Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC)

and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions
(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

Contents

_____

Document revised by: Dr. Ganesh Hegde, Deputy Adviser and B. S. Ponmudiraj, Deputy Adviser, NAAC

Guidelines for the Creation of the
**Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance Report (AQAR)
in Accredited Institutions**

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions
Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits
IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC
IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:
1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator
The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC
Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order

to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016**:

- ➡ Having a functional IQAC.
- ➡ The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- ➡ Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- ➡ Upload the AQAR's on institutional website for access to all stakeholders.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> MAHARAJA SURAJMAL INSTITUTE OF TECHNOLOGY

1.2 Address Line 1

> C-4

Address Line 2

> Janakpuri

City/Town

> New Delhi

State

> Delhi

Pin Code

> 110058

Institution e-mail address

> director@msit.in

Contact Nos.

> 011-25552667

Name of the Head of the Institution:

> PROF. (DR.) K.P.CHAUDHARY

Tel. No. with STD Code:

> 011-25528117

Mobile:

> 9871213638

Name of the IQAC Co-ordinator:

Dr Suman Mann

Mobile:

9910755822

IQAC e-mail address:

iqac@msit.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

DLCOGN26384

1.4 **NAAC Executive Committee No. & Date:**
   (For Example EC/32/A&A/143 dated 3-5-2004.
   This EC no. is available in the right corner- bottom
   of your institution's Accreditation Certificate)

EC(SC)/18/A&A/13.1 dated 5-11-2016

1.5 Website address:

www.msit.in

Web-link of the AQAR:

http://www.msit.in/iqac

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	"A"(MSIT)	3.11	2016	2021
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

3-08-2011

1.8 AQAR for the year *(for example 2010-11)*

2016-2017

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

    i. AQAR (First time submission)

1.10 Institutional Status

   University   State ☑ Central ☐ eemed ☐ Private ☐

   Affiliated College   Yes ☑ No ☐

   Constituent College   Yes ☐ No ☑

   Autonomous college of UGC Yes ☐ No ☑

   Regulatory Agency approved Institution Yes ☑ No ☐

  (eg. AICTE, BCI, MCI, PCI, NCI)

   Type of Institution   Co-education ☑ Men ☐ Women ☐

                      Urban ☑ Rural ☐ Tribal ☐

   Financial Status   Grant-in-aid ☐ UGC 2(f) ☐ UGC 12B ☐

                  Grant-in-aid + Self Financing ☐ Totally Self-financing ☑

1.11 Type of Faculty/Programme

    Arts ☐   Science ☑ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

    TEI (Edu) ☐ Engineering ☑ Health Science ☐ Management ☐

    Others (Specify)

1.12 Name of the Affiliating University *(for the Colleges)*   Guru Gobind Singh Indraprastha University, New Delhi

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   [-]

University with Potential for Excellence [-]   UGC-CPE [-]

DST Star Scheme [-]   UGC-CE [-]

UGC-Special Assistance Programme [-]   DST-FIST [-]

UGC-Innovative PG programmes [-]   Any other (*Specify*)

- NBA
- Accredited(CSE &IT)
- NAAC Accredited 'A' Grade

UGC-COP Programmes [-]

2. IQAC Composition and Activities

2.1 No. of Teachers [9]

2.2 No. of Administrative/Technical staff [1]

2.3 No. of students [1]

2.4 No. of Management representatives [1]

2.5 No. of Alumni [1]

2. 6 No. of any other stakeholder and

    community representatives [1]

2.7 No. of Employers/ Industrialists [1]

2.8 No. of other External Experts [1]

2.9 Total No. of members [16]

2.10 No. of IQAC meetings held [3]

2.11 No. of meetings with various stakeholders: No.   Faculty [2]

Non-Teaching Staff Students ☐ 1 Alumni ☐ 1 Others ☐ -

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☐ √

If yes, mention the amount ☐

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. ☐ 8 International ☐ National ☐ State ☐ Institution Level ☐ 8

