

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

Ph.: +91-751-2409300, Fax: +91-751-2664684, e-mail: director@mitsgwalior.in, website: www.mitsgwalior.in

COMPLIANCE/ACTION TAKEN REPORT OF IQAC MEETING ON 11th DECEMBER 2020

In Compliance to the decisions taken by IQAC in the meeting on 11th December, 2020, 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 regarding the additional classes for students admitted under lateral entry

(Notice: Dated 5.12.2020 sent electronically by Dean Academics)

Please instruct the second year class coordinators to provide links of all the teaching- learning activities (online lectures, virtual laboratory classes, etc.) to facilitate the learning of the lateral entry students.

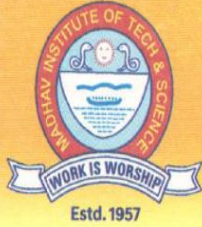
All efforts at the department level must be made to help these students so that they can utilise their time wisely without semester loss, if possible.

Separate time table can also be prepared and some additional special sessions can be conducted to clear their doubts.

Assignments and quizzes must be shared/opened for them as due to Covid 19 their admission process was quite delayed this year.

Action taken to verify the successful implementation of the Flexible Curriculum

(Notice DA/MP/2020/1264 dated 07/12/2020: Meeting of Academic Development Cell,)



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MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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Date: 14/12/2020

MINUTES

of

The Meeting of the "Academic Development Cell"

The meeting of the ADC was held on 14th December 2020 from 3.30-5.30 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

The following issues were discussed and resolved:-

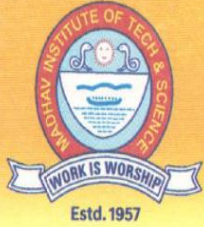
1. The scheme (to be followed w.e.f 2020-2021 for UG/PG programmes) submitted by the various Departments after their respective BoS meetings were checked for uniformity of codes and other general issues like distribution of hours/credits in Lecture(L), Tutorial(T), Practical (P) components, format etc.
2. The typographical mistake in the schemes for courses: 1. Basic Civil Engineering 2. Basic Mechanical Engineering was corrected. [credit distribution for L-T-P was printed as 3-0-2 which was corrected to 2-1-2]
3. The minutes of all BoS will now be forwarded to the affiliating university RGPV, Bhopal.
The scheme of the newly started MBA programme will be forwarded to the Jiwaji University, Gwalior to which the MBA programme is affiliated.
4. The minutes of the Academic Council were discussed and it was noted that the ADC has to make an implementation plan for NEP-2020 and put it in the Next Academic Council for discussion.

(Dr. Akhilesh Tiwari) (Dr. Pratesh Jayaswal) (Dr. S. Wadhvani) (Dr. P.K. Singhal)

(Dr. Manjaree Pandit)

Copy to:

1. All member of the ADC
2. Director Office



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Action taken for student support: Conduction of meeting with students admitted through Lateral Entry

(Mail sent electronically by the Dean Academics on 7.12.2020)

Dear HoDs

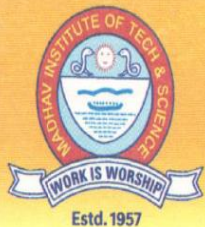
Please instruct the II year class coordinators to conduct a meeting of the lateral entry students and brief them about all relevant & present academic issues.

Please constitute a department level team for this purpose.

This activity must be completed before **11th december 2020** and the report must be sent to the office of the undersigned before **16th December 2020.**

Guidelines for The FORMAT of the Report

1. Names of student
2. Present/Absent in meeting
3. Whether able to access available lecture links (Y/N)
4. Issue(s) raised by the student if any
5. Whether the student is able to solve assignments or needs help
6. Any other point the department likes to include



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THE REPORTS OF THE ABOVE WERE PRESENTED IN THE NEXT IQAC MEETING ON 6th March 2021 VIDE ITEM NO 11

Action taken to ensure transparency of internal evaluation by posting of Mid-Term Examination marks on the webpage of department
(Reminder sent on mail on 08.12.2020)

Sent on mail (27th October 2020)

NOTICE

As discussed in the meeting of HoDs & some other faculty members on 24th October 2020, at 3.0 PM in the Conclave Centre, the first mid-semester examination marks for (all courses) are to be posted on the departmental web page, signed by the HoD and the concerned faculty after compiling in the following format.

This data must be posted/updated on the webpage within a week of completion of the mid-semester examinations, **after checking carefully by a team of faculty members consisting of class coordinator and course faculty of the class.**

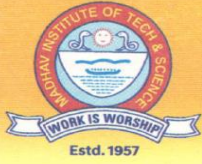
The same must be sent in soft copy (excel sheet) to the controller examination for record keeping.

Any carelessness or casualness in completing this task, leading to discrepancies found later, will be viewed seriously.

The students must also be asked to see & verify their marks so that no complaints are received after the declaration of the results.

| Department | | Class | | First Mid-semester Examination | | | |
|-----------------|-----------------|--------------|---------------|--------------------------------|---------|------|-------|
| S. No. | Name of student | Enrolment No | Course-1 code | Course-2 code | ... | | |
| | | | | | | | |
| Name of student | Enrolment No | Course/code | Mid-Sem.-I | Mid-Sem.-II | Average | | |
| | | Course-1 | | | | | |
| | | Couse -2 | | | | | |
| | | Couse -3 | | | | | |

Action taken to face the challenge of starting a digital teaching session for the First Year Students admitted during COVID in 2020-2021



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MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE GWALIOR

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Ref. No. 2004

Date: 05.12.2020

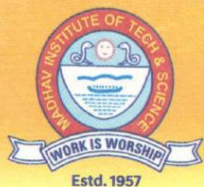
ORDER

Faculty members engaging classes of B. Tech. First Year programme are hereby informed that they should ensure the following points during the semester.

- Syllabus of concerning subject should be uploaded along with lecture plan on moodle
- Faculty should take attendance through moodle which is to be filled by the students, the exercise should be carried out at the start of the class itself
- Faculty members should take the classes by using digital tablet
- Faculty members will uploaded mid-semester marks immediately after the completion of mid semester examination
- Faculty members should ensure that more than two units should be covered before the commencement of First Mid Semester examination
- Doubt clearing session/class will organize on every Saturday so that personal attention may be given to the students
- Quiz has to be administered every Saturday
- Faculty members should encourage the students to submit/upload the assignment through moodle after every fifteen days and thereafter faculty members should communicate the grades of assignments to the students
- After every month students failing to appear in quiz/assignment/attendance should be informed individually and to their parents

All head of the departments are requested to continuously monitor the online classes in pursuance of the above points.


