



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIO

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

Minutes of the Internal Quality Assurance Cell (IQAC), Meeting on 24th February 2018

Item-1	<p>Compliance status and confirmation of minutes of previous meeting held on 19.08.17</p> <ul style="list-style-type: none"> ➤ <i>The minutes of the previous meeting on 19th August 2017 were confirmed.</i> ➤ <i>The action taken/compliance report of previous meeting was circulated to the members and was accepted after review.</i>
Item-2	<p>To review initiatives taken and to suggest guidelines for flexible curriculum (to be implemented from July 2018) as per AICTE new guidelines</p> <ul style="list-style-type: none"> ➤ <i>The Director apprised the house that the committee constituted to frame the structure, scheme and guidelines for flexible curriculum is compiling its report.</i> ➤ <i>The scheme will be discussed in syllabus workshops, with stakeholders & in BoS meetings at the Department Level, before finalization.</i> ➤ <i>The developed scheme will be then put in the Academic Council meeting in April 2018 for approval and will be implemented w.e.f July 2018.</i>
Item-3	<p>To Review and suggest improvements for different practices to enhance employability, skill enrichment & quality of student projects along with students participation</p> <ul style="list-style-type: none"> ➤ <i>The house reviewed the status of personality development courses, industrial visits, industrial training, technical events, various professional society/club activities and lectures from industry experts which are being conducted in the institute.</i> ➤ <i>The house was appraised of the Industrial Conclave which was conducted in November 2017 to give industry flavour and to create awareness about the different skills needed by industry.</i> ➤ <i>It was suggested that inspirational lectures by well known personalities should also be conducted to motivate and induce the students to improve their soft skills.</i> ➤ <i>More number of industrial projects should be undertaken and ties with local institutions should be strengthened.</i>
Item-4	<p>To review the Feedback of stakeholders on curriculum and finalization of formats for the same</p> <ul style="list-style-type: none"> ➤ <i>A summary of Feedback (collected from Employers on curriculum) was presented before the house.</i> ➤ <i>Feedback on Course Outcomes (COs) and Programme Outcomes is already collected from students, alumni and employers.</i> ➤ <i>It was decided that feedback should also be taken from parents who are capable of providing feedback on curriculum.</i> ➤ <i>A parent-teacher meeting can be organized once in a semester for the same to identify such parents.</i>
Item-5	<p>To discuss mechanism for student feedback, its analysis and corrective measures</p> <ul style="list-style-type: none"> ➤ <i>The house was notified that an on-line mechanism using the institute MOODLE was employed for collecting feedback from students on faculty performance, curriculum and Course Outcomes (COs) for the First Year Students.</i> ➤ <i>The house was informed that on-line feedback on faculty/curriculum and laboratory courses is collected twice during each semester, the data is analysed and corrective actions are taken at the department level.</i> ➤ <i>Members suggested that to get reliable information, the on-line feedback should be collected from those students only who are quite regular in the class.</i> ➤ <i>It was decided that a comprehensive summary of the feedback analysis will be prepared and put before the house in the next meeting.</i> ➤ <i>It was also decided that at the end of each semester feedback using MOODLE (faculty</i>

