

COMPLIANCE/ACTION TAKEN REPORT OF IQAC MEETING ON 6th MARCH 2021

In Compliance to the decisions taken by IQAC in the meeting on 6th March 2021, the following actions have been taken:

The various actions taken between the two consecutive IQAC meetings are mentioned here and the reports/outcomes of these actions are presented in the meetings of IQAC, documented in the MoM and the corresponding Annexures.

Action taken by circulating uniform guidelines for the implementation/evaluation of the PDC course for personality development of students for the first time for the batch 2021 students

(The assessment format was already approved by the Academic Council in 2018-2019)

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Date: 8th March 2021

Ref: DA/MP/2021/1289

Guidelines for the evaluation of "Professional Development Course in VIII semester

With reference to the flexible scheme/curriculum and the decision taken in the Academic Council meeting dated 1st June 2019 under its item AC-4, the credit for "Professional Development" component is to be awarded to VIII Semester B.Tech. students of 2017-18 admitted batch. In this regard, the Class Coordinator / departmental committee (which may be formed) of each department is required to initiate the process for the collection of documents / certificates/records etc., as per the following suggestive procedure

1. The class coordinator must start the process of collecting the documents/certificates/records etc. pertaining to their multidimensional attainments in FOUR LEVELS as per the Annexed Table A, from the students by means of uploading through Google forms/ emails/ other convenient modes, **before 30th April 2021.**
2. For the smooth conduction of the process, the students may be asked to prepare a single file in sequential / categorical manner for ease of evaluation as given in enclosed format.
3. They may be briefed by the Class Coordinator by conducting a meeting.
4. A summary must also be prepared by the students in tabular form in the same sequence as given in Table 'A'. Each evidence/certificate can be enclosed as an Annexure.
5. The certificates / documents must be self attested by the student.
6. **The verification must be done with originals by scheduling the meeting with the students (may be in batches)**
7. The consideration of attainments (certificates/ achievements etc.) is to be done for the **whole duration of the degree.**
8. The class coordinator/ department level committee will categorize the submissions /collected documents on the basis of level of activity (institute level / state level/ national / MOOCs) and nature of activity (i.e. similarity basis).
9. The authenticity of the certificates must be checked by the class coordinator / departmental committee. The origination sources (issuing agencies /organizations) may be randomly explored. Moreover, in doubtful situations, the certificate issuing entities /organizations may be contacted to fix the validity.
10. The considerable attainment may be the individual attainment of any students or it may be a group of students (for example group of students win a competition which fits in the categories as pointed under Table A, then equal weightage will be awarded to all the students.
11. **The consideration of MOOCs must be as per the TABLE A. The courses under MOOCs which are to be considered must be the additional ones (i.e. non overlapping with the DEs/OCs/ Honours /Minor courses).**
12. The collected certificates/ documents /record (if available) against each student of VIII Sem. B.Tech 2017-18 admitted batch needs to be evaluated by the Class Coordinator / departmental committee (constituted for the purpose) by using the formulation given in the

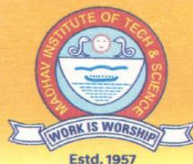
Table A. The record of evaluation to be prepared and maintained in the excel sheet which should reflect the awarded marks for each student of the class.

13. **The excel sheet (with computations and award of marks) must be submitted in the office of Dean Academics (for information) and examination section for the preparation of results as soon as the end semester evaluation is completed (on the date(s) notified by the examination office) somewhere in the third week of May 2021.**
14. The HoDs are required to monitor the activity and nominate a panel of faculty members for final evaluation according to the examination schedule.

(Dr. Manjaree Pandit)
Dean, Academics

Copy to:

All the HoDs for necessary action



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Action taken for monitoring the mentoring sessions conducted for the courses offered under

SWAYAM/NPTEL

(Notice no. DA/MP/2021/1291 sent on 17th March 2021)

Action taken for implementing examination reforms

(ADC meeting on 18th March 2021)

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

Date: 18/03/2021

MINUTES

of

The Meeting of the "Academic Development Cell"

The meeting of the ADC was held on **18th March 2021** from **4.30-6.00 PM** in the Board Room.

The following members were present:

1. Dr. Manjaree Pandit
2. Dr. P.K. Singhal
3. Dr. S. Wadhvani
4. Dr. Pratesh Jayaswal
5. Dr. Akhilesh Tiwari

In addition to the ADC members the following faculty members also joined as special invitees to discuss the credit transfer policy from NPTEL/MOOC and other examination related issues:

- Dr. Sunita Sharma
- Prof. Praveen Bansal

The Director of the institute also joined the meeting.

The following issues were discussed and resolved:

1. The broad points related to the conduction of end-term theory examination of courses in "Assignment + Oral" mode were discussed. It was decided that theoretical questions will not be asked in the "Assignment Question Paper". The idea of A+O mode will be to test the higher order thinking skills of students.
2. The weightage of Assignment Question Paper will be 40 marks and oral part of the examination will have a weightage of 20 marks.
3. Dr. Sunita Sharma and Dr. Akhilesh Tiwari were entrusted with the preparation of the final draft of guidelines for (i) Open book (Pen & paper mode examination) and (ii) Assignment plus Oral Mode, respectively.
4. It was decided that to create awareness about the above, the controller examination will conduct an in-house workshop on paper setting techniques for the above two modes.
5. In view of the student queries it was resolved that on the recommendation of class coordinator/course mentor & concerned HoD, the institute examination of NPTEL will conducted for those students who were not able to appear for the 'Proctored Examination of the NPTEL' due to various reasons.

Provision/norms of partial credits from NPTEL (internal assessment marks from NPTEL assignments) will be exercised for such students who are not able to register/appear in NPTEL examination. However, the credits earned through the institute examination will not be counted as 'credits transferred from MOOCs'. This issue will also be put before the next Academic Council for ratification.