Dr. R. K. Pandit
DIRECTOR



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Action taken by sending reminder regarding uploading of UG projects/PG dissertations on the institute e-repository (2018 to 2020 passing out students)

(Mail sent electronically by the Dean Academics on 10.12.2020)

Dear HoDs

It is the practice of the institute to upload all UG projects and PG dissertations on the e-repository created for the same. Please refer to the order already issued in this regard an year or so ago.

It has come to notice that the 2020 batch project reports (in some departments even 2019, 2018 batches report) are not uploaded in most departments.

Please look into the matter and expedite the process on an urgent basis (through the concerned in-charge/coordinator) so that the updated information can be presented before the IQAC in tomorrow's meeting.

In case of any queries or problems, Shri Atul Chauhan, MOODLE administrator may be approached.

Dr Manjaree Pandit
Dean Academics

(Mails sent electronically on 15.12.2020, 23.12.2020 & 24.12.2020 by the Dean Academics as follows:

Actions regarding class monitoring/conduction are regularly taken and the reports are presented to the IQAC

Actions regarding faculty feedback, computation of FFI, appreciation/concern communicated to the concerned faculty through appreciation/concern letters is communicated to the IQAC on a routine basis; the same can be found in the Annexures of the minutes of meeting of IQAC meetings.

Actions are taken regularly to send reminders for completion of routine academic activities such as Quarterly updating of "Annual Progress Report 2020-21, uploading of Quarterly News Letter, notices for the smooth conduction of courses on SWAYAM/NPTEL platform etc.

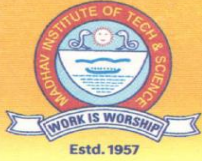
Actions taken to enhance quality of Ph.D Course Work

(Notice No. DA/MP/2020/1265 dated 21.12.2021)

To communicate that one MOOC course is compulsory to PhD students admitted for course work in 2020-2021. The Research Advisory Committees were advised to prepare the scheme and curriculum accordingly.

Actions taken for preparation and allotment of code numbers to courses of new programmes started in 2020 and make subsequent changes in the codes of DEs, OCs and MOOCs for the smooth conduction/implementation of the Flexible Curriculum

(Notice No. AUT/2020/1267 dated 29.12.2021)



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Ref: AUT/2020/1267

Date: 29/12/2020

NOTICE

Subject: Guidelines for allotment of code numbers (2020-2021 admitted batch onwards)

Previous References: (i) Order No 508 Dated 4/5/2017 (ii) Minutes dated 09/5/2017 & (iii) Notice no AUT/2019/1038 Dated 31/12/2019

On the basis of discussions held in the meeting of the Academic Development Cell on 10th November 2020 and as finalized in the meeting of the departmental BoS representatives on 11th November 2020 in Conclave Centre, the code structure to be followed by the departments for allotting codes to all the courses being offered in UG/PG programmes, is as given below.

- The first two digits of the six digit numerical code represent the programme code
 - ✓ {For UG: Civil-10, ME-12, EE-13, EC-14, CS-15, IT-16, CM-17, BT-18, AU-19, ET-20, AR-21, IOT (EE)- 22, IOT (IT)-23 AIR-24, MAC-25}
 - ✓ {For PG: CTM-51, ST-52, ENV-53, PHE-54, GI-55, PN-56, MH-57, ISD-58, MAC-59, CCN-60, MW-61, CSE-62, IT-63, CYB-64, CM-65, BT-66, AR-67, MCA-68, PD-69, MBA-70}
- The next two digits represent the semester (01,02,...10)
- The last two digits represent the course number (01,02,...99)
- For 2017 to 2019 admitted batches
- For common courses/first year/Open Courses (OCs) the codes will be allotted by a central level committee.

| | Course Category | Guidelines/Code Series (2017-2019 admitted batches) | Guidelines/Code Series (2020 onwards admitted batches) |
|-----|---|---|---|
| 7. | Departmental Core (DC) courses | Last two digits: 01-09 | Last two digits: 11-19 |
| 8. | All the OCs in VI semester | 900100 to 900200 | 910100 onwards to be allotted by central committee |
| 9. | All the OCs in VII semester | 900201 to 900600 | 910201 to 910600 |
| 10. | All the OCs in VIII semester | 900601 to 900999 | 910601 to 910999 |
| 11. | DE course to be run in traditional mode (DE1,DE3) | Code: PPSEX PP - Program code SE - Semester Number XX - 11 to 30 | Code: PPSEX PP - Program code SE - Semester Number XX - 31 to 60 |
| 12. | DE course to be run through SWAYAM (DE2,DE4,DE5) | Code: PPSEX XX - 51 to 60 | Code: PPSEX XX - 61 to 99 |

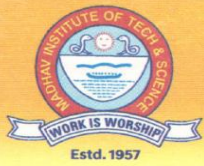
Note: A used code should not be allocated to any other subject.


(Dr. P.K. Singhal)
29/12/2020
Controller of Examination


(Dr. Manjaree Pandit)
29/12/2020
Dean (Academics)

Copy to:

1. All HoDs
2. Examination office
3. Director Office



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Action taken for redressal of First Year student issues during Classes in Digital Mode (based on student feedback)

Mail sent 

Dean Academics <deanacademics@mitsgwalior.in>

Dec 30,
2020, 5:20
PM

to Applied, Architecture, Biotech, Chemical, Civil, CS&IT, Director, Abhay, Akhilesh, Laxmi, Manish, Manoj, Pratesh

In continuation to Order No 2004 dated 05/12/2020 (enclosed) the following points must be noted:

- Faculty must not reschedule classes as it creates disruption in the time table and schedule.
- Faculty must use writing pads as much as possible. When using PPT full screen/slide show mode must be used to get a good quality of recorded lectures.
- The first year coordinator must keep in touch with the students on a regular basis through whats app, messages, e-mail etc.
- Fortnightly counselling sessions must also be conducted and the report must be submitted to the Dean Academics Office.
- For attendance, MOODLE option can be preferred and the chat box can be closed so that students are fully attentive in class.
- As the first year students are new, all class coordinators must be in constant touch with them so that their problems can be identified and solved quickly.

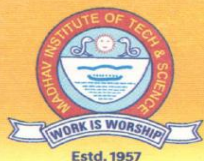
Action taken to expedite the MOOC development activity in the institute

(Mail sent of 01.01.2021)

The departments were requested to send the list of courses to be offered as DE/OC to VIII semester students.