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	<i>performance, curriculum and Course Outcomes) will be collected on-line for all classes w.e.f. April 2018 and the summary will be presented in the next IQAC meeting.</i>
Item 6-	To suggest guidelines for Post Graduate Admissions for the next session <ul style="list-style-type: none"> ➤ <i>The status of attendance in PG programmes was reviewed and it was decided that the PG programmes will be run on the basis of break even analysis, only if they are viable and sustainable.</i> ➤ <i>It was suggested that the possibility of starting new PG programmes in relevant areas with industry collaboration should be explored.</i>
Item 7-	To discuss the possibility of conducting Summer Semester for backlog students <ul style="list-style-type: none"> ➤ <i>The house agreed for conducting Summer Semester for backlog students; however the issue needs to be taken up to the Academic Council and discussed with the affiliating university also.</i>
Item -8	To suggest initiatives for financial support to students from economically weaker sections of society <ul style="list-style-type: none"> ➤ <i>The members suggested that industries have a corporate Social Responsibility (CSR) fund for such purposes. Initiative should be taken by writing letters to top public sector companies regarding this matter.</i> ➤ <i>The help of alumni can also be taken to create a fund for partially supporting deserving, meritorious students belonging to economically weaker sections of society.</i>
Item -9	To review the existing status of teaching and learning practices and to suggest further improvements <p><u>The following initiatives/practices were reviewed:</u></p> <ul style="list-style-type: none"> ➤ <i>Continuous monitoring of the teaching-learning process through Academic Audits twice a year: The summary of latest Audit on 24th February 2018 was presented.</i> ➤ <i>The appointment of Outcome Based Education (OBE) coordinators at institute and department levels.</i> ➤ <i>Two one-week short term courses (STC) on OBE and Innovative Teaching Methods in March 2018 under IQAC</i> ➤ <i>A two-day workshop on OBE in collaboration with National Programme Implementation Unit (NPIU) for all the faculty members of the institute.</i> ➤ <i>Formation of OBE student groups for effective student involvement in Outcome Based Education process.</i> <p><u>The following suggestions were given by members for improvement and for development of best practices:</u></p> <ul style="list-style-type: none"> ➤ <i>Recording of practicals /laboratory sessions/Lectures and making them available on institute website</i> ➤ <i>Development of GATE/employment oriented teaching learning</i> ➤ <i>Industry focussed projects to be identified/allotted at the department levels</i> ➤ <i>Involvement of students in curriculum development (A meeting of students with BoS members)</i> ➤ <i>Additional courses/workshops to be conducted to bridge the gap between industry and academics (Based on student requirements: such as on MATLAB, JAVA, Application development etc)</i> ➤ <i>To apprise all stakeholders about the OBE process, syllabi with COs will be uploaded on the institute website.</i>
Item-10	To suggest initiatives for the enhancement of faculty profile & quality <p>The issue was discussed and following measures were suggested:</p> <ul style="list-style-type: none"> ➤ <i>Research promotion policy for increasing faculty publication, filing of patents etc.</i> ➤ <i>Improving laboratory infrastructure for research</i> ➤ <i>Regular presentations/discussions among faculty on new/innovative topics</i>
Item-11	To suggest examination reforms for establishing the credibility of evaluation procedures and to set achievement targets <ul style="list-style-type: none"> ➤ <i>It was informed that a new mechanism is being developed and it will be implemented w.e.f.</i>

	<i>next academic session. The up gradation and installation of new servers/IT infrastructure has also been started for this purpose.</i>
Item-12	<p>To decide the guidelines for setting up targets for attainment of Course Outcomes (COs), Programme Outcomes (POs) and Programme Educational Objectives (PEOs)</p> <p>The members discussed the issue and resolved that:</p> <ul style="list-style-type: none"> ➤ <i>The CO-target will be fixed by the concerned faculty and the BoS will review it.</i> ➤ <i>The PO-target will be fixed in the BoS meetings after a careful review of the existing status.</i> ➤ <i>The PEO-target will be fixed in the meeting of faculty members with all stakeholders after a careful review of the existing status.</i> ➤ <i>The attainment target of CO-PO-PEO should not be fixed below 60%.</i>
Item-13	<p>To discuss the existing Research Policy and financial support for R&D and set guidelines for improvement at various levels</p> <p>The following suggestions were given by the IQAC :</p> <ul style="list-style-type: none"> ➤ <i>A well laid down policy to be adopted for deciding student project topics. The project topics should be allotted after analysing needs and problems of society/industry.</i> ➤ <i>Regular evaluation of research work through presentation; six monthly evaluation of all Ph.D. students</i> ➤ <i>Mechanism should be established to allow students to work in the laboratories after college hours, to enhance R&D activities.</i> ➤ <i>The research associate (RA) fellowship can be given in each department to promote research and to improve the quality of Ph.D. work.</i> ➤ <i>Seed money can be given to selected R&D projects of faculty members.</i>
Item-14	<p>To review the status of Research Projects sponsored by Govt/Non Govt Agencies and suggest steps for enhancement of grants</p> <ul style="list-style-type: none"> ➤ <i>Each faculty member must submit <u>at least one</u> proposal to state/central/other funding agencies for research funding.</i>
Item-15	<p>To review the initiatives taken for innovation and awards won by Faculty or students for it, along with IPR</p> <ul style="list-style-type: none"> ➤ <i>In-house Workshops must be conducted on 'Intellectual property Rights' to create awareness about the patenting process.</i> ➤ <i>The faculty and UG/PG students should be trained and encouraged to file patents.</i>
Item-16	<p>To suggest measures for improving the Publications by Faculty & Students</p> <ul style="list-style-type: none"> ➤ <i>Incentives and facilities can be given to faculty and students for improving the quality of their publications</i>
Item-17	<p>To review the status of Internal Resource Generation</p> <ul style="list-style-type: none"> ➤ <i>Each department must develop at least one training programme for industry personnel.</i>
Item-18	<p>To review the status of extension activities and suggest enhancement of these activities</p> <ul style="list-style-type: none"> ➤ <i>The house reviewed the activities of students through the National Service Scheme (NSS.) A total of 21 activities have been conducted by the NSS team and all II year students (for whom it is mandatory to join NSS), some of which are</i> <ul style="list-style-type: none"> • Rally on AIDS Awareness • Gender sensitization workshop • Dental Camp, Eye Camp, Anti Tobacco Seminar and Yoga Programme

