

COMPLIANCE/ACTION TAKEN REPORT OF IQAC MEETING ON AUGUST 29th 2020

In Compliance to the decisions taken by IQAC in the meeting on 29th August, 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.

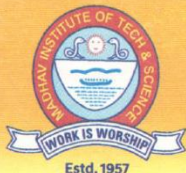
- The following Notices/Orders were issues by the office of the Dean Academics/Director for quality assurance in compliance to the decisions of the IQAC:

Date	Notice No.	Subject of the Notice
04/09/2020	1256	SWAYAM/NPTEL is mandatory for Annual Performance appraisal of Faculty member { The certification from SWAYAM/NPTEL will be mandatory for Annual Performance Appraisal }
06/09/2020	Through mail	Updated on-line classes monitoring Format (Excel sheet) was circulated for implementation from 8 th September 2021 onwards { This was for monitoring the progress of students through weekly quiz and assignments }
15/09/2020	Through mail	ATR to check whether there is any improvement in the performance and status of the slow digital learners identified by the departments, class wise, earlier in the session
21/09/2020	1437	Webinar on "Challenges to technical education in pandemic times" to be delivered by Prof. D.P. Agrawal on 24 th September to guide the faculty for teaching-learning during COVID times
22/09/2020	Through mail	Cumulative quiz and assignment information to be downloaded directly from MOODLE, using the 'grade report option' and compiled for continuous evaluation
23/09/2020	1257	Academic Development Cell Meeting to be held on 26 th September 2020

- The following decisions were taken by the Academic Development Cell in its meeting held in the Board Room on 26th September 2020 from 3.30 to 5.30 PM.

A. Regarding the six monthly review of PhD candidates by the duly appointed committee

- The members reviewed the last two reports of six monthly Ph.D. review received from the departments at the Dean Academics office.
- It was observed that some supervisors have not sent the six monthly progress reports of the candidates registered under them. It was decided that necessary notices/reminders would be issued in this regard, (as sending the six monthly progress reports to the university is a mandatory requirement for continuation of the Ph.D. candidature.
- It was also observed that applications of candidates were being forwarded by their supervisors to the university for re-registration or extension without ensuring that all past dues of the candidates were clear.
- The members of the cell also reviewed the format that is presently being used for the six monthly review and decided that no changes are required in the format at present.



B. Regarding the BoS minutes and scheme-syllabi proposed by the departments & approved by the Academic Council on 15th May 2020

- The cell scrutinized the minutes & scheme documents for accuracy, uniformity and compliance of flexible curriculum guidelines of the institute.
- Certain minor issues were noticed and corrected.

C. Regarding the implementation mechanism of the Academic Action Plan

- The cell reviewed the Academic Action Plan being implemented in the institute since 15th July 2020.
- It was decided that the week starting w.e.f 28th September, the frequency of assignment submission will be reduced from weekly to fortnightly.

D. Discussion on provisions of the new PhD ordinance, 2019 (Conduction of MOOCs under course work, change of supervisor etc)

- The committee also discussed the provisions of the Ph.D. ordinance regarding 'change of supervisor'. It was decided that if there is mutual consent of the candidate, supervisor (s) {both old & new} then with notification to the HoD, Dean Office & the Director the change may be permitted if RDC has not been conducted, else it may be forwarded to the university if the guide is already approved by the university, as the case may be.
- The PhD ordinance clearly says that either supervisor or co-supervisor must be from the research centre; if a candidate does not submit draft thesis within six months of retirement/leaving of the supervisor from the institute then the candidate needs to opt for one supervisor from the institute.
- For completing the PhD course work a candidate has to earn 12 credits within one/two semesters. One course can be chosen from the MOOC platform also. However, the semester wise scheme approved by the Research Advisory Committee (RAC) must clearly mention all the courses, distribution of marks, credits etc. which the student has to complete in a particular semester, at the beginning of the semester itself.

— **Time table of the on-line mid-semester examination was prepared and circulated on 28th September 2021**

— **The on-line mid-semester examination was conducted on the institute MOODLE from 12th to 18th October 2020**

— For efficient documentation of all academic and related processes the updated format of the 'Annual Progress Report' (APR) was circulated to the departments on 29th September 2020.

