MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Agenda of the Internal Quality Assurance Cell (IQAC), Meeting on 22nd December 2018

Item-1	**Compliance status and confirmation of minutes of previous meeting held on 08.09.18** The **action taken/compliance report** is enclosed, shared on e-mail with all members and has been uploaded on the website. Additionally, compliance on following **11 points** was sought from the departments during this quarter: **The compliance reports from departments are compiled and discussed.** 1. **Continual on-line updating of Annual Progress Report (APR):** *The link of **Annual Progress Report (APR)** has been sent to the departments. It is being edited/updated continuously by HoDs /assigned faculty members, on line using Google Drive.* 2. **Transparency in evaluation of mid-semester examination papers** The answer books of mid semester exams have been shown to the interested students and their signatures were taken. 3. **The Course Outcome (CO) feedback for indirect assessment** *The on-line CO feedback has been taken for all courses which were offered in this semester using MOODLE. It was observed that some faculty members are still collecting hard copy feedback. This is discouraged and the concerned have been informed accordingly.* 4. **Creating Google Citations Accounts of all faculty members and linking it to department page on the institute website** *Almost full compliance has been achieved on this point.* 5. **The review of Self Assessment Report (SAR)** *During the internal review, three departments, **Civil, Mechanical and Electrical Engineering** were found to qualify for NBA accreditation. The pre-qualifier has been submitted to NBA by these three aspiring departments. The review of SAR is also in process.* 6. **Records of internal marks allotment procedure** *The departments were instructed to assign weightage to various parameters like assignments/quiz/internal viva/attendance etc before assigning the internal marks and also to maintain those records for the future. The compliance will be reviewed by the HoD and then by the External Academic Auditors in February 2019.* 7. **Conduction of extra classes in courses where the syllabi is incomplete or number of classes conducted are less than prescribed norms** *Compliance has been achieved by all departments and some displayed time-table for these classes. Faculty members engaged extra classed wherever the students appeared with doubts.*

	8. **Conduction of Internal Vivas, checking of student laboratory files** *Time-Table was displayed for internal viva at the department level and this activity was conducted in all the departments* 9. **Assignments on MOODLE** All the faculty members have uploaded assignments on MOODLE. Some of the faculty members have also encouraged on-line submission of assignments. This practice will be further strengthened in the next semester. 10. **Quiz on MOODLE** Fully complied 11. **Feedback Collection From Students** The faculty members faced difficulties in motivating the students to give on-line feedback on course content and on teacher/teaching learning. Reminders were sent to regular students for completing this activity. A mechanism needs to be developed at the department level for the successful conduction of this important activity. Directions have been issued to departments to conduct regular **interaction & counselling sessions** with students for the overall improvement of quality. **Submitted for Confirmation**
Item-2	**To apprise the House about the decisions taken in the Academic Council Meeting on 25th October 2018** The following major issues were discussed and resolved: **Regarding Flexible Curriculum & MOOCs** 1. The House reiterated that additional credits for honours/minor specialization as well as credits for elective courses (DEs & OCs) can be acquired through SWAYAM /NPTEL /MOOC (Massive Open Online Courses) platform based learning in accordance with the guidelines issued by **AICTE Gazette notification dated 17th August 2016** for conducting and evaluating courses through the MOOCs. Any amendments issued thereafter will also be followed in totality. 2. According to the Gazette "an Institution can only allow up to 20% of the total courses being offered in a particular program in a Semester through the online learning courses provided through SWAYAM platform". 3. To obtain "**Honours or Minor Specialization**", 20 Credits additionally can be completed through SWAYAM /NPTEL / MOOC platform based learning. 4. The SWAYAM shall notify to the Registrars of all the Institutions, on 1st June and 1st November every year, the list of the online learning Courses going to be offered in the forthcoming Semester"

5.   The Institutions shall, within 4 weeks from the date of notification by SWAYAM, consider through their Board of Studies (BoS) the online learning courses being offered through the SWAYAM platform and keeping in view the academic requirements, decide upon the courses which it shall permit for credit transfer.

6.   After approval of the Academic Council, the list of courses which the students can opt from the MOOCs platform will be displayed on the website well in advance, so that students can select the courses of their choice.

7.   For the MOOC courses equivalent credit weightage will be given to the students, for the credits earned through SWAYAM/NPTEL platform in the credit plan of the program w.e.f. 2017-18 admitted batch onwards. For matching the credit requirement with the curricular/scheme requirements, more than one MOOC course can also be selected against an Elective Course, provided that the collective credits are equal to or more than the credit requirement. Also, each such selected course must be of minimum 2 credits.

