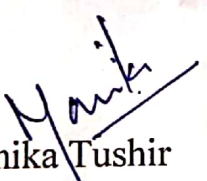
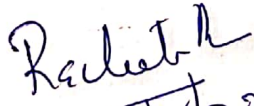


### **Action taken report of IQAC meeting dated 4. 5. 22**

- 1) The Process of revisiting the vision and mission statement of MSI keeping in mind the new programmes being introduced from the Academic Session August 2022 onwards has been initiated by the HODs.
- 2) The process of aligning the Internal Quality Policy with GGSIP Policy has been initiated by the HODs.
- 3) The data compilation for AQAR 2021-22 is under process.
- 4) The process of IIQA submission has been initiated.
- 5) Green Audit has been successfully done.

  
Dr. Monika Tushir  
NAAC Convener

  
11/5/22

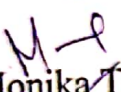


Director MSI

58

### Action taken report of IQAC meeting dated 22. 12. 21

- 1) Inputs given by Director MSI have been incorporated in the SSR.
- 2) Environment Audit and Green audit of MSI are being pursued by concerned faculty members (allocated this responsibility)
- 3) Mentor mentee meetings are being held regularly and reports are being maintained by the mentors.
- 4) Report and other proofs of academic and co - curricular activities are being maintained by the Event Conveners.
- 5) Collection of documentary proofs and data collection for Self study report is underway and will be completed in a timely manner.

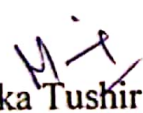
  
Dr. Monika Tushir  
NAAC Convener

Dr. Monika Davar  
NAAC Co Convener

  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058  
Director MSI

### Action taken report of IQAC meeting dated 27. 11. 21

- 1) The data compilation for SSR cycle 3 is under progress.
- 2) Career counseling sessions are being organized by the various departments.
- 3) More activities relating to social awareness are being undertaken.
- 4) Program exit survey is being prepared by the Feedback committee.
- 5) Process has been initiated for feedback from Parents and Alumni.
- 6) Latest information and updates are being provided at MSI website.
- 7) Proofs of all activities organized are being maintained by the Committee convenors.


  
Dr. Monika Tushir  
NAAC Convener

Dr. Monika Davar  
NAAC Co Convener

  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058  
Director MSI

### Action taken report of IQAC meeting dated 15. 9. 21

- 1) Extension lectures, workshops and seminar have been organised by various Departments
- 2) NSS has initiated social outreach activities.
- 3) Students have been encouraged to participate in National and international activities and events.
- 4) The process for Green audit has been initiated.
- 5) Data and documentary proofs have been collected for AQAR 20-21.

  
Dr. Monika Tushir  
NAAC Convener.

Dr. Monika Davar  
NAAC Co Convener

  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058  
Director MSI

### Action taken report of meeting

Dated: 26. 6. 21

1. The first draft of AQAR 20-21 has been prepared and the modifications required have been discussed.
- 2 Editing of AQAR 20-21 is under process to prepare the final copy along with documentary proofs for uploading on the NAAC website.
- 3 HODs have provided all relevant information related to various activities of their department to the section coordinators.
4. Preparation of self study report 2022-27 is in progress.

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Meeting Coordinator  
NAAC

  
Director MST  
Rachita Rana

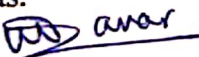
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110008



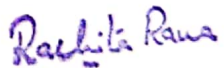
## Action taken report of meeting

Dated: 3.4.21

1. Departmental meetings were held by the HODs to discuss the internal departmental issues.
2. Meetings were also held by the various department with the meritorious students and extra inputs were given to them to excel. Teachers ( BCom and BCA departments) also shared links with them for multiple choice questions.
3. Discussion was held by the HODs with faculty in connection with issues due to online classes. Faculty mainly reported connectivity issues at both teachers and students end. IT Department is looking into the issue and trying to resolve the problem.
4. Measures to improve attendance included regular monitoring and giving feedback regarding attendance to students and their parents through parent teacher meetings and motivating the students with short attendance to improve their attendance
5. It was decided that the internal exams would be held from 28.6.21 (for BBA and B. Com) covering at least 2 units and for BCA and B.Ed from 5. 7.21 covering at least 3 units of the syllabus.

