



COMPLIANCE/ACTION TAKEN REPORT ON DECISIONS OF IQAC ON MAECH03rd2020

In Compliance to the decisions taken by IQAC in the meeting on 03rd March 2020, following actions have been taken:

1. Actions for promoting a culture of meritocracy in the institute

In compliance to Item no 2 regarding the meritocracy initiative, the IQAC in its next meeting on 30th June 2020, vide Item No 22 recommended, the name of **Mr. Atul Chauhan**, Assistant Registrar for the award in terms of certificate & Financial Support of an Amount of Rs. 51,000/- for his significant contribution towards IT support during COVID-19 Pandemic crisis to the institution to embark upon online teaching learning process to maintain continuity of the studies of the students and take every effort for students for easy access to the quality learning resource & internal assessment through Institute MOODLE.

The IQAC decided to launch incentives and motivations to faculty/staff of Institution for research, innovations and development activities or for any other significant contributions towards better governance or any “one of its kind” activity or achievement. It was proposed to annually award in terms of certificate & Financial Support of an Amount of Rs. 51,000/- to the “Best Employees of the Institute”.

2. The draft Internship policy of the Institute

In compliance to prior deliberations regarding implementation of the Flexible Curriculum the provision of **3 mandatory internships** out of which **two internships of 60 and 90 Hours are being conducted in-house** by the institute faculty during the summer vacations.

The third internship for 150 Hours (about a month) is to be undertaken at a relevant industry after the VI semester. Also there is a provision of registering for an internship for the full duration of the 8th semester at an industry which is approved by the institute, department and the T&P cell

In this regard a committee has been constituted to draft a clear policy for

- (i) The III summer internship at a relevant industry after VI semester
- (ii) Provision of a full 8th semester internship

The policy was reviewed by the IQAC and necessary suggestions and directions were given to the Training & Placement Cell. The Internship Coordinators were appointed vide order no 345 dated 10.02.2020.





3. Mechanism developed to compute the Administrative Efficiency Index (AEI) of the departments

In compliance to Item no 8 regarding about computation of AEI, the Item no 12 the IQAC in its meeting on 29th August 30th June 2020, vide Item No 22

As previously discussed and approved in the meeting of the IQAC the **Administrative Efficiency Index (AEI)** for the Jan-June 2020 session has been computed.

- The house reviewed the status of Administrative Efficiency Index (AEI) of various academic departments, following are the details:
- A total of **30 parameters** were used for the computation of **AEI out of 10**. The department wise scores are listed here.

Rank	Name of the Department	AEI (out of 10)
1.	CSE & IT	9.14
2.	Applied Sciences	8.05
3.	Electrical Engineering	7.88
4.	Electronics/Electronics & Telecommunication	7.81
5.	Chemical Engineering	7.67
6.	Humanities	7.20
7.	Civil Engineering	6.96
8.	Mechanical & Automobile Engineering	6.96
9.	Biotechnology	6.71
10.	Architecture	6.44





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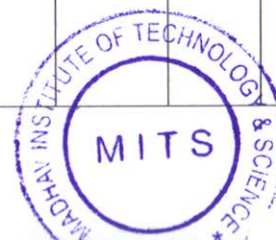
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ADMINISTRATIVE EFFICIENCY INDEX (AEI) (Session : January to June 2020) No of parameters: 31

S. No.	Routine Information/Data (Soft Copy of report or intimation to be send Dean Academics E-Mail according to dead line)	Dead Line Date(s)	Civil Engg.	Mech./ Auto.	Elect. Engg.	Elex./ ET	CSE & IT	Chem. Engg.	BT	Humanities	Applied Sci.	Arch.	Remark (if any)
Session : January to June 2020													
1	Uploading Newsletter on the department web page (Quarterly) (1. July to Sep., 2. Oct. to Dec., 3. Jan. to March & 4. April to June)	30-01-2020	10	10	10	10	10	10	0	0	10	10	
2	Updated quarterly APR (Annexure-X : APR Format) (30th January, 30th April, 30th July, 30th October) HOD/ Faculty In-charge	30-01-2020	10	10	0	5	10	5	0	0	0	1	
3	Question Paper Analysis based on COs, difficulty level, etc. (30th July & 30th January)	30/01/2020	10	10	10	10	10	10	10	10	10	0	
4	Report of Workshop to Discuss, Analyze and Review the Exiting End Semester Examination Question Papers (Signed Hard Copy)	03/02/2020	10	5	5	10	10	5	5	10	10	0	
5	Report of Orientation Programme for II to IV Year (1. An Introduction to OBE by OBE Coordinators 2. Importance of Self-learning through SWAYAM 3. Career Opportunities/how to prepare for GATE 4. Importance of Feedback on (CO, PO, Faculty Feedback, Curriculum) in accreditation and quality improvement 5. Importance of attending special classes for remedial purposes 6. Institute MOODLE and the activities on MOODLE 7. Efforts made by institute for students' overall development like student chapters, clubs etc. 8. Importance of taking part in technical activities outside institute/submission of such documents to class coordinator 9. Introduction to schemes/Courses/ Evaluation Process (II Year students should be briefed about the Flexible Curriculum & various electives etc. by a suitable faculty member 10. Assigning projects to Final Year students based on Industrial/societal needs 11. Importance of internships 12. Any other information which the department feels is required to be clarified to the students to avoid complications and issues later (Regarding attendance, mid-term tests, tips for faring well in examinations etc.)	20/02/2020	10	1	3	3	10	0	0	NA	NA	0	



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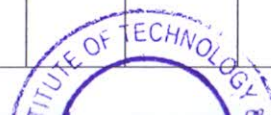
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6	Report of One day In-house Workshop "Innovative and Interactive Teaching Learning Practices" , on or before 16th February, 2020 (Signed Hard Copy)	20/02/2020	1	0	0	10	10	10	10	10	10	0	
7	Report of Parent-Teacher Association (PTA) is to be constituted at department level for each department. (at least one meeting per semester), HoD	24/02/2020	1	5	3	0	10	0	0	NA	0	10	
8	Report of Departmental Alumni Association (DAA) is to be constituted at the department Level, HoD	24/02/2020	1	0	0	5	10	0	0	NA	0	10	
9	Report of Parent Satisfaction Survey (Format in Annexure-VIII) (PTM after the First Mid-Sem Exam) Class coordinator through MOODLE during parent teacher meeting >25% Parents 10 Marks, >20% Parents 8 Marks, >15% Parents 6 Marks, >10% Parents 5 Marks, >5% Parents 4 Marks, <5% Parents 3 Marks	24/02/2020	0	0	10	3	10	0	0	NA	0	0	
10	Responses of Faculty Feedback (FF) through GOOGLE FORM during First Mid Sem Exam >60% Responses 10, >55% Responses 9, >50% Responses 8, >40% Responses 6, Else category Responses 2	-	3	10	10	10	10	10	3	3	5	3	
11	Report and List of Value Added Course Modules (30 hours duration) , At the beginning of each session, (Odd & Even both) Value Added Course Team constituted by the HoD (Report Submission : Odd Sem. - 01 to 05 Aug. and Even Sem. - 01 to 05 Feb.)	25/02/2020	0	0	1	0	10	0	0	NA	NA	0	
12	Time Table of Remedial Classes (Yes/No) If Time Table for Remedial Classes to be Displayed on Departmental Web Page in prescribed Format. Identifying absentees, poor performers, etc. of First Mid-Semester Exam and displaying their Names on Notice Board Within 10 days of completion of Mid-Semester Exams, Class Coordinators (Monitored by HoD)	28/02/2020	0	0	3	10	0	0	0	0	0	0	





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13	Action Taken Report on Student Faculty Feedback , (within 10 days of receiving the mail), HOD	07-03-2020	0	0	10	0	10	0	0	0	0	0	
14	Report of Six Monthly Review of Ph.D. Students by Research Advisory Committee on 7th March, 2020 (Signed Hard Copy)	Within a week	1	1	10	10	10	NA	NA	NA	10	10	
15	Action Taken Report on Academic Audit HOD/Faculty In-charge 15 days after Audit (Signed Hard Copy)	09/03/2020 & 16/03/2020	5	10	10	10	10	0	0	0	0	0	
16	Report of Student Feedback on Course Content/Curriculum (Format in Annexure-IV) (About 2-4 weeks before BoS meetings in April) Class coordinator through MOODLE	2 days before BoS Meeting	10	5	5	5	5	10	5	5	5	5	
17	Report of Teacher Feedback on Course Content/Curriculum (Format in Annexure-V) (About 2-4 weeks before BoS meetings in April) HOD/Faculty in-charge through MOODLE	2 days before BoS Meeting	10	5	5	5	5	10	5	5	5	5	
18	Responses of Faculty Feedback (FF) through GOOGLE FORM during Second Mid Sem Exam >60% Responses 10, >55% Responses 9, >50% Responses 8, >40% Responses 6, Else category Responses 2	-	5	10	10	10	5	10	10	5	10	5	
19	Uploading Newsletter on the department web page (Quarterly) (1. July to Sep., 2. Oct. to Dec., 3. Jan. to March & 4. April to June)	30-04-2020	10	10	10	10	10	10	0	0	10	10	
20	Report of Extension activities under NSS , Minimum 02 Activities during the Semester, NSS Unit MITS with Programme Officer (Nov./May)	15/05/2020	1	10	5	10	5	5	3	NA	3	3	
21	Weekly Report of Online Classes conducted during the Lockdown. (18th March to 14th June)	-	10	5	10	10	5	3	5	10	5	5	
22	No. of Online Classes Conducted during the Lockdown.	-	10	5	10	5	10	5	5	10	10	10	
23	Conduction of Online Internal Via-Voce during the Lockdown.	-	10	10	10	10	10	10	10	NA	10	10	



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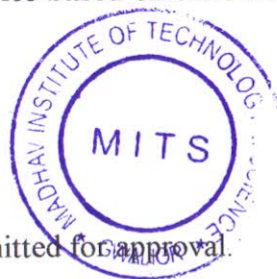
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24	Conduction of Online Quiz during the Lockdown.	-	5	5	10	10	10	5	5	5	5	3	
25	Conduction of Online Assignment during the Lockdown.	-	10	10	10	5	10	5	5	5	10	5	
26	Summer Internship Modules developed and conducted during the Lockdown.	-	10	10	10	5	10	10	0	10	10	10	
27	Feedback received on Summer Internship Programs during the Lockdown.	-	10	5	10	10	10	10	0	10	10	10	
28	Conduction of Finishing School Program during the Lockdown.	-	10	5	10	5	10	10	10	NA	NA	0	
29	Feedback of Finishing School Program during the Lockdown.	-	10	10	5	5	10	10	10	NA	NA	0	
30	Conduction of Online Remedial/Additional Classes during the Lockdown.	-	3	5	10	10	10	3	3	5	5	1	
31	Updated quarterly APR (Annexure-X : APR Format) (30th January, 30th June) HOD/ Faculty In-charge	30-06-2020	5	5	0	10	10	5	10	5	10	0	


Note :- Excellent, if received same day = 10; Very Good, if within 2-4 days = 5; Good, if within 5-7 days = 3; Average, if within 8-15 days = 1; Timely report not received after 15 days = 0

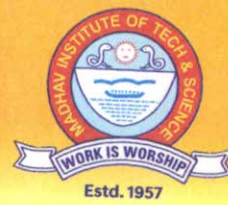
Compiled at Dean Academics Office based on time lines set at the beginning of Semester.


15/7/2020
Dr. Manjaree Pandit
(Dean Academic)



Submitted for approval.


15.7.2020
Dr. R.K. Pandit
(Director)



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- Total number of students registered for SIP-I were 953. The feedback was given by 526 students.
- In SIP-II the soft skills module was developed and conducted in on-line mode.
- Total number of students registered for SIP-II was 980. The feedback was given by 622 students.