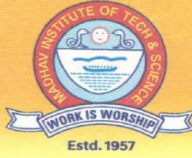
MP

P.K.

S.W.

Pratesh

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6. The Dean Academics informed that one interactive Workshop will also be conducted for all SWAYAM coordinators & course mentors of NPTEL to apprise them of their role (i) in regular mentoring of students during the NPTEL & Other MOOC courses and (ii) Setting of question paper for the 'institute examination of NPTEL/MOOC courses' offered in the institute for credit transfer.

The SWAYAM manager & Associate SWAYAM coordinator will conduct this activity and will also prepare detailed norms for conduction of such exams, shortly.

7. To remove confusion over the registration data of opted NPTEL/MOOC courses of students, it was decided that the examination office will collect information from the departments (course-wise student & mentor list) one month before the examination. Then no change will be permitted in the course options of students.
8. The mandatory MOOCs to be offered in M.E. II Semester can be from Coursera also provided that the concerned Board of Studies approves these courses as coming under the Technical Course category.
9. While preparing buckets of courses for 'Minor Specialization' the departments will be advised to consider the 'Domain certification' option available in NPTEL.
10. The Director instructed the ADC members (i) Prof. Pratesh Jayaswal (ii) Dr. Sulochna Wadhvani & (iii) Dr. Akhilesh Tiwari to prepare the 'Implementation Policy of NEP-2020' for the institute. Committee. It was decided that each one will work individually and then there will be a discussion meeting on 6th April 2021 at 4.30 PM with the Dean Academics and a draft will be prepared which will be presented before the director on 10th April 2021.
11. It was decided that the next meeting of Board of Studies will be conducted in mid-May and the Academic Council in June 2021. **Before the BoS meeting Workshops will be conducted in each department and relevant industry experts will be invited for discussion.**
12. There will be a 3-Day Induction Programme for the new faculty. It was decided that the Dean Academics will prepare the schedule for that event.

Present
(Prof. Praveen Bansal)

Present
(Dr. Sunita Sharma)

Present
(Dr. Akhilesh Tiwari)

Present
(Dr. Pratesh Jayaswal)

Present
(Dr. S. Wadhvani)

Present
(Dr. P.K. Singhal)

Present
(Dr. Manjaree Pandit)

Copy to: All members & Director Office

Submitted for Approval

Present
(Dr. R.K. Pandit) 19.3.21
Director



Actions taken to constitute “Course Committees” for effective curriculum development

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Ref. No. DA/MP/2021/1297

Date: 15/04/2021

NOTICE

Subject: Constitution of ‘Course Committees’

The HoDs are required to constitute one “**course committee**” for “**each course track in the curriculum**”. Each committee can handle 4-5 courses of similar Type from one track (department must categories as the case may be).

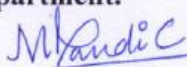
The committee will consist of

- (i) **The HoD**
- (ii) **OBE coordinators**
- (iii) **Course faculty**
- (iv) **One/two or more (as the case may be) related faculty members**

The duties of the ‘Course Committee’ in relation to the **assigned courses** are:

- assuring quality improvement in teaching-learning-evaluation for the assigned courses
- review of CO framing (COs will be framed by the course faculty)
- review of direct/indirect CO attainments
- collection & analysis of CO feedback from students
- analysis of stakeholder (alumni, employer, parent) feedback on curriculum
- preparing ATR based on the above; suggesting syllabi revision, & suggestions for actions to be taken for curriculum revision/proposing new courses/curriculum development
- Compilation of all documents and presenting in BoS meeting

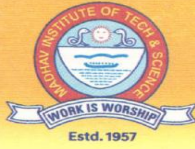
All the above documentation must be part of the BoS files of the department.


(Dr. Manjaree Pandit) 15/4/2021

Action taken to add skill component to teaching-learning in the meeting of Deans and Heads of the Department on 6th April 2021

Minutes, point no 15: It is discussed that in each of the Lab Course there must be the inclusion of **Skill Based Project**, which may be realized in the form of Idea Generation, Creative Technical Writing etc. (as per the nature of the course).

Each department must conduct a brain storming session to prepare a suggestive list of projects which can be assigned under this category in various laboratory courses. The same must also be discussed in the meeting of the Board of Studies and included in the minutes.



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Action taken to discuss salient points of the student feedback in the meeting of Deans and Heads of the Department on 22nd April 2021

A meeting of Deans and Heads of the Department was held on 22nd April 2021 at 11:00 A.M. (in online mode/zoom). The meeting was chaired by the Director.

Minutes, point no 1: "Director of the institute shared about the findings of Open Dialogue sessions which are being conducted with the students of First Year, as per the planned schedule. On the basis of feedback from students, the necessary action/ adjustments to be done, are being communicated in real-time, to the respective Heads of the Department. Moreover, the feedback/ comments related to the faculty members, regarding their Teaching Learning practices are being shared with the HoDs for corrective measures"

Action taken to appoint Data Managers at department level as SPOCs for effective documentation

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR
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No.: 781

Date: 04.05.2021

ORDER

As per National Assessment and Accreditation Council (NAAC), publication and submission of AQAR (Annual Quality Assurance Cell) to NAAC within stipulated time is a mandatory annual activity.