  
Meeting Coordinator  
NAAC


  
Director MSI

  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
G-4, Janakpuri, New Delhi-110058

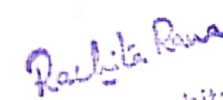
## Action Taken Report for Meeting

Dated: 26. 10.20

1. More ICT enabled tools for effective teaching-learning process are being used by the faculty members.
2. The revision of syllabus scheme of BBA, B.Com, and BCA programme is in progress and new skill enhancement courses have been proposed. The Institute has been made the course coordinator by the University for Revision of syllabus for BBA programme and the institute is actively participating in the course revision of other programmes like BCA, B.Com as well.
3. Faculty members are focussing on providing more practical insights of the courses through teaching and assignments.
4. Electives in BBA programme have also been proposed to the University for ensuring flexibility in terms of choices.
5. A proposal for introducing at least two MOOCs as mandatory courses have also been shared with the University.
6. Revision in syllabus contents is being done in all the programmes to ensure that all latest developments and contemporary developments are included in the courses.
7. Stress management sessions are timely organised.

  
Dr. Monika Tushir

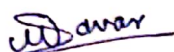
  
Director, MSI

  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058

**Action taken report of IQAC meeting**

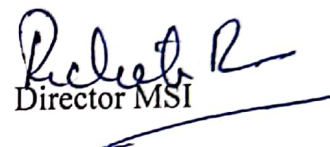

Dated: 26.9.2020

1. Date of examination has been decided and conveyed to all the faculty members and students.
2. Inputs of HODs and Committee convenors with respect to AQAR have been incorporated.
3. Concerns related to online teaching have been addressed. Faculties have been motivated to increase interaction with the students and use online teaching aids and ICT resources in online classes.
4. Faculty members have submitted contribution for Institute journal Parichay.
5. Class coordinators and teacher mentors have increased their involvement with the students to provide them necessary support during the pandemic time.



Meeting Coordinator

NAAC


  
Director MSI

Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110053



## ACTION TAKEN REPORT OF THE MEETING DATED 11. 7.20

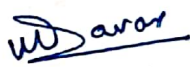
1. HODs have given department specific requirements for the upcoming session.
2. MS teams is being used as the main platform for teaching learning. However, other platforms like Google meet are also being used as alternative whenever connectivity issues are faced.
3. Google classroom is also being used by teachers to share assignments and conduct evaluation.
4. As suggested in the meeting, new hardware has been bought by the institute for more effective online teaching.

  
(Dr. Monika Davar)  
IQAC Convenor

  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058

## ACTION TAKEN REPORT FOR MEETING HELD ON 2. 6. 2020

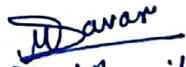
- 1 Technical infrastructure of the institute has been further strengthened with purchase of new hardware.
- 2 Academic and co-curricular activities (19-20) of the respective departments have been forwarded to Dr Neetu Anand for compilation.
- 3 Steps are being taken to improve the quality of lectures by making the classes more interactive and using online teaching aids.

  
(Dr Monika Datar)  
IQAC Convenor

  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058

## ACTION TAKEN REPORT OF THE MEETING HELD ON 7. 2. 20

1. Activities are being organised with proper action plan and its implementation is done effectively.
2. Topics of contemporary relevance are discussed in relation to the topic being taught to students by the faculty members.
3. Students are given prior intimation about the activities being organised through notice board and WhatsApp group
- 4 Faculty Development programme 'Research Methods and Data Analysis using SPSS' organised for professional development of faculty from 17<sup>th</sup> February to 19<sup>th</sup> February, 2020

  
(Dr. Monika Davar)  
IQAC Convenor

  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4 Janakpuri, New Delhi

## ACTION TAKEN REPORT FOR MEETING DATED 12. 10. 19

1. HODs have directed their departmental Committees to maintain regular record of the significant achievements. This is being done by the respective departments and update is provided to IQAC on a regular basis.
2. Efforts are being made by Education department to sign MOUs with schools to strengthen the linkages with schools.
3. Semester quality report format has been revised to avoid duplication.
4. Faculty have been motivated to apply for research projects.