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	<ul style="list-style-type: none"> • Rally on Pollution free Deepawali • Swachchhaya Bharat Rally • Blood Donation Camp • One Day Camp for deaf-dumb children • One week workshop on social awareness programmes • Seminar on Traffic Awareness • Seminar on Solid Waste Management • Plantation programme • Sadbhavana Divas Oath • Literacy cum Awareness Programme for under privileged children <p>➤ Initiatives must be taken to adopt a village/ railway station/school</p>
Item-19	<p>To review the status of MoUs with other institutions in India and abroad and suggest steps to be taken for improvement</p> <p>➤ The house reviewed the status of the following MoUs signed during last six month:</p> <ol style="list-style-type: none"> i. CSIR-CBRI, Roorkee ii. IET Academic Affiliate Partnership Programe iii. India Solar Energy Consulting Pvt, Panipat Haryana . iv. Eminent Bioscience, Indore v. Smart Controls India Pvt. Ltd. vi. Sciencetech Technologies Pvt. Ltd. Indore vii. FICCI (Federation of Indian Chambers of Commerce and Industry) viii. CII (Confederation of Indian Industry) ix. Delhi Technological University, Delhi <p>➤ It was suggested that each department must sign at least one MoU per year and keep it operational/Active.</p> <p>➤ The 'Industry Institute Cell' will develop a mechanism to increase the effectiveness of industrial interaction of the institute.</p>
Item-20	<p>To review the existing physical infrastructure and facilities and action plan for up-gradation</p> <p>➤ The institute infrastructure up gradation plan is approved by the BoG.</p> <p>➤ The Audit of physical infrastructure is scheduled for March 2018.</p>
Item-21	<p>To review the status of Library and development of digital library</p> <p>The house was apprised of the existing status as follows:</p> <p>➤ The Library subscribes more than 496+ titles of e-journals from various publishers like Sciencedirect, IEEE, ASCE & ASME via lease line campus access authentication.</p> <p>➤ Central library is also in the process of procuring more than 300+ titles of e-books from publishers like Pearson, TMH, CBS & Wiley.</p> <p>➤ Library also has a membership of National Digital Library (NDL) of India and all the registered students can access all the content of Digital library (https://ndl.iitkgp.ac.in/).</p> <p>➤ library also have a membership of world e-book library (http://community.worldlibrary.in/?AffiliateKey=NDL-IE1638)</p> <p>➤ For accessing all the e-journals & e-books in the central library, institute has already initiated the process of procuring latest PCs and renovation of the existing audio visual section.</p>
Item-22	<p>To discuss the initiatives taken for up-gradation of the IT infrastructure</p> <p>The house was apprised of the existing status. The institute is augmenting the IT infrastructure by procuring following separate servers for:</p>

