

Minutes of the meeting

20.03.2025

An IQAC meeting was scheduled on 19th March, 2025 at 2 P.M. in Director's office.

Agenda of the meeting:

- 1) To discuss the status of AQAR 24-25.
- 2) To discuss quality initiatives for the current session.

The following points were discussed:

1. Professional Behavior

All the staff members of MSI are requested to display professional behavior at all times, by being respectful, accountable, and maintaining effective communication. Professionalism contributes to a positive work environment and upholds our institution's standards.

2. Research Publications and Presentations

All research publications, presentations, and research activities carried by the faculty members must be reported for MSI ranking purposes, inspection, etc. Data collection should be done regularly.

3. Internal Academic Audit

Internal Academic Audit suggestions from the previous audit report must be complied with. Internal Academic Audit for the Semester August 2024-December 2024 will be scheduled in the month of May 2025.

4. Promotion of Indian Knowledge Systems

All Heads of Departments (HODs) are encouraged to promote activities, workshops, seminars, and projects focused on the Indian Knowledge System in their respective department.

5. Remedial Classes Record Maintenance

To cater to student diversity remedial classes must be incorporated into the timetable and its record should be maintained.

6. Institutional Development Plan

The Institutional Development Plan will be drafted by Dr. Shilpa Sindhu in consultation with the IDP submitted for AISHE. Before finalizing it must be circulated to HODs for feedback and suggestions and put up before Director, MSI for necessary guidance and approval.

7. Feedback on CDC Activities

All HODs are to provide feedback on the benefits of CDC activities being conducted in their department in enhancing student placement and overall personality development. This feedback should be submitted to Dr. Rohit Lathar for further submission to the Director, M.S.I.

8. Alumni Committee

The Alumni Committee is requested to collect Alumni Feedback and maintain proper records of student progression data.

9. Collaboration for Research and Development

The Research and Development Committee is tasked with collaborating with national and international institutes. A separate meeting by the Director, MSI will be arranged for further discussion.

10. MOUs under R&D Cell
All Memorandums of Understanding (MOUs) will be incorporated under the R&D Cell.

11. Solar Lighting Initiative

It was suggested that the lighting in pathways in the campus be switched over to solar-powered lights as an energy conservation initiative. Mr. Neeraj Nain (AO) along with Engineer Mr. Sitanshu to take necessary efforts in this direction.

12. Eco-Club Activities

The Eco-Club is requested to conduct some drives like Swachh Bharat Abhiyan, tree plantation drive etc. Eco club is also requested to install big pots, organic manure, and plants in designated areas of the campus.

14. Dead Trees on Campus

The issue of dead trees on campus to ensure safety will be addressed by the Engineering Department/ Maintenance team.

15. Recognition under section 12(b) of UGC.

Dr. Supriya Chaudhary is requested to look into the procedure of getting recognition under the section and form a team in this regard.

16. Governing Body Meeting

The Teacher's Representative to come up with agenda and necessary preparation for GB meeting.

17. Follow Up Meeting

A follow meeting for ensuring the compliance of all the suggested points will be conducted after 15 days. The criteria conveners of AQAR 2024-2025 will also be the part of the meeting to discuss the necessary observations in the data compilation.

18. Employee Welfare

Health and life insurance scheme under employee welfare may be considered. In this regards Mr. Neeraj Nain is requested to come up with a proposal for such scheme and discuss with the Director, MSI.

19. E-Cell

Data of student entrepreneur/start ups/self employed for the past three years to be provided to IQAC.

The meeting ended with vote of thanks.

NAAC/IQAC Coordinators

Dr. Monika Tushir

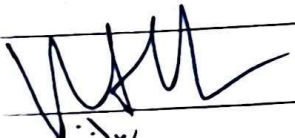
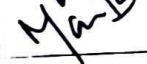
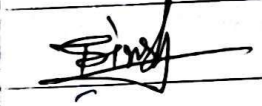
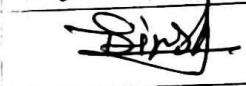
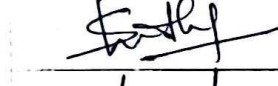
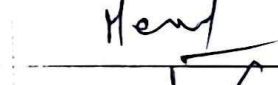
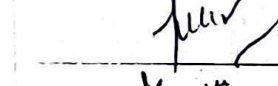
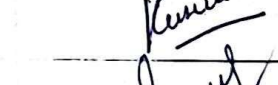
Dr. Monika Davar