Module Number	Faculty coordinator	Module faculty coordinator	Module Name	Brief Description
1.	Electrical Engineering department: Prof. Rakesh Narvey & Prof. Himmat Singh	Prof. Nipun Gupta (9713433109) & Prof. Tarun Shrivastava	Designing and modeling of Electrical Components	Hands on training to design different loading arrangements, types of wiring, constructional view of measuring components, types of winding in AC and DC machines, prototype modeling of free energy, DC generators, domestic switch board and their wiring connections, series board, Inverter wiring, cable sizing etc.
2.		Prof. G K Naveen Kumar & Prof. Shailendra Pratap Singh	Designing and modeling of Electronics Components	Verify network concepts of Kirchhoff's Current & Voltage Law, design prototype model of Half wave and full wave rectifier circuits, Design of dual polarity DC power supply and theorems using bread board, Design logic gates and verify concepts in breadboard and Verification of addition, subtraction, multiplication, half adder and full adder using bread board and programming of addition, subtraction and division problem in hexadecimal numbers.
3.		Prof. Punjan Dohare & Prof. Rahul Sagwal	Introduction to MATLAB programming for Engineering applications	Introduction to MATLAB working with special matrices and toolboxes. Variables, arrays, conditional statements, loops, functions and plots will be discussed.
4.		Prof. Aprajita Kumari & Prof. Shweta Kumari	Electricity usage for Domestic and Industrial application	Construction features of tube light, bulb, ceiling fan, cooler etc their operation and load calculation, Basics of generation, transmission, distribution, different voltage levels, types of AC and DC distribution, Power generation capacity in INDIA and abroad & its geographical distribution, Domestic and Industrial load calculation and read electricity bill and tariff calculation
5.		Dr. Vikram and	Hands on Training on Signal/ Image Processing Toolbox in MATLAB	Signal processing operations <ul style="list-style-type: none"> • Basic signals and sequences representation such as



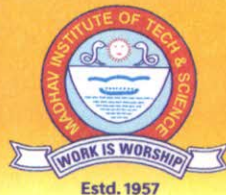
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		Prof. Bhavnarathore		<p>unit sample, unit step, real and complex valued exponential, sinusoidal, random and periodic sequences.</p> <ul style="list-style-type: none"> • Sampling and correlation of two sequences. • Difference equation and filters. • Transforms and their usefulness in electrical and electronics networks. <p>Image Processing operations</p> <ul style="list-style-type: none"> • Point operations and image representation. • Basic Image processing operations such as sharpness, contrast, negative, masking filtering and threshold. • Images, their histograms and histogram normalization. • Extraction of meaningful information from the images, such as finding shapes, counting objects, identifying colours, measuring object size etc.
6.		Prof. SaurabhK.Rajput and Prof. Manoj Kumar	Introduction to Solar Photovoltaic and application of power Electronics switches in Solar Inverter	<p>Hands on training of Solar Photovoltaic</p> <ul style="list-style-type: none"> • Sun Earth angles, Types of radiation • Concept of Solar cell , Solar Module, Solar Array • Maximum power point tracking • Battery Sizing and load calculation <p>Application of power electronics in solar technology</p> <ul style="list-style-type: none"> • Power electronic switches and their operational characteristics. • Concept of Solar charge controller • Concept of solar Inverter
7.		Prof. Shivam Gupta & Prof. SauravKakani	Use of Modern Surveying Techniques in Survey Works	<p>This module will enhance the Student's skill by exploring their domain knowledge of Modern surveying in Civil Engineering. This training course shall cover both theoretical as well as practical aspects which help students to see the practical side of Civil engineering. In this module students will be exposed to various methods. The student will learn the basic principle of Surveying by using Total Station and GPS etc. They will be able to draw maps and ground features</p>
8.	Civil Engineering department:	Prof. NupurVerma& Prof. Nishi Gangwar	In-house Testing of Engineering Materials	<p>In this module following Material testing shall be done:</p> <ul style="list-style-type: none"> • Aggregate Testing



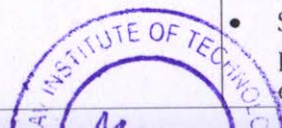
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	Prof. Deepak Rastogi			<ul style="list-style-type: none"> • Concrete Field Testing • Concrete Strength Testing • Cement Testing • Soil Testing
9.		Prof. Pratibha Singh and Prof. Shivendra Singh Kushwaha	Understanding of Building and Structural Elements through Model Making	This module is designed to keep in mind the need of undergraduate students of engineering who have enthusiasm to learn the fundamental concept of Building and Structural Elements. This training course shall cover both theoretical as well as practical aspects which will help students to see the practical side of Civil Engineering. The main theme of module will be oriented around hands on exposure to basic concepts Pile and Raft Foundation, Different types of Bridges and their model making.
10.		Prof. Almas Siddiqui & Prof. Chetan Sharma	Developing Concepts of Smart Village through Model	This module aims to provide knowledge to students about the concepts of Smart Village and thereby making working models of the smart village considering various Engineering, Economical and Sustainability Aspects.
11.		Dr. Sanjay Tiwari & Dr. Pankaj Kumar	Learning of Computational methods in Civil engineering using MATLAB	<p>This module aims to provide hands on engineering applications of MATLAB for engineering UG students of 1 year. Following topics shall be included in the module:</p> <p>Session 1 shows how MATLAB is used in engineering and introduces a standard problem-solving methodology.</p> <p>Session 2 introduces the MATLAB environment and the skills required to perform basic computations. This Module also introduces M-files, and the concept of organizing code into cells. Doing so early in the text makes it easier for students to save their work and develop a consistent programming strategy.</p> <p>Session 3 details the wide variety of problems that can be solved with built-in MATLAB functions. Background material on many of the functions is provided to help the student understand how they might be used.</p> <ul style="list-style-type: none"> • Session 4 demonstrates the power of formulating problems by using matrices in MATLAB and expanding on the techniques employed to define





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				those matrices
12.		Prof. Mohit Aggarwal & Prof. Shashank Sharma	Plumbing Work	In this introductory plumbing class, students learn about the scientific underpinnings of plumbing. The module covers drainage, sewer and vent pipe systems and gives an overview of plumbing codes. Beginner-level plumbing classes like this one have no prerequisites
13.	Mechanical Engineering Department: Dr. Amit Ahirwar & Prof. Vaibhav Shivhare	Prof. Kapil Tyagi & Prof. Kostubh Khot Mr. Bharat Sakwar (for hands on training in workshop)	Conventional machine	The students will have to go through the various Conventional Machines and understand its different components and then perform various operations on the same
14.		Dr. Dharmendra Jain Prof. K.K. Yadav	Dismantling & assembling of two strokes & four Stroke Engine.	Hands on experience of dismantling and assembling of two stroke and four stroke engine. Practical session with theory classes will be arranged for the awareness of advance automotive technologies being used.
15.		Prof. Shubham Shrivastav & Prof. Sumit Singh	Repair and maintenance of a vehicle.	Hands on experience of repair and maintenance of vehicle, along with the practical session some theory classes will also be arranged for the awareness of basics of automotive technologies being used.
16.		Prof. Utkarsh & Shrivastava Prof. Dhruv Maggu	Introduction to Auto CAD for Engineering Applications	The students will be introduced to the principles and practices of Computer-aided Drafting.
17.		Prof. Ajay Rajput & Dr. Naresh Raghuvanshi	Mechanical Testing and Measurement	Performance of different mechanical tests on materials such as Tensile Test, Impact Testing, Hardness Testing, and Fatigue Test etc. The students will have to go through the various engineering measuring Instruments and understand its applications
18.	Electronics Engineering Department: Prof. Deepak Batham	Dr. Vikas Mahor and Prof. Rakesh Naik	Training on PCB Designing & Circuit Wizard	To provide hands-on experience in PCB circuit design using software and to familiarize with PCB fabrication process. To provide hands on experience in assembly and testing of electronics circuit.
19.	atham &	Dr. Ashish Gupta, and Prof. Deepak Batham	Training on MATLAB	Hands on training on MATLAB include writing of code in MATLAB as well as designing of circuit.
20.	Prof. Arun Chauhan	Prof. Aruna Chauhan, and Prof. Santosh Sharma	Training on Digital Circuit Design	To provide hands on experience in digital circuit design using bread board. To provide hands on experience in assembly and testing of digital circuits.



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21.		Prof. ChaitanyaDhopte, and Prof. ArpitaSinghal	Training on Electrical Circuit Design using LT-Spice	To provide hands on experience in electrical circuit design using bread board. To provide experience in assembly and testing of electrical circuit.
22.		Prof. Praveen Kumar Singh	Training on Electronics Measuring Instruments	To provide state-of-art training on electronics measuring instruments And, to understands working and applications of measuring instruments.
23.		Prof. Saurabh Singh Raghuvanshi	Python for Engineers	This module is targeted to provide basic understanding of Python language. Moreover, Scientific and numerical applications will also be explore.
24.	CSE & IT Department : Prof.VikasSejwar&Prof.AbhilashSonkar	Mr. LavUpadhyay	Front End Web Developer	<ul style="list-style-type: none"> • Design dynamic website using HTML5, CSS and Advanced JavaScript • Apply the principles and tools that are used to develop Web applications • Implement jQuery, AngularJS and Bootstrap in web pages
25.		Mr. DheerajGurjar	Computer Hardware & Networking	<ul style="list-style-type: none"> • Demonstration of operating system installation and hardware configuration. • Demonstration of networking devices and IP addressing for communication and connection of internet. • Simulation and study of network using different networking tools.
26.		Ms. PoojaAgrawal	Internet of Things (IoT)	<ul style="list-style-type: none"> • Acquire fundamental knowledge of networking, sensors and actuators. • Develop an understanding of IoT-based applications such as agriculture, innovative shopping system, infrastructure management, remote health monitoring and emergency notification systems, and transportation systems • Demonstration of acquired knowledge using hardware and software tools like Arduino, Raspberry Pi.
27.		Ms. ShivangiGarg	Relational Database Using SQL	<ul style="list-style-type: none"> • Demonstrate an understanding of the elementary & advanced features of DBMS & RDBMS • Develop a clear understanding of the conceptual frameworks and definitions of specific terms that are integral to the Relational Database



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				<p>Management System</p> <ul style="list-style-type: none"> Examine techniques pertaining to Database design practices using SQL Commands
28.		Mr. Sheo Kumar	Problem Solving Through Programming	<ul style="list-style-type: none"> Introduction to basic programming concepts Develop problem solving skills helpful for solving programming problems in projects and academics. Develop thinking capability in students towards real time problems and game development.
29.		Mr. Mir Shahnawaz Ahmad	Python Programming With Applications To Machine Learning	<ul style="list-style-type: none"> Basic Programming concepts using python. Object oriented programming concepts using python. Concepts of machine learning and its implementations in python and R.
30.	CSE & IT Department	Mr. Mahesh Parmar	Android Based Application Development.	<ul style="list-style-type: none"> Build and deploy Android application. Understand the operation of the application, application lifecycle, configuration files, intents, and activities. Understanding of the UI - components, layouts, event handling, and screen orientation.
31.		Mr. VikasSejwar	Microprocessor & Interfacing Techniques	<ul style="list-style-type: none"> To interpret, analyze, verify and troubleshoot microprocessor circuits and interfacing using appropriate techniques and test equipment.
32.		Mr. AbhilashSonkar	Google Services	<ul style="list-style-type: none"> Managing, Sharing, Analyzing, Distribution of data using various Google services.
33.		Chemical Engineering department: Prof.Suloचना Nagar	Prof. ArtiSahu & Prof. Sulochana Nagar	Utility of Heat Transfer in Process Industry
34.	Prof. Sachin R. Geed & Dr. KulbhushanSamal		Application of Environmental Biotechnology in Chemical Engineering	This module helps to know the application of environmental biotechnology in chemical engineering Now a day's environmental pollution is big issue keeping this fact in mind we plan to design this module. This also gives the brief information on types of the bio-filter, bioreactors and integrated systems used to clean up the environmental pollutants. The laboratory experiments on water and wastewater characteristics (COD, BOD, DO, etc.) give the





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				knowledge about water pollution.
35.		Dr. Antaram N. Sarve	Introduction to Analytical Instruments	Analytical measurements are required in a wide range of fields beyond the chemical industry such as biochemistry and the pharmaceutical industry, environmental sciences, forensic sciences, and the food industry amongst others. The module will provide an introduction into the fundamentals of chemical analysis, including an understanding of some of the most important analytical techniques today.
36.	Biotech Department: Dr.Sunita Sharma	Dr. Sunita Sharma & Prof. Vishal Ranjan	Comparison of water quality collected from public place with the standard water quality parameters	This in-house training program aims at investigating the physical, chemical and biological water quality parameters from the water dispensors installed at public places. The results will be compared to established drinking water standards and frame guidelines to trace following compliance; (1) safeguard consumers from possible chemical and microbial contaminants which may occur in water suppliers, (2) set recommendations for proper maintenance and cleaning measures, and (3) increase awareness and confidence in the quality of water consumed.
37.		Prof. Rahul Anand	Basic tools of Molecular Modelling	This module aims to provide hands on training for simulating, predicting and analyzing molecular structures of biomolecules using classical mechanics and electrostatics <i>in-silico</i> . This training will fulfill the pre requisite required for advance courses like computer aided drug design and computational biology.
38.		Prof. Vinod Kumar Jatav	Basics of Bioinformatics	This module focuses to provide basic information on application of information technology in analysis of biological data. Storage and retrieval of biological data for carrying out various analytical studies, sequence similarity between DNA, protein sequence and its analysis, protein structure prediction, protein structure validation, visualization, will be covered in the course. This module will lay foundation to understand in depth mechanism involved in various life processes.
39.		Dr. Radhika, R. and Prof. ShikhaJha	Commercial Plant Cell and Tissue Culture Techniques: A biotechnological tool for the conservation of natural resources	Plant tissue culture is an applied biotechnological tool for mass propagation, virus elimination, secondary metabolite production and <i>in vitro</i> cloning of plants. The pioneer plant tissue culture method has been the



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				demonstration for several decades in the production of totipotent plant species. The entire plant system from any type of explants, small tissue or plant cells can be developed in an appropriate culture medium under controlled environment. To attest the plant tissue culture technique, conservation of recalcitrant or dormant plant species are also highly possible by this method when compared to that of conventional methods of conservation. This universal and unique commercial plant tissue culture technology has been widely inculcated in the area of agriculture, horticulture, forestry and plant breeding for large-scale multiplication of plants. Moreover, this technology is referred to as an alternative technology for the utilization and conservation of natural plant resources or species without deteriorating the existing plant system available in the field for the benefits of human welfare.
40.	Applied Science department: Dr.Prachi Sharma	Dr. Anjula Gaur	Detection and identification of contaminants using uv spectroscopy.	This internship is about to educate students, the theoretical as well as the practical knowledge of UV-Visible spectrophotometer. It aims to provide the practical importance of this spectroscopic technique and make the students able to use it for detecting the contamination in various industrial influents. At the end of the training programme, students would be familiar with working on spectrophotometer in various aspects. Lectures, assignments and hands on experiment would be covered in this course.
41.		Dr. HansnathTiwari	Analysis of Mixtures by using the Chromatographic Technique.	This internship is about the chromatographic separation and its application. It aims to provide the practical realization of working with chromatography technique such as TLC and Paper chromatography. At the end of the training programme, students will be able to express the working of chromatographic technique with respect to the industrial approach. Lectures assignments and hands on experienced would be covered in this course.