Action taken to brief HoDs and SWAYAM coordinators regarding conduction of MOOCs from the NPTEL platform under compulsory DE/OC/Minor/Honours category

(Notice no 1270 dated 07.01.2021)



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Ref. No.

Date: 07.01.2021

Notice

A meeting of HoDs, and Swayam Coordinators was held on 05.01.2021 at 04:00 pm in the Conclave centre. The meeting was chaired by the Director.

Important Guidelines for HoDs/ SWAYAM Coordinators:

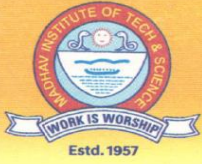
1. All Swayam coordinators must conduct a mentoring session with students and take feedback before finalizing the list of department elective courses (DE-2) for VI semester and DE-5, OC-4 and OC-5 courses for VIII semester by 08.01.2021.
2. HoDs may conduct a meeting with department SWAYAM coordinators and concerned subject faculty (mentors) and see the course structure like prerequisite/intended audience/syllabus and if the course is re-run, then must go through the previous videos/assignments/transcript before finalizing any course. (The data is accessible at www.nptel.ac.in)
3. It was decided that the 2hrs mentoring session/week for DE-2/DE-5/OC-4 and OC-5 must be added in the time table for course offered from SWAYAM. The common time slot for OC-4 and OC-5 courses is on every Friday (02:00 to 04:00pm).
4. A proper record of all mentoring sessions must be maintained.
5. Swayam Coordinators will motivate and mentor the students fortnightly and to ensure 100% enrollment and registration in course before the due deadline given by NPTEL.

Important Guidelines to be shared with the students:

1. Students are advised to use single Gmail id for registration in SWAYAM courses
2. During the course registration students must choose **YES** for "Are you a part of Local chapter".
3. During examination fee deposition & registration Students must choose **YES** option for asking "Do you want to share the data with the college"
4. Candidates should use **the same email id throughout the course run**; for enrolling to course(s) and for registering for the exam(s).
5. Assignments submitted using any other email id will not be taken into consideration towards final consolidated score & certification.
5. They must enter correct name and enrolment number during course and exam registration
6. They have to submit the fee for the course offered from NPTEL under the department electives (DEs)
7. Students must be careful not to cancel the course after paying the exam fee

8. The Photo which is uploaded during exam registration must be clear and must have the picture of the concerned applicant only.

Action taken to ensure smooth conduction of on-line classes for the January-June 2021 session during COVID times



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No. 13

Date: 04.01.2021

ORDER

On review of online classes conducted for First Year first & second week following observations were made for by the undersigned for compliance of faculty.

1. Access permission is not given to Dean Academics and other concerned.
2. As notified by Dean Academic classes are to be conducted through Pen & Tablet, but majority of the faculty, members are conducting through PPT mode.
3. Lecture material is taken directly from online resources as it comes under copyright act and needs ratification.
4. Links of same Lectures provided for various scheduled classes on different dates, which is gross negligence.
5. Lectures shown in the Time Table of one faculty are conducted by other faculty without any given reason.
6. Presentation shown are not in full screen mode, which makes difficult for students to learn.
7. Links of shared materials of other institutes/resources, which is not permissible as per copyright act and Institute policy.
8. Lectures are uploaded but later removed from the links.
9. Lectures are shown in the form of discussion and presentation by students, which is not acceptable for regular classes.
10. Links of Lectures for a duration of 2-3 minutes are uploaded
11. Single PPT presentation of various units/course is uploaded for number of classes conducted.
12. Adherence of Time Table for the convenience of digital teaching is being violated in many course.

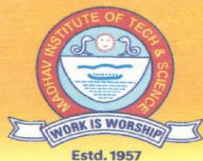
It is expected that all the faculty members will abstain from such practices to maintain quality of teaching.

(Dr. R.K. Pandit) 4-1-21

Director

Copy to:-

1. All the Faculty Members
2. HoDs are required to check & verify regularly and regularity.
3. Dean (Academics) for needful
4. Director Office



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Action taken for implementing the full VIII semester internship/project: Draft of Internship policy, Guidelines & Formats

(The following policy was uploaded on 15th January 2021)

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Date: 15.01.2021

Internship Policy for B.Tech (VIII) Semester Under the Flexible Scheme

[For batch admitted in Academic Session 2017-18]

1. Internship/Project Course in VIII semester Scheme:

Under the provisions of the **Flexible Curriculum Scheme** (based on the AICTE Model Curriculum 2018), approved by the Academic Council of the institute, there is a mandatory requirement of the following course under the practical block:

| For B.Tech VIII Sem: Internship/Project | | | | | |
|--|-----------------|------------------|--------------------|----------------|-------------------------------------|
| Subject Name | End Sem. | Lab Work. | Total Marks | Credits | Mini. Duration |
| Internship/Project (DLC-9) | 250 | 150 | 400 | 03 | 4-6 Months (Full Semester) |

In order to complete the credit requirement of DLC-9 (as mentioned above), the student has an option to select either

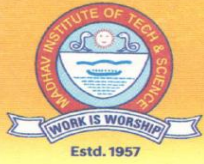
(i) Full semester Internship in Industry/organization (under the collaborative mentorship of industry/ external person and faculty members of institute / department)

Or

(ii) Work on a Project in the institute/department under the mentorship of faculty members

2. Modalities for Internship

- Students can go for Internship for the full duration of VIII semester if they get an internship offer through selection process and/or Final placement offer in advance through T&P Cell of the institute.
- It is also acceptable if the students are able to secure internship offer **through proper official channels / or otherwise (recognized by the Project /Internship Coordinator, HoD and T&P Cell of the institute)**



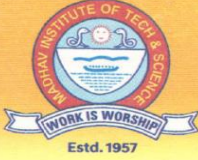
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- The internship must be relevant to the domain / discipline to which the student belongs.
- The internship can be undertaken in allied disciplines/interdisciplinary domains also provided they are adding value to the B.Tech degree of the student and permitted by the HoD.
- The T&P cell will also support for getting internships in industries/organization after seventh semester or for **Internship cum placement opportunities.**
- **Training & Placement Officer** of the Institute will be supported by a **Departmental Internship Coordinator for Internships placement Activities.**
- **Class Coordinator/Supervisors/ Mentors designated by the Head of the concerned Departments will support the students, coordinate with the industry person mentor and monitor their progress with proper record maintenance.**
- Departmental internship / project coordinator and Faculty Supervisors/ Mentors will be nominated/ assigned at the beginning of the session to initiate and look after this activity.
- **There will be one mentor from the industry/organization and one from the department/host institute.**
- Minimum of 10-20 students are to be mentored/supervised by each faculty mentor or as per the department strength.
- **Before proceeding for full semester internship at an industry/organization, the students will be required to get an NOC from the department/institute.**
- While seeking NOC from T&P Cell, students may submit **an authentic Internship offer letter or original approval mail from Company (if available) along with the application (Request Letter) to get an NOC from the Institute.**
- **The NOC for full semester internship in the VIII semester will be permitted only after the parent department (Departmental Internship coordinator & HOD) have checked and certified the authenticity of the company/relevance of the internship opportunity.**
- Internship in Industry will be of 4-6 months duration (minimum) in VIII Semester and should preferably be a paid Internship.
- **Internship will only be allowed after the proper approval of HOD & T&P Cell both.**
- **The timelines for mid-term reporting, submission of progress report, attendance, submission of**