— **Timelines were set for targeted quarterly collection of APR information from all departments and sections.**

— Detailed guidelines were prepared for credit transfer through MOOCs and for the institute level examination of the courses offered under **Department Electives (DEs) through SWAYAM/NPTEL/MOOC** based learning platforms. Notices were circulated for the same as listed below.

Action taken for preparing guidelines for re-examination of students who failed the compulsory MOOC courses

(Notice no 1258 dated 06.10.2020)

—As approved in Academic Council (AC) held on 15th June, 2020 the re-examination procedure for students who failed in the courses (to be considered for credit transfer) under



—Departmental Electives (DEs) which were being offered through SWAYAM/NPTEL/MOOC based learning platforms was announced as follows:

- 1) The re-examination for such students will be conducted in traditional mode by the examination cell.
- 2) However, if the same course is being re-run (available for credit transfer) on the SWAYAM/NPTEL/MOOC platform, the student can opt to repeat the course in on-line mode also.

—The approved distribution of marks and passing provisions with credit transfer was communicated as follows:

- (i) End Sem. Exam with the provision of 75 marks (min. Pass marks 30) and
- (ii) Assignment /Quiz part with 25 marks (min. Pass marks 10)
- (iii) The total of 100 marks (min. Pass marks 40)

— In this view, all SWAYAM coordinators were required to identify the list of such students and send the required information via email by 07.10.2020 to the office of the Dean Academics, giving name of the course, whether course was re-run in July-December 2020 session, names of students who failed and names of course mentors.

Action taken for maintaining academic integrity and ethics

(Notice no 1259 dated 07.10.2020)

— All the PhD students were instructed through above listed notice to submit their synopsis for RDC, summary of the thesis & draft/final thesis etc. to the university (forwarded by their respective supervisors) only after verifying the similarity norms of the institute checked using **Turnitin** {Reference notice no DA/MP/19/949 dated 23rd July 2019}.

Action taken for conducting mentoring sessions for Departmental Electives (DEs) offered through SWAYAM/NPTEL/MOOC based learning platforms for credit transfer

(Notice no 1260 dated 09.10.2020)

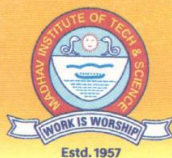
—As approved in Academic Council (AC) held on 15th June, 2020 the **re-examination** procedure for students who failed in the courses (which were considered for credit transfer and offered through SWAYAM/NPTEL/MOOC based learning platform) the following may be noted.

1. Mentors must **register the failed students on Moodle** (Create separate group)
2. **Organize a mentoring session** with students and send the report of session in the prescribed format to the office of the dean academics latest by **14 October 2020**.

S.No.	Name of Mentor	Course/Code	Date	Time	No. of students Registered	No. of students appeared
1.						

3. Mentors must give assignments to students once or twice a week on Moodle (**at least 8 assignments**) so that the evaluation must be completed before **28th November 2020**. The mentors are also required to monitor the continuous performance of students in the prescribed format so that marks can be awarded to the students out of 25.

S.No.	Name of Mentor	Course/Code	Name of Student	Assignment Date	Submitted (Y/N)	Grade
1.						



4. Mentors must conduct **fortnightly sessions** of the registered students and submit the report as prescribed in point 2 to the office of Dean Academics in soft copy.
5. **However, if the same course is being re-run (available for credit transfer) on the SWAYAM/NPTEL/MOOC platform, the student can opt to repeat the course in on-line mode also.**

Note: For the students who have failed in their previous attempt to earn credits, assignment will cover 25 Marks (min. pass 10 marks) and end-semester exam will be conducted in regular mode. The end-semester examination of 75 marks (min. pass 30 marks), will be conducted by the examination section.