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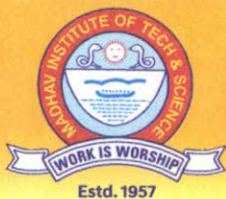
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42.	Applied Science department:	Dr. Prachi Sharma	Laser Technology	<p>This internship is about the LASER system and its applications. It aims to provide students the practical realization of working with He-Ne LASER.</p> <p>At the end of the program/training, student will be able to express the working of a Hologram with respect to the engineering application, with the help of He-Ne LASER</p>
43.		Prof. Deobrat Singh	Nano structured transition metal oxides for photo catalytic applications	<p>The projects aims at synthesizing new nanostructured transition metal oxides by employing suitable synthetic methods. The oxides will be characterized by powder X-ray diffraction, UV-vis DRS, FT-IR, Raman, Field-emission scanning electron microscopy, transmission electron microscopy, surface area analysis etc.</p>
44.		Dr. Prachi Sharma	Dr. Ashish Verma & Prof. Jitendra Muthele	Statistical Methods





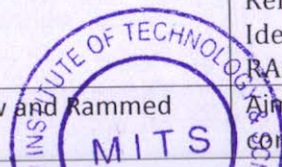
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45.		<u>Prof. Angad Singh Ojha & Dr. Ashish Verma</u>	Abstract Algebra	Groups and sub-groups and its properties, Sylows First, Second and Third Theorems, p-Sylow Subgroups, Double Costs Conjugate Groups, Normal and Subnormal Series, Composition Series, Jordan Holder Theorem, Solvable Groups, Comutator Subgroups. Modules, Cyclic Modules, Simple Modules, Finitely Generated Modules, Fundamental Structure Theorem for Finitely Generated Modules. Field Theory, Extension Fields, Algebraic Extensions, Normal Extensions, Simple Extension, Splitting Fields, Canonical Forms, Similarity of Linear Transformations, Invariant Subspaces, Nilpotent Transformations
46.	Entrepreneurship Development cell : Prof.Prabhakar Sharma	Dr.Prabhakar Singh Bhadouria (EDC)	Entrepreneurship Awareness Programme	Introduction of Entrepreneurship ;Objectives and Scope of Entrepreneurship; Types of Industries; Forms of Business Ownership; Role of Management; Sources of Finance; Role of Govt. Department/Agencies; Taxation and Documentation; Sales & Marketing; Industry Standards; Selection of Business & DPR
47.		Mr.AkshatAgrawal (EDC)	Computer Fundamentals with Web Concepts	Introduction to Computers - Von Neumann Architecture; Hardware Components of a Computer System; Software Concepts: System and Application Software; Operating System Concepts - Windows Installation and Un-installation of Software's; Microsoft Office 2007; Internet Concepts - Client Server Paradigm; Hyper Text Mark Up Language Concepts; Hyper Text Mark Up Language Concepts; World Wide Web Concepts
48.		Er.Satish Sharma (EDC)	Basics of Refrigeration and Air Conditioning (RAC)	Introduction to Refrigeration ;Basics of Electricity and Electronics; Air Conditioning System; Refrigeration & Air Conditioning Machines; Components of RAC Machines - Compressor; Components of RAC Machines - Condenser; Components of RAC Machines - Evaporator; Components of RAC Machines - Expansion Valves; Refrigerants; Service Tools for RAC;RAC Safety Methods; Identifying the problem in RAC Machines; Servicing of RAC Machines
49.	Department of	Ar.Priya Gupta Ar.ShefaliYadav	Earth Workshop(Raw and Rammed earth)	Aim is to build walls with both traditional raw earth construction (wattle and daub technique) and modern





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50.	Architecture Dr.S.Sjadon		Bamboo Workshop(Geodesic dome)	stabilized techniques. Students will receive knowledge and skills as well as awareness of and practice in utilizing technologies that use bamboo, possibly in combination with other materials, and that help to conserve the environment.
			Regenerative use of Scrap materials through sustainable approach.	Through this workshop , the students will be able to explore various aspects of sustainable living.
51.				

5. Student Feedback on digital teaching during the National Lockdown imposed due to COVID-19[Reported to IQAC in its meeting on 30.06.2021]

SAMPLE FEEDBACK SUMMARY OF ONLINE CLASSES DURING LOCKDOWN					
(Session - January 2020 to June 2020)					
FACULTY FEEDBACK INDEX (FFI)					
(Online Mid Sem - II (IV & VI Sem) & Mid Sem - I (VIII Sem), April 2020)					
Name of Department :			Civil Engineering		
S. No.	Name of Faculty/Course Name with Code	Class/ Semester	Response (%)	FFI	Other Dept. Faculty (Dept. Name)
1	Prof. Shweta Shrivastava(Sub: Mathematics - III, 10003)	II Year (4th Semester) (Section - A)	9.76	3.59	Applied Sciences
2	Prof. Shivam Gupta, 110402, Geotechnical Engg.		3.78		
3	Prof. Gagan Mudgal (Sub: Fluid Mechanics - I. 110403)		3.20		
4	Dr. S. Tiwari (Sub: Structural Analysis, 110404)		3.25		
5	Dr. M. K. Trivedi (Sub: Water Resources Engineering, 110406)		2.93		
6	Prof. Manish Bhardwaj (Sub: Water Resources Engineering, 110406)		2.81		
7	Prof. Akancha Tiwari (Sub: Cyber Security, 100004)		3.25		CSE





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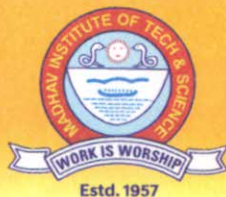
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8	Prof. Manisha Chaudhary(Sub: Mathematics - III, 10003)	II Year (4th Semester) (Section - B)	25.58	3.76	Applied Sciences
9	Dr. Pratibha Singh (Sub: Geotechnical Engineering, 110402)			3.20	
10	Dr. Chetan Sharma (Sub: Fluid Mechanics - I. 110403)			4.01	
11	Dr. Pankaj Kumar (Sub: Structural Analysis, 110404)			3.48	
12	Prof. Nupur Verma (Sub: Water Resources Engineering, 110406)			3.91	
13	Prof. Soumya Bajpai (Sub: Cyber Security, 100004)			4.41	CSE
14	Prof. Urvashi Garud (Sub: Ethics, Economics Entrepreneurship & Economics, 100005)	III Year (6th Semester) (Section - A)	22.58	3.62	Humanities
15	Prof. A. Tiwari (Sub: SDD (Steel), 110602)			3.36	
16	Prof. S. S. Kushwah (Sub: Disaster Management, 100007)			3.43	
17	Prof. Urvashi Garud (Sub: Ethics, Economics Entrepreneurship & Economics, 100005)	III Year (6th Semester) (Section - B)	32.00	3.68	Humanities
18	Dr. Pankaj Kumar(Sub: SDD (Steel), 110602)			3.89	
19	Prof. Shashank Sharma (Sub: Disaster Management, 100007)			4.44	
20	Prof. A. K. Saxena (Sub: Waste Water Engineering, 110611)	III Year DE - 1 (Section A + B)	31.82	3.77	
21	Prof. Aditya K. Agarwal (Sub: Solid Waste Management, 110612)			36.36	4.02
22	Prof. Gautam Bhadoriya (Sub: Construction Planning & Management, 110613)			18.18	4.48
23	Dr. S. K. Jain, BCEL 801, ASD - II (Steel)	IV Year (8th Semester)	25.58	3.69	
24	Prof. Priyank Goyal, BCEL 801, ASD - II (Steel)			3.69	
25	Dr. R. Kansal, BCEL 802, Hydraulic Structure			3.55	
26	Prof. Gagan Mudgal, BCEL 802, Hydraulic			4.25	





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	Structure				
27	Prof. D. Rastogi, BCEL 803, Industrial Waste Treatment			3.80	
28	Prof. Neha Singh, BCEL 803, Industrial Waste Treatment			3.58	
29	Prof. Almas Siddiqui, BCEL 804, Building Environment & Services			3.68	

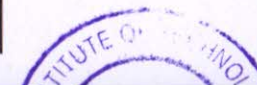
6. Conduction of Employability Skills Training to final & pre-final year students

- The house reviewed the following status of Employability Skills Training conducted by the Institute to final & pre-final year students under TEQIP-III, house was in opinion to conduct such training regularly:
- Conducted 60 Hours Training for Final year Batch (2020 Graduated Batch) - 30 July to 22nd August, 2019 - Total students 740.
Conducting Employability Skills Training for 2021 Graduating Batch: Started on 4th June, 2020 - Total students 844.

7. Conduction of Finishing School Program (Online Internship-2020) For Pre-Final and Final Year Students during COVID-19

- The house reviewed the introduction of the **Finishing School Program, 2020** (Online Internship) by Institute through online mode for Pre-Final as well as Final year students of the Institute. The Modules aimed to instil a synergy of both Soft Skills and Technical Acumen for increasing employability of students. It was designed to cater to the needs of the mandatory industrial internship programme and was open for students who were not able to get an Internship offer from any industry due to the COVID-19 Crisis.
- The program started on 18th May, it was designed to be equivalent of five weeks summer Internship period as per AICTE norms and was run daily with fixed number of hours.

SUMMARY	
Total no. of students 3rd Year	583
Final year students	148
Outside Students	03
Total	734





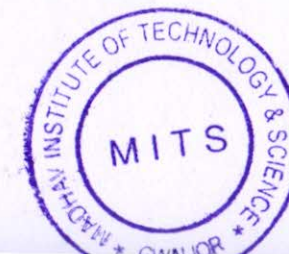
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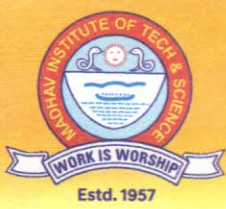
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S.No.	Department	Module Name	Registered students
1.	Biotech Department	Medical Device Innovation	5
2.	Chemical Engineering	Process Integration & Automation in Chemical Industries	31
3.	Civil Engineering (148)	Module 1: Matrix Analysis of Structures	1
4.		Module 2: Environmental Engineering Design of Sewage Treatment Plant	20
5.		Module 3: Field Outlook in Geo-technical Engineering Projects	65
6.		Module 4: Energy Efficient Building (Planning, Design & Evaluation) and Pavement Design and Materials(Overview)	55
7.		Module 5: Structural Design of a Two Storey RC Building and MS Project	7
8.	CSE & IT Engineering (312)	Module 1: Administrative Functions Automation and Data Loading	7
9.		Module 2: Applied Computational Skills	42
10.		Module 3: Cyber Security	125
11.		Module 4: Data Science	138
12.	Electrical Engineering (35)	Biomedical Signal and Image Processing using MATLAB/OCTAVE Platform	7
13.		Soft Computing Techniques in Engineering	28
14.	Electronics Engineering	Robotics and Automation	52
15.	Mechanical & Automobile Engineering	Advances in Mechanical Engineering	151
		Total	734

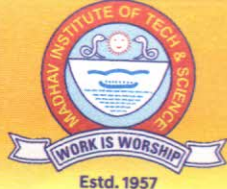




Report
of
ONE DAY IN-HOUSE WORKSHOP
ON
“INNOVATIVE & INTERACTIVE
TEACHING LEARNING PRACTICES”

Dated: 15th February, 2020

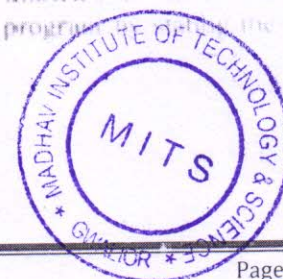




Department of Computer Science & Engineering and Information Technology

With reference to the above mentioned title and order (Ref. No. 09 dated 22.01.2020) from the Director, MITS, the internal workshop was conducted by the CSE&IT department from 11:00 AM onwards according to the proposed schedule. Below is the point by point detail of the workshop.

1. The workshop was initiated by the introductory speech of **Dr. Akhilesh Tiwari** (Head of the Department, CSE&IT). He explained the purpose and objective of the workshop. He mentioned that when we think of innovation nowadays, we usually think of technology. However, in a field such as education, it's just as important to focus on innovations in areas such as psychology, learning theories, and teaching methods. There are many areas where innovations in education will help to improve the system for everyone.
2. After Dr. Akhilesh Tiwari, **Mr. Rahul Anand** (from the department of Biotechnology) highlighted various practices followed at institute level on MOODLE for enhancing the quality of teaching. Besides discussing various practices like providing study material, taking attendance, Assignments and Quizzes on MOODLE, he also shared new ideas like "calculated MCQs" for improving the quality of quizzes and other assessment techniques implemented over MOODLE. He demonstrated all these ideas practically, which further clarified the concepts of participants regarding MOODLE.
3. After him, **Mr. Rajni Ranjan Singh Makwana** (from the department of CSE&IT) highlighted the importance of SWAYAM for enriching the knowledge content of students. In his speech, he mentioned that the realm of education has been engulfed in the effervescence generated by the latest technological upheavals. This has brought about an exalted transformation in the way knowledge is being disseminated to the legions of young minds with an insightful yearning towards learning. The online courses available on SWAYAM facilitates open access and interactive participation by harnessing the prowess of the internet. It confers students with myriad courses of high standards embedded with pioneering technology and industry-driven approach free of cost. He also discussed various practices the institute is following to promote learning through SWAYAM.
4. **Dr. Sunita Sharma** (from the department of Biotechnology) continued the discussion by describing the main features of Flexible Curriculum Scheme, which is currently being followed in the institute. She explained the detailed implementation of the scheme and also described how this scheme is going to help the students to boost their knowledge and grab more career opportunities by choosing industry oriented subjects.
5. Then, **Dr. Sanjiv Sharma** (from the department of CSE&IT) reviewed various practices pertaining to Outcome Based Education. He mentioned that Outcome based education (OBE) is a student-centered instruction model that focuses on measuring student performance through outcomes. Outcomes include knowledge, skills and attitudes. Its focus remains on evaluation of outcomes of the program.



