



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Agenda of the Internal Quality Assurance Cell (IQAC), Meeting on 8th September 2018

Item-1	<p>Compliance status and confirmation of minutes of previous meeting held on 30.05.18</p> <p>The action taken/compliance report is enclosed, shared on e-mail with all members and has been uploaded on the website. Compliance on following 10 points was sought from the departments:</p> <ol style="list-style-type: none">1. Uploading of learning material on MOODLE for July – Dec. 2018 semester2. Preparation of SAR3. Conduction of parent teacher meetings and submission of feedback report4. Orientation programme for students5. Computation of CO, PO, PEO attainment6. Question Paper Analysis and reporting of major discrepancy of May, 2018 examination7. Presentation of faculty members after attending a course/conference/ seminar/workshop etc.8. Research proposal submission of faculty members to State/Central/ other external funding agencies9. To build an Alumni Network for the benefit of students(In coordination with the T&P Cell)10. Signing of MoU for training /internship/projects <p>The summary of compliance reports received from the departments on the above 10 points are enclosed as Annexure_Agenda Item I.</p> <p>Most of the activities have been completed. Some are in process such as:</p> <ul style="list-style-type: none">▪ Inclusion of a course on Project Management for all students of Engineering & Technology will be discussed in the meeting of the Board of Studies to be held in the first week of October.▪ Conduction of technical events in collaboration with industries to provide platform for innovative ideas/talents such as Hackathons (One proposed to be with M/s Smart controls Ltd.)▪ Deputing faculty members to industries for training and exploring possibilities of undertaking joint projects▪ Development of mobile app to facilitate collection and dissemination of all kinds of information▪ Remedial Classes' to be renamed as 'Additional Classes' to motivate students to attend these sessions and their conduction by a different faculty member (who had not taught those students), to give a fresh approach▪ Formation of student-alumni groups with final/pre-final year students to mobilize and strengthen interaction with alumni <p>An Academic Development Cell has been constituted to make an action plan for ensuring compliance of all existing practices and for suggesting new strategies for improvement.</p> <p>Submitted for Confirmation</p>
Item-2	<p>To apprise the house about Submission of Annual Quality Assurance Report (AQAR):</p> <ul style="list-style-type: none">➤ The AQAR for the academic year 2017-18 has been approved by the BOG of the Institute in its meeting dated 12.06.2018. Same will be uploaded on institute website and submitted to NAAC on 29th September 2018 as per NAAC guidelines.
Item-3	<p>To apprise the house about UG & PG admissions in Academic Session 2018-19 and to review the status:</p> <ul style="list-style-type: none">➤ <i>Professor In-charge International Affairs of the Institute is also appointed for foreign student admissions and Internships at International level.</i>

Item-4	<p>To apprise the house about initiative taken for environmental consciousness:</p> <ul style="list-style-type: none"> ➤ Digital Notice System- <ul style="list-style-type: none"> • From 1st September 2018 all notices are being circulated on e-mails. The signed notices are scanned and sent to concerned persons through e mails. The MITS domain ids (xxx@mitsgwalior.in) have been created/activated for this purpose, for all regular/contractual/NPIU faculty members & staff members. • This initiative not only saves paper but also time and man hours spent in dispatching and circulating the notices • The dissemination of information is quicker and reaches all concerned positively. The important notices can be saved by individuals in soft copy for future reference also without getting photocopies. • The search option in the mail box also makes accessing old notices very easy. ➤ Initiatives taken for STP/waste water treatment plant and for making compost- <ul style="list-style-type: none"> • The Waste Water Treatment Plant will be installed for environment protection in current financial year 2018-19. • Procurement & setup of Compost Converter to convert kitchen and garden waste into a rich soil conditioner (manure) is under progress.
Item-5	<p>To review the Alumni Interaction and participation in the institute and suggest initiatives for improvement:</p> <ul style="list-style-type: none"> ➤ The Alumni portal has been established & linked with Institute website for online registration. ➤ In the previous meeting it was proposed that Alumni Forums and databases are to be created at the department level also. The departments are taking initiative in this direction. The detailed reports will be presented in the next meeting.
Item-6	<p>To apprise the house about the development of a Digital Learning Resource Centre/Studio:</p> <ul style="list-style-type: none"> ➤ The Digital Learning Resource Centre/Studio will be established in the financial year 2018-19 for the development of online courses.
Item-7	<p>To apprise the house about the status of infrastructure development in the institute:</p> <ul style="list-style-type: none"> ➤ Following facility/laboratories are being developed during financial year 2018-19: <ul style="list-style-type: none"> • Electrical Machines Laboratory • Control System Laboratory • Power System & Drives Laboratory • Internet of Things (IOT) Laboratory • Conclave Centre • Smart Classrooms (Six numbers) ➤ Following facility/laboratories will be developed during financial year 2019-20: <ul style="list-style-type: none"> • Flexible Manufacturing System Laboratory • Microprocessor Laboratory • Printed Circuit Board (PCB) Design Laboratory • Information Technology Centre
Item -8	<p>To review and suggest improvement of the Sports Infrastructure of the institute:</p> <ul style="list-style-type: none"> ➤ The Basketball court with synthetic flooring will be developed in the financial year 2018-19.
Item -9	<p>To apprise the house regarding Employability Skill Development Training:</p> <ul style="list-style-type: none"> ➤ The Employability Skill Development training will be provide to final & pre-final year students from current academic year through NPIU empanelled service provider to increase the placements.
Item -10	<p>To apprise the house about establishment of development cells for Academics Development, Students Development, Media publicity & foreign students admission & internship of students at International level:</p> <ul style="list-style-type: none"> ➤ Academic Development Cell ➤ Student Development Cell ➤ Media Development Cell ➤ International Development Cell
Item -11	<p>Any other matter with the permission of the Chair</p>