In this regard, following faculty members are appointed as **Data Managers** to prepare the AQAR under the guidance of Dean Academics of Institute:

Sr. No.	Data Manager	Department/Level
1.	Ms. Pooja Sahoo	Institute* Level
2.	Mr. Aditya Kumar Agarwal	Civil Engineering
3.	Dr. Amit Aherwar	Mechanical Engineering
4.	Mr. Vishal Chaudhary	Electrical Engineering
5.	Mr. Hemant Choubey	Electronics Engineering
6.	Mr. Arun Kumar	Computer Science & Engineering
7.	Dr. Saumil Maheshwari	Information Technology
8.	Dr. Shourabh Singh Raghuvanshi	Chemical Engineering
9.	Ms. Versha Sinha	Architecture & Planning
10.	Dr. J.K. Muthale	Engineering Mathematics & Computing
11.	Dr. Monica Chauhan Bhadauria	Management/MBA
12.	Dr. Shourabh Bhattacharya	Applied Science

The above team of data managers are required to ensure following activities:

- Compilation of various information at department/Institute* level with review/check/verification in context of quality and validity.
- Publication & submission of AQAR 2019-20 to NAAC with all review and verification on or before 31.05.2021.
- Publication of AQAR 2020-21 in next two months (i.e. till June 2021) as per NAAC guidelines.
- Data compiled at department level will be checked and verified by the respective HoD before submission.

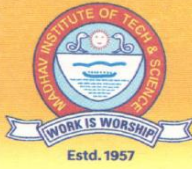
Ms. Pooja Sahu, Assistant Professor, Electronics Department will coordinate above activities at Institute level under the supervision and guidance of Dean Academic.

In this context, all heads of Department are required to develop the ecosystem at Department level through Data Managers for the compilation and submission of valid and quality information to various administrative offices of Institute.


(Dr. R. K. Pandit)
Director

Copy to:

- Above Faculty Members,
- All Head of the departments,
- Dean Academics,
- Dean Students Welfare.



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Action taken for developing new programmes and curriculum

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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No.: 814

Date: 12.05.2021

ORDER

The Institute has applied to AICTE for the approval of following Emerging / Multidisciplinary Area courses under Engineering & Technology Programme to be started w.e.f. academic year 2021-22:

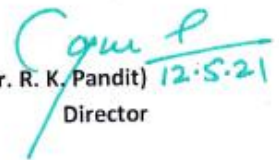
1. Artificial Intelligence (AI) and Data Science
2. Artificial Intelligence and Machine Learning
3. Computer Science and Design

Following committee is constituted to prepare the Scheme/Structure of said courses as per the need of global demand under the guidance of Dean (Academic):

S. No.	Faculty	Designation
1.	Dr. Pratesh Jayaswal	Professor & Registrar
2.	Dr. Akhilesh Tiwari	Professor & Head, Information Technology Department
3.	Dr. Manish Dixit	Professor & Head, CSE Department
4.	Dr. Sanjiv Sharma	Assistant Professor, Information Technology Department
5.	Dr. R.R. Makwana	Assistant Professor, CSE Department
6.	Dr. Saumil Maheshwari	Assistant Professor, Information Technology Department
7.	Dr. Sandeep Sharma	Assistant Professor, Electronics Department

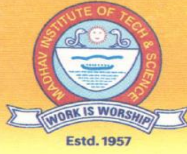
At initial stage faculty members in above committee from CSE & IT departments will do the research/study of similar courses running in other Institutes of repute and their curriculum.

Thereafter, the above committee will submit the proposed scheme/structure of above courses after review and modifications (if required) on or before 25.05.2021 in soft copy for further review and discussion with undersigned.


(Dr. R. K. Pandit) 12.5.21
Director

Copy to:

- (i) Above Faculty Members,
- (ii) Concerning Head of the departments,
- (iii) Dean Academics,
- (iv) Registrar,
- (v) Human Resources (HR) Section,
- (vi) Director Office.



Action taken to decide the mode of examinations for effective evaluation of courses during the COVID times in the meeting of Deans and Heads of the Department on 6th April 2021

Minutes, point no 1: In connection with the forthcoming examinations (other than First Year), it is decided that the examination mode will be proposed by each department (for all the courses pertaining to IV & VI Semester B.Tech., as per the scheme) and the same will be concluded and finalized at the centralized level by the **Academic Development Cell** (in consultation with the respective HoD).

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR
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Date: 08/04/2021

MINUTES
of
the Meeting of the "Academic Development Cell"

The following members were present:

1. Dr. Manjaree Pandit
2. Dr. P.K. Singhal
3. Dr. Akhilesh Tiwari

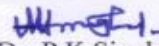
The meeting of the ADC was held on 8th April 2021 at 4.30 PM in the Chamber of the Dean Academics to review the modes of examination (MCQ/PP/AO) for the May-June 2021 examination of


- IV and VI semester B.Tech
- IV, VI and VIII semester B.Arch

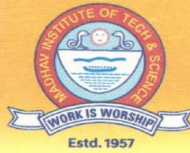
The information submitted by the various departments was reviewed. To maintain uniformity across all departments and based on the nature of the courses it was decided that

- (i) The Disaster Management, Cyber Security, Ethics, Economics, Entrepreneurship & Management, Disaster Management, Energy, Environment, Ecology & Society course will be conducted in the MCQ mode.
- (ii) Similarly, Digital Electronics & Microprocessor courses pertaining to all the disciplines will be conducted in PP mode.
- (iii) All DE courses offered under one bucket will have the same mode of conduction.
- (iv) The full list (containing the proposal from all the Department), after review is enclosed and has been forwarded to the examination controller for necessary action.


(Dr. Akhilesh Tiwari)


(Dr. P.K. Singhal)


08/04/2021
(Dr. Manjaree Pandit)



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Action taken for conducting examinations as per the decided mode

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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Examination Section

Ref : 2664

Date: 28 May 2021

The following will be the mode of examination of First Year (II Sem) B.Tech. students admitted in 2020-2021 session.