	<ol style="list-style-type: none"> 1. <i>Data Centre: to store various information about the Institute staff, academic related information, various documents in digitized form</i> 2. <i>IMS: To store confidential examination data of the students</i> 3. <i>For Massive Open Online Courses, Account of students/staff, Lectures, assignment etc</i> 4. <i>Proxy Server – To distribute controlled and monitored internet in the Institute.</i> 5. <i>Telnet server – to store various software that can be downloaded from anywhere in the LAN of the Institute</i> 6. <i>Linux Server – To provide programming support for the students of the Institute</i>
Item-23	<p>To Review the adequacy, maintenance and proper allocation of support structure and services</p> <ul style="list-style-type: none"> ➤ <i>The administrative audit for all the support facilities was conducted on 22nd February 2018 and the report was discussed as tabled.</i>
Item-24	<p>To review the existing practices for Students Mentoring and discuss their effectiveness</p> <ul style="list-style-type: none"> ➤ <i>The existing Mentor-mentee scheme was discussed.</i> ➤ <i>From the next Academic Year the Induction Programme of I year students will be for 3-week duration according to the AICTE guidelines and there will be a separate session for the Mentor-mentee scheme, to increase awareness and effectiveness of the scheme.</i>
Item-25	<p>To review the results of last semester and to discuss corrective measures for improvement</p> <ul style="list-style-type: none"> ➤ <i>The house was briefed about the result analysis process as follows</i> <ul style="list-style-type: none"> • <i>The result analysis was performed and the courses for which the pass percentage was not up to mark were identified; the findings were communicated to the concerned departments to propose/implement necessary corrective measures.</i> • <i>The departments have submitted a report on corrective measures to be taken.</i> ➤ <i>A faculty coordinator has been appointed from each department to take steps to increase the attendance in remedial/Bridge classes.</i> ➤ <i>There will be overall monitoring by one faculty In-charge, who will also initiate counselling</i> ➤ <i>The departmental coordinators will work under the guidance of I/c Remedial/Bridge Classes.</i> ➤ <i>The duty of this team will be to</i> <ul style="list-style-type: none"> • <i>Prepare time table for the above classes/ monitor and maintain attendance</i> • <i>Identify and motivate all the backlog and less privileged students/ to attend classes</i> • <i>Provide necessary counselling and guidance to them by conducting a few sessions</i> • <i>Take all necessary steps to bring these students in the main stream</i> • <i>Solve problems related to examination</i> ➤ <i>The Branch change counselling at Second Year Level should be completed early/immediately after result declaration, so that the students are able to attend regular classes from the beginning of the semester.</i>
Item-26	<p>To review students participation in different activities at institute and outside the institute</p> <p><i>The house reviewed the extra-curricular and co-curricular activities of students conducted through (i) Professional Society Chapters (ii) Clubs and (iii) Sports Section.</i></p> <p><i>A total of 13 activities were conducted under the Professional Society Chapters, 47 activities were organized by the different clubs and 08 sporting events were held during the July 17-February 18 duration.</i></p> <ul style="list-style-type: none"> ➤ <i>Professional Society Chapters: 13</i> <ul style="list-style-type: none"> <i>The ACM STUDENT CHAPTER organized 'Innuvazione'</i> <i>THE IEEE STUDENT CHAPTER organized</i> <ol style="list-style-type: none"> i. <i>Awareness program for entrepreneur</i> ii. <i>Talk on Corporate Requirement</i> iii. <i>International Youth Day</i>

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iv. *Awareness Quiz*

v. *Expert Talk*

IETE STUDENT CHAPTER organized

i. *Robotics workshop*

ii. *TECHNOQUIZ*

iii. *Artistry chase*

ISTE STUDENTS' CHAPTER organized

i. *TechCelesta*

ii. *Food Fiesta 2.0*

iii. *ChimeraX*

iv. *Motivational Expert Talk*

➤ **CLUB ACTIVITIES: 47**

Terrestrial Automobile Development Club

- Automotive Design Process & 3D Modeling in Autodesk MAYA

Higher Education Club

- Pan India Quiz Contest JQL-2017

Analytics Club

- 'Face the Case'

Society of Personality Development

- Just A Minute
- Experience Sharing

Yoga Club

- Expert lecture on YOGA
- Yoga Workshop

Internship Support Club

- Workshop on ANSYS Workbench & Android App Development

MITS Journalism Society

- "LIFE AT MITS"
- Creation of Facebook Page
- Creation of Instagram Page
- Recruitment
- Informal Interview Series

Digital Learning Group

- Workshop on Web and Blog Development"

CLICK (CSE/IT Emerging Technology)

- TECHTONIA
- CODE.01

Chemical Engineer's Group

- Expert Talk

MITSCODE WAR

- Coding challenge 2017

MITS AID

- Workshop
- Matdaata Diwas Oath

HAM Radio Club

- Guest Lecture
- Demonstration of Ham Radio

ART CLUB

- Rangoli Making Art
- Best Out Of Waste

ASIMOV ROBOTICS

- Lecture on MATLAB
- Model Exhibition
- Lecture on Overview of TECHNEX
- Lectures on C/C++

• ROBOQUIZ

- Intra College Water Rocket Competition "ROBOSYM"