(ii) Themes

1. Workshop on"Wireless Networks Through ICT" for CSE/IT Faculty on 22nd-26th May, 2017.
2. Workshop on Hadoop for 3rd year CSE students on 8th February, 2017.
3. workshop on "Agile Development" organised by OSAHUB TECHNOLOGIES on 10/02/2017
4. Workshop on 27th March 2017 on the topic 'Cloud Integrator importance and Hands on practice to join the optical fibre networks.
5. Workshop on "PCB Designing and Fabrication" for B.Tech 2nd year students on February 13, 2017
6. workshop on "Design and characterization of Patch Antenna" for B.Tech 3rd and 4th year students on March 29, 2017
7. Conducted a workshop on "Game Development using JavaScript " for 2nd year and 3rd year CSE students on 11th August, 2016.
8. Conducted a seminar on "How to crack the GATE/ESE/PSU " for B.Tech students on 30th August, 2016.

2.14 Significant Activities and contributions made by IQAC

IQAC is very actively involved with the holistic growth of the students. A large number of activities are organised throughout the academic session in coordination with various departments and also collectively as a whole for the students of MSIT. A list of activities is as follows:

List of activities organized

1. Conducted a workshop on "Game Development using JavaScript " for 2nd year and 3rd year CSE students on 11th August, 2016.

2. Talk on "CV Writing" for 3rd,4th year CSE students on 9th -10th August, 2016.
3. Organised an Event "BOOT-CAMP" for 1st year, 2nd year and 3rd year CSE students on 13th August, 2016.
4. Organised an Industrial visit to Allian Duhangan Hydropower Plant, Manali, Himachal Pradesh for 3rd year CSE students on 8th October- 12th October, 2016.
5. A seminar on "Digital Water Marking" for 2nd year and 3rd year CSE students on 18th October, 2016.
6. A Coding Competition for 2nd year and 3rd year CSE students on 5th February, 2017.
7. A Workshop on Hadoop for 3rd year CSE students on 8th February, 2017.
8. An FDP on "Agile Development" for CSE/IT Faculty on 9th February, 2017.
9. A seminar on Python & Databases for 2nd year and 3rd year students on 7th March, 2017.
10. A seminar on TEDX for 2nd year and 3rd year students on 9th March, 2017.
11. IBM Project Scholarship Test 2nd year and 3rd year students on 31st March, 2017
12. Organised a workshop on"Wireless Networks Through ICT" for CSE/IT Faculty on 22nd-26th May, 2017.
13. Expert lecture on "Latest Trends in IT" by Mr. Ashish Chopra(Project Manager, Ericsson) on 1st October, 2016
14. Industrial Visit to Shimla for 5th Semester students from 8th October to 12th October,2016.
15. Expert Lecture on "Startup" by Mr. Sahil Kapoor (Co –Founder , Cuvora) on Feb 2,2017.
16. Seminar on "Placement and Aptitude" by Mr. Ajay Sareen and Mr. Lokesh Aggarwal (Mindworkzz) on Mar 27, 2017.
17. Seminar on "Java Script" by BrainMentor on Mar 27, 2017.
18. Seminar on "Amazon Web Services" by Aptron Solutions Private Limited on 7th April 2017
19. One week Faculty Development Program on "Wireless Networks" conducted by NITTTR, Chandigarh sponsored by MHRD from 22-26th May 2017.
20. Workshop on "Cyber Security and Networking, CCNA and CCIE certification" by Networkers Home on 25th September 2017.
21. Workshop on "Cyber Security, Ethical Hacking: Website and Web app hacking, Mobile hacking" on 13th October 2017.
22. Organised a two-day Mock Placement drive for B.Tech students(3rd yr-CSE/IT/ECE 2nd Shift) on 5/04/2017-05/04/2017
23. Organised an industrial visit to Huawei Technologies for B.Tech students(3rd yr-CSE/IT 2nd shift) on 03/04/2017
24. Organised a session on "Interview Hacks" for B.Tech students(3rd yr-CSE/IT 2nd shift)on 28/03/2017
25. Conducted a three-day session on " Placement support " organised by TIME for B.Tech students(2nd & 3rd yr-CSE/IT/ECE 2nd shift) on 15/02/2017-17/02/2017
26. Conducted a Seminar on "vedic maths" organised by Ankganit for B.Tech students(3rd yr-CSE/IT/ECE 2nd shift) on 30/01.2017
27. One day workshop on "Agile Development" organised by OSAHUB TECHNOLOGIES on 10/02/2017
28. Organized a visit to NPL for the students of 1st year (evening shift) on 27th sept. 2016.
29. Conducted a guest lecture on "Quantum Computers" for 1st year students on 17th march 2017.
30. Tree plantation and ground cleaning done by students of 1st year under NSS activity on 3rd april 2017.
31. Conducted a seminar on "How to crack the GATE/ESE/PSU " for B.Tech students on 30th August, 2016.