S.No.	Subject Name & Code	Mode of Examination
B.Tech Civil Engineering		
1	Building Planning & Design-110211	Pen & Paper(PP)
2	Basic Civil Engineering & Mechanics-100020	Pen & Paper(PP)
3	Basic Mechanical Engineering-100021	Multiple Choice Questions(MCQ)
4	Basic Electrical & Electronics Engineering-100022	Multiple Choice Questions(MCQ)
5	Basic Computer Engineering-100023	Assignment + Oral(AO)
6	Manufacturing Practices-100024	Assignment + Oral(AO)
7	Basic Civil Engineering Lab-100026	Assignment + Oral(AO)

B.Tech Mechanical Engineering

1	Material Science-120211	Pen & Paper(PP)
2	Basic Civil Engineering & Mechanics-100020	Pen & Paper(PP)
3	Basic Mechanical Engineering-100021	Multiple Choice Questions(MCQ)
4	Basic Electrical & Electronics Engineering-100022	Multiple Choice Questions(MCQ)
5	Basic Computer Engineering-100023	Assignment + Oral(AO)
6	Manufacturing Practices-100024	Assignment + Oral(AO)
7	Basic Mechanical Engineering Lab-120026	Assignment + Oral(AO)

B.Tech Automobile Engineering

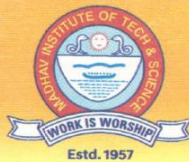
1	Material Science-190211	Pen & Paper(PP)
2	Basic Civil Engineering & Mechanics-100020	Pen & Paper(PP)
3	Basic Mechanical Engineering-100021	Multiple Choice Questions(MCQ)
4	Basic Electrical & Electronics Engineering-100022	Multiple Choice Questions(MCQ)
5	Basic Computer Engineering-100023	Assignment + Oral(AO)
6	Manufacturing Practices-100024	Assignment + Oral(AO)
7	Basic Mechanical Engineering Lab-120026	Assignment + Oral(AO)

B.Tech Electrical Engineering

1	Engineering Materials-130211	Pen & Paper(PP)
2	Basic Civil Engineering & Mechanics-100020	Pen & Paper(PP)
3	Basic Mechanical Engineering-100021	Multiple Choice Questions(MCQ)
4	Basic Electrical & Electronics Engineering-100022	Multiple Choice Questions(MCQ)
5	Basic Computer Engineering-100023	Assignment + Oral(AO)
6	Electrical Workshop-130212	Assignment + Oral(AO)

B.Tech Electrical Engineering (Internet of Thing)

1	Digital Electronics & Logic Design-220201	Pen & Paper(PP)
2	Sensor Technology-220202	Pen & Paper(PP)
3	Data Structures-230202	Pen & Paper(PP)



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4	Object Oriented Programming & Methodology-230203	Assignment + Oral(AO)
5	Technical Language-100016	Pen & Paper(PP)
6	Language Lab-100017	Assignment + Oral(AO)

B.Tech Electronics & Telecommunication Engineering + Electronics

1	Engineering mathematics 1-100011	Pen & Paper(PP)
2	Electronics Devices-140211	Pen & Paper(PP)
3	Engineering Materials-140212	Pen & Paper(PP)
4	Energy,Environment,Ecology & Society-100015	Multiple Choice Questions(MCQ)
5	Technical Language-100016	Pen & Paper(PP)
6	Language Lab-100017	Assignment + Oral(AO)

B.Tech Computer Science Engineering

1	Engineering mathematics 1-100011	Pen & Paper(PP)
2	Data Structures-150211	Pen & Paper(PP)
3	Object Oriented Programming & Methodology-150212	Assignment + Oral(AO)
4	Digital Electronics-150213	Pen & Paper(PP)
5	Technical Language-100016	Pen & Paper(PP)
6	Language Lab-100017	Assignment + Oral(AO)

B.Tech Information Technology

1	Engineering mathematics 1-100011	Pen & Paper(PP)
2	Data Structures-160211	Pen & Paper(PP)
3	Object Oriented Programming & Methodology-160212	Assignment + Oral(AO)
4	Digital Electronics-160213	Pen & Paper(PP)
5	Technical Language-100016	Pen & Paper(PP)
6	Language Lab-100017	Assignment + Oral(AO)

B.Tech Information Technology (Internet of Thing)

1	Digital Logic Design-230201	Pen & Paper(PP)
2	Sensor Technology-220202	Pen & Paper(PP)
3	Data Structures-230202	Pen & Paper(PP)
4	Object Oriented Programming & Methodology-230203	Assignment + Oral(AO)
5	Technical Language-100016	Pen & Paper(PP)
6	Language Lab-100017	Assignment + Oral(AO)

B.Tech Information Technology (AIR)

1	Digital Logic Design-230201	Pen & Paper(PP)
2	Sensor Technology-220202	Pen & Paper(PP)
3	Data Structures-230202	Pen & Paper(PP)
4	Object Oriented Programming & Methodology-230203	Assignment + Oral(AO)
5	Technical Language-100016	Pen & Paper(PP)
6	Language Lab-100017	Assignment + Oral(AO)

B.Tech Chemical Engineering

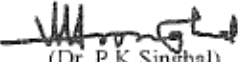
1	Engineering mathematics 1-100011	Pen & Paper(PP)
2	Chemical Process calculations-170211	Pen & Paper(PP)
3	Engineering Graphics-100014	Assignment + Oral(AO)
4	Energy,Environment,Ecology & Society-100015	Multiple Choice Questions(MCQ)
5	Technical Language-100016	Pen & Paper(PP)

6	Language Lab-100017	Assignment + Oral(AO)
7	Engineering Graphics Lab-100018	Assignment + Oral(AO)

B.Tech Engineering Mathematics & Computing

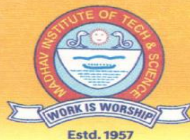
1	Digital Logic Design-250201	Pen & Paper(PP)
2	Differential Equations-250202	Pen & Paper(PP)
3	Object Oriented Programming-250203	Assignment + Oral(AO)
4	Computer Organization and Architecture-250204	Multiple Choice Questions(MCQ)
5	Technical Language-100016	Pen & Paper(PP)
6	Language Lab-100017	Assignment + Oral(AO)

This has the approval of the Director sir


(Dr. P.K. Singhal) 28/5/21
Controller of Examination

Copy to:

- 1 The Director office
- 2 Dean(Academic)
- 3 All the Heads of Department
- 4 Institute Website



Action taken for curriculum development before & after meeting of the BoS/Academic Council

A meeting of Deans, Heads of the departments, Controller Examination, Proctor, Section In-charge and Registrar was held on 10th May 2021 at 04:30 P.M. (in online mode).