  
(Dr. Monika Davar)  
IQAC Convenor

  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058



### ACTION TAKEN REPORT OF MEETING DATED 28. 5. 19

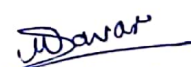
- 1) Data collection for MSI activities was centralised with Mrs Neetu Anand
- 2) Timetable has been formulated for the upcoming session and the subject areas have been allocated on the basis of level of difficulty and specialisation areas.
- 3) information regarding Maharaja Surajmal Institute displayed on the notice board (at entrance Gate) for the benefit of the students at the time of admissions
- 4) Guest lectures held on academic and contemporary issues by renowned Resource persons.
- 5) More activities organised for students for curriculum enrichment.

*Monika Davar*  
(Dr Monika Davar)  
IQAC CONVENOR

*Rachita Rana*  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi

### ACTION TAKEN REPORT OF MEETING DATED 18.3.19

1. Faculty has been motivated to publish papers in scopus indexed and good quality journals through incentives like cash awards i. e Rs 5000 will be awarded to faculty for scopus indexed/Emerald/Elsevier journal Publications
2. Work in progress on Research project awarded to MSI under Nai Talim scheme, MGNCRE, Hyderabad
3. More books have been added in the library to provide additional resources to the students.
4. Faculty have been instructed to recommend only relevant books for purchase by the library.
5. E cell is functional now and conducting activities for the students.

  
(Dr Monika Davar)  
IQAC CONVENOR

  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058

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## ACTION TAKEN REPORT OF THE MEETING DATED 15.1.19

- 1 Top five students were identified on the basis of result analysis, monitored by HODs and class coordinators and given additional inputs in all subjects.
- 2 Bottom ten students were identified on the basis of result analysis and provided remedial teaching in the weak areas.
3. It has been communicated to the faculty that Self-appraisal report will now be considered as the basis of judgement for Best faculty award.
4. Research grant approved as incentive for quality publications of faculty members

  
(Dr. Monika Datar)  
IQAC CONVENOR

  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi

## ACTION TAKEN REPORT FOR MEETING DATED 20. 9.18

1. Guest lecture organised on 'employability skills' in September 2018
- 2 Industrial visit organised for students to Barclay's, Noida to get exposure to the business environment
3. New faculty performance format developed based on the parameters of research, administration, regularity and result analysis. This was submitted by Dr Harish to Director MSI
4. Suggestions related to AQAR 17-18 was sent to Dr Rajeshwari.  
This report has been modified and sent to NAAC.

  
(Dr. Monika Datar)  
IQAC CONVENOR

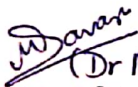
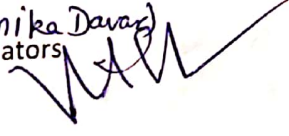
  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi




## MAHARAJA SURAJMAL INSTITUTE

### ACTION TAKEN REPORT OF IQAC MEETING DATED 2.6.18

1. A Pre-placement Committee has been constituted comprising of some faculty members and some student representatives to train students for placement.
2. AQAR-17-18 to be sent to NAAC has been finalized and sent.
3. A 2-day seminar proposal titled "Institutional Leadership for Assuring Quality in Higher Education' is being formulated by Dr. Promila Dabas for submission to NAAC.
4. New formats for Evaluation, Lesson Plan and Course Management have been circulated amongst faculty members and are being followed.
5. Progression of each student from Class X onwards is being tracked by Result Analysis Committee by analysing their performance from Class X till date.
6. IQAC Composition has been updated to include Prof. Rachita Rana, Director, Maharaja Surajmal Institute as Chairperson and new student representatives.
7. Programme Exit Feedback form has been developed by Mr. Kumar Gaurav.

