



MORADABAD INSTITUTE OF TECHNOLOGY

No. : MITGI/IQAC-Min/474

Date : 22/10/2021

MINUTES OF MEETING OF IQAC HELD ON 13th OCTOBER, 2021 AT 03:00 P.M. IN THE AS&H MEETING & SEMINAR ROOM (Room No. A-206)

The following members were present in the meeting:-

- 1. Prof. (Dr.) Rohit Garg - Director, MIT
- 2. Dr. Kshitij Shinghal - Dean Academics & HOD, E&C Engg
- 3. Dr. Manish Saxena - HOD, AS&H
- 4. Dr. Somesh Kumar - HOD CS & Engg.
- 5. Dr. Rajul Misra - HOD, Electrical Engg
- 6. Dr. Munish Chhabra - HOD Mechanical Engg
- 7. Mr. Saqib Qadeer - HOD Civil Engg
- 8. Dr. Deepti Gupta - Associate Professor AS&H
- 9. Mr. Vikas Kumar - Convener Admission
- 10. Dr. Manish Gupta - Associate Professor, CSE
- 11. Mr. Ritesh Srivastava - Head TP & CA
- 12. Mohd. Talha Khan - Nodal Officer, B.Voc.
- 13. Mr. S.N. Shukla - Registrar
- 14. Dr. Animesh Agarwal - Coordinator-IQAC

The following points discussed in the meeting :-

Item No. 1 Minutes of the last meeting held on 13th August 2021 were confirmed.

Item No. 2 Action taken on the minutes of IQAC meeting held on 13th August 2021 were reported and noted.

Item No. 3 **Discussion on Course Coverage and last date for counting shortage of attendance before 1st CT.**

It was discussed in the meeting and suggested that shortage of attendance must be compiled before Ist C.T.

Item No. 4 **Discussion on revision of Research Policy as per suggestion by NBA Expert Team.**

Revision of Research Policy as per suggestion by NBA Expert team discussed in the meeting and Dr. Manish Gupta was advised to provide Research Policy incorporating suggestions so that it may be forwarded to approval. A copy of Research Policy is attached as **Annexure-01**. The proposal is under consideration and yet to be approved.

Item No. 5 **Policy for improvement of academic progress of slow/weak students.**

It was discussed in the meeting, the policy is attached as **Annexure-02**.

Item No. 6 **Revision of policy of Mentor-Mentee System as per suggestion by NBA Expert Team.**

It was discussed in the meeting and as suggested Dr. Deepti Gupta, Coordinator-Mentor Mentee System has provided revised policy which is attached as **Annexure-03** for kind information and approval.

Item No. 7 Discussion on activity plan from various societies

All societies are advised to submit their activity report in the next meeting.

Item No. 8 Status of Admission.

1. It was suggested that all efforts should be done for filling more seats in core branches.
2. Counselors should be advised to once again follow any possible positive lead.
3. Social Media Team should intensify their campaigns for more lad generation.

Details of Admission as on 21.10.2021 is as under :-

	B.Tech 1 st year	B.Tech 2 nd year	B. Pharm 1 st year	B. Pharm 2 nd year	B. Arch	MBA	D. Pharm	B.Voc.	Total
Intake	390	39	160	16	30	90	120	185	1030
Admission (Direct)	207	12	150	01	04	27	78	28	507
Admission (Counseling)	35	04	01	0	0	01	0	0	41
Total Admission	242	16	151	01	04	28	78	28	548
Admission (FW/EWS)	09	-	03	-	-	01	-	-	13

Item No. 9 Any other matter with the permission of the Chair.

- (i) Mr. Sanjeev Gupta, Convener-Alumni Cell informed in the meeting that Alumni Meet is scheduled on 30th October, 2021 in which 2005 and 2006 passed out batch students will participate. It was also suggested that one more batches may also be contacted so that number of participants may be increased.

The meeting ended with thanks to the chair.

No. : MITGI/IQAC-Min/474

Copy to :-

- 1) Chairman, MIT
- 2) Secretary, MIT
- 3) All Concerned
- 4) PA To Director for file

Coordinator, IQAC
Date : 22/10/2021



Moradabad Institute of Technology, Moradabad

Dated: 18/10/2021

POLICY ON INCENTIVES FOR RESEARCH AND PUBLICATIONS

OBJECTIVE

The primary objective of the proposed incentive policy is to motivate the faculty members of Moradabad Institute of Technology Moradabad to-

1. Enhance their research output.
2. Publish high quality and original research articles in peer reviewed, indexed journals and conferences.
3. File and publish patents having good commercialization potential
4. Getting Research projects from Govt./Private agencies.
5. Author books to be published in reputed Publishing Houses.