Minutes of the meeting, point no.23: Director of the institute advised that the BoS meeting minutes must also include the detail of pre-BoS meetings conducted – course committees meetings, departmental meetings conducted for curriculum development, students meeting, suggestions etc.

Madhav Institute of Technology & Science, Gwalior-474005
(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV Bhopal)

NOTICE

(Sent on mail: 22.05.2021)

Subject: Online Pre-BoS meeting on 27th May 2021 at 3.0 PM

A meeting of all HoDs, Deans, Exam Controller, Dy. Controller Exam, SWAYAM Coordinators and Registrar is scheduled on **27th May 2021 at 3.00 PM**.

Agenda: Discussion of scheme and structure of the B.Tech programmes, First year to Final Year (I semester to VIII semester) (for the batch admitted in 2020-21 Session)

Dr. Akhilesh Tiwari, Member Secretary, Academic Council has already sent (i) The suggestive scheme (ii) the plan for conducting Physics, Chemistry, Biology for Engineers and Indian Constitution & Traditional knowledge courses, so that the load is balanced in both semesters.

The HoDs are requested to incorporate the above and present the following documents in the meeting:

- **the restructured schemes under their BoS for 2020 admitted batch from I to VIII semester. (Syllabi will not be discussed in this meeting).**

(Dr. Manjaree Pandit)
Dean Academics

NOTICE

(Sent on mail: 23rd may 2021)

Subject: Meeting prior to pre-BoS meeting for discussing the curriculum of the four new programmes started in 2020

As discussed in the meeting of HoDs/Deans etc with the director on 10th May 2021, it was decided that there will be a pre-BoS meeting on 27th & 28th May 2021.

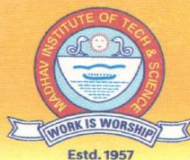
Before this, there is a need for the teams of the 4-new programmes started w.e.f 2020 to sit together and share their schemes, discuss common courses to be conducted, review the courses proposed and resolve other similar issues, if any.

A meeting is scheduled on 25th May 2021 at 4.0 PM for the same. The following are requested to attend:

- HoDs of the 4 new programmes along with their 2-4 faculty members HoD of CSE Department with 2-3 faculty members (link to be shared with the concerned faculty members)

(Dean Academics)

Note: Dr A.Tiwari is requested to send the meeting link to all concerned HoDs and Dean Academics. (Further, the link may be shared with the concerned department faculty members by the HoDs)



Action taken to prepare and circulate the sample (revised) scheme-structure mentioning the mode of teaching provisions and the reference guidelines mentioned at the bottom

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR (A Govt. Aided UGC Autonomous & NAAC Accredited Institute affiliated to RGPV, Bhopal)																	
Scheme of Examination																	
B.Tech. ----- Semester (Name of Discipline) (Suggestive Scheme Structure)																	
For batches admitted in academic session 2020 – 21 onwards																	
S. No.	Subject Code	Category Code	Subject Name	Maximum Marks Allotted						Total Marks	Contact Hours per week			Total Credits	Mode of Exam	Mode of Teaching	
				Theory Slot		Mid Sem. Exam.	Quiz/Assignment	End Sem.	Lab Work & Sessional		Skill Based Mini Project	L	T				P
				End Sem.	End Term Evaluation												
1.		BSC	Subject 1 (Mathematics Paper)	50	10	20	20	-	-	100	3	-	-	3	PP	Offline**	
2.		DC	Subject 2	50	10	20	20	60	20	200	2	1	2	4	PP	Offline**	
3.		DC	Subject 3	50	10	20	20	-	-	100	3	-	-	3	MCQ	Blended**	
4.		DC	Subject 4	50	10	20	20	-	-	100	3	-	-	3	MCQ	Online*	
5.		DC	Subject 5	50	10	20	20	60	20	200	3	-	2	4	PP	Offline**	
6.		DLC	Lab Course	-	-	-	-	60	20	100	-	-	2	1	AO	Offline**	
7.		DLC	Self-learning/Presentation (SWAYAM/NPTEL/MOOC) or Interdisciplinary course from other institutions and platforms with credit transfer	-	-	-	-	-	40	40	-	-	2	1	!	Online*	
8.		DLC	Summer Internship Project-I (Institute Level) (Evaluation)	-	-	-	-	60	-	60	-	-	4	2	!	!	
Total				250	50	100	100	240	100	60	900	14	1	12	21	!	!
NSS/NCC																	
Qualifier																	

MCQ: Multiple Choice Question AO: Assignment + Oral OB: Open Book PP: Pen Paper
 * compulsory registration for one online course using SWAYAM/NPTEL/ MOOC, evaluation through attendance, assignments and presentation
 * subjects which are of more theoretical in nature
 ** subjects which are of more designing/algorithmic/computational in nature
 *** subjects which are of partially computational/design /programming nature (i.e. conceptual building part can be covered in online mode + computing /design part in offline mode or for MOOC based courses, the mentoring slot can be treated as offline mode delivery of partial contents to make the teaching learning "Blended")
 \$ Proficiency in course/subject – includes the weightage towards ability/ skill/ competence /knowledge level /expertise attained /attendance etc. in that particular course/subject

Action taken to circulate the roles and responsibilities of SWAYAM coordinators and NPTEL course mentors

(Through mail sent on 2nd June 2021)

Dear HoDs

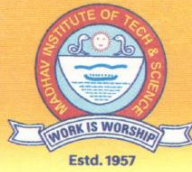
(1) Due to the implementation of Flexible Curriculum & NEP-2020 the contribution of MOOCs in the curriculum and scheme will increase.

