



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

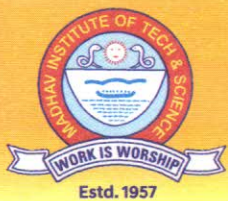
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Minutes of the Internal Quality Assurance Cell (IQAC) Meeting held on 30th November, 2019

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



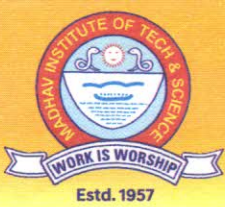
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| | | 60% for all courses |
| 2. | <p>Setting parameters for various academic and administrative activities of the institution; Suggested improvements/changes</p> <ul style="list-style-type: none"> ❖ Targets are to be set for various academic, administrative,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



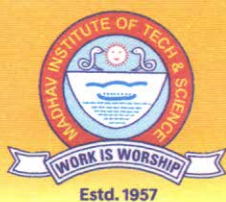
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| | | <p>“Outcome Based Education (OBE) & Accreditation process” was organized on 19th July 2019 By experts from DTU, Delhi.</p> <ul style="list-style-type: none"> ▪ workshop on “Bloom’s Taxonomy for Assessment Design” on 13th-14th August, 2019 ▪ In-house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

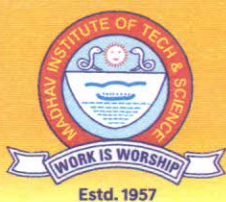


Item-3

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

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

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



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

Item-4

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

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

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

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



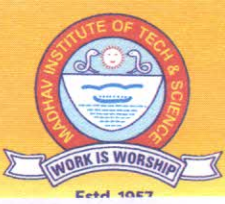
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| 8 | PO Feedback from final year students | HOD / OBE coordinator (MOODLE) | Once a year From final year students before they leave |
| 9 | Exit Survey from final year students | T&P office | Once a year |
| 10 | PEO Feedback (from Alumni passed out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

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

Item-5

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

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



the remaining semester.

Analysis & reward for faculty teaching first year students

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

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

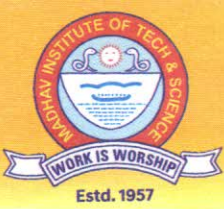
- A total of 58 faculty members were rated as 'very good' and 37 faculty members were below average.
- The detailed report is enclosed as Annexure-I.

Item- 6

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

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

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

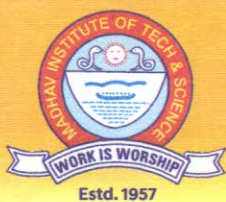


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| 20. | Terrestrial Automobile Development Club | Prof. Vedansh Chaturvedi |
| | STUDENT CHAPTER | Faculty Coordinator |
| 21. | MITS ACM STUDENT Chapter | Prof. Neha Bhardwaj |
| 22. | IEEE Student Chapter | Dr. Manish Dixit |
| 23. | IET Student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

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

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

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



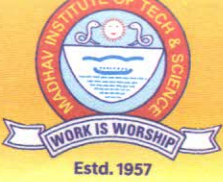
Programme conducted for the First Year Batch admitted in July-August 2019.

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

Item-8

To review the status of Mentor-Mentee scheme.

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



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

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

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

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

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

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

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

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

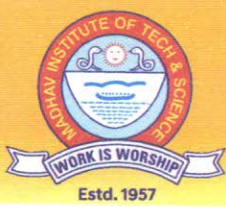
- Resume Making
- Mock interview

Fourth year : Need Based Sessions

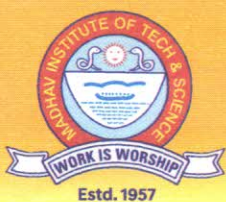
Group sessions for creating awareness on issues like Gender Equity , Sense of Self & Others , Finding the Purpose of Life , Wardrobe Engineering , Inner Engineering , Sleep Hygiene, Holistic Lifestyle etc.

Individual counselling sessions for specific concerns like absenteeism, psychological





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



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