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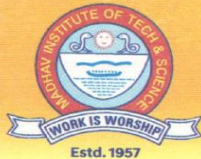
- final report & internship completion certificate must be complied by the student.
- **Fortnightly Progress Report (FPR)** signed and graded by the industry mentor will be submitted by the student to his faculty mentor from the institute. [Format of FPR is enclosed]
- Students can connect the Faculty to the concerned officials of the organization in which they are going for Internship for weekly/monthly progress report and attendance of the students. Faculty can also connect with company officials directly to take report through any authenticated mode of communication.
- The Faculty Member(s) can evaluate(s) the performance of students once/twice by visiting the Industry/Organization or instead T&P Officer can also visit the Industry/Organization for checking student's performance during Internship and to enhance interaction with Industry.
- Students will submit internship report and certificate or experience certificate (if any) from the Industry/Organization after completion of internship.
- It will be a responsibility of Faculty In-charge/ internship Coordinator to check the authenticity of report & certificate submitted by the student or through Industry mentor directly for final evaluation process. The department will devise a mechanism for evaluating the internship work & report.
- Evaluation of Internship will be done by the Department as per the requirements of VIII Semester scheme according to academic calendar via seminar/presentation and viva.

3. Modalities for Project to be completed in Institute (Department) under faculty mentors

- Students who will not be able to secure an internship in an approved industry or outside organization for full semester will be required to undertake project work under the mentorship of faculty mentors from the department.

A co-supervisor from industry is desirable (as it will give practical approach to the project).

- **The last date** for students to decide whether they are going for Internship (in any industry /organization) or will be working on Project within the institute / department is **10th Feb 2021**.
-



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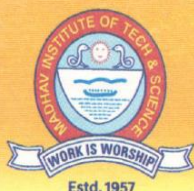
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The Departments will maintain an accurate record of students who are going for Internship in Industry or working on the project in the institute (department) itself.

- Also, during the project work in department it will be mandatory to publish/present a research paper in journal or conference by the students under the mentorship of faculty mentor.
- Each student will have to work on one separate topic for the project work and submit the report individually. Each student will be assessed and evaluated individually.
- Students commencing on “Project Work”, need to report regularly in the department for their project work. Attendance will be mandatory and weightage for regularity will be considered.
- For students opting to stay on campus for doing projects, the evaluation process will be decided by the department. Mid-term presentation will be required for continuous evaluation.
- **Evaluation of Project will be done by the Department as per the requirements of VIII Semester scheme according to academic calendar via seminar/presentation and viva.**

Background work for Internship Support (Important for Departments only)

1. Internship Coordinators or Faculty In-charge along with T&P Cell all together will support in getting Internship for students. The students will also apply on their own to secure an internship offer from a relevant industry/research organization etc.
2. A common evaluation process and format will be used by all departments.
3. The departmental internship coordinator will coordinate and maintain records, in addition to providing internship support to students with the help of T&P Cell.
4. A department level team will be constituted to conduct the evaluation of Internship & Project.



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Step by step procedure to get NOC:-

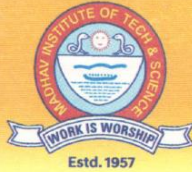
1. To get an NOC Fill the request letter (Available on website) along with the Internship offer letter/mail from company or any other proof
2. Request letter can also be sent in mail to HOD or Faculty In-charge by marking tnp@mitsgwalior.in in loop (in cc) with required document/proof
3. HOD/Faculty In-charge will forward the same to tnp@mitsgwalior.in with approval taking student as well in the loop
4. T&P Cell will provide NOC to students either in hard copy or in mail itself if required.
Enclosed: Annexure- I and II (Request letter for NOC and NOC format)

FORMAT

FORTNIGHTLY PROGRESS REPORT (FPR) FROM INDUSTRY MENTOR

| | | | | | |
|--|---|-----------------------|--------------------|-------------------------|-------------------------|
| Name of student | xxxxxxxxxxxxxx | Department | xxxx | | |
| Industry/Organization | xxxxxxxxxxxxxx | Date/Duration | DD/MM/YR -DD/MM/YR | | |
| Criterion | <u>Poor</u> | <u>Average</u> | <u>Good</u> | <u>Very Good</u> | <u>Excellent</u> |
| Punctuality/Timely completion of assigned work | | | | | |
| Learning capacity/Knowledge upgradation | | | | | |
| Performance/Quality of work | | | | | |
| Behaviour/Discipline/Team work | | | | | |
| Sincerity/Hard work | | | | | |
| Comment on nature of work done/Area/Topic | | | | | |
| <u>OVERALL GRADE (Any one)</u> | <u>POOR/AVERAGE/GOOD/VERY GOOD/EXCELLENT</u> | | | | |
| <u>Name of Industry Mentor</u> | | | | | |
| <u>Signature of Industry Mentor</u> | | | | | |

| | | | | | |
|-----------------------|------|-------------------------------|-----|-------------|-------------------|
| Receiving Date | xxxx | Name of Faculty Mentor | xxx | Sign | <u>xxx</u> |
|-----------------------|------|-------------------------------|-----|-------------|-------------------|



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Guidelines for Departments Regarding Internship/Project in VIII Semester

(Drafted based on minutes of AC on 26th April 2018, further discussions in IQAC meeting on 3rd March 2020, discussions in meeting of HoDs on 15th January 2021 & ADC meeting on 20th January 2021)