32. Organized a Workshop for the B.Tech students on 4th October 2016 on the topic 'Embedded Systems.'

33. Organized a Workshop for the B.Tech students on 27th March 2017 on the topic 'Cloud Integrator importance and Hands on practice to join the optical fibre networks.'

34. Conducted a seminar on "E3P Program and career in VLSI Industry Programme" for B.Tech 3rd year students on August 17, 2016.

35. Conducted a seminar on " IOT using Ardino " for B.Tech 3rd year students on August 31 , 2016

36. Conducted a seminar on "Education loan for Higher studies abroad " for B.Tech 3rd year students on Oct 5 , 2016

37. Organised an Industrial visit to Dharamshala, Tea Plant for B.Tech 4th year students from Oct 8-Oct 12 , 2016

38. Organised an Industrial visit to DEITY, Lodhi Road for B.Tech 3rd year students on Oct 12 , 2016

39. Conducted a One day FDP on "Design and characterization of RF Antenna" for faculty (Both shifts) of ECE Department on February 09, 2017

40. Conducted a Workshop on "PCB Designing and Fabrication" for B.Tech 2nd year students on February 13, 2017

41. Organised an Industrial visit to NPL for B.Tech 3rd year students on March 17, 2017

42. Organized a workshop on "Design and characterization of Patch Antenna" for B.Tech 3rd and 4th year students on March 29, 2017.

43. Organized a Pre-Final 2 selection competition of WorldSkillsAbuDhabi 2017 for B.Tech Top 5 students of each class (both shifts) from 5th April to 8th April, 2017

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan	Outcomes Achieved
To organize FDPs for teachers	Organized six FDPs for faculty's.
To organize Guest lecturers for students.	Three Guest lecturers organized.
To organize workshop for students.	Seven workshops organized.
To organize seminars for students.	Eleven seminars for the students were organized.
To develop lessons plans prior to teaching	Lesson plans were prepared and syllabus completed in time and some revision work also carried out.
To organize industrial /educational visits for the	Seven visits were organized.

students.	
To keep monthly track of attendance of students and taking remedial measures in cases of short attendance.	Attendance of students improved.
To Encourage professional development of teachers	Teachers of the department published various papers in national and international journals. Participated in various conferences and published conference proceedings and books.
To organize co-curricular activities like fest, quiz events, etc	• Organised co-curricular activities like annual technical fest, cultural etc.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

For Quality improvement, regular Academic Committee and Governing Body meetings are held and actions are taken accordingly.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-

UG	B.Tech (CSE) B.Tech (IT) B.Tech (ECE) B.Tech (EEE)	-	B.Tech (CSE) B.Tech (IT) B.Tech (ECE) B.Tech (EEE)	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	4	-	4	-

Interdisciplinary				
Innovative				

1.2   (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

Core and Elective options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4
Trimester	-
Annual	-

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [ ] udents [√]
     (On all aspects)

Mode of feedback   :   Online [√]   Manual [√] Co-operating schools (for PEI) [ ]

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

N/A as revision can be done only by affiliating University (GGSIPU)

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
147	110	22+9 Readers = 31	06	-

2.2 No. of permanent faculty with Ph.D.

37

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
08	-	13	-	03	-	-	-	24	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	5	11

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	25	49	0
Presented papers	63	12	0
Resource Persons	2	15	0

2.6 Innovative processes adopted by the institution in Teaching and Learning:

The focus is on three things i.e. knowledge, skills and values. A mix of pedagogies is used to achieve these objectives.

