



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 DECEMBER 22nd 2018

In Compliance to the decisions taken by IQAC in the meeting on 22nd December 2018, following actions have been taken :

- Activity calendar was released by Academic Development Cell (ADC) indicating.
 1. The Academic time lines during the session.
 2. Feedback time lines.
 3. Action taken time line deadlines (ATR)
 4. Formats to collect the feedback from the Students, Teachers, Alumni, Employer and Parent.
 5. 12 different formats well designed for the above purpose.

Routine Academic Activities during an Academic Year
(To be monitored by the office of the Dean Academics & Dean Students Welfare)

S.No.	Activity	Timelines/ Upper Limits	Responsibility	Status/Actions Taken
1.	Display of various Time Tables (Master, Class, Faculty, Staff & Laboratory) UG/PG/PhD Course Work & Additional Classes(Remedial classes to called as Additional Classes according to IQAC guidelines))	At least two to three weeks before the classes begin	Departmental Time Table Coordinator & Team	
2.	Uploading learning material on MOODLE (Lecture plans,Notes, PPTs, Learning Material, Question Banks(Unit wise Q.Paper pattern wise, Tutorial Questions, Assignments etc)	One week before the commencement of regular classes (In both semesters)	Individual Faculty Members (MOODLE Coordinators to monitor)	
3.	Conduction of a formal Parent Teacher Meet (Collection of on-line feedback from identified parents, submission of a comprehensive summary on the feedback received and Actions Taken/to be taken) (Departments are required to form a Parent-Teacher Association)	Preferably after first mid-semester examination or after commencement of regular classes (In both semesters)	Class coordinators & Team	
4.	One-day interaction Session with Students of II-IV year for Briefing about	Within two-four week after the commencement of	HoD, various coordinators & assigned Team	

	various academic and career/employability related issues (Details in Annexure-I)	regular classes (In both semesters)		
5.	Constitution of Student Clubs after review of previous year performance	Within two weeks of beginning of the session	Dean Student Welfare & Student Cell	
6.	Allotment of Projects to the UG students	III Semester B.E. students should be allotted projects within 15 days of the commencement of regular classes	To be coordinated by the Faculty I/c assigned by HoD	
7.	Allotment of Dissertation topics to the PG students	M.E. dissertation topics to be finalized by April-May so that students can start working during summer vacations	To be coordinated & monitored by HoD, Class Coordinators	
8.	Dissemination of the list of Value Added Course Modules (30 hours duration) which the department plans to offer in the semester	At the beginning of each session (Odd & Even both)	Value Added Course Team constituted by the HoD	
9.	Result analysis (Complete) [Action taken report on courses where performance is not up to mark]	30 th July (Even Semester) & 30 th January (Odd Semester)	To be coordinated by Examination controller/Autonomy Cell HoDs	
10.	Computation of attainment of COs	15 th July & 15 th January	Faculty members (To be monitored by OBE Coordinators OBE Manager)	
11.	Computation of attainment of POs and PEOs (For Last passing out batch using direct/indirect attainments)	30 th July	HoD, OBE Coordinators & Faculty members	
12.	Display of mid-semester Time-Table	At least one week before the mid semester exam	Time-Table coordinator(s)	
13.	Display of mid-semester marks on notice boards & showing answer books to students & taking their signatures on A/Bs	Within 10 days of completion of Mid-semester Exams	Concerned Faculty (To be monitored by HoD & Class Coordinator)	
14.	Identifying absentees & poor performers of First mid-semester exam and displaying their names on Notice Board	Within 10 days of completion of Mid-semester Exams	Class coordinators (To be monitored by HoD)	
15.	Display of time-table of	Twice in a semester,	Class Coordinator/In-	