Department of Computer Science & Engineering and Information Technology

knowledge, skill and behavior a graduate is expected to attain upon completion of a program and after 4 – 5 years of graduation. In the OBE model, the required knowledge and skill sets for a particular engineering degree is predetermined and the students are evaluated for all the required parameters (Outcomes) during the course of the program.

6. After him, **Mrs. Neha Bhardwaj** (from the department of CSE&IT) described the student feedback process followed at the institute level. She also explained the importance of feedback for improving the techniques and approach of teaching.
7. By discussing all these practices which are already followed in the institute, a context setting for the workshop was created, also the participants got more insight into those practices, and this also made the guest speaker (Dr. M. A. Rizvi) to understand what we are following and what new needs to be discussed, so as to make the workshop more fruitful.
8. Now our guest speaker, **Dr. Murtaza Abbas Rizvi** (Associate Professor & Head, NITTR, Bhopal) took the workshop on the next level. In the forenoon session, he explained in detail why we are moving from *Competency Based Curriculum* to *Outcome Based Curriculum*. He explained in detail the meaning of competency and mentioned that the Competency Based Curriculum had no life-long learning attribute in it, that is why we are shifting towards Outcome based curriculum. He mentioned that an optimal mix of *I.Q. (Intelligent Quotient)*, *E.Q. (Emotional Quotient)* and *H.Q. (Happiness Quotient)* needs to be inculcated in the graduate student for his/her successful career, and this leads to the development of *OBE (Outcome Based Education)*, which helps us to achieve the same. He clearly said that now-a-days the outcome of a student depicts the outcome of the teacher who has taught him/her, i.e., the performance of the student is directly proportional to the performance of the teacher. Further in his speech, he highlighted various concepts related to OBE, like *vision* (where institute wants to be), *mission* (strategies to achieve vision), *PO* (graduate qualities of a student), *PEO* (student qualities after 3 - 5 years of graduation), *PSO* (professional qualities of graduates) and *CO* (which describe the competency/course). He also mentioned that for the achievement of *PO* one needs to analyze the jobs available in the market for the students and then decide what skills are required for these jobs, which can then be inculcated in students by defining the various competencies (i.e., subjects) and the competencies can then be achieved using COs. Here, sir gave some suggestions regarding COs:

- Use one CO for each unit in the course
- Avoid redundancy in COs
- COs should not be theoretical-oriented, but should be industry-oriented
- CO should not be domain – specific
- All COs should be in the application domain

Thus, a particular programme can be seen as a collection of

Department of Computer Science & Engineering and Information Technology

competencies. The competencies can be achieved using Cos, here sir introduced new terms like **PRO** (Practical Outcome) and **UO** (Unit Outcome), and said that UOs are in the form of question and belong to a particular unit in a competency, they help to achieve PROs. The complete process can be depicted in figure - 1

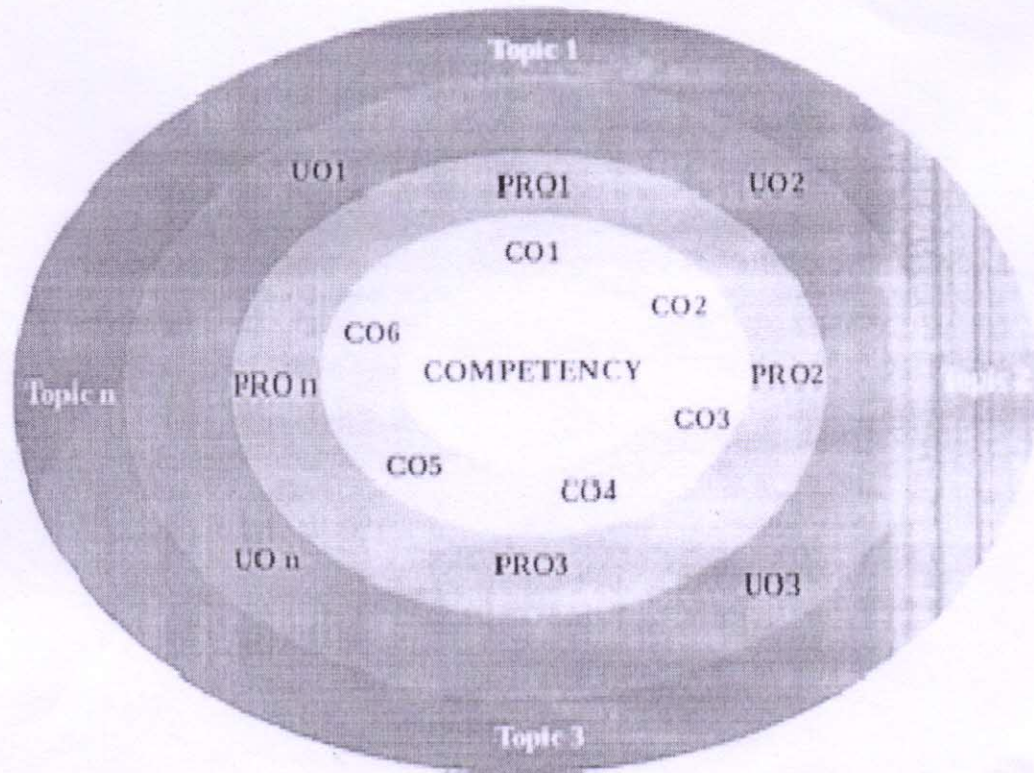


Figure - 1: Process of achieving competency

In the afternoon session, Dr. M. A. Rizvi described various innovative and interactive teaching methods. He mentioned that teaching method is an arrangement of teaching events designed by the teacher to facilitate internal processes of learning in a student, and learning is the change in the behaviour (performance) of the student and is a result of reinforced practice. He also mentioned that students differ from classroom to classroom, which depend on intelligence, temperament, aptitude, physique, cultural background, communication skills and various other factors, and in view of this the teacher must select and use a combination of various suitable teaching methods. Then he also described various teaching methods like: *Deductive method, Inductive Method, Socratic method, Didactic method, Facilitative method, Demonstration method, Roleplaying & Discussion method, Case study & Discussion method, Team Teaching method, Brainstorming, Seminars, practical training* and many more. He also discussed a detailed process of selecting a particular teaching method which can enhance cognitive, affective and psychomotor outcomes in students. At the end he also highlighted SWAYAM for enhancing the knowledge of students. He also described the "4 - Quadrant Approach for SHU (AI development)", which attracts more students and makes the offered courses successful. Since MITS is also going to launch its own MOOCs, we suggest a model for



its effectiveness. The "4 - Quadrant Approach for SWAYAM development" as described by Dr. M. A. Rizvi is shown in figure - 2.

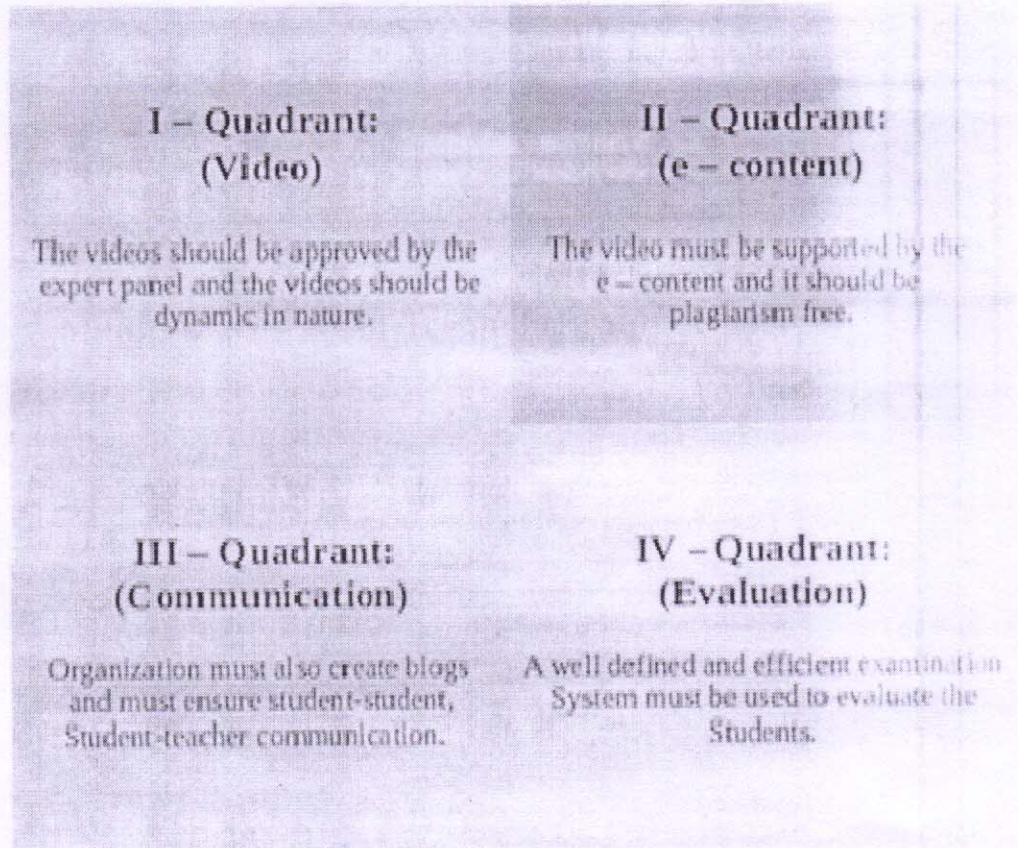


Figure – 2: 4 – Quadrant Approach for SWAYAM development





REPORT OF WORKSHOP

(Date: 1st February 2020)

In-house Workshop conducted on Effectiveness of Teaching Learning Process

A workshop was conducted in pursuance of approved note sheet dated 03/Jan/2020 jointly by the Department of Humanities and Department of Applied Sciences. Following faculty members attended the same:

1. Dr. Abhay Mishra
2. Dr. Vikas Shinde
3. Dr. D. K. Jain
4. Prof. Jitendra Kumar Muthale
5. Prof. Angad Singh Ojha
6. Dr. Anjula Gaur
7. Dr. Shourabh Bhattacharya
8. Dr. Prachi Sharma
9. Dr. Hansnath Tiwari
10. Dr. Santosh Bhardwaj
11. Dr. Preeti Gupta
12. Dr. Prof. D. K. Mishra
13. Prof. Shweta Shrivastava
14. Dr. Manisha Chaudhary
15. Dr. Sanjeev Khanna
16. Dr. Arti Pipariya
17. Dr. Urvashi Garud
18. Prof. Umesh Guramwar
19. Prof. Bhawna Shrey
20. Dr. Garima Baghel
21. Dr. Valiur Rahaman

The workshop started with a welcome note by Dr. Vikas Shinde. It was followed by an opening lecture by Dr. Shourabh Bhattacharya.

Dr. Bhattacharya delivered his talk on "Innovative Methods in Teaching" in his deliberations stresses on the following:

- The teacher should implement newer ideas in teaching learning process.
- One should think differently while delivering his lesson and should incorporate



- Note-making is an important skill both for the teacher and the taught and the same should be used in enhancing studies.
- Learning can be seen only when due preparations have been carried out.

The second speaker Prof. Angad Singh Ojha and Prof. J K Muthale delivered their talk on "to Make the Classroom Teaching more Effective and Interesting" at the same time. He emphasized on:

- He stresses on the use of vernacular medium while teaching
- He talked about making the class more interactive and interesting so as to dispel monotony so as to keep the interest of students in the topic taught
- His emphasis was on dispelling the fear of student in learning and the difficulties in subject under taught
- He concluded that if the teaching is effective and interactive the class will be disciplined and understanding of the topic will be greater

The third speaker in the afternoon session was Dr. Valiur Rahaman, who delivered his talk "Slow-learners and Bright-learners". In his deliberations he discussed:

- Acquisition of knowledge
- Categorization of students between bright, good learner and slow learner
- He discussed remedies and stressed on organizing seminar and workshops involving students and between students so as to make teaching effective

The next speaker in the series was Dr. Anjula Gaur who delivered her talk on "Using Interactive Classroom Teaching Tools." She talked about:

- Discussed tools that can make the classroom session effective and interesting
- Emphasized on use of Moodle and feedback analysis.

The workshop concluded after a talk by Sanjeev Khanna who spoke on "Teaching Millennial". His talk included:

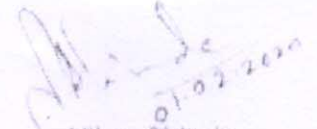
- Finding an appropriate method of teaching in modern day classroom
- How to create compatibility while teaching students of other discipline, especially teaching students of engineering courses in Humanities and Sciences
- The perceptions of millennials and devising ways to teach them

The congregation concluded with a follow up program for the organized workshop. The suggestions include:

1. Courses in Humanities to be customized and made branch specific so that needs of particular students be addressed
2. More such workshops be organized in coordination with core engineering Department so as to incorporate their specific expectations both in Curriculum and teaching
3. A workshop in similar be organized every fourth Saturday so that proper interaction between the faculty be ensured as the same will result in betterment of teaching-learning process.