SCOPE OF THE POLICY

This policy covers all faculty members of all the departments of Moradabad Institute of Technology Moradabad.

DETAILS OF THE POLICY

1. The author's affiliation must belong to the college, i.e., "**Moradabad Institute of Technology, Moradabad.**" Otherwise, the incentive amount will not be sanctioned.
2. The faculty member can avail the incentive/ financial assistance any number of times in an academic year.
3. For a research paper, only one faculty member is allowed to take the incentive.
4. The incentive/financial assistance to a conference/journal research paper is subject to review by the research incentive committee (RIC) formed by the Director to review the quality of the research paper and review the standard/credibility of the Conference or the Journal. If the committee does not approve the research paper, then no incentive will be given. The decision of the Research Incentive Committee (RIC) will be final.
5. The research incentive committee shall consist of the following members:
 1. Dr. Animesh Agarwal, IQAC Co-ordinator, Chairman
 2. Dr. Kshitij Singhal, Dean Academics, Member
 3. Dr. Manish Gupta, Convener, R & D Cell, Member
6. Any claim for incentive for publishing a research paper must be accompanied by
 - (a) Prior approval letter
 - (b) One hard copy (online copy) of the published paper
 - (c) Indexing proof
 - (d) Certificate for presenting the paper at the conference
 - (e) Registration fee slip (for conference paper)
 - (f) Travel tickets (for TA/DA conference paper)
 - (g) Reviewer comments if available.

Incentive for publishing research papers in the Journals

The following criteria were approved as an incentive to faculty members for publishing Research Papers in International DOI Journals with impact factors.

S.No	Category			
		Impact Factor	Existing Incentive Amount (in Rs.)	Proposed Incentive Amount (in Rs.)
1.	a) Research paper must be published in Science Citation Index (SCI) and SCIE Journals. SCI/SCIE list. The list of journals are available on https://mjl.clarivate.com/home	0.01 to 1	5,000	5,000
	b) For one research paper, only one faculty member can apply for an incentive. c) For the First/Corresponding/Supervisor/Co-Supervisor/Second/Third author, 100% incentive will be given to the author. For the Fourth/Fifth author, only 50% incentive will be given to the author.	> 1	10,000	10,000
<i>(Impact Factor according to only Journal Citation Report or Thomson Reuter indexing agency)</i>				
2	a) Research paper must be published in Scopus /Emerging Sources Citation Index (ESCI) Journals. The list of which is available on www.scopus.com b) For one research paper, only one faculty member can apply for an incentive. c) For the First/Corresponding/Supervisor/Co-Supervisor/Second/Third author, 100% incentive will be given to the author. For the Fourth/Fifth author, only 50% incentive will be given to the author.	No policy exists		3,000

Note: An appreciation letter will be given to faculty members who published papers in any UGC approved journals.

Incentive for publishing research papers in the Conferences

The following criteria were approved as an incentive to be given to faculty members for publishing Research Papers in International/National conferences.

S.No	Category	Incentive Amount (in Rs.) (Same as existing rules)
1.	<p>International/national Conference (within India)</p> <p>a) Before submission of a research paper into any conference, first take the approval from the Director.</p> <p>b) The conference must be reputed International/National level Conference</p> <p>c) The faculty member paid the full conference fee and presented the paper.</p>	<p>The full Registration fee will be reimbursed.</p> <p>DA as authorized to be given</p> <p>Rail Fare:</p> <p>Prof./Associate Prof.- AC II/ Taxi fare</p> <p>Asst. Prof. – AC III fare</p> <p>Boarding and Lodging will be borne by the concern faculty member.</p>
2.	<p>International/national Conference (Abroad)</p> <p>a) Before submission of a research paper into any conference, first take the approval from the Director.</p> <p>b) Faculty member paid the full conference fee and presented the paper</p>	<p>The full Registration fee will be reimbursed.</p> <p>25% of the Travelling expenses to be paid by the Institute</p> <p>Boarding and Lodging will be borne by the faculty member</p>

Incentive for Granting/Publishing Patent

The following criteria were approved as an incentive to faculty members for granting/publishing Patents.

S.No.	Category	Existing Incentive Amount (in Rs.)	Proposed Incentive Amount (in Rs.)
1	<p>a) Before filing of a patent, first take the approval from the Director.</p> <p>b) The patent will be filed in the name of the Institute as Main Applicant.</p>	No policy exists	The full fee for filing the patent will be given by the Institute.

Note: An appreciation letter will be given to faculty members for publishing or granting an individual patent.

Incentive for Granting Research Projects

The following criteria were approved as an incentive to be given to faculty members for getting Research Projects.

