



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

COMPLIANCE/ACTION TAKEN REPORT ON DECISIONS OF IQAC ON MAY 22nd 2019

In Compliance to the decisions taken by IQAC in the meeting on 22nd May 2019, following actions have been taken :

- M.E. Dissertation Result Declaration.

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

- PG (Soft Copy Submission).

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

Ref. No. DA/MP/19/951

Date: 27/07/2019

NOTICE

Subject: Guidelines for Submission of M.E./M.Tech Dissertation in soft copy

In the meeting of the Academic Council held on 01.06.2019, it has been decided that the deadline for submitting final M.E./M.Tech Dissertation in soft copy is 31st July (every year).

However, the last date for M.E./M.Tech Dissertation Submission for 2017-18 admitted and all previous batches will be 31st August.

The dissertation (one hard copy, spiral binding) must be submitted to Dean Academics office along with the following:

- (i) List of publication(s)
- (ii) First page of publication(s)
- (iii) Plagiarism Check Certificate duly signed by the candidate, supervisor(s), turnitin administrator & the Head of the Department (enclosed)
- (iv) Only Summary of Plagiarism Check

The dissertation must be accompanied by following documents in file along with recommended panel of examiners

- Full plagiarism report (similarity highlighted) along with summary
- Copy of publication(s)
- Copy of notice displayed on notice board for internal presentation
- Report of internal presentation signed by the committee constituted (for the same) and approved by HoD.

After panel is approved and dissertation is signed by the Director,

- (v) A CD must be submitted consisting of a **single pdf file having the full thesis with**
- a) cover page
 - b) candidate declaration with signatures of all concerned (scanned)
 - c) first page of published paper
 - d) plagiarism summary &
 - e) Plagiarism certificate

The same single pdf file must also be mailed to: **deanacademics2@mitsgwalior.in**

(Dr. Manjaree Pandit)
Dean Academics

Copy :

- I. All HoDs (of departments running PG programmes)
- II. ADC members
- III. Director office

- Norms & Guidelines for effective implementation of flexible curriculum where made by the ADC of the institute.

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Ref. No. DA/MP/19/952

Date: 27/07/2019

NOTICE

Subject: Guidelines for Approving M.E./M.Tech Dissertation for final Viva-voce Examination.

The following guidelines have been framed by the **Academic Development Cell** for approval of the M.E./M.Tech Dissertation for final viva-voce examination, by the department.

Eligibility for permitting Internal Presentation

- 01 International Conference/Journal paper
- Fulfilment of plagiarism guidelines
- Submission of draft thesis/ dissertation to the HoD office (Signed by guide, turnitin admin & Candidate) (along with the application addressed to HoD, seeking permission for internal presentation (Application must be forwarded by guide, after ensuring all the above requirements).

- Draft thesis (Hard Copy Spiral Binding with all Certificates), must accompany.
 - (i) Copy of publication(s)
 - (ii) Complete turnitin report along with the summary in hard copy

Constitution of committee at Department Level for reviewing draft thesis and presentation

- ❖ Supervisor – Convenor
- ❖ Supervisor will propose the names of two faculty members from the department (from relevant area preferably) – Members
- ❖ M.Tech Coordinator – Member
- ❖ HoD/HoD nominee – Member

Internal presentation and approval

- Notification for internal presentation to be displayed & circulated (at least one day before).
- Evaluation/presentation report submission to HoD (and the same to be communicated to student for correction/ modification).
- After correction/incorporation of suggested modifications, student will again submit the corrected draft & thesis to the same committee for approval.
- Committee will submit the final recommendation to the HoD.
- On the basis of recommendations, HoD will approve the case for further process.
- After this, the candidate will prepare the final draft under the guidance of his/her guide for submission.