1. Use of Audio Video Aids including power-point shows, documentaries, Conduct of Remedial Classes for academically weak students, organising quizzes, etc.

2. Students are involved in group activities such as Tech fest, Sports meet and different technical societies Literary Club, Prakriti etc.

3. Organising seminars and workshops on important issues to give exposure tostudents and provide opportunities of interaction with experts from academia and industry.

2.7   Total No. of actual teaching days
during this academic year

As per GGSIPU Academic calendar

2.8 Examination/ Evaluation Reforms initiated by
  the Institution (for example: Open Book Examination, Bar Coding,
  Double Valuation, Photocopy, Online Multiple Choice Questions)

Implementing learning management system for sharing class notes and taking online test "MOODLE" Open Book Examination

2.9 No. of faculty members involved in curriculum
  Restructuring/revision/syllabus development

7	7	7

  as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

79

  2.11 Course/Programme wise
   distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Tech (IT-1st shift)	62	53.22	46.77	0	0	100
B.Tech (IT-2nd shift)	63	39.71	58.7	0	0	98.4
B.Tech (CSE-1st shift)	130	90.7	9.2	0	0	100
B.Tech (CSE-2nd shift)	65	95.38	4.62	0	0	100
B.Tech (ECE-1st shift)	132	39.39	59.09	0	0	98.48
B.Tech (ECE-2nd shift)	53	88.67	11.32	0	0	97.2
B.Tech (EEE)	62	24.2	70.9	4.8	0	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

Teaching & Learning process are monitored at the Department level. The IQAC continuously
interact with departments to take their view points on different academic issues and suggest measures
accordingly. Monitoring is also done through feedback from students.

 2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	10
HRD programmes	31
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-

Summer / Winter schools, Workshops, etc.	14
Others	20

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	--	01	--
Technical Staff	28	01	02	--

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> The IQAC took cognisance of various issues for improvement of the research quality at the college levels. Many FDPs were organised during the year to spread the knowledge and importance of research methodology amongst the faculty members. IQAC has outlined the criteria for research benchmarking and also suggested for making the plagiarism checking must for Major/Minor Project Reports made by students in different departments. During the year faculty members have been encouraged to undertake minor and major research projects from various outside agencies.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	87	11	-
Non-Peer Review Journals	-	-	2
e-Journals	80	-	-
Conference proceedings	45	13	-

3.5 Details on Impact factor of publications:

Range [0-4.52]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-

Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	2 years	AICTE	Rs.3,64,250/-	Rs2,.91,400/-
Total	-	-		Rs.3,64,250/-

3.7 No. of books published   i) With ISBN No.   [21]   Chapters in Edited Books   [1]

            ii) Without ISBN No.   [-]

3.8 No. of University Departments receiving funds from

       UGC-SAP [-]   CAS [-]   DST-FIST [-]

       DPE [-]   DBT Scheme/funds [-]

3.9 For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

               INSPIRE [-]   CE [-]   Any Other (specify) [-]

3.10 Revenue generated through consultancy   [nil]

3.11 No. of conferences

     organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons   [15]

3.13 No. of collaborations   International [-]   National [-]   Any other [-]

3.14 No. of linkages created during this year   [8]

3.15 Total budget for research for current year in lakhs :

   From Funding agency   [5 Lakhs]   From Management of University/College   [12 Lakhs]

   Total   [17 Lakh]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	1
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions   received by faculty and research fellows

   Of the institute in the year

Total	International	National	State	University	Dist	College
4	2	2				

3.18 No. of faculty from the Institution
    who are Ph. D. Guides   [6]
   and students registered under them   [17]

3.19 No. of Ph.D. awarded by faculty from the Institution   [1]

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

   JRF [-]   SRF [-]   Project Fellows [-]   Any other   [-]

3.21 No. of students Participated in NSS events:

   University level [540]   State level [-]
   National level [-]   International level [-]