S.No.	Category	Research Projects (Amounts in Lakhs)	Existing Incentive Amount (in Rs.)	Proposed Incentive Amount (in Rs.)
	Research Projects Granted (Faculty member must be Principal Investigator (PI)) or Co-Principal Investigator	> 10	No policy exists for Research Projects	8,000/-
		>5 and <=10		6,000/-
		3-5		4,000/-

Incentive for Publishing Text Book

S.No.	Category	Existing Incentive Amount	Proposed Incentive Amount (in Rs.)
1	The book must be published by an international publisher. If there is more than one author, then only one faculty member can apply for the incentive.	No policy exists	10,000/-
2	The book must be published by an Indian publisher. If there is more than one author, then only one faculty member can apply for the incentive.	No policy exists	5,000/-

Incentive for Consultancy work

The members involved in the consultancy project will take 40% of the total value of the consultancy amount received, and 60% will go to the Institution.

Incentive for Copyright

The incentive maximum of Rs. 5,000/- for each copyright will be given to faculty members and disbursed equally to faculty members.

Manish

(Dr. Manish Gupta)
Convener, R&D Cell

ay

Agarwal

(Dr. Animesh Agarwal)
Chairman, IQAC



Shinghal

(Prof. (Dr.) Kshitij Singhal)
Dean Academics

Prof. (Dr.) Kshitij Shinghal
Dean Academics
MIT, Moradabad



Moradabad Institute of Technology

Policy for Bright and Weak Students

Following common policy for bright and weak students is adopted by all departments:

- ❖ Bright and weak students are identified section wise.
- ❖ Record for each semester i.e., List of bright and weak students is prepared by concerned Class O.C. and Mentor in consultation with concerned subject teachers.
- ❖ The Weak students are identified based on the results of Class Test-1.
- ❖ The students are identified as weak students/slow learners for a subject if they score less than 40 % in that subject.
- ❖ The list of the bright and weak students shall be shared with the respective counsellor/mentor.

Action Plan:

For Weak Students:

Student mentors are appointed for 15-20 students. These mentors monitor their progress of their mentees regularly and guide them throughout the course. They also review student attendance in connection with performance and motivate them to attend classes and participate in co-curricular and extra-curricular activities.

1. The concerned mentor/counsellor interview a student and find out the reason for poor academic performance.
2. Counsellors maintain a separate record of each student referred by the Class O.C. with their remark/observations.
3. Remedial lectures/group or individual consultation is done by all subject teachers and record of the same is maintained.
4. Weak students are encouraged to solve university examination question papers by the respective subject teachers.
5. Extra Question to simplify topics are prepared by the concerned faculty and given to weak students.

6. Separate special classes are arranged for weak students after Class Test-1. These classes help in clarifying the doubts and re-explaining of difficult topics to such students.
7. Regular monitoring of their progress is done by observing their performance in lectures, tutorials and labs.
8. Students are provided with reading materials and notes to improve their understanding power.
9. Parents are informed about the performance of their ward.
10. A question bank based on the previous year's question papers is provided to the students for better preparation.

For Bright Students:

The bright students are identified from their participation in classroom discussion, performance in the class tests, questioning ability. Awards and appreciation are extended to the bright students to perform better in the University examinations by the Institute and university. They are felicitated from time to time for their achievements in form of Chairman's Gold Medal & Director's Gold Medal.

1. Bright Students/Advanced Learners are encouraged to participate in technical seminars, workshops, conferences, quiz competitions, project competitions etc.
2. Bright students are encouraged to pursue various online courses such as NPTEL/Swayam/MOOCs courses.
3. They are also encouraged to become university rank holders and to write competitive exams like GATE, GRE, CAT, GMAT, TOEFL etc, for pursuing higher studies.
4. Bright Students/Advanced Learners are motivated to carry out small projects/additional practical's/field-based assignments/case studies/to review 3 to 5 latest research papers.
5. Special facilities are provided to all the bright students. For example, after evaluating the performance of Class Test-1, the top ten students of every section are provided with additional facilities in the library.
6. They are encouraged to participate in conferences, workshop and symposiums. They are also motivated to publish technical papers in reputed conferences and journals.

Note:

For all the activities conducted, records shall be maintained by the respective class O.C and Counsellors. Additional activities may be adopted for bright and week students by the concerned subject teacher if needed.

Impact Analysis:

Impact analysis shall be carried out based on the following.