1. A list of industries must be prepared and updated from time to time where the department has permitted the students for internship.
2. The departments must make efforts to sign MoUs with industries/research & other organizations/Reputed Academic Institutions, with a clause for providing a predefined number of student internships.
3. Each department will assign at least one faculty member per B.Tech programme being offered to work as **Departmental Internship Coordinator (DIC)**.
4. The DIC, (under the guidance and knowledge of the concerned HoD) will collaborate with T&P cell for enhancement of **Internships placement** Activities in the institute.
5. **Fortnightly Progress Report (FPR)** signed by the industry mentor will be submitted by each student to his faculty mentor from the institute. [Format of FPR is enclosed]
6. The faculty mentor will keep the record of FPR of the students using excel sheet. Computation of internal assessment marks will be based on the FPR.
7. For end-term assessment, a faculty panel will be constituted by the mentor & HoD depending on the specialization area of faculty and domain of internship.
8. The DIC will also maintain all records of students working on Projects in the institute. It will be ensured that 2-mid-term evaluations are conducted for continuous monitoring of the project work. For end-term assessment, policy mentioned at point (7) will be used.
9. Project as well as internship reports will be checked using **turnitin** and institutional policy for plagiarism will be applied as before. The first page of internship/project reports will consist of an abstract in Hindi.
10. The project reports of in-house students will be uploaded in the institutional e- repository. However, the internship reports may not be uploaded, unless a written permission for the same is given by the industry/organization where the internship is being taken.
11. The guidelines will be further refined dynamically based on stakeholder feedbacks received from time to time.



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Phone: 0751 2409362, Email id: tnp@mitsgwalior.in

(Training and Placement Cell)

Ref.: T&P/21/

Date:

To,.....

Dear Sir,

We are grateful to you for providing Internship to the Student(s) of our Institute. Under the Flexible Curriculum our institute has an option of full semester Internship for B.Tech students in their Final Year, Final Semester.

You are requested to appoint a mentor for our records and also for the day-to-day reporting of the student.

It is expected that the 'full semester intership' will add value to the undergraduate degree of students and help them in enhancing their personality and skills. The internship will provide an advance exposure to the real challenges that the students are expected to face outside an academic campus.

For your esteemed industry too this practice is expected to be useful as you get to train human resource before they enter the job market in a formal manner.

We will be highly obliged, if the following student is/are permitted to undergo Internship at your Esteemed Organization during their last Semester for a period of _____ to _____.

| S.No. | Name of the Student | Enrollment No. | Branch |
|-------|---------------------|----------------|--------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

Hoping for enhancing further interaction & cooperation.

Thanking you!

(Mr. Vikram Singh Rajput) Training & Placement Officer

Note: - Kindly feel free to contact us for any further information.



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STUDENT INTERNSHIP REQUEST FORM FOR NOC

(Fill all fields in BLOCK letters)

Full Name: _____ Enrollment ID: _____

Branch: _____ Year: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Mobile No.: _____ Email Address: _____

Organization detail in which you are applying for Internship:

Industry/Company Name: _____ Duration of internship (in days): _____ From: __ To: ____ (Date)

Name or Designation of Person receiving NOC for _____ Internship

Full Address of organization where you want to go for Internship (with website): _____



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City: _____

Applying through:

a) Employee Reference: _____

b) Internet/Website: _____

c) Any othmode: _____

Student Signature: _____

Date: _____

Enclosure: Internship Offer Letter or Approval mail from Organization(YES/NO) – **Required in advance only for 4-6 months Internship**

(Faculty In-charge/HOD)

Note: Submit this application form to T&P office along with filled Internship NOC form (available at website) of T&P cell after being forwarded by the class coordinator or Head of your respective department.



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STUDENT INTERNSHIP REQUEST FORM FOR NOC

(Fill all fields in BLOCK letters)

Full Name: _____ Enrollment ID: _____

Branch: _____ Year: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Mobile No.: _____ Email Address: _____

Organization detail in which you are applying for Internship:

Industry/Company Name: _____ Duration of internship (in days): _____ From: __ To: ____ (Date)

Name or Designation of Person receiving NOC for _____ Internship

Full Address of organization where you want to go for _____

Internship (with website):

City: _____

State: **Zip Code:** _____

Applying through:

a) *Employee Reference:*

d) *Internet/Website:*

e) *Any othmode:*

Student Signature:

Date:

Enclosure: Internship Offer Letter or Approval mail from
Organization(YES/NO) – **Required in advance only for 4-6 months Internship**

(Faculty In-charge/HOD)

*Note: Submit this application form to T&P office along with filled Internship NOC form
(available at website) of T&P cell after being forwarded by the class coordinator or Head
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Suggestive format for excel sheet to be maintained by Department Internship Coordinator/Final Year Class Coordinator/Project Coordinator/or faculty member assigned by the HoD

(To be completed before deadline specified by the institute) **

| Student Name | Enrolment No | Opted for internship / Project | industry/organization, with full address (write MITS for project students) | Industry Mentor (mandatory for students doing internship at industry; desirable for project students also) phone number, e mail id etc | Institute Mentor (Mandatory) phone number, e mail id etc | Brief Title/Area of work assigned | Grade received* (out of 5) First Fortnightly progress report (FPR) around 25 th Feb | Grade received (out of 5) Second (FPR) around 12 th March | Grade received (out of 5) Second (FPR) around 12 th March | Grade [#] received (out of 5) Third (FPR) around 27 th March |
|--------------|--------------|--------------------------------|--|--|--|-----------------------------------|---|---|---|---|
| | | | | | | | | | | |
| | | | | | | | | | | |
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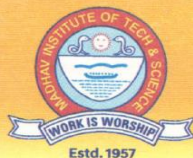
*The FPR will also be sent for the students who are doing project in the institute

** 10th Feb is the last date for internship registration/project reporting due to Covid, but internship can actually start after the last paper/viva-voce of previous semester)

More columns can be added. The internship can continue up to **22nd May 2021** as per academic calendar this year.

