 Sessions**

> *The first feedback was collected* for faculty teaching I to III year students, III Year DE-1 & OC courses which were offered for the first time.

The full report is enclosed as Annexure-IX

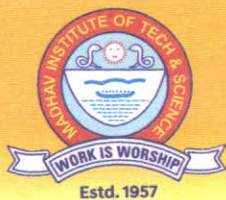|	
Item-16	**To present the details about Hackathon conducted in the institute**

> *Team members who participated at institute level competition (total 11 teams participated) and the Problem statement was taken*
> *Winning team details (5 teams were selected in software category and 1 team was selected in hardware category); The result was computed by taking the average of the results of 7 jury members.*

The House was of the opinion that a similar activity must also be conducted in the institute every year.

The full report is enclosed as Annexure-X

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Item-17	**To monitor the on-line teaching-learning through the MOODLE Working Index (MWI)**
	➢ The IQAC monitors the utilization of MOODLE for on-line teaching learning on a routine basis.
	➢ THE MWI has been developed to track this process through the session.
	The latest MWI computed for the session January-April 2020 is enclosed as Annexure-XI
Item-18	**To review and approve the mechanism for ranking the performance of student clubs/chapters**
	➢ As discussed in the previous meeting of the IQAC guidelines have been prepared by the student development cell (SDC) for ranking the performance of student clubs and chapters.
	➢ It is a practice to award well performing clubs and chapters during the Founder's Day to motivate and encourage student participation in extra-curricular & co-curricular activities.
	The Director of the Institute announced that on the basis of the assessment of this academic year, five top ranking clubs will be financially rewarded.
	The proposed numerical model for ranking the performance of clubs/chapters is enclosed as Annexure XII.
Item-19	**To report the performance of faculty & staff members in on-line courses on SWAYAM/ NPTEL platform during July-Dec. 2019**

The SWAYAM/NPTEL local chapter of MITS ranked 31st in 100 top ranking chapters list issued by NPTEL.

Report on Performance of Faculty members SWAYAM/ NPTEL courses during July- Dec. 2019

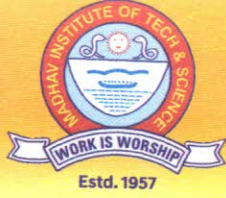| Total No. of courses Registered	Total no of faculty & Staff registered in NPTEL courses	No. of registrations made by faculty members in exam		No. of faculty members qualified exam						
		No of enrolments for exam	No of faculty member present	Elite + Gold certificate	Elite +Silver certificate	Elite certificates	Successfully completed	Total no. of faculty qualified exam	No of toppers in various courses	No. of Faculty members completed FDP courses
456	56	83	72	-	24	30	16	66	06	66

Report on Students Performance in NPTEL Courses Run During July-Dec. 2019

Total No. of Registrations	No of students enrolled for SWAYAM-NPTEL exam	No. of students appeared in exam	No. of students qualified exam					
			Elite + Gold certificate	Elite +Silver certificate	Elite certificate	Successfully completed	No of toppers in various courses	Total students qualified exam
6224	872	770	14	135	235	160	24	544

The full report is enclosed as Annexure-XIII

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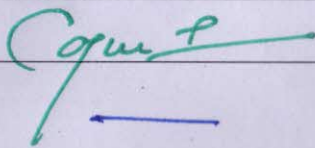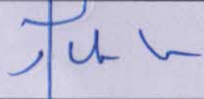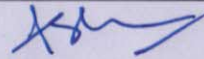
| Item-20	**Any other matter**
	➤ **Shri Prashant Mehta**, member BoG suggested that a humanoid robot can be developed in the college and can be placed in the main porch for publicity/Interaction with the visitors and to inspire the engineering students to work in this fast upcoming thrust area **Er Ashutosh Chincholikar, M.D. & CEO of Smart Controls Ltd.** Volunteered to provide all support and help to MITS in this venture. The robotics club and CSE/IT department were asked to take a lead in this project.

03.03.2020

(Dr. Pratesh Jayaswal)
Coordinator IQAC

(Dr. R. K. Pandit) 3.3.2020
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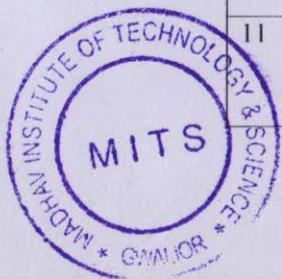
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