Sanjeev Khanna
Associate Professor
Department of Humanities

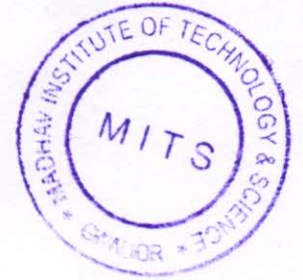


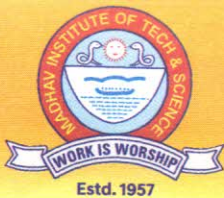
07.02.2020

Vikas Shinde
Head,
Department of Applied Sc

Encl:

1. Note-sheet seeking permission for conduction.
2. Attendance of Both Sessions.





THE MECHANISM OF FEEDBACK COLLECTION FROM STAKEHOLDERS

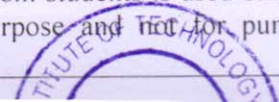
S. No.	Feedback Name	Responsibility/Mode	Frequency/Timelines
1	Student Feedback on Course Content/Curriculum	Class coordinator through MOODLE	Twice a year Before Board of Studies meetings
2	Teacher Feedback on Course Content/Curriculum	HOD / faculty in-charge through MOODLE	
3	Alumni Satisfaction Survey	T&P office, Department Web coordinator	
4	Employer Satisfaction Survey	T&P office, Department Web coordinator GOOGLE FORM	
5	Parent Satisfaction Survey	Class coordinator through MOODLE during parent teacher meeting	Twice a year During PTM at the beginning of the semester
6	Student feedback on faculty	T&P office and Department Web coordinator through GOOGLE FORM	Four times a year (I & II Mid-semester examinations)
7	CO Feedback from all Students	Class/course Coordinator through MOODLE	Twice a year Last day of Teaching
8	PO Feedback from final year students	HOD / OBE coordinator (MOODLE)	Once a year From final year students before they leave
9	Exit Survey from final year students	T&P office	Once a year
10	PEO Feedback (from Alumni passed out during last 3-5 years)	T&P office & Department OBE coordinator through GOOGLE FORMS	Once a year

Feedback analysis and reward/corrective measures taken

Feedback Collected for all courses	Yes
Feedback collection process	Online, Twice per Semester
Average Percentage of Students who participate	60 (approximately)
Feedback analysis process (Teacher feedback on courses taught)	<ul style="list-style-type: none"> Feedback is collected for all courses, twice in a semester, on-line for the sake of transparency. The feedback links are sent to the students by their class coordinators using Google forms so that



	<p>convenience.</p> <ul style="list-style-type: none">• The feedback for thirteen performance criterion is collected.• The 13 criteria are:• There is space provided in the feedback form for student comments where they can type their general suggestions for improvement of teaching-learning processes.• On the basis of feedback the Faculty Feedback Index (FFI) is calculated on a scale of 5.• The FFI is computed by taking the weighted average of the 13 performance metrics as graded by students on a scale of 1 to 5 for poor/average/good/very good/excellent.• In the individual faculty feedback report, up and down arrows are marked against each performance metrics (by using conditional comparison operators which compare the performance of each metrics with the average teaching performance of the faculty).• This helps in identifying the areas of strength and weakness for each faculty.• The feedback is compiled and analysed centrally by the Dean Academics office for the sake of uniformity in assessment and documentation.• The compiled information (data file + summary + individual faculty report) is then sent to the respective departments for implementation and corrective action at the HoD/faculty.
Basis of reward	<ul style="list-style-type: none">• As decided by the IQAC of the institute, the faculty members who have FFI score of 4 or more in both feedbacks during a semester are issued letters of appreciation from the Director.
Corrective measures	<ul style="list-style-type: none">• On the basis of the IQAC resolution, the faculty members who have FFI score of less than 3 in any one of the feedbacks during a semester are issued letters from the Director for improvement of their performance for the overall improvement of quality in teaching & learning.• In addition to this the HoD and sometimes the Director also interact with the faculty members to find out the reasons behind their low scores.• If the feedback for a particular faculty is not consistent/not improving over consecutive feedbacks then the institute may arrange for pedagogical or domain specific training for the concerned faculty (in addition to the regular short-term courses, workshops, conferences etc for knowledge up-gradation)• The student written suggestions are compiled and analysed by the respective• For certain issues the institute may recommend counselling sessions for the faculty. However, no such cases have yet been reported/noticed.• The feedback received from students is used only for quality improvement purpose and not for punitive purposes,



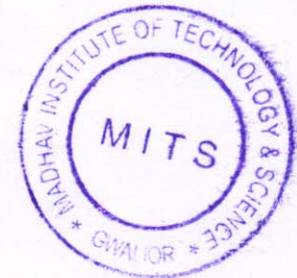
In-house workshop on stakeholder's feedback

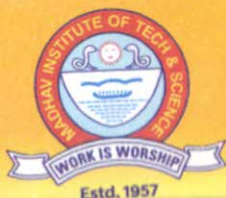
Report

The following points were discussed by various faculty participants during the in-house workshop on curriculum feedback by students & faculty and parent satisfaction survey.

- Feedback analysis should include three best & three worst comments
- The order of the options for each question in the feedback template must be reversed, i.e. 5, 4, 3, 2, 1 instead of 1, 2, 3, 4, 5.
- The parents' mobile number must be used for taking the parent satisfaction survey on which a message containing the link for the feedback can be directly sent to the parent without involving the student in between.
- All the feedbacks should have a uniform index scale of 1 – 5
- The comments in the feedback should be taken into consideration and the course content should be modified (if necessary) 5 – 10 % during the Board of Studies Meeting.
- A sample size containing 40 – 50 % of the class strength must be considered for analysis of the feedback
- The curriculum related feedbacks must be taken before the BoS meetings well in advance
- In the parent's feedback some relevance points should be included e.g., "The proper interaction between you and ward regarding his status in the class and institute", "Whether are you aware about the attendance of the ward in respective classes?" etc.
- The representation of the feedback should be in same format for every department


Prof. Rakesh Narvey
Workshop Coordinator





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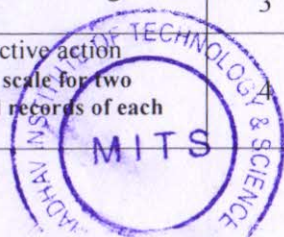
Ph.: +91-751-2409300, Fax: +91-751-2664684, e-mail: director@mitsgwalior.in, website: www.mitsgwalior.in

REPORT OF ACADEMIC AUDIT

Date - (22.02.2020 & 29.02.2020)

S. No.	Name of the Department Date: 22.02.2020 & 29.02.2020	CIVIL	MECH.	AUTOMO.	ELECT.	ELEX.	ET	CSE	IT	CHEM.	APPLIED SCIENCES	HUMANI.	ARCHITE.
		Criterion I: Availability of Records & Data Management											
1	Time Table File (Master, Class, Faculty, Lab, Staff)	4	5	5	4	5	4	4	4	4	4	4	4
2	Question paper analysis report (End/mid-term & action taken)	3	5	5	4	4	4	4	4	4	4	4	4
3	Files of various Departmental Coordinators (List of Departmental Coordinators./Incharge assigned by Deptt. for various activities and record of assigned task)	4	4	4	3	4	4	4	4	2	3	3	4
4	Compilation of quarterly e-news letter (Availability on deptt. page on Institute website)	4	5	5	4	4	4	4	3	4	4	3	4
5	Result Analysis & action taken report	3	4	4	3	4	3	3	3	4	4	3	3
6	CO & PSO attainment for academic year 2017 - 18 for all courses (Actions taken for improvement where COs fall below the target)	4	4	4	4	4	4	3	4	4	4	4	4
7	PO & PSO attainment for academic year 2017-18	5	5	4	5	4	3	2	4	4	N.A.	N.A.	N.A.
8	Status of department page on institute website (Uploading of achievements, photos, up to date information for branding and marketing of the department)	4	5	5	4	4	3	3	4	4	4	3	4
9	Analysis & action taken reports on previous Audit reports	3	5	5	4	4	3	4	4	4	4	3	4
10	List of departmental files, maintenance of general records	3	5	5	4	4	4	4	4	4	4	3	4
11	Faculty feedback analysis/Corrective action (Computation of FFI on a 5 point scale for two feedbacks in each semester, signed records of each faculty)		4	4	4	4	3	4	3	4	4	4	3

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12	Minutes of meetings of department	5	3	3	3	4	3	4	4	4	4	4	3
Criterion II: Teaching Learning Practices													
13	Course Files including MOODLE attendance records, Lecture Plan, Sample Mid-Sem A/Bs	3	4	4	4	4	2	4	4	4	4	3	5
14	Availability of course material on MOODLE Lecture Plans, Syllabus, Notes, PPTs, Unit Wise Question Banks, Previous year papers, Gate oriented questions, Attendance, etc.)	4	4	4	4	4	4	4	3	3	4	4	4
15	Records of MOODLE utilization, analysis of on-line quiz, assignments on MOODLE, its evaluation (MWI) (Any other innovative teaching methods in practice)	5	4	4	5	4	4	4	5	4	4	4	4
16	Allotment of B.E./B.Arch./MCA projects (List, classification, assessment & evaluation tools)	4	4	4	4	4	4	3	4	3	N.A.	N.A.	4
17	Allotment of M.E. dissertation topics (List, classification, assessment & evaluation tools)	3	4	N.A.	4	4	N.A.	3	4	N.A.	N.A.	N.A.	4
18	Dissertation presentation records-ME/M. Tech./M.Arch.	5	4	N.A.	4	4	N.A.	3	4	N.A.	N.A.	N.A.	3
19	Lab manuals/instruction sheets given to students	5	4	4	4	4	3	3	4	3	4	4	3
20	Lab records of students/Report made by students	4	4	4	4	4	4	3	3	3	4	4	4
21	Lab utilisation/access register/record	3	4	3	3	3	4	3	3	3	3	3	3
22	Seminar presentation records- ME/M.Tech/M.Arch (List of topics, mode of conduction)	4	4	N.A.	4	4	N.A.	4	3	N.A.	N.A.	N.A.	4
23	Records of SWAYAM/NPTEL courses conduction (Attendance, evaluation, award of marks)	4	3	2	4	4	3	4	4	4	N.A.	N.A.	4
24	Number of faculty members registered for SWAYAM/NPTEL Course/ Number who cleared exam and Earned credits	5	3	0	3	4	4	4	4	3	5	4	4
25	Criteria for awarding Internal marks (Records)	2	4	4	4	3	3	4	3	3	5	4	4
26	Collaborations established with industry, institute, research organization & activities conducted	2	3	1	2	2	1	5	5	0	1	0	1
27	Annual Success Index, with /without backlog (Number of students who have graduated from the program with/without backlog)/(Number of students admitted in the first year of that batch and actually admitted in 2nd year via lateral entry)	3	4	4	3	2	3	3	4	4	N.A.	N.A.	3



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28	Academic Performance Index of last 3 years (Mean of 2nd year CGPA of all successful students) x (Number of successful students/Number of students appeared in the examination) Successful students: Those who proceed to the third year	2	4	4	3	3	3	3	5	3	N.A.	N.A.	3
29	Placement Index = (Number of students placed on/off campus + Students who went for higher studies + started their own business)/Total final year students	3	4	2	3	3	3	5	5	3	N.A.	N.A.	5
Criterion III: Quality Improvement Initiatives													
30	Curriculum development (BoS files, minutes of workshops, meeting, feedback of stakeholders)	4	4	4	5	4	3	4	3	4	4	3	4
31	New equipment/facilities created/labs developed	3	4	0	4	4	4	4	4	2	4	3	3
32	Record of students' participation in extra & co- curricular activities within and outside the Institute	3	3	3	3	3	3	4	3	3	N.A.	N.A.	3
33	Available Professional Societies/chapters and Technical events conducted under Societies. Chapters (Name of chapter, List of student members, list of activities conducted & number of participants)	4	3	3	4	2	2	4	4	2	2	1	3
34	Records of attendance of Remedial classes, counselling (Impact analysis and measures for improvements)	2	4	4	3	3	3	4	4	3	4	3	3
35	Records & report of Industry visits/tours	3	2	3	2	2	3	3	4	0	N.A.	N.A.	3
36	Events and activities conducted by the department (Workshop/FDPs/Seminar/Training etc.)	2	3	3	3	2	2	3	4	3	3	3	1
37	Extension activities conducted at the department level (Format: Title, collaborating agency such as NGO, Govt. Organizations, Red cross, industry, community clubs and organizations if any, number of teachers involved, no. of students participated, separate count for Male/Female in case of Gender Equity activities)	2	4	4	3	2	3	3	4	2	3	1	3
38	Records of expert lectures conducted (Dates, resource person, topic, student attendance)	3	3	3	2	3	2	3	4	2	N.A.	N.A.	3
39	Training programmes attended by faculty (Format: S.No., Faculty name, title, place duration)	4	4	0	2	4	1	4	4	0	1	1	1
40	Training programmes attended by staff (Format: S.No., name of staff, title, venue/place, duration)	0	1	0	0	0	0	0	0	0	0	N.A.	1



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42	Research projects (Submitted, Sanctioned, Ongoing, Completed & UC sent during evaluation period) (Format: Faculty, agency, file number, duration, amount, status)	3	4	2	4	3	0	4	5	2	0	4	2
43	Papers published (Journals/conferences) (Format: Authors, title, volume, page nos, year, Impact factor, whether SCI, UGC approved, Scopus or other indexing)	2	4	0	3	2	2	3	5	3	3	1	1
44	Faculty as resource persons (Format: Name, activity, place, duration, title (for expert lectures), venue, Role (such as committee member outside institution as an expert, reviewer, delivered expert/invited talk, organizing)	2	4	0	3	3	0	4	5	0	1	3	2
45	Patents (Published/awarded/filed/initiatives taken)	0	5	0	2	0	0	1	0	0	0	0	0
46	Books and Book Chapters published by Faculty	0	4	0	5	1	0	3	4	3	5	0	0
47	Best practices of the department (Any two, in format provided)	1	3	3	2	1	4	3	4	2	2	2	3
48	SWOT/SWOC analysis	1	3	3	3	1	2	3	4	3	3	3	3
49	Any other relevant achievements	3	3	0	4	1	2	4	4	4	4	0	3
50	Overall comments/Remark (if any)	3	4	3	3	3	3	3	4	3	2	2	3
Total Points		156	191	136	171	155	128	173	188	132	121	101	149

M. Pandit
02/03/2020
(Dr. Manjaree Pandit)
(Dean Academic)



R.K. Pandit
3.3.2020
(Dr. R.K. Pandit)
Director
DIRECTOR
Madhav Institute of Technology & Science
Gwalior - 474005 (M.P.)



