



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR
(A Govt. Aided UGC Autonomous Institute Affiliated to RGPV Bhopal)

MINUTES OF IQAC MEETING HELD ON 19TH AUGUST 2017

1. The first meeting of the IQAC was conducted on August 19th 2017 at 11.30 am.
2. A total of 20 members attended the meeting. Six members could not attend the meeting.
3. The Director briefed the house about the existing status, initiatives and best practices followed in the institute. The practice of conducting **Academic Audit** twice a year and **On-line Exit Survey** was appreciated.
4. It was suggested by the house that an Administrative Audit should also be conducted once every year.
5. The various formats employed for conducting academic audit, feedback analysis, question paper analysis, exit survey, academic progress report were reviewed. The following suggestions were given
 - a) Academic audit: Two Academic Audits to be conducted every year, one by Internal Audit Committee and one by external experts.
 - b) Feedback analysis: It was resolved that (i) a uniform model should be used for the analysis of the feedback collected.(ii) Appreciation letter/awards should be given to faculty members who get very good feedback. The director informed the house that the feedback will be collected on-line from next semester.
 - c) Question paper analysis: To maintain quality and balance of question papers moderation should be carried out by external and internal members. Question paper setting should be based on course outcomes.
6. It was suggested that answer books of end-term examination should be shown to the students for maintaining transparency and credibility. Coding of answer books should be scrapped.
7. It was deliberated that a flexible academic curriculum should be implemented with the help of on-line learning platforms such as SWAYAM for taking advantage of the AICTE guidelines of credit framework for credit transfer through MOOCs.
8. The initiative of launching MITS-MOODLE was appreciated and it was suggested that faculty and students should be motivated to make maximum use of this e-learning platform. This platform will be very effective for teaching as well as evaluation of course outcomes.
9. The Director informed the house that academically weaker students do not attend special classes conducted for them. A mechanism to improve student performance and to reduce failure rate should be put in place. It was advised that student attendance in remedial/performance improvement classes should be improved by mentoring and motivating them. The fast learners can also be employed for guiding the slow learners.

P. Kumar
19.08.17

10. The members unanimously agreed that the honorarium for paper setting/checking/conducting practical examinations etc. should be revised in MITS Autonomy structure.
11. The Director informed the house that for I year 2017 admitted batch effort are on to start our own ERP system.
12. The member suggested that the institute should make an effort to build academic links with foreign universities/institutions.
13. It was suggested that faculty members from IITs/GATE paper setters should be invited to the institute to address/motivate the students about cracking the GATE examination.
14. Full time Ph.D. fellowship should be started in the institute.
15. The student member wanted the institute to start Girls Wing of National Cadet Core.

P. Jayaswal
19.08.17

(Dr Pratesh Jayaswal)
Coordinator, IQAC

R.K. Pandit
18.8.17

(Dr R.K. Pandit)
Director