1. Academic improvement of weak/bright students
2. Participation in academic /co-curricular activities.

Responsible Office: IQAC

Effective Date:

Approved:

Vh
(Dr. Kshitij Shinghal)
Dean Academics

Prof. (Dr.) Kshitij Shinghal
Dean Academics
MIT, Moradabad



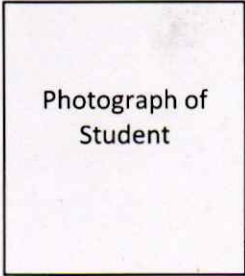
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MORADABAD INSTITUTE OF TECHNOLOGY, MORADABAD
Summary of Mentee Record

S.No	Name of Student	Student Mobile No.	Email	Name of Parent(s)/Guardian	Parent(s)/Guardian Mobile No.	Vaccinated Against Covid-19 (Yes/No)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Signature of Mentor

**MORADABAD INSTITUTE OF TECHNOLOGY, MORADABAD
Mentee Information Form**



Name: _____ Roll No: _____
*Batch:- _____

10 th	12 th	Diploma/ B.Sc	B.Tech		
% /CGPA	% /CGPA	% /CGPA	Sem	%	COP (if any)
Permanent Address			1 st		
			2 nd		
			3 rd		
			4 th		
Local Address			5 th		
			6 th		
			7 th		
			8 th		
Information regarding Training and Placement					
Do you need placement assistance from T&P CELL?	Yes Declaration: I hereby declared that I will participate in all the activities conducted by T&P cell like PDP classes, Aptitude classes, Technical sessions, Mock Interviews or any other related activity. I will manage 80% (Eighty Percent) attendance in these activities. Signature			No (If No then future plan) Self Entrepreneur /Startup/ Higher Studies Any other	
Do you want to attend Technical Trainings	Yes FIELDS: IOT/Machine Learning/Data Analysis/Cloud Computing/Block Chain/Networking/System Administration/Graphics and Animation/Any other (please specify _____) Mode PAID/ UNPAID/BOTH				
Have you attended any training on above motioned area?	YES (please specify.....)				
Extra Curricular Activity Details					
A. Cultural					
Want to attend cultural activities at campus?	YES (.....)				
Have you ever participated in any cultural event outside of the institute at District /State/National/International level	YES (Please specify the event and level)				
B. Sports					
Want to attend sports activities at campus?	YES Indoor: Chess/Carrom/Table Tennis/Any other			NO	
	Outdoor: Cricket/Badminton/Basket Ball/Volleyball/Football/ Any other				
Have you ever participated in any sports event outside of the institute at District /State/National/International level	YES			NO	

Signature of the Mentee

Signature of the Mentor

*For e.g. 2021-2025 (student admitted in first year)

Name of Mentee.....

Sr. No.	Date	Problem of the student	Advise(s) Given	Sign. of Mentee
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Signature of Mentor

Note: 1. Counseling must be given at least twice a month.

2. Achievement/Internship/Placement/Result (AKTU) records of mentees must be maintained in a separate sheet with certificate

MORADABAD INSTITUTE OF TECHNOLOGY MORADABAD

Mentee Progress Report (Session , Sem)

S. No.	Student Name	Class Attendance (%)	CT....			Average CT Marks	Dues (if any)	Academic Category S / M / F	Advice Given
			Subject	Marks	Subject				
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Note: Academic Category

S : Slow Learner (<40% Avg. Marks)

M : Medium Learner (>=40 and <=80 % Avg. Marks)

F : Fast Learner (>80% Avg. Marks)

105

Signature Mentor



MORADABAD INSTITUTE OF TECHNOLOGY

No: MIT/IQAC/403
Dated: 27.09.2021

NOTICE

A meeting of the IQAC Committee will be held on 29th September, 2021 at 3:00 pm in the Room no. A-206. The agenda of the meeting is as follows:-

Agenda:-

1. Confirmation of Minutes of last IQAC Committee meeting held on 13th August 2021.
2. Action taken on the minutes of IQAC Committee meeting held on 13th August 2021.
3. Discussion on Course Coverage and last date for counting shortage of attendance before 1st CT.
4. Discussion on revision of Research Policy as per suggestion by NBA expert team.
5. Policy for improvement of academic progress of slow/weak students.
6. Revision of policy of Mentor-Mentee System as per suggestion by NBA expert team.
7. Discussion on activity plans from various societies.
8. Status of Admission.
9. Any other matter with the permission of the Chair.

Copy to:
All IQAC Committee Members


 Coordinator IQAC




MORADABAD INSTITUTE OF TECHNOLOGY

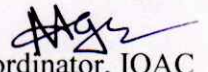

No: MIT/IQAC/409
Dated: 28.09.2021

NOTICE

Please refer to our notice No.: MIT/IQAC/403 dated 27.09.2021.

IQAC meeting scheduled on 29th September 2021 at 3:00 P.M. in the Institute has been postponed.

IQAC Meeting will now be held on Wednesday, 13th October 2021 at 3:00 P.M. in the Institute. Agenda for the meeting will remain the same.


Coordinator, IQAC


Copy to:

All IQAC Committee Members