



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

Minutes 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 on following 10 points was discussed based on the compliance reports received 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 MoUs for training /internship/projects <p>➤ The minutes of the previous meeting dated 30.05.2018 were confirmed.</p> <p>➤ The action taken/compliance report of previous meeting was circulated to the members and was accepted after review. Most of the activities have been initiated while 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 <i>student-alumni groups</i> with final/pre-final year students to mobilize and strengthen interaction with alumni <p>➤ The house appreciated the constitution of the Academic Development Cell and authorized it to prepare an Action Plan for year 2018-19 for ensuring Quality Enhancement, compliance of existing practices and developing new strategies.</p>
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Item-2	<p>To apprise the house about Submission of Annual Quality Assurance Report (AQAR):</p> <ul style="list-style-type: none"> ➤ The house was apprised about the AQAR compiled for the Academic Year 2017-18, as approved by the BOG of the Institute in its meeting dated 12.06.2018. The AQAR is now ready for submission to the National Assessment And accreditation Council (NAAC) and for uploading on the institute website.
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"> ➤ The house appreciated the status of UG admissions in the Institute and reviewed the status of PG admission status as per global scenario. ➤ The house was of the opinion that in case of zero admissions in three consecutive academic years in any of the PG specializations, the Institute may apply for the closure of the concerned PG program to the AICTE. ➤ The house appreciated the initiative of appointing <i>Professor In-charge International Affairs</i> with an objective to increase admissions of foreign students and initiating Internships at International level.
Item-4	<p>To apprise the house about initiative taken for environmental consciousness:</p> <ul style="list-style-type: none"> ➤ The house accepted and appreciated the implementation of <i>Digital Notice System</i> in the Institute w.e.f. from 1st August 2018 as: <ul style="list-style-type: none"> • 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 having to get photocopies. • The search option in the mail box also makes accessing old notices very easy. ➤ The house appreciated the Initiatives taken for the installation of STP/waste water treatment plant and procurement of Compost Converter 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/participation in the institute and suggest initiatives for improvement:</p> <ul style="list-style-type: none"> ➤ The house appreciated the initiative taken for the establishment of <i>Alumni Portal</i> & linking it with Institute website for online registration. ➤ The house recognized the efforts made by Departments for the development of Alumni Forums and databases at the department level. ➤ The house was of the opinion that a meeting of Alumni Interaction Committee (sub committee of BOG) in the chairmanship of <i>Er. Lokesh Saxena</i>, is to be organized to explore the possible initiatives for improvement in alumni interaction/ participation.

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Item-6	<p>To apprise the house about the development of a <i>Digital Learning Resource Centre/Studio</i>:</p> <ul style="list-style-type: none"> ➤ The house appreciated the initiatives taken for the development of <i>Digital Learning Resource Centre/Studio</i> to 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"> ➤ The house recognized the efforts made by Institute for the development of following Departmental/Institutional facilities: <ul style="list-style-type: none"> • Facility/laboratories are being developed during financial year 2018-19: <ul style="list-style-type: none"> ▪ <i>Electrical Machines Laboratory</i> ▪ <i>Control System Laboratory</i> ▪ <i>Power System & Drives Laboratory</i> ▪ <i>Internet of Things (IOT) Laboratory</i> ▪ <i>Conclave Centre</i> ▪ <i>Smart Classrooms (Six numbers)</i> • Facility/laboratories will be developed during financial year 2019-20: <ul style="list-style-type: none"> ▪ <i>Flexible Manufacturing System Laboratory</i> ▪ <i>Microprocessor Laboratory</i> ▪ <i>Printed Circuit Board (PCB) Design Laboratory</i> ▪ <i>Information Technology Centre</i> ➤ The member of this House, Alumnus & Entrepreneur, Mr. Ashutosh Chincholikar, Business Head, Smart Controls India Ltd., Gwalior has offered the Technical & Training support in the area of Internet of Things (IOT).
Item -8	<p>To review and suggest improvement of the Sports Infrastructure of the institute:</p> <ul style="list-style-type: none"> ➤ The house reviewed the status of development of Basketball Court with synthetic flooring to 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 house appreciated the initiatives taken in the direction of providing Employability Skill Development training to final & pre-final year students from current academic year through NPIU empanelled service provider to increase the placements. ➤ The house also reviewed the status of GATE training which is being organised through external agency w.e.f. 4th September 2018 for final & pre-final year students.
Item -10	<p>To apprise the house about establishment of development cells for Academic Development, Students Development, Media publicity & foreign students admission & internship of students at International level:</p> <ul style="list-style-type: none"> ➤ The house appreciated the initiatives taken for the establishment of following Development cells in the Institute: <ul style="list-style-type: none"> • <i>Academic Development Cell</i> • <i>Student Development Cell</i> • <i>Media Development Cell</i> • <i>International Development Cell</i>
Item -11	<p>Any other matter with the permission of the Chair</p> <ul style="list-style-type: none"> ➤ The Director informed the house regarding future quality initiatives in the area of technical education:

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- Accreditation of 50 % of all programs from NBA is mandatory now and it is expected that NBA accreditation will become a mandatory condition for getting approval for admissions.
- Participation in NIRF (National Institute Ranking Framework) process is expected to be soon mandatory to ensure quality consciousness among all stake holders for admission.
- The installation of cameras in classrooms is expected to be another initiative for effective monitoring of the teaching learning process.
- The assessment by NBA is expected to be more focused (80%) on implementation of Outcome Based Education (COs, POs & PEOs) system.
- The Director informed the house regarding development of mechanism to support financially weaker students through the administrative staff and faculty members. The fund will be generated through some mechanism (such as donations/one day salary per year as per willingness of faculty/staff) to support the meritorious students belonging to financially weaker section of the society.
- **The house also welcomed the following new student members:**
 - Mr. Sudhir Singh from Electronics Departments
 - Ms. Deepali Gupta from Civil Engineering Department
- The student member was of the opinion to establish a students' forum to resolve the various queries raised by several students.
- The member of the House **Mr. Keshav Pande**, Journalist from local society, has requested participation of students group in **International Dance Competition** to be held in Gwalior in the month of October 2018.

(Dr. Pratesh Jayaswal),
Member Secretary, IQAC

(Dr. R.K. Pandit)
Director