	internal evaluation of M.E. Dissertation	around mid-semester dates in III as well as IV semester	charge (To be monitored by HoD & Class Coordinator)	
16.	Six Monthly review of all Ph.D. students (Details in Annexure: II)	In August and February on the announced dates	Dean Academics Office to announce dates, Review will be at Department	
17.	Final Internal viva and final checking/evaluation of student lab reports	About one week before teaching ends	Concerned Faculty (To be monitored by HoD & Class Coordinator)	
18.	Display of practical examination Time-Table	About 10-15 days before the beginning of practical examination	Time-Table/Practical Examination Coordinator	
19.	Meeting of BoS to finalize tracks for minor specialization, list of Departmental and Open Elective Courses etc.	In first-second week of November & June	Dean Academics & Academic Cell, HoD and BoS members	
20.	Conduction of the Meeting of the Academic Council	In third-fourth week of November & June	To be coordinated by the Dean Academics & Academic t Cell	
21.	Displaying the List of Departmental & Open Electives after approval from the Academic Council	Around 30 th November & 30 th June	SWAYAM Manager & SWAYAM coordinators	
22.	Registration of Students for on-line Elective Courses (Departmental & Open)	In December & July (On Institute IMS) & as per on-line schedule (on SWAYAM portal)	Class Coordinators & SWAYAM Team	
23.	Conduction of the Meeting of the IQAC	Around Last week of August, November, February & May	To be coordinated by IQAC coordinator & Dean Academics	
24.	Academic Audit (Format in III)	Last week of August (Internal) & Last week of February (External)	Schedule (for Group A & Group B Programmes) to be notified by the Dean Academics Office	
25.	Question paper analysis and reporting on major discrepancies	30 th July for Even Semester & 30 th January for Odd Semester	Team assigned by HoD (To be monitored by HoD)	
26.	Presentations of faculty members who have attended short-term courses /seminars /workshops in/outside the institute (List/Report to be sent to the	Within a month of attending the event	To be coordinated by HoD & Team	

	office of the Dean Academics)			
27.	Submission of Reports of Girls & Boys Grievance Redressal Committees to the Dean Student Welfare	30 th November & 30 th May	Proctor & Chairpersons of Girls' & Boys' grievance cells	
28.	Compilation of sports, clubs and professional society chapter activities and achievements	30 th November & 30 th May	To be coordinated by Dean Student Welfare & Student Cell	
29.	Meetings of Mentor-mentee with faculty (Minutes to be maintained)	I & IV Saturday between 4.0 PM to 5.0 PM & additional meetings whenever required	All Faculty (To be monitored by the Dean Student Welfare & Student Cell)	
30.	Counselling sessions for students (issue based)	Once every semester	Counsellor & Class coordinator (To be monitored by the Dean Student Welfare & Student Cell)	
31.	Gender equity Counselling and activity (Seminar/debate/poster presentation/expert talk /conference etc)	Once every year	Team assigned by HoD	
32.	Sustainability/Alternate sources of energy (Seminar/debate/poster presentation/expert talk /conference etc)	Once every year	Team assigned by HoD	
33.	Activity for creating awareness about environment, ethics, safety etc. (Seminar/debate/poster presentation/expert talk /conference etc)	Once every year	Team assigned by HoD	

Feedback Timelines

S. No.	Feedback Name	Responsibility	Timelines	Status/ Remarks
1.	Student Feedback on Course Content/Curriculum (Format in Annexure-IV)	Class coordinator through MOODLE	About 2-4 weeks before BOS meetings in (October & May)	
2.	Teacher Feedback on Course Content/Curriculum (Format in Annexure-V)	HOD / faculty in-charge through MOODLE	About 2-4 weeks before BOS meetings (October & May)	
3.	Alumni Satisfaction	T&P office, Department Web	About 2-4 weeks before	

	Survey (Format in Annexure-VI)	coordinator	BOS meetings (October & May)	
4.	Employer Satisfaction Survey (Format in Annexure-VII)	T&P office , Department Web coordinator	About 2-4 weeks before BOS meetings (October & May)	
5.	Parent Satisfaction Survey (Format in Annexure-VIII)	Class coordinator through MOODLE during parent teacher meeting	During PTM at the beginning of the session (July & January)	
6.	Faculty Feedback from students (Format in Annexure-IX)	T&P office and Department Web coordinator through GOOGLE FORM	Twice a Semester (Around I & II Mid-semester examinations)	
7.	CO Feedback from Students	Class/course Coordinator through MOODLE	Last day of Teaching	
8.	PO Feedback	HOD / OBE coordinator (MOODLE)	From final year students before they leave (May/June)	
9.	Exit Survey	T&P office	From final year students before they leave the institute (May/June)	
10.	PEO Feedback (To be collected from Alumni passed out during last 3-5 years)	T&P office & Department OBE coordinator through GOOGLE FORMS	(Once, In June)	

FEEDBACK FROMS : STUDENTS, TEACHERS, ALUMNI, EMPLOYER AND PARENT

(ANNEXURE-IV)

STUDENT FEEDBACK ON COURSE CONTENT/CURRICULUM

You are required to give your feedback on the courses which you have studied in this semester. Your comments in the box below will be very useful for the coming batches and for improvement of Academics in the institute.

Please rate your satisfaction level on a scale of 1-5 and write your comments in the box below to help us understand you in a better manner.