  
(Dr. Monika Dabas)  
IQAC Coordinators  
  
Dr. Harish  
Singh

  
Director, M.S.I

  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi-110058

# MAHARAJA SURAJMAL INSTITUTE

## ACTION TAKEN REPORT OF MEETING DATED 3.3.18

1. List of experts who will be contacted for guidance (for research purposes) has been prepared by Prof. Harish, Convener, Research and Academic Growth Cell .
2. Report of all activities conducted since Nov. 2017 till date has been submitted by all Departments to Dr. Arti Bahugana.
3. Black films have been installed on windows in rooms having projectors.
4. Rest of the jobs to be accomplished in process.

Dr Harish Singh *HS*

Dr Monika Davar *MD*

Dr Rajeshwari Malik

IQAC Coordinators

*Rachita Rana*  
Director, M.S.I  
(Prof. Rachita Rana)

*Rachita Rana*  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal In  
C-4, Janakpuri, New Delhi

# MAHARAJA SURAJMAL INSTITUTE

## Action Taken Report of IQAC Meeting on 25.11.2017

1. Report of activities performed by various departments was submitted to IQAC.
2. Peer Team Report was scanned & mailed by Dr. Monika Davar to all concerned members.
3. Research Collaboration - Dr. Preeti Malik and Dr. Alka Mittal are making efforts for working on project in collaboration with D.S.T. and Planning Commission.
4. Members of Industrial visit committee, Placement Committee and Mr. Oberoi to work for collaboration with industries.
5. Complaint Register is being maintained in the office under supervision of Administrative Officer.
6. Alumni Association - Submission of documents for registration of Alumni Association is being undertaken by Mr. Honeideep Singh (Alumni MSI)
7. Library - More than 200 books have been added in library since Nov. 2017 till 3.3.18.
8. Community and neighbourhood interaction activities including Blood donation camp and orientation to social welfare activities by Juvenile Care were organized by various committees under MSI
9. Extension Lecture - related to psychology organized by B.Ed Dept. on the topic 'Psychological disorders'.
10. Personality Development activities organized by various department are as follows-
  - FDP on 'Latest Research Trends in Information Technology, Education and Management' from 20.12.2017 to 22.12.2017.
  - Competitive coding contest on 20.1.18.
  - Seminar on 'Career options after Graduation at International Level' on 22.1.18.
  - Session on 'Case Study' on 30.01.18.
  - Workshop on 'Dreams and Motivation' on 3.2.18.
  - 'Vibrance' photography Competition on 3.2.18.
  - Quiz on general awareness, history and politics held on 3.2.18
  - Hands on workshop on 'Git-version control system' on 3.2.18
  - FDP on 'Human Values and Ethics: Journey of a teacher towards becoming a reflective practitioner' from 8.2.18 to 10.2.18.
  - Model UN Cum Mock Parliament on 17.2.18
  - Poster Making Competition on 'Women Empowerment' on 17.2.18 and 24.2.18 organized by BEd and B.B.A Departments respectively.
  - Extempore competition on 28.2.18.

### Following activities were organized for industrial linkage

- Industrial Visit to Max life Insurance on 3.2.18.
- Visit to Federation of Indian Chambers of Commerce and Industry on 12.2.18.
- Industrial Visit to SEBI, Delhi on 13.2.18
- Industrial Visit to Yamuna Biodiversity Park Wazirabad Delhi on 23.2.18
- Session on 'Financial Literacy for Budding Entrepreneurs' by ICICI CSR (Disha) Trust on 28.2.18

*Rachita Rana*

Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal In  
C-4, Janakpuri, New Delhi



Following Activities were organised for Community Outreach

- Donation Camp organized by MSI on 2.2.18 and donated items were distributed to students of Municipal corporation Primary School, Tagore Garden ,New Delhi.
- Lecture by 'Juvenile Care-charitable trust members on' Psychological Disorders' and resource persons provided orientation to students to participate in social welfare activities on 3.2.18

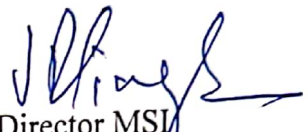
Davar

IQAC Committee

Prof. Harish Singh

Dr. Monika Davar

Dr. Rajeshwari Malik

  
Director MSI  
Prof. J.P. Singh

  
Prof. (Dr.) Rachita Rana  
Director  
Maharaja Surajmal Institute  
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