

IQAC Minutes of the meeting

27.11.21

An IQAC meeting was held on 27.11.21 at 1:30 p.m. in Room Number 10.

Agenda of the meeting:

1. To review the progress of SSR Cycle 3.
2. To discuss the activities and quality initiatives to be taken up in the coming semester.
3. Finalization of AQAR 2020-21 to be submitted and uploaded on the NAAC Portal.
4. Assessment and review of the feedback performas.

Minutes of the meeting:

- 1 It was reported by the SSR coordinators of each criteria that work has been allocated to the team members and the data is being collected for SSR Cycle 3 (2017-22). **The follow up meeting to review the progress of data compilation of SSR and presentation of the first draft (2017-22) is scheduled on 15th December, 2021.**
- ② HODs must ensure that training programs related to personality development and communication skills to be conducted regularly in their respective departments and time slot must be included in the time table on Saturdays on a regular basis.
3. Career counseling sessions (minimum 2) should be organized in the month of December, January and February by the HODs.
- ④ Lectures of eminent personalities to be downloaded and made available for students to listen in the Language lab. Language lab must be equipped with appropriate software and students should be given opportunity to use the same on Saturdays. **Dr Arti Bahuguna and Mr Abhinder to handle the responsibilities related to language lab and submit an action plan in this context to Director Ma'am by 4th December, 2021.**
5. Alumni and placement committee to maintain list of alumni (names of alumni) along with their details including higher studies and placement in accordance with SOPs/guidelines for SSR.
6. More activities related to social awareness to be planned in neighbourhood areas by **Dr Vivek Solanki**, in-charge NSS. **Dr Anupama Sharma (Eco Club)** to organize cleanliness / waste management drive in neighbourhood areas.
7. IQAC committee suggested introduction of Program Exit Survey for final year students and Semester Exit Survey from first and second year students. Parent feedback and Employer


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feedback performas are to be developed by the Feedback committee. **Ms. Vinita Tomar** (Feedback committee) to work in this direction.

10. Performa for Alumni feedback to be developed and finalized by **Dr. Shailza Dutt** Alumni Committee.

11. It was suggested that the faculty members must keep a copy of LOR given to the students and submit a hard copy to the HOD. The file (as and when required) must be submitted to the IQAC.

12. All the HODs, committee conveners are requested to provide the latest information and updates of their concerned departments/committees for updating website time to time.

13. All the HODs, committee conveners are requested to maintain proofs for all the activities to be organized in the upcoming sessions must be maintained as per the SOPs/formats/SSR templates.

14. The AQAR 2020-21 is complete with the combined efforts of NAAC Team.

Dr. Monika Tushir (NAAC-Convener)

Dr. Monika Davar (NAAC Co-convener)

[Signature]
Prof. Rachita Rana
Director, MSI

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