3.22 No. of students participated in NCC events:

   University level [-]   State level [-]
   National level [-]   International level [-]

3.23 No. of Awards won in NSS:

   University level [-]   State level [-]

National level   -   International level   -

3.24 No. of Awards won in NCC:

University level   -   State level   -

National level   -   International level   -

3.25 No. of Extension activities organized

University forum [ ]   College forum [ ]

NCC [ ]   NSS [5]   Any other [ ]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. Tree plantation and ground cleaning done by students of 1st year under NSS activity on 3rd april 2017.
2. Nutrition week, fruits donation drive : 1-7th September
3. Mental Health Awareness Seminar : 10th October
4. Anti Cracker Drive : 16th October
5. Breast Cancer Awareness Seminar : 28th October
6. Blood Donation Camp

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7.94Acre	Proposed 5000sqr meter	Student tuition fees	Approx23500sqr meter
Class rooms	34	-	-	-
Laboratories	31/60	2 under process	-	-
Seminar Halls	3	-	-	3
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	-	Vector network analyzer (Keysight technologies)satellite trainer, Antena trainer SmartBear QA Complete Software	Institute	2
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1(Vector network analyzer(Keysight technologies)satellite trainer, Antena trainer SmartBear QA Complete Software	Institute	11.45 Lakh
Others	-	-	-	-

4.2 Computerization of administration and library

Accounts section is using Tally ER9 and computers are being used for administration by all staff members.

M.S.I.T is having fully automated library. All the processes like Management (Record of users and books), Cataloguing, Circulation, Periodicals, Barcoding, Web-OPAC Search etc. are fully done with the help of library management software "Alice for Windows" provided by Softlink Asia Pvt. Ltd.

Library is having computer terminals for searching the library materials via Web-OPAC (from 9 AM to 6:30 PM) & library has also subscribed for various online databases (including DELNET membership) that can be browsed from remote location. Each terminal is having internet facility. Library is having Wi-Fi facility since 2014. Library is having reprographic facility within the institute's campus. For security of library materials we are having five fire extinguishers within the library. Library is having 1 server and 16 computers (7 for library staff and 9 Computers for students & faculty).Detailed list of currently subscribed Journals (printed & online) is also uploaded on library website. Besides this, regular e-mail has been sent to faculty to upgrade them with the latest information of library.CD Collection: Library also maintains good collection of CD's. The users can get them issued.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	52997	-	2484	Rs. 11,15,851	55481	-
Reference Books	3579	-	147		3726	-
e-Books	622	-	-	-	-	-
Journals	84	-	Renewal	Rs. 2,32,504	84	-
e-Journals	9380	-	(-6082)	Rs. 1802454 (3298 E-Journals i.e. Renewal of IEEE, Springer & Science Direct)	3298	-
Digital Database	-	-	-	-	-	-
CD & Video	512	-	39	-	551	-
Others (specify)	-	-	-	Rs. 8798	-	-

4.4 Technology up gradation (overall)

	Total	Computer	Internet	Browsing	Computer	Office	Depart	Other

	Computers	Labs		Centres	Centres		-ments	s
Existing	>400	12	Yes	No	No	No	No	-
Added	-	-	-	-	-	-	-	-
Total	>400	12	-	-	-	-	-	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

> Institute has more than 400 computers, all are connected by LAN and have Internet facility with the speed of 100mbps. Different departments of the Institute organize workshops and training programmes for the students and faculty members about the use of networking and e-Governance and on the recent trend of technology like ns-3, python etc. This year several workshops and seminar have been organized.

4.6 Amount spent on maintenance in lakhs :

i) ICT

11, 05, 331/-

ii) Campus Infrastructure and facilities

10, 54, 567/-

iii) Equipments

7, 00, 270/-

iv) Others

-

Total :

28,60,168/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1 IQAC has undertaken several workshops and Faculty Development Programmes in collaboration with respective departments for the knowledge enhancement of the students and research scholars.
2. IQAC also gives its suggestions for the improvement of the examination system of the college.
3. Recommendations were given to the authorities in the college for the speedy and timely redressal of students' complaints.
4. IQAC also organised health awareness camps for college employees and the students during the year.