(2) The role of course mentor and SWAYAM coordinator is very important for the smooth conduction and evaluation of the MOOCs.

(3) Looking at the importance of MOOCs, it is advised that the HoDs must assign the role of SWAYAM coordinator to a suitable person.

(4) It is compulsory for each mentor to register in course, conduct mentoring sessions (2 hours per week per course) to motivate and monitor submission of assignments by all students before the deadline.

(5) This load must be treated as a lab course load because the mentors are not supposed to exactly teach; instead they have to play a greater role of monitoring the progress of students, solving their issues, setting papers/assignments for failing students and coordinating with the examination section, keeping records of students in their assigned course etc.



(6) To make sure that the mentors are able to fulfil their duties properly, it is essential that one faculty should not be given the task of mentoring more than 2 courses in a semester.

Accordingly, the number of minor/honours courses to be offered in one semester should also be limited to 3-4 maximum.

(7) The responsibilities of mentors and SWAYAM coordinators have been compiled and enclosed herewith.

(8) Please circulate these guidelines among all faculty members, especially SWAYAM coordinator and all course mentors of your department .

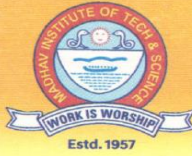
Dr. Manjaree Pandit

SCREEN SHOT (Attachments are enclosed on next pages)

The screenshot shows an email titled "Responsibilities of SWAYAM coordinators and NPTEL course mentors" sent from Dean Academics to HoDs on Wednesday, June 2, 5:26 PM. The email contains the following points:

- (1) Due to the implementation of Flexible Curriculum & NEP-2020 the contribution of MOOCs in the curriculum and scheme will increase.
- (2) The role of course mentor and SWAYAM coordinator is very important for the smooth conduction and evaluation of the MOOCs.
- (3) Looking at the importance of MOOCs, it is advised that the HoDs must assign the role of SWAYAM coordinator to a suitable person.
- (4) It is compulsory for each mentor to register in course, conduct mentoring sessions (2 hours per week per course) to motivate and monitor submission of assignments by all students before the deadline.
- (5) This load must be treated as a lab course load because the mentors are not supposed to exactly teach; instead they have to play a greater role of monitoring the progress of students, solving their issues, setting papers/assignments for failing students and coordinating with the examination section, keeping records of students in their assigned course etc.
- (6) To make sure that the mentors are able to fulfill their duties properly, it is essential that one faculty should not be given the task of mentoring more than 2 courses in a semester. Accordingly, the number of minor/honours courses to be offered in one semester should also be limited to 3-4 maximum.
- (7) The responsibilities of mentors and SWAYAM coordinators have been compiled and enclosed herewith.
- (8) Please circulate these guidelines among all faculty members, especially SWAYAM coordinator and all course mentors of your department.

Dr. Manjaree Pandit
--
Dean Academics
Office

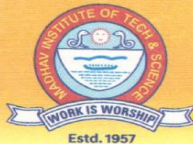


MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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Roles and Responsibilities of SWAYAM Coordinators

1. SWAYAM Coordinators of department will compile the list of Department Electives, Open category, Minor specialization and Honors courses to be offered under MOOCs of each session after finalization from BoS and approval from academic council.
2. SWAYAM Coordinator will search and present the course content, duration prerequisite/intended audience of MOOC Courses before BoS committee members for finalizing any course. The data may be collected from the NPTEL repository <https://nptel.ac.in/noc/>. For course selection student feedback must also be considered.
3. If department decided to add/delete the courses after BoS, then the full details must be sent to the office of the dean academics, institute SWAYAM coordinator at nptel@mitsgwalior.in and Examination Cell through proper channel
4. Encourage students of the department for MOOCs registration from the approved lists of DEs, OCs, Honours and Minor specialization courses of the department through counselling sessions, disseminating information on web pages/Official WhatsApp groups etc. The status of the same must be closely monitored by the SWAYAM coordinator. In the time table 2 hours per week to be allotted for each MOOC course.
5. SWAYAM Coordinator will compile the list of mentors of approved MOOC courses and ensure the mentor allocation to the students via SPOC, NPTEL, Local Chapter.
6. Ensure the maximum enrolment of students in MOOC courses as per the scheme and registration for proctored NPTEL examination before due deadline.
7. Compile the record of mentoring sessions conducted in each course by the allotted mentors and share the record with the office of the Dean Academics.
8. Time to time coordinate with mentors to ensure timely submission of assignments by the students before the due date.
9. Keep a record of students who could not enrol /register for the examination of the MOOC courses. Ensure that separate mentoring sessions for such students are conducted to make them prepared for institute level re-examination.
10. Time to time take counselling sessions with the students so that their queries may be solved.
11. Coordinate with SPOC and Associate SWAYAM Coordinator for dissemination of information and timely compilation of data as and when required.



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Roles and Responsibilities of Mentors

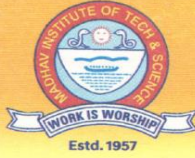
Guidelines for regular students

1. Mentor must enrol in the assigned DE, OC, Minor specialization or Honors courses positively. It is highly desirable that the mentors also appear for proctored examination and earn a certificate.
2. Encourage more and more students for MOOCs Course registration and spread awareness by displaying the final list of approved DE's, OC's, Honour and Minor courses on the department web pages/Official WhatsApp groups etc .
3. Motivate students to choose course mentor and local chapter on the NPTEL platform.
4. The mentor must compile the records of all students who are registered in the assigned course. Timely submission of assignments by students must be ensured.
5. Conduct interactive mentoring sessions (2Hrs/week) for Honors/Minor specialization/OC/DE with reference to order no. 1270 dated 07.01. 2021 of Dean, Academics.
6. Complete record of mentoring sessions must be maintained and shared with the Dean, Academics as and when required.