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Results of Academic Audit

Date - (22.02.2020 & 29.02.2020)

Engineering & Other Departments

Criterion	CIVIL	MECH.	AUTOMO.	ELECT.	ELEX.	ET	CSE	IT	CHEM.	APP. SCI.	HUMANI.	ARCHITE.
Criterion I: Availability of Records & Data Management	46	54	53	46	49	42	43	45	46	43	38	41
Rank (Criterion - I)	IV	I	II	IV	III	VII	VI	V	IV	VI	IX	VIII
Criterion II: Teaching Learning Practices	61	65	44	62	60	45	62	67	43	34	30	62
Rank (Criterion - II)	IV	II	VII	III	V	VI	III	I	VIII	IX	X	III
Criterion III: Quality Improvement Initiatives	49	72	39	63	46	41	68	76	43	44	33	46
Rank (Criterion - III)	V	II	IX	IV	VI	VII	III	I	VIII	VII	X	VI
Total Points Obtained	156	191	136	171	155	128	173	188	132	121	101	149
Aggregate Points# (Total applicable Parameters for BE Civil, Mech., Elect., Elex., CSE & IT = 50; Auto., ET & Chem. = (50-3 = 47); Applied Science (50-12 = 38); Humanities (50-13 = 37) and Architecture = (50-1 = 49)	250	250	235	250	250	235	250	250	235	190	185	245
Percentage	62.40	76.40	57.87	68.40	62.00	54.47	69.20	75.20	56.17	63.68	54.59	60.82
Rank (Overall)	VI	I	IX	IV	VII	XII	III	II	X	V	XI	VIII

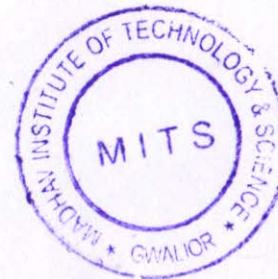
Based on applicable parameters

Compiled By :

(Mrs. Rajni Sharma)

Instructor

M. Pandit
02/03/2020
(Dr. Manjaree Pandit)
(Dean Academic)



(Dr. R.K. Pandit)

Director

Madhav Institute of Technology & Science
Gwalior - 474 005 (M.P.)

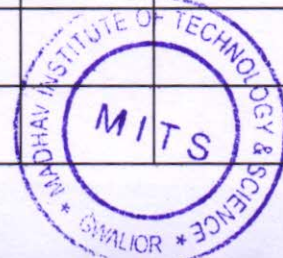
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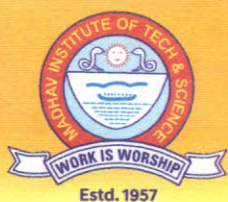
REPORT OF ADMINISTRATIVE AUDIT (2019-2020)

Date - (29.02.2020)

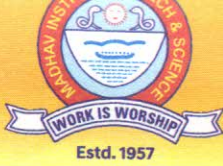
S. No.	General Office Particulars	Availability of Evidence/Records Yes/No	Observations				
			Below Average	Average	Good	Very Good	Excellent
PART-I							
INFRASTRUCTURE							
1	Space available	Yes			3		
2	Office Furniture (Tables, Chairs, File Cabinets etc.)	Yes				4	
3	Drinking water availability	Yes				4	
4	Electric Fixtures including Fans and coolers	Yes				4	
5	Communication facility	Yes					5
6	Computers, Printers, Scanners availability	Yes					5
7	Internet facility and speed	Yes					5
8	e- Data resource availability	Yes				4	
9	Human resource availability	Yes				4	
10	General Office Asset Register	Yes					5
SECURITY OF RECORDS							
11	Files and documents are placed properly	Yes					5
12	Fire fighting equipment are place properly	Yes					5
13	File/ Document movement register is available and being used properly	Yes				4	
HUMAN RESOURCE DEVELOPMENT							
14	Training program/workshop etc attended by the staff of establishment to uplift their skill/knowledge	Yes				4	
PART-II							
GOVERNANCE							
15	Record of Delegation of power and responsibilities	Yes					5
IMPORTANT DOCUMENTS STUDENTS							
16	Record of sanctioned intake – UG and PG (Branch wise, category wise)	Yes					5
17	Rules of admission	Yes					5
18	Fee Structures of different programs/ categories wise (last three years)	Yes					5
19	List of admitted students – UG and PG (Category-wise, Gender Diversity, branchwise)	Yes					5
20	Details of vacant seats of UG and PG (Branch wise, categories wise)	Yes					5
21	List of students other than MP domicile (UG and PG)	Yes				4	
22	List of Foreign students admitted (UG and PG)	Yes					
23	List of Ph.D Scholars registered under different schemes.	Yes					5



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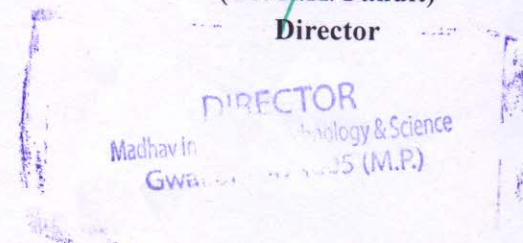
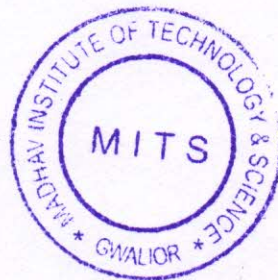
24	List of total UG/PG/Ph.D Students enrolled in the Institute.	Yes					5
25	Maintenance of students records	Yes				4	
26	Maintenance of TC records	Yes					5
27	Correspondence Incoming/Outgoing correspondence register	Yes				4	
28	Corresponding records with different agencies such as AICTE, RGPV, DTE, Local administration etc	Yes		2			
29	Corresponding records with students/ or their parents	Yes		2			
30	Internal corresponding records	Yes				4	
Scholarships							
31	Record of different scholarship available to students (UG, PG and Ph.D) along with	Yes					5
32	Publicity mechanism of different scholarships	Yes			3		
33	Records of beneficiaries (scholarship wise, programme wise)	Yes					5
34	Total amount distributed to students (Program wise) through scholarship (last three years)	Yes				4	
35	Average response time/No. of pending students application for Scholarships	Yes					5
Automation, Computerisation etc.							
36	Digitization of records	Yes			3		
37	Internet usage	Yes					5
38	e-data resource usage	Yes				4	
39	Important circulars / orders/ notices related to students are being uploaded regularly on institute website	Yes					5
40	Average time for letter/information circulation	Yes				4	
41	Average time for document/file retrieval	Yes					5
GRIEVANCES/COMPLAINTS							
(a) Records of grievances/complaint received (direct) from students.							
42	Grievance/ complaints re-dressed mechanism	Yes				4	
43	Records of grievances resolved	Yes				4	
44	Average response time	Yes					5
(b) Received Through RTI							
45	Record of applications received under RTI act	Yes				4	
46	Record of action taken/ reply given under RTI	Yes				4	
47	Record of fee received (and deposited) under RTI act	Yes					5
48	Average response time	Yes					5
(c) Received Through CM help line							
49	Records of complaint received through CM	Yes					5

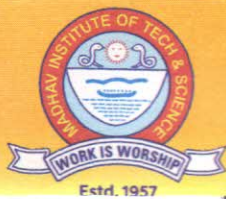


(d) Received Through Electronic/Print media etc.						
52	Records of complaint received through Electronic/ Print media	Yes			3	
53	Records of action taken on complaints	Yes			3	
54	Average response time	Yes			3	
(e) Miscellaneous						
55	Procedure for maintenance of records	Yes			3	
56	General Store Inventory/Mechanism/ Verification	Yes				4
57	Stationery consumption record (Departments/Sections month-wise)	Yes		2		
58	Completeness of Stock Register	Yes				4
59	Profile of Staff engaged displayed	Yes			3	
60	Students Indiscipline case inventory	Yes				5
61	Student Appreciation case inventory	Yes				5
62	Display of Notices and orders	Yes				5
63	Feedback mechanism	Yes				5
64	Last Stock verification report	Yes				5
65	Last Administrative audit report	Yes				4
66	Improvement over last administrative report (Action taken report on last Administrative Audit)	Yes				4
Total Points			0	6	24	88
G. Total Points			278			
Percentage			84.24			

M.P. Pandit
05/03/20
(Dr. Manjaree Pandit)
(Dean Academic)

R.K. Pandit
5.3.2020
(Dr. R.K. Pandit)
Director





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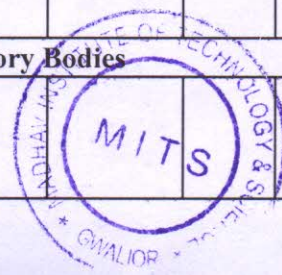
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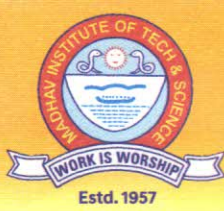
REPORT OF ADMINISTRATIVE AUDIT (2019-2020)

Date - (29.02.2020)

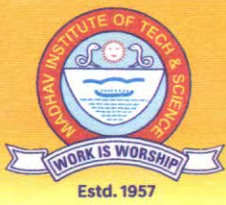
S. No.	HR/Establishment Particulars	Availability of Evidence/Records Yes/No	Observations				
			Below Average	Average	Good	Very Good	Excellent
PART-I							
INFRASTRUCTURE							
1	Space available	Yes		2			
2	Office Furniture (Tables, Chairs, File Cabinets etc)	Yes				4	
3	Drinking water availability	Yes					5
4	Electric Fixtures including Fans and coolers	Yes					5
5	Communication facility	Yes					5
6	Computers, Printers, Scanners availability	Yes					5
7	Internet facility and speed	Yes					5
8	e- Data resource availability	Yes		2			
9	Man power availability	Yes				4	
10	Documents of Institute land record	Yes					5
11	Institute Asset Register	Yes				4	
SECURITY OF RECORDS							
12	Files and documents are placed properly	Yes				4	
13	Fire fighting equipment are place properly (as per safety norms and standard)	Yes				4	
14	File/Document movement register is available and being used properly	Yes				4	
HUMAN RESOURCE DEVELOPMENT							
15	Training program/ workshop etc attended by the staff of establishment to uplift their skill/ knowledge	Yes					5
PART-II							
GOVERNANCE							
IMPORTANT DOCUMENTS – AVAILABLE							
16	Important documents related to Scindia Engg College Society	Yes					5
17	Important documents related to Institute	Yes					5
18	BOG minutes	NA					
19	Documents of Institute Rules and regulations along with amendments (Compiled)	Yes					5
20	Leave rules are available	Yes			3		
21	Record of Faculty/Staff/Students Grievances Redressal Mechanism.	Yes				4	
22	Record of Delegation of power and responsibilities	Yes					5
Documents related to Approval of statutory Bodies							
23	Documents related to different approvals, extensions of seats, approval/closure of courses (AICTE, Govt of MP/DTE etc.)	Yes				4	

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Appointment/Promotions/Career advancement Related Documents							
21	List of sanctioned posts (category wise) along with approvals.	Yes			3		
22	List of filled posts (category wise)	Yes			3		
23	List of vacant posts (category wise)	Yes			3		
24	Documents related to appointments (such as Notification, Minutes of Selection Committees, appointment letter issued along with joining reports)	NA					
25	Documents related to Promotions/career advancement schemes	Yes				4	
26	List of beneficiaries under CAS, TBP or any other schemes	Yes			3		
27	Schemes available for attaining higher education	Yes		2			
28	List of beneficiaries sponsored for higher education	Yes				4	
29	List of beneficiaries attended training program under different schemes of Government	Yes				4	
Automation, Computerisation etc.							
30	Digitization of important documents	Yes		2			
31	Internet usage	Yes				4	
32	e-data resource usage	Yes				4	
33	Important circulars/orders/notices are being uploaded regularly on institute website	Yes					5
34	Average time for letter/information circulation	Yes					5
35	Average time for document/file retrieval	Yes				4	
36	Maintenance of Service book of employees	Yes					5
37	Maintenance of Leave records of employees	Yes		2			
38	Maintenance of confidential documents of employees	Yes					5
GRIEVANCES/COMPLAINTS Received Directly							
39	Grievances re-dressed mechanism	Yes				4	
40	Record of grievances received from employee	Yes			3		
41	Record of grievances resolved of employee	Yes			3		
42	Average response time	Yes				4	
Received Through RTI							
43	Record of applications received under RTI act	Yes				4	
44	Record of action taken/ reply given under RTI	Yes				4	
45	Record of fee received (and deposited) under RTI act	Yes			3		
46	Average response time	Yes				3	
Received Through CM help line							
47	Records of complaint received through CM	Yes				4	



