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

COMPLIANCE/ACTION TAKEN REPORT ON DECISIONS OF IQAC ON AUGUST 19TH 2017

In Compliance to the decisions taken by IQAC in the meeting on 19th August 2017, following actions have been taken:

1: Regarding conduction of Administrative Audit once every year:

Administrative Audit was conducted on 22nd Feb. 2018 for following supporting departments: General Office, HR / Establishment, Security, Housekeeping / Guest House / Garden, EDC, Dispensary, Hostels.

2: Regarding conduction of two Academic Audits in a year (One by Internal Audit Committee & one by external experts):

Academic Audit by Internal Audit Committee and two external experts (Dr. Susheel Kumar, Former professor, Civil Engineering, MANIT, Bhopal & Dr. J.S. Chauhan, Director SATI, Vidisha) was conducted on 17th February 2018 on a 30-point format addressing all the important teaching-learning parameters.

3: On-line feedback & appreciation letter/awards to faculty members who get very good feedback:

- *The institute has taken cognizance of the matter.*
- *On-line feedback has been collected w.e.f. July-December 2017 semester.*
- *The feedback analysis has been performed by all the departments and appropriate actions are taken wherever necessary.*
- *Mechanism for giving Appreciation letters/Awards will be developed and Appreciation letters/Awards will be given to faculty members at the end of Academic Year.*

4: Moderation of question papers by external & internal members and Question paper setting to be based on Course Outcomes:

- *The matter was discussed in the Academic Council Meeting on 23.09.17 and it was suggested that random moderation can be started.*
- *A committee was constituted to prepare **new guidelines to paper setters** regarding difficulty level, distribution of marks, and for setting Question Papers based on **course outcomes aligned with Revised Bloom's Taxonomy.***

- A two-day workshop was organized by the IQAC for the **departmental OBE coordinators** on *"Effective techniques of Question Paper Setting-An OBE Approach"* during 7th-8th February 2018.
- The Question Paper setting will be based on **course outcomes**, with effect from May-June 2018 examination.

5: Regarding showing answer books of end-term examination to students for maintaining transparency and credibility:

- The matter was discussed in the Academic Council Meeting on 23.09.17 and was accepted.
- The mechanism/modalities for conducting this activity will be finalized and will be brought into practice w.e.f the next academic year.
- The Institute is shortly going for digitization of answer books also.

6: Regarding scrapping of answer book coding:

The suggestion was not accepted by the Academic Council of the institute.

7: Implementation of Flexible Academic Curriculum:

- The Institute is committed to implement flexible curriculum from July 2018.
- A committee is working on preparing the scheme and structure for the new flexible curriculum.
- The new curriculum will be developed after workshops with representatives of stakeholders & Board of Studies Meetings and will be placed in the Academic Council for approval in April/May 2018.

8: Implementation of on-line learning through platforms such as SWAYAM:

- The NPTEL (National Programme on Technology Enhanced Learning) Local Chapter has been started and has become functional in the institute from **30th Oct. 2017** to provide e-learning through on line Web and Video courses.
- The institute has appointed one SWAYAM Manager and a team of SWAYAM coordinators from all departments to promote and motivate students for self learning.
- To inculcate self learning capabilities, the students of II and III year have been registered for one SWAYAM course compulsorily, in the January-May 2018 session against self-study/seminar courses.
- Detailed guidelines for conduction and internal evaluation of students have been prepared by the institute SWAYAM team.

- *Subject Matter Experts (SMEs) have been given responsibility to monitor the teaching-learning process for the SWAYAM courses.*
- *The registration process has been completed and about 85%-90% students have been registered.*

9: Utilization of e-learning platform (MITS-MOODLE):

- *The MITS-MOODLE is completely operational. All the 4600 plus students, faculty members and staff are registered on it.*
- *A team consisting of 34 faculty members from various departments has been constituted to coordinate the following activities at the department level:*
  - i. *On-line quiz conduction*
  - ii. *Direct/indirect assessment of course outcomes (COs), Programme outcomes (POs) and Programme Educational Objectives (PEOs).*
  - iii. *Feedback and its analysis*
  - iv. *Uploading lecture notes*
  - v. *On-line assessment of assignments*
  - vi. *Dissemination of any other academic information*
- *Between 15ᵗʰ to 22ⁿᵈ December 2018 on-line quiz using MOODLE was conducted for all I year students.*
  - i. *Feedback was taken on COs, Faculty competencies and curriculum.*
  - ii. *The quiz performance was analysed student wise, subject wise, question wise*
- *The CO attainment for July-December 17 Semester has already been computed using MOODLE.*
- *The PO & PEO attainment for academic year July17-June 18 will be computed using MOODLE after the result declaration.*
- *GET (General Enterprising Tendency) test was conducted for all the students of the Institute for identifying the students who have entrepreneurial mind set for further grooming.*

10: Enhancement of student attendance in remedial/performance improvement classes:

- *A team of 12 faculty members is appointed as coordinators for the Remedial Classes/ Bridge Classes to take all necessary steps at their department level to increase the effectiveness of these classes.*
- *The departmental coordinators work under the guidance of an institutional I/c for Remedial/Bridge Classes and monitor the effectiveness of the classes/attendance on*

a weekly basis. The team is entrusted with the responsibility to identify and motivate all the backlog and less privileged students/ to attend these special classes regularly.

- *The team will also provide necessary counselling and guidance to students and help in solving their examination related problems.*

11: Regarding revising of honorarium for paper setting/checking/conducting practical examinations in MITS Autonomy structure

On the basis of recommendations of a duly constituted committee, the honorarium to external examiners for conducting practical viva-voce examination has been doubled and for evaluating UG student projects has also been substantially raised. The honorarium to external and internal examiners for evaluating PG dissertations has been brought at par.

12: Regarding starting our own ERP system:

The procurement of examination server is in process. The institute ERP system will be started in parallel to the existing Information management System (IMS) first on trial basis. After ensuring that the performance is satisfactory, the institute ERP will be started.

13: Regarding building academic links with foreign universities/institutions:

- *Initiatives at the Department/Faculty level are being taken. Seven proposals under Global Initiative of Academic Networks (GIAN) scheme were submitted by faculty members of the institute marking the beginning of collaboration with faculty members at foreign universities/institutes.*
- *One proposal has been sanctioned on "Sustainability in the Built Environment" in collaboration with faculty member from RMIT University, Melbourne, Australia.*

14: Regarding inviting faculty members from IITs & GATE paper setters to address/motivate the students about cracking the GATE examination

Initiatives are being taken at the Department Level. Requisite measures will be taken as per the NPIU guidelines under TEQIP-III.

15: Regarding starting Full time Ph.D. fellowship in the institute

The research committee of the institute has formulated guidelines for full time Ph.D. fellowship under TEQIP-III. The implementation process will begin in March 18.

16: Regarding re-starting the Girls Wing of National Cadet Core

The matter is under consideration. It is expected that very soon the Girls wing of NCC will be restarted.