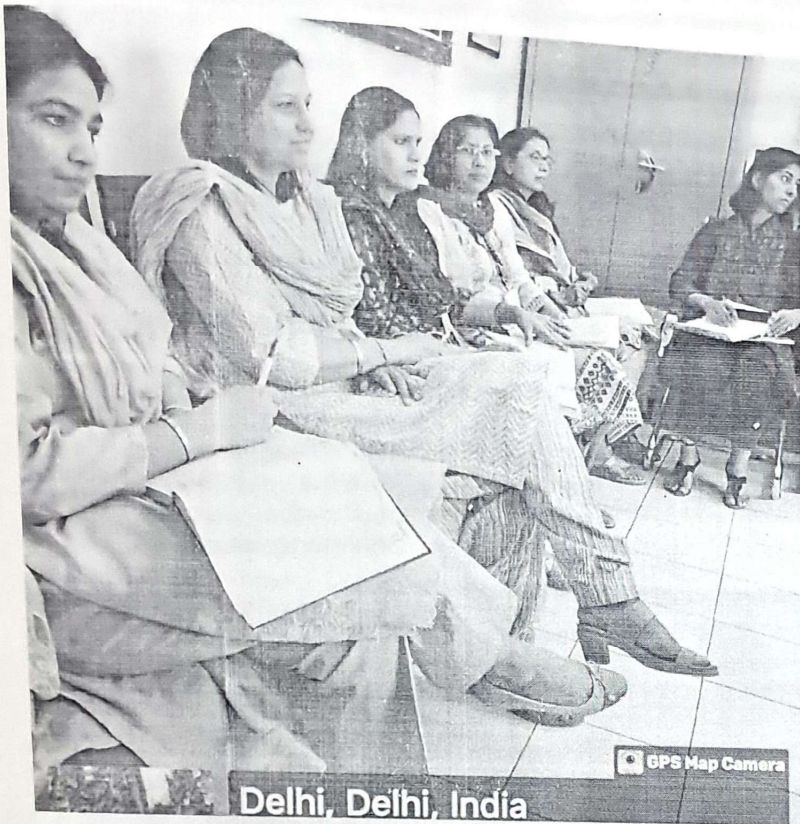
Prof. (Dr.) Harish Singh
Director
Meharaja Gajrajmal Institute
MSI, Jankapuri, New-Delhi-110058

Copy to: Hon'ble President/Secretary/Treasurer, SMES
Hon'ble Chairman, L & LA, SMES

Maharaja Surajmal Institute
iQAC Meeting
ATTENDANCE (Signature) Sheet, 1

Date: 19/3/25

S.No.	Name of the Faculty	Signature
1	Prof. Harish Singh (Director, M.S.I)	
2	Dr Monika Tushir (Convenor, NAAC)	
3	Dr Monika Davar (Co-Convenor, NAAC)	
4	Mr. Jasbir Singh (Deputy Director, MSI)	
5	Dr. Manla Gupta	
6	Mr. Neeraj Nair (Administrative Officer)	 19/3/25
7	Dr. Anshu Lochab (BBA II Shift, HOD)	
8	Dr Jasbir Singh (DY Director)	
9	Dr. Rajeev Dahiya	
10	Dr. Anamika Rana	
11	Dr. Kumar Gaurav	
12	Mr. Surajpal	
13	Mr. Neeraj Nair	
14	Dr. Usha Rani Malik	
15	Dr. Kirti Dahiya	
16	Ms. Shubhrika	
17	Dr. Meral Dahiya	
18	Dr. Arvind Kumar	
19	Dr. Kusum Gill	
20	Dr. Suresh Kumar	
21	Mr. Yashkant Tedia	



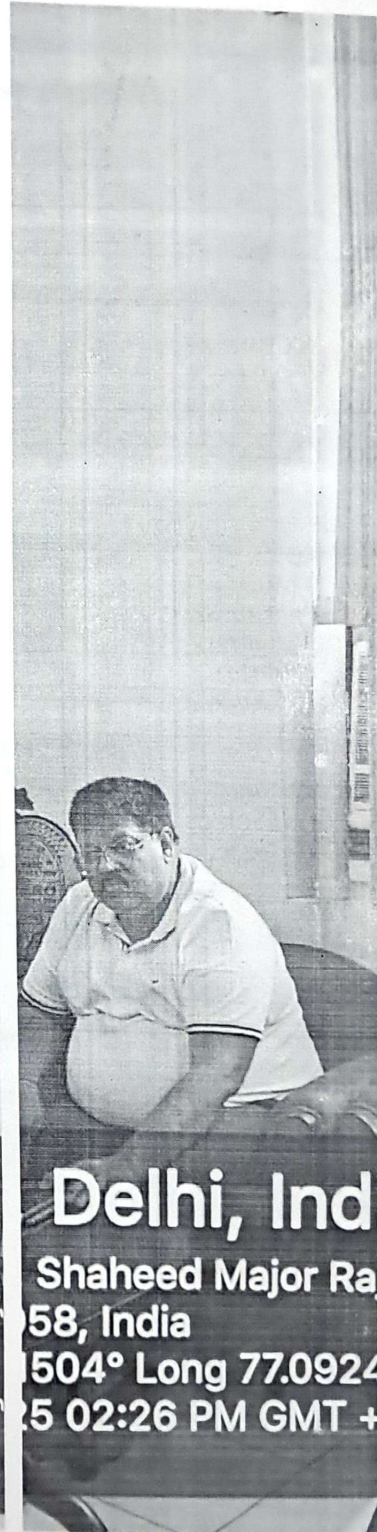
Delhi, Delhi, India



Delhi, Delhi, India

C4c -380, Shaheed Major Rajeev Lal Marg, Janakpuri, Delhi
 Delhi 110058, India
 Lat 28.621494° Long 77.092464°
 19/03/2025 02:27 PM GMT +05:30

Google



Delhi, India

Shaheed Major Rajeev Lal Marg,
 58, India

504° Long 77.0924
 5 02:26 PM GMT +