8.   The Institute will also make necessary efforts to develop 3-4 MOOC courses of its own.

Regarding conduction of examination of ex-students on equivalency basis

9.   The Academic Council resolved that the examination of ex-students will be conducted on the basis of equivalency w.e.f April-May 2019 examination with the courses of current schemes, as recommended by the respective Board of Studies (BoS). It was also instructed that there should be an "Consent Clause" in the examination form.

Regarding M.E./M.Tech.Dissertations

10. To help the students to apply for jobs, in the interest of the students and to maintain regularity Academic Council resolved that the students will submit the P.G. dissertation only twice a year as per the following details:

Date/Time of Dissertation		
Last date for Submission	Examination	Result Declaration
15th May	May/June	First week of July
15th December	December	First week of January

11. It is decided to allow the submission of project reports / dissertation in soft copy (pdf file with scanned copy of candidate declaration and other required certificates).

12. It is further decided that the password protected copy of submitted record (project report/ dissertation) will be preserved in the institute for minimum 10 years duration.

13. M.E. /M.Tech/MUP examination / dissertation viva voce can be conducted using the platforms which are already in use by Higher Education Department / MHRD such as A-View (under NMEICT project) / other similar platforms.

14. It is also decided to make the details such as title, abstract, keywords, public on the website.An abstract in Hindi, consisting of about 250 words will be written at the beginning.

Item-3	**To apprise the House about the status of Ph.D programmes in the Institute**
	(i) The details of applications received for admissions in year 2019-20 under the Quality Improvement Programme (QIP) of Government of India are:
	Architecture : 02 Electrical: 03 CSE: 07 Mechanical: 07 Civil: 01
	The interviews will be held on 13.02.2019.
	(ii) Institute is selected for AICTE-National Doctoral Fellowship (NDF) Scheme 2019-2020.
	(iii) Scholarships are being given to qualifying Ph.D students under TEQIP-III. In the previous semester 02 Research Assistantships (RA) were awarded. Advertisement has been floated for the next batch of RAs also for the recently approved list of Ph.D. candidate by the affiliating university.
	(iv) Half yearly review is being conducted of all the Ph.D. students to monitor their progress and status in September and March.

Item- 4	**To apprise the house about QIP Short-term courses for faculty development and training approved by the AICTE for financial year 2018-19**
	The following programmes have been approved:

Programme Duration	Number	Amount Sanctioned
Two week programmes	*03 nos*	*Rs. 27 Lacs*
One Week programmes	*08 nos*	*Rs. 52 Lacs*

Item-5 — **To review the events conducted by professional society chapters/student clubs during July – Oct. 2018**

A total of 43 activities were conducted in the July-October 2018 Session. The details are:

Club Activity Details July - Oct. 2018

S. No.	Name of Club	Activity Name	No. of Activities
1.	**ASIMOV Robotics Club**	Orientation Pro.	04
		ROBOSYM 2.0	
		Expert Talk	
		One Day Workshop	
S. No.	Name of Club	Activity Name	No. of Activities
2.	**Aerospace Club**	3 day course on 'Introduction to Aerospace Propulsion'	01
3.	**Chemical Engineer's Club**	Expert Talk	01
4.	**HAM RADIO SOCIETY MITS**	WORKSHOP OF ANTENA DESINGING AND FOX HUNT	01
5.	**ISTE Students' Chapter**	PCB Designing Workshop	04

		MITS	AutoCAD Workshop	
			IOT Workshop	
			X Calibre	
	6.	**IETE Student Forum**	Meditation for Stress Management	04
			Motivation lecture on "How to stay focused for "GATE"	
			Maze Solver Robot	
			Seminar on "Digital Transformation & Contribution of Engineers for Society"	
	7.	**IET Student Chapter**	How to Write Patent	03
			EDP in Solar PV Energy	
			Yatse 2.0	
	8.	**Innovation Cell**	**स्टार्टअप आईडिया**	01
	9.	**IEEE Student Chapter**	Expert Talk by Alumni	03
			Engineers day celebration	
			National Seminar on Digital Transformation of contribution of Engineers for society	
	10.	**Literary Club**	Knowledge Fight	01
	11.	**MITS Journalism Society**	Recruitment	02
			"Your Quote open mic"	
	12.	**MITS Codewar Club**	Pycon 1.0	02
			Code it in Python	
	13.	**MITS ACM STUDENT Chapter**	Recursive Assault	01
	14.	**NSS Unit**	Plantation Programme	02
			Plantation Programme	
	15.	**Photography Club**	Focus, A photography competition	01
	16.	**Sports Cell**	Badminton	08 Competitions at state & Nodal Level
			Basketball	
			Football	
			Table Tennis	
			Volleyball	
			Chess	
			Athletics	
			Basketball	
	17.	**SKYROADS Club**	Battlegrounds	03

			Gaming Go	
			Rahasya	
	18.	**Terrestrial Automobile Development Club**	3D Modelling and Animation	01

Item-6	**To apprise the House about conduction of Employability Assessment Test on 4th & 5th December 2018 for final year students**
	The employability Assessment Test was conducted by external agency (M/s Aspiring Minds, Gurgaon) for 526 final year students as per the guidelines of AICTE under TEQIP-III. The vender was empanelled by NPIU. The result is awaited which will help in the employability skill development training of the students.