1: Poor 2: Average/satisfactory 3: Good 4: Very Good 5: Excellent

Criterion	Course 1	Course 2	Course 3	Course 4	Course 5
The course is well designed					
The syllabus units are balanced					
The learning material was available to you					
The content was clear and easy to understand					

The course was relevant and updated for present needs					
The course meets your career expectations					
The course will be useful to meet your higher studies/future aspirations.					
Overall rating					
Comments:					
<p>Questionnaire</p> <ul style="list-style-type: none"> • Mention the course / contents which in your opinion is outdated & needs to be removed. • Name course / contents which needs to be updated. • Is any new course required to meet current needs? 					

(ANNEXURE-V)

TEACHER FEEDBACK

The main idea behind this feedback exercise is to make our academic system and the teaching-learning process more effective. **Please base your judgement on your honest and unbiased observations.** Your balanced and matured opinion will assist in achieving the desired objective. **Answer independently, objectively and with a sense of responsibility. The information provided by you will be kept confidential & will be utilized strictly for quality improvement of the institute only.**

Please rate on a scale of 1 to 5 (Strongly Disagree to Strongly Agree)
<p>On Course</p> <p>1. The availability of books & E-learning material in the institute is good. (Please give your opinion)</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p>2. The Courses and content are up to date. (Please suggest if you feel any new course(s) need to be introduced to meet current needs & technological changes?)</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p>3. The course curriculum/syllabi are helpful in meeting the higher studies/placement requirements according to present global trends. (Please give suggestions if any)</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>

4. **The course / contents in your domain/area are well designed and frequently updated, hence need no changes at present.**[If you feel some changes (new content to be added or outdated content to be removed) are needed, please suggest]

5. **The curriculum is capable of inculcating life-long learning abilities in students.**
(Any suggestions, please give below)

General Parameters

6. **The environment of department/institute is conducive for innovative teaching and research.**
(Please comment)
7. **The institute supports you in your initiatives for updating your knowledge/skills and in achieving career growth.**
(Please comment)
8. **The institute provides basic infrastructural facilities required for teaching learning.**
(Please comment)
9. **You get academic freedom to implement your ideas and conduct your courses without interference from authorities.**
(Please comment)
10. **In general you are satisfied with your work environment and institute culture.**(Please comment)

(ANNEXURE-VI)

ALUMNI SATISFACTION SURVEY

The institute has implemented Flexible Curriculum from Academic Session 2018-19. The idea is to improve the employability of students by enabling them to opt for courses of their choice in accordance with their career goals.

You are requested to please take a moment to give your feedback on the courses which you studied during your graduation. Your comments are valuable to us and crucial in improving the employability potential of the coming batches, as well as in improvement of Academics in the institute. (The current curriculum is available on the department web page of institute website for your ready reference.)

On a scale of 1-5 (Strongly Disagree to Strongly Agree)

1. You feel proud to be known as an MITS Alumnus
2. Institute organizes various kinds of activities for the overall development of students
3. Are you willing to contribute in the development of the Institute
4. Institute handles students' grievances properly
5. Institute has adequate laboratories and equipment for practical exposure to students
6. The education imparted at MITS is useful and relevant in your career and present job
7. Have you obtained sufficient technical knowledge (both in theory and practical) at MITS
8. Do you like to join the Institute Alumni Association
9. Would you like to receive regular updates from the Institute through Mails/Calls/SMS?
10. Overall are you satisfied with the Faculty, Staff and Administration during Program

On Courses &Curriculum

11. The course and curriculum at MITS caters to the recent trends and developments in the field.

(If no, please give below suggestions for improvement)

12. The syllabi were useful for meeting your higher studies/career goals.

(If no, please suggest from your experience, what changes are required)

13. In your opinion, the course / contents is up to date and no portion needs to be removed.

(If no, please suggest courses/content which is obsolete and needs to be deleted)

14. The courses and contents are updated and no new course needs to be added right now.

(If no, please suggest content/new courses which need to be added)

15. The institution is capable of providing facilities and support to alumni (as and when desired) for acquiring state-of-the-art skills/knowledge in an area identified by them

(If yes, please provide details so that institute can take initiative for such support)

EMPLOYER SATISFACTION SURVEY

The institute has implemented **Flexible Curriculum** from Academic Session 2018-19. The idea is to improve the employability of students by allowing them to select courses according to their career aspirations and acquire latest knowledge in respective areas.

You are requested to please take a moment to give your feedback on the performance / domain knowledge of our alumni who are employed by your organization. Your comments are valuable and crucial improving the employability potential of the coming batches. (The current curriculum is available on the department web page of institute website for your ready reference).