Submission of dissertation for final approval

- The dissertation and the panel of examiners (submitted by guide and finalized by the examination committee) along with final spiral bound thesis consisting of (i) List of publication(s)(ii) First page of publication(s) (iii) Plagiarism check certificate duly signed by the candidate, supervisor(s), Turnitin administrator & the Head of the Department (iv) Summary of Plagiarism Check, will be submitted to the Dean Academics office for processing, along with
 - Full plagiarism report (similarity highlighted) along with summary (in separate file)
 - Copy of publication(s)
 - Copy of notice displayed on notice board for internal presentation
 - Report of internal presentation signed by the committee (constituted for the same) and approved by HoD.
- After approval from Director, letter for the appointment to examiners will be issued by the examination cell
- The signed copy of dissertation (Spiral Binding) will be collected by the department/guide.
- Preparation & submission of CD consisting of (i) a single pdf file made from the approved and signed spiral bound dissertation (ii) complete plagiarism report with summary.
- The above two files are also to be mailed to deanacademics2@mitsgwalior.in

- After successful completion of viva-voce examination, the candidate may convert the approved (spiral Binding) dissertation file in hard binding form for personal records and future referencing.

(Dr. Manjaree Pandit)
Dean Academics

Copy :

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- II. ADC members
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Name of the Department

Plagiarism Check Certificate

This is to certify that I, ----- student of M.E./M.Tech in -----
-----have checked my complete dissertation entitled “-----
-----” for similarity/plagiarism using the “Turnitin” software”
available in the institute.

This is to certify that

- The similarity in my dissertation is found to be.....% {which is within the specified limit of 15-20% }
- Similarity from a single source is% {which is within the specified limit of 4-6% }.
- Self plagiarism in my dissertation is found to be% {which is within the specified limit of 7-8 %). }

The **full plagiarism report along with summary is enclosed.**

Name & Signature of Student:
Enrolment No.

Date:

[Name & Signature of the Supervisor(s) with date]

[Name & Signature of the Turnitin administrator with date]

[Name & Signature of the Head of Department with date]

- Same was uploaded on the institute website.
- Orientation/discussion sessions were held with faculty and students.

Mechanical Engineering Department

Reference No. :

Date: 12/07/18

Subject- Report on the orientation programme of Mechanical Engineering department

As per the notice, with reference no. DA/MP/18/693 one-day Orientation Programme for all students the department from second year onwards, was organized in the Seminar Hall of the Mechanical Engineering Department on 11/07/18 (Wednesday) from 11:00 AM to 2:30 PM. Faculties apprised the students about the various institutional and academics activities of the Institute as well as of the department so that they can derive the full advantage and student's participation and progression may be increased.

Full schedule of the Programme is given in the following Table-

S. No.	Time	Topic	Faculty
1.	11:00 AM	Introduction of OBE by OBE coordinator	Prof. Ajay Singh Rajput
2.	11:20 AM	Importance of self-learning through SWAYAM	Prof. BhupendraPandey
3.	11:30 AM	Career Opportunities/ How to prepare for GATE	Prof. SharadAgrawal
4.	11:45 AM	Importance of Feedback (CO-PO, Curriculum, Faculty)	Dr.AmitAhirwar
5.	12:00 PM	Importance of attending special classes for remedial purposes	Dr. M. K. Gaur
6.	12:15 PM	Institute MOODLE and MOODLE activities and its usage	Prof. UtkarshShrivastava
7.	12:30 PM	Effort by the Institute for students development like Chapter, Clubs etc.	Prof. VaibhavShivhare
8.	12:45 PM	Important of taking part in technical activities outside the Institute	Dr. C. S. Malvi
9.	01:00 PM	Introduction to schemes, courses evaluation (flexible curriculum,)	Dr. C. S. Malvi
10.	01:25 PM	Assignment of projects based on Industrial/Societal needs	Dr. C. S. Malvi

11.	01:40 PM	Important of Internships	Dr. AmitAhirwar
12.	02:00 PM	Other information important for the students regarding attendance, mid-term etc.	Dr. M. K. Sagar

After this, at the end of the programme there was a question-answer session where students were allowed to ask any queries regarding any of the above topics covered by the faculties and also to interact with the faculties who are going to teach them in this semester. Informal feedback was also taken by students about the institute as well as department. Students really enjoyed this and found it very useful as many of them didn't know about many of the topics covered, especially second year students. Overall the programme was very successful.