Guidelines for re-examination students who have failed /not registered in Exam

As approved in Academic Council (AC) held on 15th June, 2020 the re-examination procedure for students who failed in the courses (which were considered for credit transfer and offered through SWAYAM/NPTEL/MOOC based learning platform) the following may be noted.

1. Mentors with coordination with SWAYAM Coordinators of department will identify the list of students who falls in any of these categories:
 - 1.1. Not able to enrolled in SWAYAM courses
 - 1.2. Not able to register/failed in SWAYAM exam but submitted assignments
 - 1.3. Failed in Assignment and pass in SWAYAM examination
 - 1.4. Failed in online SWAYAM examination and assignment both.
2. The mentors will register those students who fall under category 1.1,1.3 and 1.4, on MOODLE in same course and conduct remedial mentoring sessions.



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- 2.1. Mentors will give assignments to such students per week on MOODLE so that the evaluation must be completed before due time and the assignment score will be calculated by taking average of the best 3/6/8 assignments for courses of duration 4/8/12 weeks. The mentors will also require to monitor the continuous performance of students in the prescribed format so that marks can be awarded to the students out of 25.
- 2.2 Institute will conduct an MCQ based End Semester examination for students who have failed in MOOC courses. Mentors will prepare a MCQ based End Semester Examination questions paper on MOODLE as per guidelines given by examination cell. *The end-semester examination of 75 marks (min. pass 30 marks), will be conducted by the examination section in proctored mode and assignment score will be directly take from SPOC login (out of 25), if student has passed in Assignment.*
3. In case of category 1.2, the same process for MCQ based end semester examination will be followed as prescribed at point 2.2.
4. Mentors will Coordinate with Department SWAYAM Coordinator for dissemination of information and timely compilation of data as and when required.


(Dr. Manjaree Pandit)
Dean Academics

Action taken to Review all projects allocated with seed money for research under the existing Innovative Research Scheme (under TEQIP-III).

Review of all existing IRS projects (under TEQIP-III). External Inbox x

DR. PRATESH JAYASWAL <pratesh_jayaswal@mitsgwalior.in>

to Dr.Manoj, Aditya, VEDANSH, Chandra, PRAVEEN, Vaibhav, VISHAL, Laxmi, Himmat, vandana, madhav.singh1, KARUNA, me, Prabhakar

Thu, Jun 3, 1:52 PM

Dear Sir/Madam,

hope you are well, staying safe and healthy!

In view of Order No. 192 dated 01.02.2021 and consent from Dean Academics, the **review of all existing IRS projects** (under TEQIP-III) is scheduled in the present month i.e. June 2021 (II Week).

Therefore, **all** PIs of **IRS projects** are required to present the **outcomes** as per proposal submitted to the Institute through PPT/or suitable mode (Maximum 10 slides).

The schedule of presentation will be shared in due course of time after approval from the competent authority.

The PIs are also required to present **all** the necessary documents in hard/Soft copy for **review of IRS Projects**.

- (i) The proposal submitted to AICTE.
- (ii) Original Sanctioned letter.
- (iii) Details of Grants sanctioned & released.
- (iv) Details of expenditure done in recurring & non recurring head.
- (v) Deliverable achieved so far.
- (vi) Outcomes Achieved.
- (vii) Published Research & Academics contents.
- (viii) Sustainability Plan.
- (ix) Any other achievements.
- (x) Status of Utilization Certificate.
- (xi) Concerned files and stock registers.

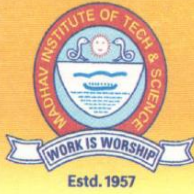
Please note:

(i) The presentation/documents must be specific and precise.

(ii) It is expected that PPT and other above documents (soft/scanned copy) will be submitted by PIs in reply to email on or before 12.06.2021.

Best Regards

Dr. Pratesh Jayaswal
IQAC, TEQIP-III (Academics) & QIP Coordinator



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Action taken for the implementation of the Flexible Curriculum: regarding giving degrees/marksheets to students who received B.Tech degree with Minor Specialization in other allied disciplines OR Honours in their parent discipline

(Meeting of the ADC on 9th June 2021 in online mode due to the second wave of COVID-19)

 **DR.MANJAREE PANDIT** <manjaree_p@mitsgwalior.in>
to Dr. PRATESH, sulochana_wadhvani, me, P.K., Sunita ▾

Tue, Jun 8, 5:02 PM ☆ ↶

Dear ADC members

With reference to the below email and excel document regarding declaration of result of Minor & Honours students, CRISP has certain queries which the examination section has answered. A meeting of the Academic Development Cell is scheduled for tomorrow **9th June 2021 at 12.30 PM** to check and finalize the documents. All the members are requested to go through the document so that the matter can be discussed properly during the meeting.

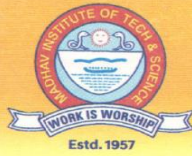
Dr. Sunita Sharma is also invited to attend this meeting.

Dr Manjaree Pandit
Dean Academics (Professor)
Department of Electrical Engineering
Madhav Institute of Technology & Science Gwalior- 474005, MP,INDIA.
Phone : 0751-2409301(R)
0751 2409380(O)
9198269-54902