- Participated in techfest "TECHNEX" IIT BHU

Webbers Club

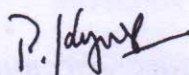
- DEVCONF 2017

	<ul style="list-style-type: none"> • Webbers Club • DEVCONF 2017 • Animation Club • Poster Design • Photography Club • Framing MITS • Photo Editing Competition • Framing MITS- II • Career Counseling Club • Expert Talk • Meditation and Art of Living Club • Introductory lecture (Soulnergies) on meditation • Regular Classes of Meditation and Art of Living • Dance Club • Saraswati Vandana on 60th Founders' day • Dance performance on Independence Day • MUSIC CLUB • Auditions • Musical Presentation • Literary Club • Oracle 3 • MITSWAH • Cinematography Club • Photography <p>➤ <u>SPORTS ACTIVITIES AT INTER-COLLEGIATE & STATE LEVEL: 08</u></p> <ul style="list-style-type: none"> • Volleyball • Badminton • Football • Chess • Table tennis • Basketball • Cross Country • Basketball <p>➤ <u>COLLABORATIVE ACTIVITIES: 03</u></p> <ul style="list-style-type: none"> • <i>ChimeraX: A zonal level Quiz Contest organized with ISTE- MANIT Bhopal</i> • <i>Pan India Quiz Contest JQL-2017 in collaboration with Jaipuria Institute of Management, Indore</i> • <i>Workshop on ANSYS Workbench & Android App Development in association with Emotech Software Solution Pvt Ltd, City Centre, Gwalior</i> <p>➤ <u>PARTICIPATION OUTSIDE INSTITUTE: 03</u></p> <ul style="list-style-type: none"> • <i>Students of ASIMOV ROBOTICS CLUB participated int "TECHNEX" at IIT BHU, Varanasi</i> • <i>Students of CSE participated in Techfest at IIT Kanpur</i> • <i>Students of the institute participated in Techfest at IITRoorkee</i> <ul style="list-style-type: none"> ❖ <i>The students must be encouraged to take part in activities outside the institute</i> ❖ <i>The departments must maintain proper record of students participating in academic/cultural/design contests outside institute through the class coordinators.</i>
<p>Item-27</p>	<p>To review the Alumni Engagements and enhancement of alumni interaction</p> <ul style="list-style-type: none"> ➤ <i>The current students should be involved for building strong interaction with the Alumni.</i> ➤ <i>Each department can independently build an alumni network, take initiative to collaborate with them and utilize it for the benefit of the students of the department.</i>
<p>Item-28</p>	<p>To discuss the Development & Deployment strategies</p> <ul style="list-style-type: none"> ➤ <i>The institutional development plan for the next three years has been approved by the Board of Governors of the institute</i>

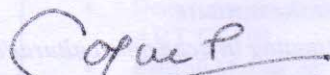
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<p>Item-29</p>	<p>To apprise about implementation of Career Advancement Scheme (CAS) and engagement of new faculty through TEQIP-III/NPIU/Regular Appointments</p> <ul style="list-style-type: none"> ➤ <i>The screening/interviews under the Career Advancement Scheme (CAS) were conducted for all eligible cases in January 2018.</i> ➤ <i>Against 54 faculty members engaged under TEQIP-III by NPIU 50 have joined the different Engineering and Allied Departments of the institute.</i> ➤ <i>For the vacant posts (20 numbers) at Assistant/Associate Professor Levels, the advertisement for regular appointment has already been floated; screening has already been done.</i>
<p>Item-30</p>	<p>To review the Institutional Values & Social Responsibility</p> <ul style="list-style-type: none"> ➤ <i>Collaborative workshops on gender Sensitization, Woman Empowerment, Various Awareness Programmes, Blood Donation Camps, and Student Counselling & Motivation are being conducted regularly with different organizations.</i>
<p>Item-31</p>	<p>To discuss the existing Best Practices adopted by the different departments</p> <ul style="list-style-type: none"> ➤ <i>Each department must develop and follow at least two best practices.</i> ➤ <i>Each department should learn and adopt best practices from other departments.</i>
<p>Item-32</p>	<p>To discuss the initiatives taken for Environmental Consciousness</p> <ul style="list-style-type: none"> ➤ <i>The institute conducts Green/Energy/Safety/ Audit as per the schedule.</i> ➤ <i>The next Audits are scheduled for March 2018.</i>
<p>Item-33</p>	<p>To review Institutional Distinctiveness The initiative taken to facilitate extra and co-curricular activities of academic and non academic nature by establishing sixty clubs in the institute was appreciated.</p>
<p>Item-34</p>	<p>Any other matter with the permission of the Chair</p> <ul style="list-style-type: none"> ➤ <i>It was suggested that in the Exit Survey the passing out students should be asked to donate their caution money for the student welfare fund for economically weak students (If interested) .</i>



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