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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

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49	Average response time	Yes				4	
Received Through Electronic/Print media etc.							
50	Records of complaint received through Electronic/ Print media	No					
51	Records of action taken on complaints	No					
52	Average response time	No					
FUNDING							
53	Records of funds received from state Govt.	No					
54	Records of Grant received from different funding agencies such as AICTE, DST, UGC, TEQIP etc. Along with their UC	No					
55	Records of fund received through ALUMI for institute development , students scholarship etc.	No					
Miscellaneous							
56	Feedback mechanism	Yes		2			
57	Procedure for maintenance of personal records of employees	Yes				4	
58	Record of order issued along with their compliance	Yes					5
59	Stock register maintenance	Yes				4	
60	Document Receipt system	Yes					5
61	Document Despatch system	Yes					5
62	Document circular system	Yes					5
63	Record of Legal cases	Yes			3		
64	Record of police cases	Yes			3		
65	In disciplinary case inventory	Yes				4	
66	Appreciation case inventory	Yes			3		
67	Last NAAC reports	Yes					5
68	Last NBA reports	Yes					5
69	Last Stock verification report	Yes					5
70	Last Administrative audit report (Action taken report on last Administrative Audit)	Yes					5
Total Points			0	12	36	96	115
G. Total Points			259				
Percentage			74.00				

M. Pandit
05/03/2020
(Dr. Manjaree Pandit)
(Dean Academic)



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

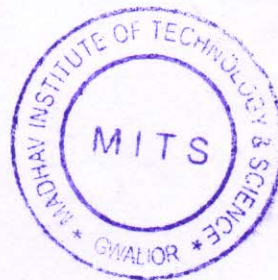
DIRECTOR
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Gwalior - 474005 (M.P.)

REPORT OF ADMINISTRATIVE AUDIT (2019-2020)

Date - (29.02.2020)

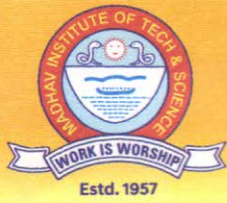
S. No.	Housekeeping/Guest House/Garden Particulars	Availability of Evidence/Records Yes/No	Observations				
			Below Average	Average	Good	Very Good	Excellent
1	Record of Housekeeping person category-wise	Yes				4	
2	Responsibilities and area of work	Yes					5
3	Housekeeping records daily basis	Yes					5
4	Compliance of orders	Yes				4	
5	Guest House reservation policy, tariff and procedure	Yes				4	
6	Display of names of employees who are on duty	Yes			3		
7	Records of assets installed in Guesthouse	Yes			3		
8	Register of usage of facilities like telephone etc.	NA					
9	Guest occupancy register along with their ID proofs	Yes					5
10	Display of food items available and their price	NA					
11	Renovation and maintenance procedure	Yes				4	
12	(a) Guest House	Yes				4	
13	(b) Gardens	Yes			3		
14	(c) Housekeeping of premises	Yes				4	
15	Last Stock verification report	Yes					5
16	Assurance to cleanliness/Hygiene	Yes					5
17	Last Administrative audit report (Action taken report on last Administrative Audit)	Yes					5
Total Points			0	0	9	24	30
G. Total Points			63				
Percentage			74.12				

M. Pandit
05/03/2020
(Dr. Manjaree Pandit)
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R.K. Pandit
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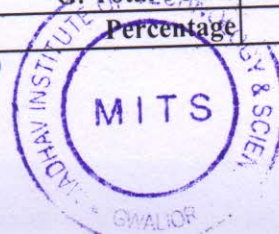


REPORT OF ADMINISTRATIVE AUDIT (2019-2020)

Date - (29.02.2020)

S. No.	Security Particulars	Availability of Evidence/Records Yes/No	Observations				
			Below Average	Average	Good	Very Good	Excellent
1	Record for service contract awarding procedure	Yes					5
2	Contract details available.	Yes					5
3	Terms and conditions of contract and its compliance	Yes				4	
4	Records of Security personnel to be deployed (such as police verification, AADHAR photocopy, PF details, contact no., current address proof etc.)	Yes					5
5	ESI/PF liability certificates by the contractor	Yes					5
6	Gun man licence and their renewal	Yes					5
7	Details of Guards provided by Contractor in the starting of each month.	Yes				4	
8	Attendance record	Yes			3		
9	Details of security points/deployment plan	Yes				4	
10	Responsibilities assigned to Security Guards	Yes				4	
11	Supervisory system of security	Yes				4	
12	Mock drill record/reports	Yes					5
13	Bill of the contractor accompanied by the attendance sheet along with certificate that terms & conditions of contract have been complied.	Yes				4	
14	Security lapse and their redressal	Yes			3		
15	Records of In house Security checks and balances -	Yes			3		
16	Guest Entry Register	Yes					5
17	Register of usage of facilities like telephone etc.	Yes			3		
18	Records of visit/checking by Incharge -security/or any other authority	Yes			3		
19	Bill approved by the Head of the Administration.	Yes				4	
20	Display of Notices and orders at Security installation	Yes			3		
21	Daily drill records	Yes				4	
22	Asset register	Yes				4	
23	Record of Grievances Redressal Procedure	NA					
24	Last Stock verification report	Yes				4	
25	Last Administrative audit report (Action taken report on last Administrative Audit)	Yes					5
Total Points			0	0	18	40	40
G: Total Points			98				
Percentage			78.40				

(Dr. Manjaree Pandit)
(Dean Academic)



(Dr. R.K. Pandit)
DIRECTOR

Madhav Institute of Technology & Science
Gwalior - 474005 (M.P.)



REPORT OF ADMINISTRATIVE AUDIT (2019-2020)

Date - (29.02.2020)

S. No.	EDC Particulars	Availability of Evidence/Records Yes/No	Observations				
			Below Average	Average	Good	Very Good	Excellent
1	Staff List	Yes			3		
2	Duties and responsibilities	Yes				4	
Stock Registers							
3	(a) Permanent assets	Yes				4	
4	(b) Consumables	Yes				4	
5	No. of Programmes sanctioned along with budget	Yes					5
6	No. of Programmes completed along with UC	Yes			3		
7	No. of Programmes pending	Yes				4	
8	Various programme files	Yes					5
9	Leave record file	Yes					5
10	Telephone usage file	NA					
11	Correspondence file	Yes				4	
12	Visitors registration	Yes		2			
13	Industry data	Yes				4	
14	Entrepreneurship/Start up data	Yes			3		
15	Previously completed programmes	Yes					5
16	Annual Beneficiary records – Caste, Gender-wise	Yes					5
17	Last Stock verification report	Yes					5
18	Last Administrative audit report (Action taken report on last Administrative Audit)	Yes					5
Total Points			0	2	9	24	35
G. Total Points			70				
Percentage			77.78				

Dr. Manjaree Pandit
05/03/2020
(Dr. Manjaree Pandit)
(Dean Academic)



Dr. R.K. Pandit
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Director

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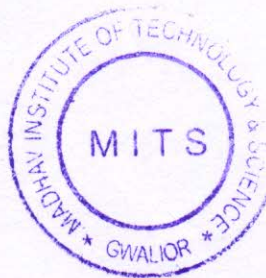


REPORT OF ADMINISTRATIVE AUDIT (2019-2020)

Date - (29.02.2020)

S. No.	Dispensary Particulars	Availability of Evidence/Records Yes/No	Observations				
			Below Average	Average	Good	Very Good	Excellent
1	No. of Staff members	Yes				4	
2	Timings	Yes				4	
3	Display of names of employee on duty	Yes			3		
4	Patient record	Yes					5
5	Medicines stock register	Yes					5
6	Policy for distribution of medicines	Yes			3		
7	Medicine procurement procedure	Yes					5
8	List of students/staff with Blood Group	Yes			3		
9	Waste disposal system, Dead stock disposal system	Yes					5
10	Doctors duty record/Register	Yes					5
11	Special care procedures	Yes				4	
12	General Hygienic conditions	Yes				4	
13	No. of Health Camps organized	Yes				4	
14	No. of patient referred to higher Hospitals	Yes				4	
15	No. of Faculty/Staff/Students beneficiaries	Yes					5
16	Equipment maintenance records including calibration	Yes			3		
17	Last Stock verification report	Yes					5
18	Last Administrative audit report (Action taken report on last Administrative Audit)	Yes					5
Total Points			0	0	12	24	40
G. Total Points			76				
Percentage			84.44				

M Pandit
05/03/2020
(Dr. Manjaree Pandit)
(Dean Academic)



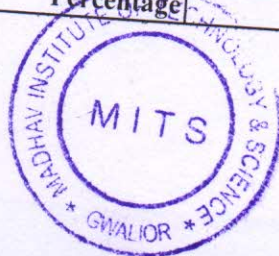
R.K. Pandit
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Director

DIRECTOR
Madhav Institute of Technology & Science
Gwalior - 474005 (M.P.)

REPORT OF ADMINISTRATIVE AUDIT (2019-2020)
Date - (29.02.2020)

S. No.	Particulars	Availability of Evidence/Records Yes/No	Observations				
			Below Average	Average	Good	Very Good	Excellent
1	No. of students residing in the Hostels						
2	Room allotment details	Yes			3		
3	List of vacant rooms	Yes			3		
4	General Condition of Rooms	Yes			3		
5	General Condition of common room	Yes			3		
6	Ambiance of the hostel	Yes			3		
7	Cleaning	Yes				4	
8	Safety and security	Yes			3		
No. of Supportive Staff							
9	(a) Clerical	Yes					
10	(b) Non-clerical	Yes					
11	Distribution of work	Yes					
12	Availability of stock register	Yes			3		
13	(a) Permanent assets	Yes				4	
14	(b) Recurring	Yes				4	
15	Daily students register	Yes				4	
16	Visitor's register	Yes				4	
17	Maintenance records/Register	Yes				4	
18	Hostel Leaving file	Yes			3		
19	Students daily exit file	Yes				4	
20	Grievances file & redressal	Yes				4	
21	Hostel Warden's/other authority visiting	Yes			3		
Mess Contract Details							
22	(a) Name of Mess contractor, contact	Yes			3		
23	(b) Display of Menu	Yes				4	
24	(c) Food quality maintenance records	Yes				4	
25	(d) Cleaning and hygienic conditions	Yes				4	
26	(e) Mess Grievances Redressal system	Yes				4	
27	(f) Mess Staff details (Identity cards/Aadhar Card)	Yes			3		
28	Sports facilities	Yes					
29	Pest control, Fogging records	Yes					
30	RO, Washing Machine, geyser, TV, Fire fighting equipment etc. Maintenance record	Yes			3		
31	Asset register	Yes				4	
32	Last Stock verification report	Yes				4	
33	Last Administrative audit report (Action taken report on last Administrative Audit)	Yes				4	
Total Points		0	0	39	60	0	
G. Total Points				99			
Percentage				60.00			

Manjari C
05/03/2020
(Dr. Manjaree Pandit)
(Dean Academic)



R.K. Pandit
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Director
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Gwalior

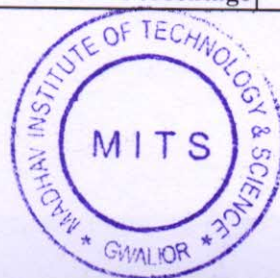


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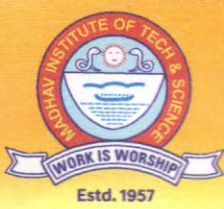
Date - (29.02.2020)

S. No.	Hostel No. - 05 Particulars	Availability of Evidence/Records Yes/No	Observations				
			Below Average	Average	Good	Very Good	Excellent
1	No. of students residing in the Hostels	Yes				4	
2	Room allotment details	Yes				4	
3	List of vacant rooms	Yes			3		
4	General Condition of Rooms	Yes			3		
5	General Condition of common room	Yes			3		
6	Ambiance of the hostel	Yes			3		
7	Cleaning	Yes				4	
8	Safety and security	Yes				4	
No. of Supportive Staff							
9	(a) Clerical	Yes			3		
10	(b) Non-clerical	Yes			3		
11	Distribution of work	Yes			3		
12	Availability of stock register	Yes				4	
13	(a) Permanent assets	Yes				4	
14	(b) Recurring	Yes				4	
15	Daily students register	Yes				4	
16	Visitor's register	Yes				4	
17	Maintenance records/Register	Yes				4	
18	Hostel Leaving file	Yes				4	
19	Students daily exit file	Yes				4	
20	Grievances file & redressal	Yes				4	
21	Hostel Warden's/other authority visiting	Yes				4	
Mess Contract Details							
22	(a) Name of Mess contractor, contact	Yes				4	
23	(b) Display of Menu	Yes				4	
24	(c) Food quality maintenance records	Yes			3		
25	(d) Cleaning and hygienic conditions	Yes				4	
26	(e) Mess Grievances Redressal system	Yes			3		
27	(f) Mess Staff details (Identity cards/Aadhar Card)	Yes				4	
28	Sports facilities	Yes					
29	Pest control, Fogging records	Yes				4	
30	RO, Washing Machine, geyser, TV, Fire fighting equipment etc. Maintenance record	Yes			3		
31	Asset register	Yes				4	
32	Last Stock verification report	Yes				4	
33	Last Administrative audit report (Action taken report on last Administrative Audit)	Yes				4	
Total Points			0	0	30	88	0
G. Total Points			118				
Percentage			71.52				