5.2 Efforts made by the institution for tracking the progression

The Institute Training and Placement Cells in different facilitate the students for summer internship and final placements. Besides this, the Institute organize remedial classes by all the departments for the weaker students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2333	-	-	-

(b) No. of students outside the state

257

(c) No. of international students

-

Men

No	%
1877	80.45

Women

No	%
456	19.54

	Last Year					This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
462	73	9	--	---	544	462	72	11		2	547

Demand ratio   100%   Dropout %   0

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Every Department provides need based guidance and coaching for the needy students for competitive examinations

No. of students beneficiaries | All interested students

5.5 No. of students qualified in these examinations

NET 0   SET/SLET 0   GATE 17   17

IAS/IPS etc 0   State PSC 0   UPSC 0   Others 15

5.6 Details of student counselling and career guidance

College has a separate Career Counselling and Guidance Cell which provides free counselling and career guidance to all the students. The cell establishes a liaison with the corporate world and arranges for campus interviews of the students.

No. of students benefitted | More than 600

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
24	495 Qualifiers	589 Jobs(Some students having more than one job)	Majorly On Campus

5.8 Details of gender sensitization programmes

Institute has Saxual harassment Committee which looks after the cases related to sexual harassment in the college

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level 37   National level   International level

No. of students participated in cultural events

State/ University level [7]   National level [-]   International level [ ]

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level [ ]   National level [ ]   International level [ ]

Cultural: State/ University level [ ]   National level [ ]   International level [ ]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	34	Rs. 50,000/-
Financial support from government	52	Case to case vary
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level [√]   National level [ ]   International level [ ]

Exhibition: State/ University level [√]   National level [ ]   International level [ ]

5.12   No. of social initiatives undertaken by the students [5]

5.13 Major grievances of students (if any) redressed: No

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision of the Institute**
>
> To become one of the most admired centers of academic excellence in the field of Engineering & Technology for all-round professional development of students to enable them to meet the growing technological needs of the country.
>
> **Mission of the Institute**
>
> Developing new paradigm in imparting education in the fields of Engineering and Technology and to imbibe national values leading to student's empowerment, with a view to prepare them to meet the national and global challenges.

6.2 Does the Institution has a management Information System :Yes

> - Library
> - Official id on single domain
> - Biometric
> - Daily report
> - CCTV

6.3 Quality improvement strategies adopted by the institution for each of the following:

  6.3.1 Curriculum Development

> Developed at the University level

  6.3.2 Teaching and Learning

> Interactive teaching, discussion method, problem solving method, using ICT, collaborative learning, seminar & workshop for students. For students with special needs- remedial classes, permission to record classroom lectures.

6.3.3 Examination and Evaluation

> Exams are conducted as per GGSIP University norms. Theory and practical examinations consist of two components namely, external evaluation 75% marks and internal evaluation 25% marks in case of theory exams and external evaluation 60% marks and internal evaluation 40% marks in case of practical examination.
>
> The Mid-semester exams are conducted at institute level.
>
> Evaluation is done on continuous basis through tests, assignments, viva and presentations.

6.3.4 Research and Development

> Institute gives payment and academic leaves to encourage teacher to participate in research related seminars, conferences and workshops.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:
- Library is having computer terminals for searching the library materials via Web-OPAC.
- Each terminal is having internet facility.
- Library is having reprographic facility within the institute's campus.
- For security of library materials we are having five fire extinguishers within the library.
- Library is having 1 server and 16 computers (7 for library staff and 9 computers for students & faculty).
- Detailed list of currently subscribed Journals (printed & online) is also uploaded on library website. Library is having computer terminals for searching uploaded on library website. Besides this regular e-mail has been sent to faculty to upgrade them with the latest information of library.
- CD Collection: Library also maintains the CD's received along with the books. The users can get them issued.

Computer Labs:
- All computer labs are Air Conditioned latest configuration systems.
- Internet facility in all labs are there
- Adequate Licensed Software.
- Every staff room is equipped with computer, printer & broadband Internet connectivity.