GENERAL PARAMETERS

Please rate on a scale of 1 to 5 (Strongly Disagree to Strongly Agree)
1. Technical knowledge and contribution is at a Good level
2. Ability to learn new areas, engage in professional development, and adapt to technological changes
3. Deserves to be promoted/has potential for elevation to higher level
4. Shows ethical behaviour and social responsibility
5. Demonstrates ability to work well on a team
Questionnaire (Feedback on Course & Curriculum)
<p>6. Your employee (our alumnus) demonstrates good knowledge of the recent industrial trends and developments in the field. (If no, please give comments below about areas/fields where our alumni might be lacking)</p> <p>Comment: <input style="width: 480px; height: 40px;" type="text"/></p>
<p>7. The courses being offered at MITS and the contents delivered here are up to date. (If no, please give comments below and please suggest course / contents which need to be updated for making our graduates industry ready)</p> <p>Comment: <input style="width: 480px; height: 40px;" type="text"/></p>
<p>8. All latest technological changes are included in the courses and syllabi are sufficient to meet the requirements of my organization. (If there is need of any new course to be introduced to meet current needs & technological changes, please comment and suggest)</p> <p>Comment: <input style="width: 480px; height: 40px;" type="text"/></p>
<p>9. The institute (MITS, Gwalior) is capable of extending support for conducting collaborative training programs for your employees in areas desired by you. (If yes, then please mention areas where above activity can be conducted in future as per mutually agreeable terms)</p>

Comment:

10. **The institute (MITS, Gwalior) is capable of designing a course catering to specific requirements as desired by you and also in running it successfully with partial technical support from you.**

(If yes, please suggest an area/name catering to your specific requirement)

Comment:

(ANNEXURE-VIII)

PARENT SATISFACTION SURVEY

The institute has implemented **Flexible Curriculum** w.e.f Academic Session 2018-19 which gives flexibility to your ward to select courses of his/her choice and career aspirations. The idea is to improve the employability of students by providing them latest knowledge in all fields.

You are requested to give your feedback based on the performance / developments that you have observed in your ward. Your comments will be very useful for improving the quality of education in the institute.

Please rate on a scale of 1 to 5 (Strongly Disagree to Strongly Agree)

On Course

1. **How do you rate the programme in terms of the load of the courses in different semesters?**
2. **How do you rate the availability of books & E-learning material in the institute library / website?**
3. **Is any new course to be introduced- to meet current needs & technological changes?**
4. **How do you rate the quality and relevance of the courses included in the programme of study.**

Comments

On General Parameters

5. **Your ward demonstrates knowledge of the recent trends and developments in the field.**
6. **The institute provides good support for improving overall personality of your ward.**
7. **The teaching, learning and evaluation system in the institute is good.**
8. **The institute conducts many activities that help your ward in getting job opportunities and campus placement.**
9. **The infrastructure, other facilities and ambience of the institute is good.**
10. **In general you are happy and satisfied with the institute.**

Comments

Action Taken Report (ATR) Timeline

S No.	Report Name	Report Responsibility	Report deadlines	Status/Remarks
1	Result/ Question Paper Analysis Report on Routine Activities APR to be updated (Annexure-X: APR Format)	HOD / Faculty In-charge	30 th July (Submission in softcopy)	
2	ATR on Academic Audit Report Report on Routine Activities APR to be updated	HOD / Faculty In-charge	30 th October (Submission in softcopy)	
3	Result analysis/Question Paper Analysis Report on Routine Activities APR to be updated	HOD / Faculty In-charge	30 th January (Submission in softcopy)	
4	ATR on Academic Audit Report Report on Routine Activities APR to be updated	HOD / Faculty In-charge	30 th April (Submission in softcopy)	

Routine Information/Data to be Sent by the Exam Cell (to be sent in Soft copy electronically) and T & P Cell

S. No.	Activity	Timelines/ Upper Limits	Responsibility	Status/ Actions Taken
1.	UPLOAD THE QUESTION PAPERS ON WEBSITE	After the examination	Exam Controller & Team	
2.	SENDING TR TO THE DEPARTMENTS (HARD COPIES)	After the main result declaration	Exam Controller & Team	
3.	ROLL LIST TO THE DEPARTMENTS	Within a week after the main result declaration (to be sent in Soft copy electronically)	Exam Controller & Team	
4.	LIST OF BACKLOG STUDENTS (SUBJECT WISE FOR REMEDIAL CLASSES)	Within a week after the main result declaration (to be sent in Soft copy electronically)	Exam Controller & Team	
5.	RESULT SUMMARY (BRANCH/ SEM WISE) (Details in Annexure : XI)	Within two weeks after the result declaration	Exam Controller & Team	