MINUTES OF THE MEETING

Activity	Present Scenario	Query	Reply-MITS
Courses Applicable	NA	Btech 8 semester All Branches Students those scored 6.5 cgpa without any backlog Optional not compulsory for all students. On What Stage Eligibility is required to identify by the system ?	Additional courses will be opted by eligible students from V sem to VIII sem of all branches with the condition that maximum two additional courses will be It is not compulsory for the eligible students to opt additional courses and getting degree in Honors or Minor specialization in It is upto the choice of the student whether he /she wants to carry out the degree with honors/minor specialization. Eligibility for B. Tech (Honors) -the minimum GCPA required for the award of degree of B. Tech (Honors) is 6.5 CGPA upto VIII sem, and duration of completion of degree will be 04 years only. A student must earn 170 credits+ minimum 20 additional credits in the parent discipline through MOOC as prescribed by the respective BOS. There is no constraint of backlog. Eligibility for B. Tech (Minor Specialization in a specific domain) - A student must complete degree in four years only. There is no minimum bar of 6.5 CGPA. Also a student must earn 170 credits+minimum 20 additional credits in other other than parent domain through
Eligibility	NA		As per new document received from MITS on 03-june-2021 now 6.5 CGPA requirement is changed and now each student who completed there degree in 4 years are eligible for additional course
Scheme	in the Present Scenario of your examination ,single scheme is already assigned to students	Whether these subjects will be added to existing scheme ? If yes than provide the sample scheme with new and existing subjects.	No, the additional subjects will not be added in existing scheme of B. Tech VIII semester rather, an additional scheme is applicable to only eligible students separately in VIII sem where student will opt maximum two courses from the list of courses to be fed by the examination cell (from V sem to VIII sem)
		If No than whether New Scheme will be created , please confirm if New Scheme is created than how two scheme will be assign to the same students in the same semester , please clarify.	A new additional scheme will be created in VIII sem for Honors/Minor specialization. The new scheme will be linked with the VIIIsem scheme to fetch the data of Minor specialization/ Honors and finally awarding credits in VIII sem marksheet.
Examform	Single Exam Form	how the examination forms process will take place, since students are already filled one exam form ? Whether these students fill exam form or not through the system ?	An additional exam form for Honors/Minor specialization must be filled through IMS portal by the aspiring eligible students. In current circumstances, this may be done through offline mode.

V.K. P.K. 1/1



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Admit card	Single Admit Card	How admit card process will take place, whether these subjects will be accommodated in the admit card or new admit card will be generated.	The additional admit card will be issued in case of special circumstances.
Faculty			
Subjects		Whether Subject assignment for faculty is required for these subjects	Yes, subjects should be assigned to faculty member in course wise manner
Assignment			
Sessional		How Sessional marks entry process will take place, please	Sessional marks entry will be done by the faculty member as assigned by Examination Cell
Entry			
Result	Single result is prepared for particular student, semester and session wise	How to process 2 result for same student and same semester in same session for two different scheme. A. what will be the result process criteria. B. How to assign grades to student. If student fail in main 8 semester exam	Additional scheme is sub part of VIII semester scheme and both schemes will be linked with each other and therefore will be processed together. Result processing will be done with VIII sem result only and passing criteria of result processing of additional courses will be same as that of MOOC courses. The Grades will also be assigned in the same manner as mentioned for the MOOC courses. If the student fails in 8th sem exam and could not complete degree in minimum period of time i.e. four years, then he/she will not be eligible for
Process			
		If student fail in main 8 semester exam than will this new additional course result. If student pass in main 8 semester result and fail in additional course.	if the student fails in 8 semester that means degree is not completed in minimum period of time i.e. four years, then result of additional courses will not be reflected in VIII sem marksheet. In other case also if he pass in VIII sem and fails in additional courses exam then also he /she will not be eligible for Minor/Honors
		If student pass in 8 semester in June-2021 and fail in additional course and again re-appear as ex in dec-2021, then what will be the main marksheet session	There will be no provision of reappearing in additional course after VIII sem exam result is declared
Status	Regular / Ex	What is the status of the student? How come the student can appear as regular in same semester twice with different schemes? How many times students can reappear as Ex in additional course	the status of the student will be Regular in VIII sem. The additional scheme consists of the courses from V sem to VIII sem, so there is no question of Regular/Ex in additional scheme. Student will earn 20 additional course, which can be earned till the VIII sem examination are conducted. There will be no Ex status in additional courses. However, student can earn credit from NPTEL or other MOOC offering agency by reappearing in exam as many time as possible with a

2/2

Actions are taken on a regular basis to monitor the progress of internships

Reference: Notice no DA/MP/2021/1299 dated 03/03/2021

Reminder for submission of compiled internship datasheet and PDC sheet Inbox x

Dean Academics <deanacademics@mitsgwalior.in> Wed, Jun 2, 7:06 PM

to hod ▾

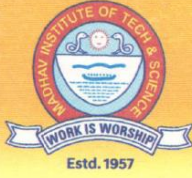
Notice dated 8th March 2021: The excel sheet (with computations and award of marks) must be submitted in the office of Dean Academics (for information) and examination section for the preparation of results as soon as the end semester evaluation is completed (on the date(s) notified by the examination office) somewhere in the third week of May 2021.

Notice Ref. No. DA/MP/2021/ 1299 dated 03/03/2021

With reference to the above notice

" Each department is required to share the 'Internship Project Data Sheet' in Excel format with the Dean Academics mail id so that fortnightly monitoring (at institute level) can be done. This is necessary as the Internship/Project option has been offered for the first time"

Dean Academics
Office



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Dean Academics <deanacademics@mitsgwalior.in>
to Manoj, Manoj, Laxmi, Manish, Akhilesh, Swati, Anjali

Jun 14, 2021, 12:09 PM

REMINDER -II
only electronics Department **Internship** project sheet received

----- Forwarded message -----
From: Dean Academics <deanacademics@mitsgwalior.in>
Date: Wed, Jun 2, 2021 at 7:06 PM
Subject: **Reminder** for submission of compiled **Internship datasheet** and PDC sheet
To: <hbd@mitsgwalior.in>

Notice dated 8th March 2021: The excel sheet (with computations and award of marks) must be submitted in the office of Dean Academics (for information) and examination section for the preparation of results as soon as the **end semester evaluation is completed (on the date(s) notified by the examination office) somewhere in the third week of May 2021.**

Notice Ref. No. DA/MP/2021/ 1299 dated 03/03/2021

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Dean Academics
Office

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(Dr. Pratesh Jayaswal)
IQAC Coordinator

(Dr. R. K. Pandit)
Director