M. Pandit
05/03/2020
(Dr. Manjaree Pandit)
(Dean Academic)



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Director
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Gwalior - 474005 (M.P.)
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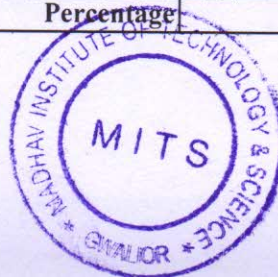


REPORT OF ADMINISTRATIVE AUDIT (2019-2020)

Date - (29.02.2020)

S. No.	Hostel No. - 06 Particulars	Availability of Evidence/Records Yes/No	Observations				
			Below Average	Average	Good	Very Good	Excellent
1	No. of students residing in the Hostels	Yes			3		
2	Room allotment details	Yes			3		
3	List of vacant rooms	Yes				4	
4	General Condition of Rooms	Yes			3		
5	General Condition of common room	Yes			3		
6	Ambiance of the hostel	Yes			3		
7	Cleaning	Yes				4	
8	Safety and security	Yes				4	
No. of Supportive Staff							
9	(a) Clerical	Yes			3		
10	(b) Non-clerical	Yes			3		
11	Distribution of work	Yes			3		
12	Availability of stock register	Yes		2			
13	(a) Permanent assets	Yes		2			
14	(b) Recurring	Yes		2			
15	Daily students register	Yes			3		
16	Visitor's register	Yes			3		
17	Maintenance records/Register	Yes		2			
18	Hostel Leaving file	Yes				4	
19	Students daily exit file	Yes				4	
20	Grievances file & redressal	Yes			3		
21	Hostel Warden's/other authority visiting	Yes		2			
Mess Contract Details							
22	(a) Name of Mess contractor, contact	Yes		2			
23	(b) Display of Menu	Yes				4	
24	(c) Food quality maintenance records	Yes					
25	(d) Cleaning and hygienic conditions	Yes					
26	(e) Mess Grievances Redressal system	Yes				4	
27	(f) Mess Staff details (Identity cards/Aadhar Card)	Yes					
28	Sports facilities	Yes		2			
29	Pest control, Fogging records	Yes					
30	RO, Washing Machine, geyser, TV, Fire fighting equipment etc. Maintenance record	Yes					
31	Asset register	Yes		2			
32	Last Stock verification report	Yes			3		
33	Last Administrative audit report (Action taken report on last Administrative Audit)	Yes			3		
Total Points			0	16	39	28	0
G. Total Points			83				
Percentage			50.30				

Manjari Pandit
05/03/2020
(Dr. Manjari Pandit)
(Dean Academic)



Dr. R.K. Pandit
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Director
Madhav Institute of Technology & Science
Gwalior - 474005 (M.P.)



REPORT OF ADMINISTRATIVE AUDIT (2019-2020)

Date - (29.02.2020)

S. No.	Hostel No. - 07 Particulars	Availability of Evidence/Records Yes/No	Observations				
			Below Average	Average	Good	Very Good	Excellent
1	No. of students residing in the Hostels	Yes			3		
2	Room allotment details	Yes			3		
3	List of vacant rooms	Yes			3		
4	General Condition of Rooms	Yes			3		
5	General Condition of common room	Yes		2			
6	Ambiance of the hostel	Yes		2			
7	Cleaning	Yes			3		
8	Safety and security	Yes			3		
No. of Supportive Staff							
9	(a) Clerical	Yes					
10	(b) Non-clerical	Yes					
11	Distribution of work	Yes		2			
12	Availability of stock register	Yes		2			
13	(a) Permanent assets	Yes		2			
14	(b) Recurring	Yes		2			
15	Daily students register	Yes	1				
16	Visitor's register	Yes	1				
17	Maintenance records/Register	Yes	1				
18	Hostel Leaving file	Yes	1				
19	Students daily exit file	Yes	1				
20	Grievances file & redressal	Yes		2			
21	Hostel Warden's/other authority visiting	Yes	1				
Mess Contract Details							
22	(a) Name of Mess contractor, contact	Yes			3		
23	(b) Display of Menu	Yes				4	
24	(c) Food quality maintenance records	Yes		2			
25	(d) Cleaning and hygienic conditions	Yes		2			
26	(e) Mess Grievances Redressal system	Yes		2			
27	(f) Mess Staff details (Identity cards/Aadhar Card)	Yes			3		
28	Sports facilities	Yes			3		
29	Pest control, Fogging records	Yes	1				
30	RO, Washing Machine, geyser, TV, Fire fighting equipment etc. Maintenance record	Yes		2			
31	Asset register	Yes		2			
32	Last Stock verification report	Yes					
33	Last Administrative audit report (Action taken report on last Administrative Audit)	Yes		2			
Total Points			7	26	27	4	0
G. Total Points			64				
Percentage			38.79				

Manjaree Pandit
05/03/2020
(Dr. Manjaree Pandit)
(Dean Academic)

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



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

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RESULTS OF ADMINISTRATIVE AUDIT (2019-2020)

Date - (29.02.2020)

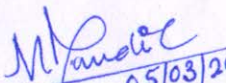
Criterion	General Office	HR/ Establishment	Security	Housekeeping/ Guest House/ Garden	EDC	Dispensary	Hostel No. - 04	Hostel No. - 05	Hostel No. - 06	Hostel No. - 07
Total Points Obtained	278	259	98	63	70	76	99	118	83	64
Aggregate Points# (Total applicable Parameters for General Office – 66, Establishment – 70, Security – 25, Housekeeping/Guest House/Garden - 17, EDC – 18, Dispensary – 18, Hostel No. 04, 05, 06 & 07 - 33)	330	350	125	85	90	90	165	165	165	165
Percentage	84.24	74.00	78.40	74.12	77.78	84.44	60.00	71.52	50.30	38.79
Rank	II	VI	III	V	IV	I	VIII	VII	IX	X

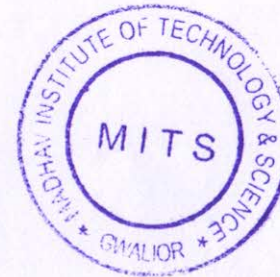
Based on applicable parameters

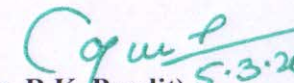
Compiled By :

(Mrs. Rajni Sharma)

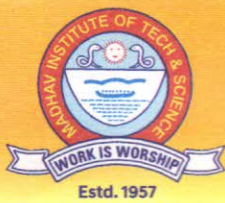
Instructor


(Dr. Manjaree Pandit)
(Dean Academic)




(Dr. R.K. Pandit) 5.3.2020
Director

DIRECTOR
Madhav Institute of Technology & Science
Gwalior - 474005 (M.P.)



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

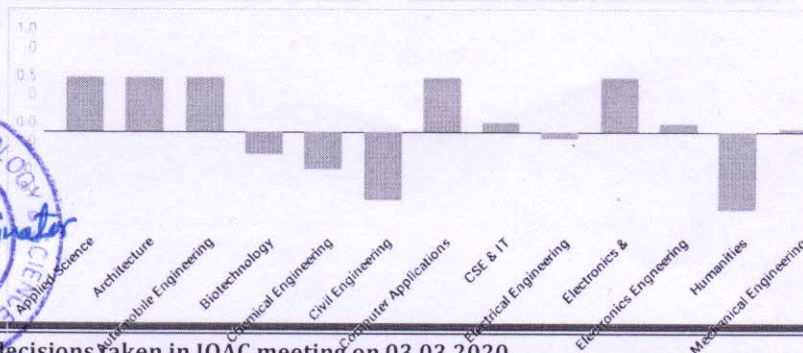
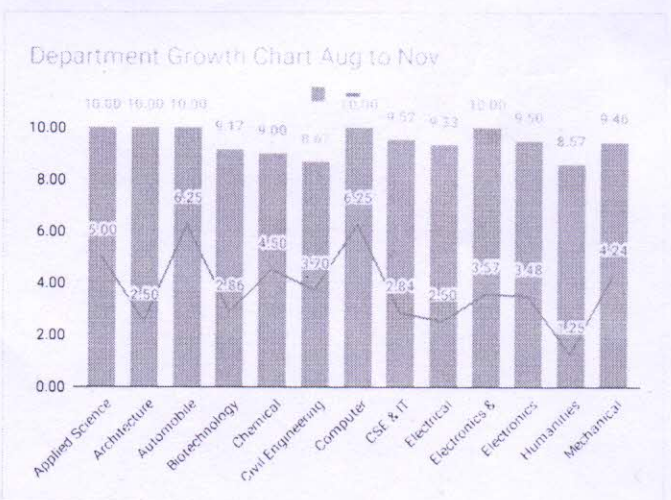
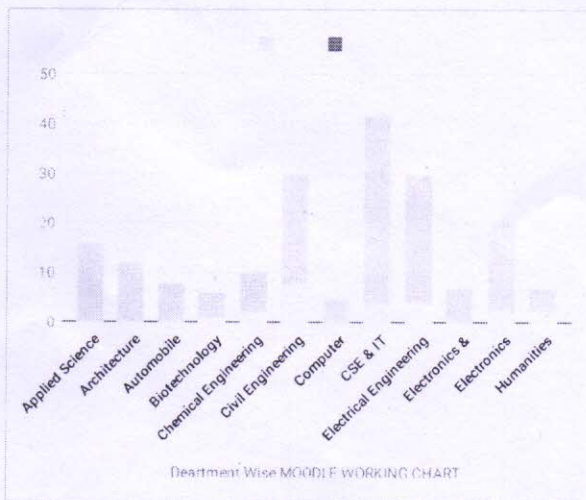
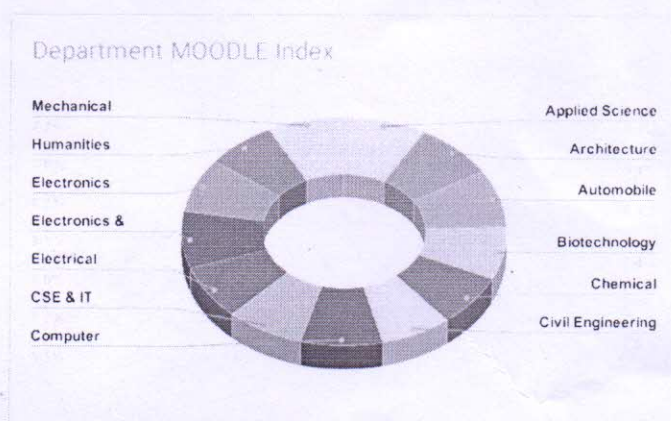
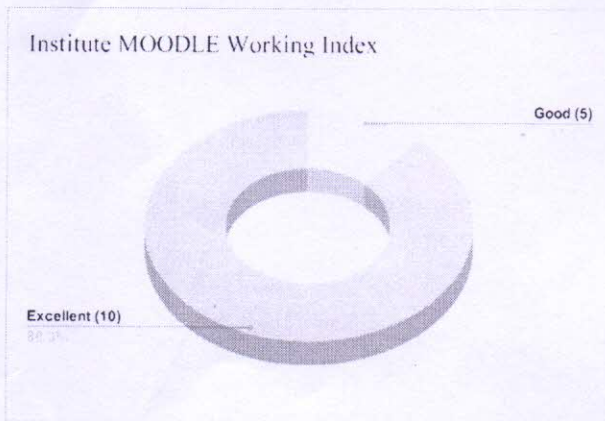
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MOODLE WORKING INDEX

Nov-Dec

last update 29-Nov-2019

MOODLE Faculty Working Index	MWI										Total Faculty			Department							
	0	1	2	3	4	5	6	7	8	9	10	Grand Total	Not working (0)	Good (5)	Excellent (10)	MWI	Std. Dev from Avg.	July Report	Not Working in %	Working in %	
Applied Science									3	4	9	16	0	0	16	10.00	0.59	5.00	0.00	100.00	
Architecture									8	3	1	12	0	0	12	10.00	0.59	2.50	0.00	100.00	
Automobile Engineering									2	2	4	8	0	0	8	10.00	0.59	6.25	0.00	100.00	
Biotechnology									1	1	2	6	0	1	5	9.17	-0.25	2.86	0.00	100.00	
Chemical Engineering									2	5	1	2	10	0	2	8	9.00	-0.41	4.50	0.00	100.00
Civil Engineering					2	2	4	3	7	12	30	0	8	22	8.67	-0.75	3.70	0.00	100.00		
Computer Applications									1		4	5	0	0	5	10.00	0.59	6.25	0.00	100.00	
CSE & IT								4	12	10	16	42	0	4	38	9.52	0.11	2.84	0.00	100.00	
Electrical Engineering					2		1	1	17	4	5	30	0	4	26	9.33	-0.08	2.50	0.00	100.00	
Electronics & Telecommunication											7	7	0	0	7	10.00	0.59	3.57	0.00	100.00	
Electronics Engineering								2	1	6	11	20	0	2	18	9.50	0.09	3.48	0.00	100.00	
Humanities						2				3	2	7	0	2	5	8.57	-0.84	1.25	0.00	100.00	
Mechanical Engineering						2		2	3	10	20	37	0	4	33	9.46	0.05	4.24	0.00	100.00	
Grand Total	0	0	0	0	2	4	5	16	56	52	95	230	0	27	203	9.41			0.00	100.00	



7. / 11/2020
 IQAC Coordinator
 MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE
 Gwalior