6.3.6 Human Resource Management

We strictly believe in the motto of team building and collective decision making. Every year we organise faculty development programmes & workshops to strengthen the teaching skills of our staff.

Biometric, CCTV are used for human resource management. The institute provides full support to the faculty for professional development.

6.3.7 Faculty and Staff recruitment

Recruitment is done according to AICTE and affiliating university guidelines.

Also follows the proper guidelines and procedures and appoints Full time facultys, adhoc and Non-teaching Staff through proper screening committee

6.3.8 Industry Interaction / Collaboration

Institute has constituted Industry Interaction Cell to promote and strengthen the linkages of the college with Industries. It also makes effort to organise interactive sessions /meetings of faculty of different departmentss and persons from industry.

6.3.9 Admission of Students

547 in the first year 2016-17 (Through University entrance test & counselling).

6.4 Welfare schemes for

Teaching	Group Insurance Schemes, • EPF, • Academic Leave, Special casual leave and medical leave • Maternity leave • Sponsorship for research publications • Sponshirship for attending conferencesnces, workshops, FDPs, seminars • Best faculty award and appreciation award
Non teaching	• Earned Leave, Academic Leave and medical leave • EPF, • Maternity Leaves
Students	• Gold medals and cash prizes for merit holders in sports and academics. • Industrial trips • Workshops, training sessions for overall improvement. • In campus hostel facility with quality housing and meal • Regular interaction with parents. • Group insurance scheme (accidental cum Medi claim insurance).

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes √   No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	√	GGSIP University	√	Director
Administrative	√	University	√	Director

Rs.31.52 Crores

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes ☐   No √

For PG Programmes   Yes ☐   No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Feedback is sent to University from time to time

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Applying two NBA in ECE and EEE so that we have NBA in three department (As the requirement for getting autonomy)

6.11 Activities and support from the Alumni Association

Regular Interaction with the alumni with the teachers and institute is done both formally and informally.

6.12 Activities and support from the Parent – Teacher Association

Regular meetings and telephonic contact with the parents on monthly basis after attendance compilation and we take feedback from parents

6.13 Development programmes for support staff

> Support staffs attended FDP held in the college campus

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Tobacco free campus, eco-generators dual dustbin.
- Emphasis on optimum utilization of electricity and ensuring that electrical appliances are switched off when not in use.
- Plantation Drive by Prakriti Club

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> The Institute has introduced various innovative measures in the year 2016-17 which have created a positive impact on the overall functioning of the Institute.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan	Outcomes Achieved
To organize FDPs for teachers	Organized six FDPs for faculty's.
To organize Guest lecturers for students.	Three Guest lecturers organized.
To organize workshop for students.	Seven workshops organized.
To organize seminars for students.	Eleven seminars for the students were organized.
To develop lessons plans prior to teaching	Lesson plans were prepared and syllabus completed in time and some revision work also carried out.
To organize industrial /educational visits for the students.	Seven visits were organized.
To keep monthly track of attendance of students and taking remedial measures in cases of short attendance.	Attendance of students improved.
To Encourage professional development of teachers	Teachers of the department published various papers in national and international journals. Participated in various conferences and published conference proceedings and books.
To organize co-curricular activities like fest, quiz events, etc	Organised co-curricular activities like annual fest etc.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