Note:

1. The departments can design their own formats & procedures based on the above suggestive table and based on the insights gained during the implementation of this new initiative. The same (changes) may be shared with the office of the undersigned.
2. These sheets will be sent to the dean academics office regularly, every 15 days, for monitoring at the central level



Action taken regarding weekly class/attendance monitoring through Excel sheet

(Mails sent regularly based on the weekly summary of theory/practical classes/ weekly quiz conduction & assignments information received from the departments. The summary is presented during the IQAC meetings)

Action taken for solving the implementation issues of SWAYAM/NPTEL courses in B.Tech VIII Semester

(Meeting of the ADC: Notice Ref. No. DA/MP/2021/1272 dated 18/01/2021)

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Date: 20/01/2021

MINUTES
of
The Meeting of the "Academic Development Cell"

The meeting of the ADC was held on 20th January 2021 at 4.30 PM in the Chamber of the Dean Academics. 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

Special Invitees: Prof. Praveen Bansal, SWAYAM Manager, MITS & Dr. Sunita Sharma, Associate SWAYAM Coordinator

The following issues were discussed and resolved:-

Item 1: To discuss the issues related to SWAYAM/NPTEL courses in B.Tech VIII Semester

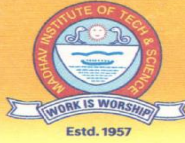
It was observed that the department (BoS) and students are having problems in identifying open courses (OCs) for other department students due to

- (i) Prerequisites in most of the available courses &
- (ii) Availability of limited number of courses on the MOOC platforms

The committee after discussions decided that the pool of courses offered under OC-4 and OC-5 categories should be merged so that the students have greater choice in the selection of two OC courses as per their curriculum. In continuation, following were also discussed and concluded

Page 1 of 4

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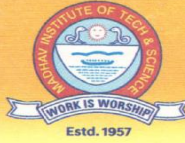
- Students may opt any two open category (OCs) courses from pool of OCs offered by the department other than parent (updated list is uploaded on institute website and also attached with this mail for your perusal)
- A centralized Google form is circulated by SWAYAM team of institute in order to collect the choices opted by the students particularly in OC-4 and OC-5 courses by 29.01.2021
- All students of III year and final must enroll in courses of DE=2 for VI sem and courses DE-5, OC-4 and OC-5 courses offered by the respective department before due hardline of 01. Feb. 2021 given by NPTEL
- All SWAYAM and class coordinators of final year will inform to students that he/she will not enroll in all three courses of 8 -Week , whose exam date is scheduled at 21 March 2020, else they will allowed to appear only two exam per day (as per guidelines of NPTEL)
- The mentoring session of OC-4 and OC-5 courses will start after finalizing the list of courses opted by the students (by 30.01.2021).
- All students of III and Final year must register in exam of SWAYAM, as ^{hard deadline} ~~hardline-deadline~~ is 08.Feb.2020.

Item 2: Clashing of NPTEL examination dates of some courses

The SWAYAM manager informed that a note has been sent to NPTEL requesting for change of dates to avoid clashing.

Item 3: To add points, refine and re-draft "The Final Year Internship Policy Document" discussed & reviewed in meeting of the HoDs on January 15th 2021

Handwritten signatures and initials:
A large signature on the left, followed by "V. Singh", "P.L.", "J.S.", and "M.S." with horizontal lines underneath.



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- Under the Flexible Curriculum approved by the Academic Council of the institute, there is a provision of registering for an internship for the full duration of the VIII semester of B.Tech programmes at an industry which is approved by the institute, department and the T&P cell
- For providing internship to a large number of students, it was felt that the institute needs to further strengthen collaboration with industries and alumni.
- Therefore the IQAC & the Training & Placement Cell conducted an in-house workshop on "Enhancing Alumni Interaction" on 17 December, 2019 for the 22 placement/alumni coordinators of the various departments.
- In this regard a committee was constituted to draft a clear policy for
 - (i) The summer internship-III at a relevant industry after VI semester
 - (ii) Provision of a full 8th Semester internship
- The 'draft Internship policy' of the institute was reviewed by the IQAC in its meeting on 3rd March 2020 and documented in item no 6.
- The final draft of the "Internship Policy" was presented by Dr. Akhilesh Tiwari, the member secretary, Academic Council and it was approved.

Item 4: The steps to be taken for ensuring the preparedness of the institute for NBA accreditation with emphasis on assessment tools during online teaching-learning

The institute conducted online teaching-learning since the lockdown. All the academic activities like theory classes, virtual laboratories, projects, drawing & Design, PG dissertation, six monthly Ph.D. review, and summer internship were conducted and evaluated on-line.

The committee reviewed the rubrics followed for on-line evaluation of different category of courses, for continuous as well as end-term evaluation.

Page 3 of 4

[Handwritten signatures and initials: Dr. Akhilesh Tiwari, P.K. Singhal, Sunita, and others]

The OBE manager Dr. Sulochana Wadhvani briefed and summarized the evaluation rubrics used for on-line assessment & evaluation of different types of courses such as Theory/laboratory/project/seminar & drawing and design.

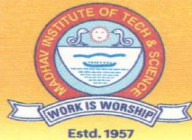
[Handwritten signatures and dates: Dr. Akhilesh Tiwari, Dr. Pratesh Jayaswal, Dr. P.K. Singhal, Dr. S. Wadhvani, Prof. Praveen Bansal, Dr. Sunita Sharma, Dr. Manjaree Pandit]

Copy to:

1. All members of ADC
2. SWAYAM manager
3. Associate SWAYAM coordinator
4. Director Office

submitted for approval

[Handwritten signature and date: Dr. R. K. Pandit, 20-01-21]



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Action taken for implementation of mandates of regulatory bodies

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Ref: 116

Date: 19/01/2020

ORDER

The registration of all the faculty members on the Vidwan Portal is mandatory. Those who have not yet created their id on the portal must do so immediately.

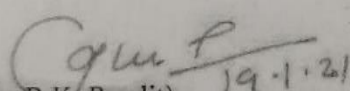
Also, all the faculty members are required to update all required details in their profile on Vidwan Portal.

All faculty members must create their research identity by creating their following profiles and then link them to the Vidwan Portal.

1. Researcher-id
2. Google scholar id:
3. Scopus Author ID: 7004578630
4. ORCID ID

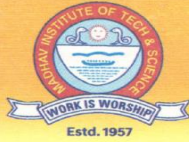
The HoDs must verify and certify that this activity has been successfully completed in the departments by sending the above information to the Dean Academics office within a fortnight, positively.

| S.No. | Name of the Faculty | Researcher-id | Google scholar id | Scopus Author ID | ORCID ID |
|-------|---------------------|---------------|-------------------|------------------|----------|
| | | | | | |


(Dr. R.K. Pandit)
Director

- Copy to HoDs for compliance
- Dean Academics

Important: Do not create duplicate profiles. Please refer the enclosed list for your registration details (Vidwan id) as received from the TEQIP office.
If you don't find your name in the enclosed list, only then go for fresh registration.