Dr. M.K. Sagar
(HMED)

Mechanical Engineering Department

ORIENTATION PROGRAMME SCHEDULE

Date: 10/08/18

SCHEDULE OF THE ORIENTATION PROGRAMME OF PG (PRODUCTION ENGINEERING)
ON 16/08/2018

S. No.	Time	Topic	Faculty
1.	11:00 AM	Introduction of Department by HOD	Dr. M. K. Sagar
2.	11:30 AM	GATE Scholarship, TEQIP –III funds for research scholars	Dr. P. Jayaswal
3.	12:00 (noon)	Important of taking part in technical activities outside the Institute	Dr. C. S. Malvi
3.	12:30 PM	Research Projects Proposals	Dr. M.K. Gaur
4.	01:00 PM	Universal Human Value	Dr. Jyoti Vimal
01:30- 02:00 PM		Lunch Time	

5.	02:00 PM	Introduction of OBE by OBE coordinator	Prof. Ajay Singh Rajput/ Prof. Vaibhav Shivhare
6.	02:30 PM	Importance of self-learning through SWAYAM/NPTEL	Prof. Vedansh Chaturvedi
7.	03:00 PM	Importance of Feedback (CO-PO, Curriculum, Faculty)	Dr.Amit Ahirwar
8.	03:30 PM	Institute MOODLE and MOODLE activities and its usage	Prof. Utkarsh Shrivastava
9.	04:00 PM	Procedure of M.Tech. Dissertation	Prof. Sharad Agrawal

Venue: SKF Lab

(Dr. Jyoti Vimal)

(Dr. M.K. Sagar)

Orientation Coordinator

HMED

Copy to:

1. Dean Student Welfare
2. Dean Academics
3. Director office for kind information
4. Concern faculty members
5. Notice Board

Mechanical Engineering Department

Reference No. :

Date: 20/08/18

Subject- Report on the orientation programme of newly admitted M.Tech (Production Engg.)

One-day Orientation Programme for newly admitted students of M.Tech (Production Engg.) was organized in the SKF Lab of the Mechanical Engineering Department on 16/08/18 from 10:00 AM to 4:00 PM.

Full schedule of the Programme is given in the following Table-

S. No.	Time	Topic	Faculty
1.	11:00 AM	Introduction of Department by HOD	Dr. M. K. Sagar

2.	11:30 AM	GATE Scholarship, TEQIP –III funds for research scholars	Dr. P. Jayaswal
3.	12:00 (noon)	Important of taking part in technical activities outside the Institute	Dr. C. S. Malvi
3.	12:30 PM	Research Projects Proposals	Dr. M.K. Gaur
4.	01:00 PM	Universal Human Value	Dr. Jyoti Vimal
01:30- 02:00 PM		Lunch Time	
5.	02:00 PM	Introduction of OBE by OBE coordinator	Prof. Ajay Singh Rajput/ Prof. Vaibhav Shivhare
6.	02:30 PM	Importance of self-learning through SWAYAM/NPTEL	Prof. Vedansh Chaturvedi
7.	03:00 PM	Importance of Feedback (CO-PO, Curriculum, Faculty)	Dr.Amit Ahirwar
8.	03:30 PM	Institute MOODLE and MOODLE activities and its usage	Prof. Utkarsh Shrivastava
9.	04:00 PM	Procedure of M.Tech. Dissertation	Prof. Sharad Agrawal

A brief orientation about MITS Gwalior and GATE Scholarship is delivered by Head, Mechanical Engineering Department. Faculties inform the students about the various institutional and academics/research activities of the Institute as well as of the department. Students really enjoyed this. Overall the programme was very successful.

Dr. M.K. Sagar

(HMED)