Item -7

To apprise the House about the status of SWAYAM/NPTEL On-line Courses
(Implementation of on-line learning platforms such as NPTEL (National Programme on Technology Enhanced Learning) /SWAYAM (Study Web of Active learning by Young and Aspiring Minds)

➢ **The following evaluation guidelines are being employed:**
   a. Continuous evaluation by the teacher(s) of the course through (Seminar/Presentation/Group assignments) (Weightage of Marks: 40%)
   b. Evaluation through ONE Midterm Exam (Weightage of Marks: 20%)
   c. ONE Quiz through Institute MOODLE (Weightage of Marks: 20%)
   d. Monitoring and record of attendance (Weightage of Marks: 20%)

STUDENT PERFORMANCE

- Total number of students enrolled/registered in MITS : 2021
- Total number of departments participated in NPTEL : 10
- Total number of NPTEL courses run by the various departments : 47
- **Number of students appeared in Exam : 452**
- **Gold Medal(score of 90% and above) : 10**
- **Elite (score between 60% -89%) : 187**
- **No of toppers in various courses : 27**
- **Successfully completed the course(score between 40% -59%) : 215**
- **No of students qualified : 412(91.2%)**

FACULTY PERFORMANCE

Registered	Appeared in exam	No. of faculty members qualified exam					No. of courses
		Gold	Elite	Successfully completed	No of toppers	Completed FDP	
96	32	02	23	07	09	13	21

Item-8

To apprise the House about the status of Proposals submitted to AICTE for Financial assistance

Proposals submitted under various schemes

S No	Scheme	Year	Department	Coordinator	Amount (Rs.)
1.	RPS	2018	CSE	Dr Akhilesh Tiwari	21,58,824
2.	RPS	2018	Electronics	Dr. Vandana V Thakre	14,11,765
3.	RPS	2018	Architecture	Dr.R.K.Pandit	19,76,471

4.	RPS	2018	Electrical	Dr.Hari Mohan Dubey	10,35,294
5.	RPS	2018	Archtecture	Dr. Anjali Patil	19,23,529
6.	MODROB	2018	IT	Dr Akhilesh Tiwari	19,95,000
7.	MODROB	2018	Civil	Dr. M.K.Trivedi	15,00,000
8.	MODROB	2018	Electrinics	Dr. P.K.Singhal	13,34,118
9.	MODROB	2018	Architecture	Dr.R.K.Pandit	20,00,000
10.	MODROB	2018	Mechanical	Dr.C.S.Malvi	19,91,612
11.	STTP	2018	MCA	Dr.R.S.Jadon	4,40,000
12.	HFS	2018	Institute	Dr.R.K.Pandit	3,00,00,000

Status of Proposals Submitted in 2017-18 (Till Date)

S No	Scheme	Year of Submission	Department	Coordinator	Status
1.	RPS	2017	Electrical	Dr Laxmi Srivastava	Not Recommended
2.	RPS	2017	Architecture	Dr Anjali Patil	Not Recommended
3.	RPS	2017	Biotech	Dr Sunita Sharma	Not Recommended
4.	RPS	2017	CSE & IT	Dr Akhilesh Tiwari	Not Recommended
5.	RPS	2017	Mechanical	Dr.Pratesh Jaiswal	Not Recommended
6.	**MODROB**	**2017**	**Architecture**	**Dr Alok Sharma**	**Provisionally Recommended**
7.	MODROB	2017	MCA	Dr R S Jadon	Not Recommended
8.	**GOC**	**2017**	**Electrical**	**Dr. Manjaree Pandit**	**Provisionally Recommended**
9.	**PRERNA**	**2017**	**Institute**	**Dr Vikash Shinde**	**Provisionally Recommended**
10.	SC/ST Hostel	2017	Institute	Dr. R.K.Pandit	No information

Item-9	**To review the establishment of an on-line event recording portal using Google Forms**
Item-10	**To review the on-line collection of faculty Science Citation Index (SCI) publication details**
Item-11	**Any other matter with the permission of the Chair**