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Action taken for maintaining the quality of Laboratories (Lab Audit as per IOAC mandate)

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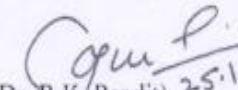
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Date: 25.01.2021

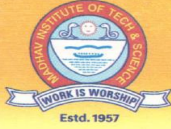
ORDER

The Lab Audit scheduled for 28th March 2020 vide Notice No. DA/MP/2020/1227 Dated 06.03.2020 was postponed due the Lockdown imposed on account of COVID-19. Future, the Lab Audit was scheduled on 22nd & 23rd January 2021 but due to unavoidable reasons it will now be conducted on 05th & 06th February 2021 as per the following schedule in the Convention Centre. All the details (recordings, continuous assessment of students, attendance) will be presented by the various departments using projector. The focus will be on 'Virtual Conduction of Labourites' during the past semester. The presence of technical staff and concerned faculty will be necessary.

| Schedule of Lab Audit | | |
|---|--|-------------------------|
| Friday 05 th February, 2021 | | |
| S.No. | Name of Department | Time Slot |
| 1. | Civil Engineering | 11.00 a.m. – 12.00 a.m. |
| 2. | Mechanical & Automobile Engineering | 12.00 a.m. – 1.00 p.m. |
| LUNCH BREAK | | |
| 3. | Electrical Engineering | 3.30 p.m. – 4.30 p.m. |
| 4. | Electronics/Electronics & Telecommunication | 4.30 p.m. – 5.30 p.m. |
| Saturday 6 th February, 2021 | | |
| 5. | Computer Science & Engineering /Information Technology | 11.00 a.m. – 12.00 a.m. |
| 6. | Chemical Engineering | 12.00 a.m. – 1.00 p.m. |
| LUNCH | | |
| 7. | Architecture | 3.30 p.m. – 4.30 p.m. |
| 8. | Applied Science/Humanities | 4.30 p.m. – 5.30 p.m. |


(Dr. R.K. Pandit) 25.1.21
Director

Copy to: All HoDs. & Dean Academics office



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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Ph.: +91-751-2409300, Fax: +91-751-2664684, e-mail: director@mitsgwalior.in, website: www.mitsgwalior.in

Action taken on student feedback

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Ref. No. 58

Date: 02.02.2021

NOTICE

Subject: Regarding student feedback on teaching-learning

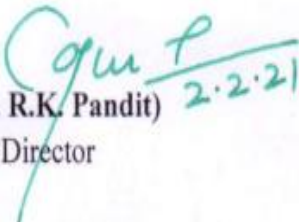
Student Feedback response on Teaching-Learning (T-L) is one of the indicators of (i) good teaching practices and II) overall satisfaction level of the most important stakeholder, i.e. the student.

It is the responsibility of the class coordinators/feedback coordinators

- to sensitize students about the importance of this activity,
- to motive the students to give responses for all feedbacks in an impartial manner
- to make the students realize that this activity is for their own good and it is their important duty which they must fulfil in a responsible manner, and
- to make them understand that a trust has been shown in their judgement by selecting them for giving feedback and by sending the link to them

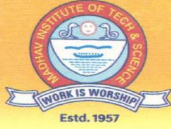
It has come to notice that in some of the classes this practice is working well while in some classes there are lapses in the feedback collection process & responses are very low.

The causes for the same must be identified and corrected by the concerned.


(Dr. R.K. Pandit) 2.2.21
Director

Copy to :

- All HoDs
- Dean Academics Office



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Action taken regarding maintaining quality and monitoring of the Ph.D scholars

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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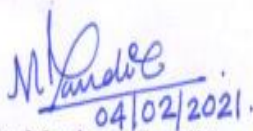
Ref. No.DA/MP/2021/ 1274

Date: 04/02/2021

NOTICE

For the performance evaluation of the Ph.D. Students registered at the Institute, a **monthly review** will be conducted by Research Advisory Committee (RAC) of the candidates on **Saturday 6th March, 2021** from 10.30 a.m. onwards. Social distancing norms must be followed and presentation through video conferencing using available platforms can be permitted where deemed necessary.

The report of the review must be sent to the office of the undersigned on or before **16th March, 2021**.

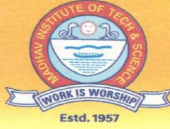

04/02/2021

(Dr. Manjaree Pandit)

Dean Academics

Copy to:

1. All HoDs - for circulation to approved guides and registered students.
2. Dean Academics
3. Director Office



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Action taken regarding maintaining quality through TEQIP-III performance audit

MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

No.: TEQIP-III/PA-III/229

Date: 06.02.2021

ORDER

The third Performance Audit of the Institute under TEQIP-III is scheduled during 11th February - 13th February 2021, schedule for online Performance Audit (Phase-III) will be as follows:

| Day/Date | Activities to be conducted in online mode | Time |
|------------------------|---|-------------------|
| Thursday 11-02-2021 | Meeting with Head of the Institution along with TEQIP coordinators & TEQIP Nodal Officers | 10:30 am-11:30 am |
| | Discussion with Deans, HoDs and Senior Management | 11:30 am-12:30 pm |
| | Visit to institutional facility (Department, Sections, Library, Hostels and Workshop etc.) and observation of some teaching and learning activities | 12:30 pm-02:00 pm |
| | Review of Documentation/ record/ performance data (I) | 03:00 pm-04:00 pm |
| | Meeting with faculty | 04:00 pm-05:00 pm |
| Friday 12-02-2021 | Review of Documentation/ record/ performance data (II) | 10:30 am-11:30 am |
| | Meeting with UG Students | 11:30 am-12:30 pm |
| | Meeting with PG & Ph.D. students | 12.30 pm-01:30 pm |
| | Completion of draft of institutional profile and supporting evidence (I) | 03:00 pm-05:00 pm |
| Saturday 13-02-2021 | Completion of draft of institutional profile and supporting evidence (II) | 10:30 am-12:30 pm |
| | Discussion & Oral feedback to Head of Institution/BOG members | 12:30 am-01:00 pm |

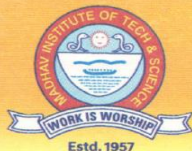
Note: (i) The Link for joining the meetings will be communicated by TEQIP-III office through email.

(ii) Every Department will ensure the participation of HoD, faculty members and minimum 15 UG, 5 PG & 5 Ph.D. students in the meeting as per above schedule. The name, email Ids and contact numbers of identified students will also be communicated to TEQIP-III office by every department.

In this regard, all concern faculty, staff & students are required to take necessary action as per above schedule.