6.	RESULT SUMMARY (BRANCH/ COURSE WISE) (Details in Annexure : XI)	Within two weeks after the result declaration	Exam Controller & Team	
7.	ANNUAL SUCCESS INDEX, WITH & WITHOUT BACKLOG (SEPARATELY FOR EACH UG PROGRAMME IN THE DEPARTMENT) (Details in Annexure : XI)	Within two weeks after the result declaration	Exam Controller & Team	
8.	ACADEMIC PERFORMANCE INDEX IN II YEAR (Details in Annexure : XI)	Within two weeks after the result declaration	Exam Controller & Team	
9.	Placement Details of Students for the Year 2018-2019 (Details in Annexure : XII)	Within 10 days of completion of semester Exams	T & P Officer & Team	
10.	SUMMARY OF PLACEMENT (PASSING OUT BATCH - 2019) (Details in Annexure : XII)	In second week of June	T & P Officer & Team	

- Employability Assessment test.
- The Institute received sanctioned from AICTE for starting MBA programme 2019-20.
- 02 times as discussed the advertisement for appointment of adjunct faculty was issued in the news papers subsequently. x no. were appointed after scrutinising their application by or dully appointed committee.

ONE DAY ORIENTATION

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

Ref. No. DA/MP/18/693

Date: 04/07/2018

NOTICE

Subject- Conduction of a one day orientation to be arranged for the II-IV year students.

As discussed in the meeting of the HoDs, a one-day orientation is to be arranged for the II to IV year students to apprise them about various institutional and academic activities of the institute so that they can derive maximum advantage and student awareness and progression can be improved.

This platform can also be used to take informal feedback from students and to improve communication with them.

The departments must also try to involve students actively in all departmental activities such as alumni interaction,

The following points may be covered during the Orientation Activity for II year to IV year (Preferably on 9th July or in the first week of session).

1. An Introduction of OBE by OBE coordinators
2. Importance of self-learning through SWAYAM
3. Career Opportunities/how to prepare for GATE
4. Importance of Feedback (CO, PO, faculty feedback, Curriculum) in accreditation and quality improvement
5. Importance of attending special classes for remedial purposes
6. Institute MOODLE and the activities on MOODLE
7. Effort by the Institute for students overall development like student chapters, clubs etc.
8. Important of taking part in technical activities outside the 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. Important 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.)

The HoDs are requested to assign these tasks to the suitable faculty member (who can motivate students/departmental coordinators for various activities) and prepare a schedule in the following format.

The schedule and report of the orientation activity must be sent to the undersigned before 20th July 2018.

Time	Topic	Faculty

(Dr. Manjaree Pandit)
Dean (Academics)

Copy to:

1. All the Heads of the Departments
2. Director office

UPLOADING OF LEARNING MATERIAL ON MOODL

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Ref. No. DA/MP/18/694

Date: 04/07/2018

NOTICE

Sub:- Reminder for routine academic activities of the department (current semester)

All HoDs are required to check the compliances of the following activities in their departments and ensure that they are effectively completed.

The compliance report must be sent to the undersigned in the following format before 14th August, 2018.

S.No.	Activity	Notice No.	Date	Status only (No hard copies)
1.	Uploading of learning material on MOODLE for July – Dec. 2018 semester	DA/MP/18/677	31.5.2018	
2.	Preparation of SAR	DA/MP/18/669	17.5.2018	
3.	Conduction of parent teacher meetings and submission of feedback report	DA/MP/18/639	20.3.2018	
4.	Orientation programme for students	-	-	
5.	Computation of CO, PO, PEO attainment	DA/MP/18/639	20.3.2018	
6.	Question Paper Analysis and reporting of major discrepancy of May, 2018 examination	-	-	
7.	Presentation of faculty members after attending a course/conference/ seminar/workshop etc.	DA/MP/18/639	20.3.2018	
8.	Research proposal submission of faculty members to State/Central/ other external funding agencies	DA/MP/18/639	20.3.2018	
9.	To build an Alumni Network for the benefit of students(In coordination with the T&P Cell)	DA/MP/18/639	20.3.2018	
10.	Signing of MoU for training /internship/projects	DA/MP/18/639	20.3.2018	

(Dr. Manjaree Pandit)
Dean (Academics)

Copy to:

1. All the Heads of the Departments
2. Director office
3. I/c Training & Placement Cell