Actions taken for the implementation/continuance of the Flexible Curriculum through the November BoS meetings

(Notice No 1263 dated 09/11/2020: The ADC meeting on 10th November 2020)

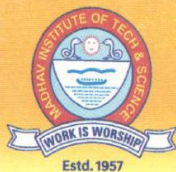
—The implementation related issues were discussed and resolved by preparing a **sample BoS meeting agenda for meetings to be conducted between 23rd -30th November 2020 in online mode**. The agenda following points were addressed through the proposed sample agenda:

- Preparation of list of “Additional Courses” which can be opted for getting an Honours *(for students of the host department) & Minor Specialization (for students of other departments)*
- Preparation of list of MOOCs to be offered by each department against DE and OC course category
- A meeting of departmental BoS representatives was scheduled on **11th November 2020** to finalize the policy for distribution of course codes.
- Finalization of the *Scheme & Syllabi (I & II semester) of the NEW B. Tech. programme(s) on Internet of things (IoT), Artificial intelligence and Robotics, Mathematics and Computing and Internet of things (EE)* to be started by the departments w.e.f. the batch admitted in 2020-21
- **Identification of Gaps in CO attainment levels** for *Jan-June 2020 semester* and to propose corrective measures for improvement
- Many other minor implementation issues were discussed for smooth conduction of the new academic session for the First Year students, scheduled to begin w.e.f **7th December 2020**.
- Preparation of equivalence list of courses for B. Tech programmes (for 2017-18, 2018-2019, 2019-2020 & the 2020 admitted batch)
- The agenda of the proposed AC meeting on **5th December 2020** was discussed.
- The detailed guidelines (Point 1-10) for the BoS Meetings and sample Agenda was circulated electronically on 13/11/2020.

Action taken for Quality Enhancement of faculty training programmes

(White paper prepared on 23.11.2020)

— A white paper on “Role of Training Programmes in Enhancing Quality of Technical Education Through Faculty Development, Recruitment & Career Advancement” was prepared and disseminated on the website. The same was also sent to the **Directorate of Technical Education, Bhopal** on 23rd November 2020.



Action taken based on student feedback received in the meeting of the Director with students

(Notice dated 29.11.2020 sent electronically to HoDs by the Dean Academics)

- **Some students have missed weekly quizzes:** All the faculty is instructed to conduct **around 4 make up quizzes** for students with (prior notification). The quiz must be opened for a **short period of time only** so that students can complete their internal assessment. The same must be informed to the students so that they are assured of getting a second chance,
- **A III mid-semester examination must be conducted** for students who have missed their previous one/two mid-semester tests.
- **Assignments to be opened** for a short period so that students who have not submitted their assignments due to various reasons can submit and complete their internal assessments.
- These relaxations/concessions are being given to students only in view of COVID-19.
- It came to notice that the **major & minor project, dissertation, seminar, lab reports** etc are not being assessed/assigned/allotted for some students. Immediate action must be taken in this regard.
- It must be informed to students that they can avail library facility on request. They can ask the library I/c for e-books, scanned books etc and the same will be sent to them on e-mail. The library is already following this practice since the lockdown, on request.
- The HoDs must compile the **course completion status in all UG & PG courses** and instruct the faculty to conduct additional classes. Remedial and revision classes also must be conducted for all students. Records must be maintained.
- The details of **course completion status must be sent to the office of the undersigned latest by 2nd December 2020 and must also be uploaded on the department page of the website.**
- Department level activities (seminars, presentations, small projects, debates, environment protection, disaster management, on-line cultural activity, etc. or as planned & decided by the department) must be conducted and considered for the assessment of the 8th semester, 01 credit '**Professional development course**' (The format for assessment is available on the website as approved by the Academic Council). The students must be informed accordingly, as many are anxious about the evaluation of this course, as due to COVID-19 they have not been able to participate in any activities.
- **Any other point/issue brought to the notice of HoDs or coordinators must be attended to immediately as we are nearing the end of Academic Session for II to IV year UG and II year PG students.**
- AS SOME HoDS ARE CHANGING FROM 1st DECEMBER, IT IS EXPECTED THAT THE OUTGOING & INCOMING HODs WILL COLLABORATE AND COMPLETE THE ABOVE ACTIVITIES WITHOUT HURDLES.

(Dr. Pratesh Jayaswal)
IQAC Coordinator

(Dr. R. K. Pandit)
Director