(Dr. R. K. Pandit)
Director

- Copy to:** (i) All Deans
(ii) All HoDs (Engineering & Allied disciplines)
(iii) TEQIP-III Coordinators & Nodal Officer
(iv) All Section In-charges
(v) Director Office
(vi) TEQIP-III office
(vii) Establishment



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Action taken for quality improvement through in view of the forthcoming NBA Accreditation visit

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

Ref. No.: 1276

Date: 15.02.2021

Schedule of Mock Visit and HoD Presentation (online)

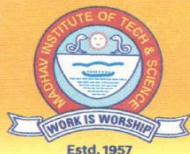
In view of the forthcoming NBA visit from 19th – 21st February 2021 for UG programmes in Civil, Mechanical, Electrical Engineering, the mock visit and online presentation has been planned as per the following.

| S. No. | Name of Activity | Date | Time | Name of Department | Remark |
|--------|---|------------|--------------------|------------------------|---|
| 1. | Mock Visit to Department (Labs and Files) | 17/02/2021 | 11:00AM -11:45 AM | 1 st Year | |
| | | | 11:45AM - 12:30 PM | Electrical Engineering | |
| | | | 12:30PM - 1:15 PM | Civil Engineering | |
| | | | 1.15 PM- 2.00PM | Mechanical Engineering | |
| 2. | Online Presentation (HoD Presentation) | 17/02/2021 | 3.:00 PM - 3:45 PM | 1 st Year | Link is to be given by the department for demo presentation in online mode. |
| | | | 3:45 PM - 4:30 PM | Electrical Engineering | |
| | | | 4:30PM - 5:15 PM | Civil Engineering | |
| | | | 5:15PM - 6:00 PM | Mechanical Engineering | |


15/2/2021
(Dr. Manjaree Pandit)
Dean Academics

Copy to:

1. HoD, Civil Engineering
2. HoD, Mechanical Engineering
3. HoD, Electrical Engineering
4. Dr. Vikas Shinde
5. Dr. Abhay Mishra
6. Dr. Akhilesh Tiwari
7. Dean ~~Administration~~ Student Welfare.
8. Director office



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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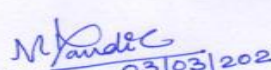
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Action taken to allot slots/time table on institute MOODLE for smooth conduction of the Mid-Semester Examination (Sent on mail on 9th February 2021)

| MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR | | | | | | | | | | |
|---|--|---|--|---|--|--|---|--|-----------------|---------|
| (A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal) | | | | | | | | | | |
| Online I Midsem Time table slots for MOODLE (11 to 18 Feb 2021) | | | | | | | | | | |
| Dates / Time | 09:00 to 10:00 AM | 10:20 to 11:20 AM | 11:40 to 12:40 AM | 1:00 to 2:00 PM | 2:20 to 3:20 PM | 3:40 to 4:40 PM | 5:00 to 6:00 PM | 6:20 to 7:20 PM | 7:40 to 8:40 PM | |
| 11 February 2021 | Civil II,III, IV Year | Mech II,III, IV Year | Elect II,III, IV Year | Elex II,III, IV Year | CSE II,III, IV Year | IT/ET II,III, IV Year | AU/BT/CM II,III, IV Year | ME/M. Tech/MCA/MUP/BArch | | 1 paper |
| 12 February 2021 | Civil II,III, IV Year | Mech II,III, IV Year | Elect II,III, IV Year | Elex II,III, IV Year | CSE II,III, IV Year | IT/ET II,III, IV Year | AU/BT/CM II,III, IV Year | ME/M. Tech/MCA/MUP/BArch | | 2 Paper |
| 13 February 2021 | Civil II,III, IV Year | Mech II,III, IV Year | Elect II,III, IV Year | Elex II,III, IV Year | CSE II,III, IV Year | IT/ET II,III, IV Year | AU/BT/CM II,III, IV Year | ME/M. Tech/MCA/MUP/BArch | | 3 paper |
| 14 February 2021 | Civil II,III, IV Year | Mech II,III, IV Year | Elect II,III, IV Year | Elex II,III, IV Year | CSE II,III, IV Year | IT/ET II,III, IV Year | AU/BT/CM II,III, IV Year | ME/M. Tech/MCA/MUP/BArch | | 4 paper |
| 15 February 2021 | Civil II,III, IV Year | Mech II,III, IV Year | Elect II,III, IV Year | Elex II,III, IV Year | CSE II,III, IV Year | IT/ET II,III, IV Year | AU/BT/CM II,III, IV Year | ME/M. Tech/MCA/MUP/BArch | | 5 Paper |
| 16 February 2021 | OC Offered by Civil Department | OC Offered by Mech Department | OC Offered by Elect Department | OC Offered by Elex Department | OC Offered by CSE Department | OC Offered by IT/ET Department | OC Offered by AU/BT/CM Department | ME/M. Tech/MCA/MUP/BArch | | 6 paper |
| 17 February 2021 | Civil II,III Year (100007 - disaster management /100003 - Mathematics - III) | Mech II,III Year (100007 - disaster management /100003 - Mathematics - III) | Elect II,III Year (100007 - disaster management /100003 - Mathematics - III) | Elex II,III Year (100007 - disaster management /100003 - Mathematics - III) | CSE II,III Year (100007 - disaster management /100003 - Mathematics - III) | IT/ET II,III Year (100007 - disaster management /100003 - Mathematics - III) | AU/BT/CM II,III Year (100007 - disaster management /100003 - Mathematics - III) | Third Year 100005 - Ethics, Economics, Entrepreneurship & Management (regular course) common to Group B (CE/ME/AU/CH/BT) | | |
| 18 February 2021 | Civil Second Year 100004 - Cyber security | Mech Second Year 100004 - Cyber security | Elect Second Year 100004 - Cyber security | Elex Second Year 100004 - Cyber security | CSE Second Year 100004 - Cyber security | IT/ET Second Year 100004 - Cyber security | AU/BT/CM Second Year 100004 - Cyber security | | | |

Action taken for the continuous monitoring of Internship/Project of Final Year Students

| MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR | |
|---|------------------|
| (A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal) | |
| Ref. No. DA/MP/2021/ 1288 | Date: 03/03/2021 |
| NOTICE | |
| Subject: Internship & Project for Final Year UG Students | |
| <ol style="list-style-type: none">1. 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.2. For the students who have been assigned Project in MITS, it is desirable to associate one industry Mentor wherever possible to enhance industry-institute interaction. Efforts must be directed towards achieving this target.3. Projects must be classified as Industry focussed/Society focussed/Case studies/ Software based, Simulation based etc. | |
|  (Dr. Manjaree Pandit) Dean (Academics) | |
| Copy to: | |
| <ol style="list-style-type: none">1. All HoDs2. Director Office | |



(Dr. Pratesh Jayaswal)
IQAC Coordinator



(Dr. R. K. Pandit)
Director