1. **Title** of **the Best Practices** –Moodle – Online Learning Management System.
2. **Objective of the Practice –The Context –** The Institute affiliated to Guru Gobind Singh Indraprastha University provides technical education to thousands of students and it is essential for the Institute to cater the requirement of availability of learning material for every student. To ensure this a central space on the web is essential where students and staff can access a set of tools and resources anytime anywhere. Moodle is education software that enables teachers to create and deliver effective online learning environments. This provides an opportunity to the students to access the resources directly those are most useful for them.
3. **The Practice –** Moodle provides a place where one can easily create web pages with information about a particular course and provide links to word documents, slides, and other resources that the students will want to access. The faculty uploads the relevant course materials/ presentations/videos related to their upcoming lecture which gives the students an insight about the topics to be discussed in the lecture and assist them in learning the prerequisites essential for the concerned topic. The teachers provide online assignments and quizzes which can be accessed by the students and saves effort for everyone involved in terms of photocopying, distribution etc. The feedback of each course is evaluated through this tool which makes it a complete teaching learning package.
4. **Evidence of Success –** The use of Moodle encourages collaborative learning. This platform enables students and teachers to access the course materials everywhere. The teachers can use filters to categorize the availability of materials depending on the type of students. The use of Moodle has enhanced the teaching learning procedure of the Institute which is evident from the rise in the academic interest of every students and improvement in their examination results.
5. **Problems Encountered and Resources Required –**
   a. Requirement of internet to access the learning portal.
   b. Requirement of dedicated personnel for overall effective maintenance of the course management system.

2. **Title** of **the Best Practices** –Cultural and Technical society– Platform for Technical and personal Development

Objective of the Practice –The Context – Maharaja Surajmal Institute of Technology promotes quality and artistic renewal of students, to experience cultural and participation in educational programs. These activities are an integral part of all round development of the students. Students from various institutes in and around Delhi participate to showcase their talents and skills besides, in this high-tech word every student wants to acquire knowledge in every field stay updated.

Salient features of this society are:

➢ To create awareness about the latest updates
➢ To encourage those students who have shown excellence in academics
➢ Promoting public awareness of the long reaching effects of engineering
➢ Energizing the abilities
➢ Enhancing the personal of every individual
➢ To advance global prosperity

The Practice – There are various technical and cultural societies wherein series of activities throughout the year are undertaken. The purpose is to generate interest and inculcate certain values and skills which students otherwise are unable to learn such as –leadership, team work, communication, organizing, creativity etc.

Various socities are

➢ Technocratz
➢ IEEE and Chapters
➢ Mutant

> ➤ Prakriti
> ➤ Rotract Club

These societies are managed by student representatives under the guidance of the faculty incharge. Apart from these societies annual event Tedx is gaining popularity as it welcomes world renowned personalities from global fields. On a regular basis, activities under these societies are conducted by the students. Annual techno cultural festival like Genesis and Techfest are organised yearly wherein the students from various colleges are participated.

Evidence of Success – We have a substantial body of evidence showing the correlation between higher engagement and higher performance. The positive impact of these activities is reflected in good placement year after year. The recruiters have given positive feedback about these activities. As a result of these activities and students participation in them, the learning capabilities of students have gone up which is also reflected in examination results, their overall satisfaction and selection in different organizations.

Problems Encountered and Resources Required –

a) Less time available with students for participation.

b) Most of the students commute daily from far off places, on account of which their involvement in these activities is on lower side.

c) Sometimes the need for a trained instructor becomes the constraint to effectively carry out these activities

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> 1. Tree plantation and ground cleaning done by students of 1st year under NSS activity on 3rd april 2017.
> 2. Nutrition week, fruits donation drive : 1-7th September
> 3. Mental Health Awareness Seminar : 10th October
> 4. Anti Cracker Drive : 16th October
> 5. Breast Cancer Awareness Seminar : 28th October
> 6. Blood Donation Camp

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

The Institute has not conducted official Green Audit by the external agency. However, environment professionals have been orienting the students and staff regularly. Environment Studies (EVS) is part of curriculum and the Institute is committed towards developing sensitization towards environment. The faculty and students have been actively involved in organizing and participating in various environment friendly activities.

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strengths

- Medal Securing Institute : The brand image of the institute is its biggest strength, which makes us the first choice at the centralized admission process at GGSIPU.
- We value the 'Intellectual Capital' and hence are the first among the affiliated institutes of GGSIPU to implement sixth pay commission scale with all benefits.

- MSIT's biggest strength is its highly qualified, experienced, dedicated and proactive faculty. People are sincere towards their duties and the organization, which is visible in low turnover ratio and excellent results.
- The student teacher ratio (STR) has always been maintained, hence the faculty is able to pay attention to the students in best possible way and vice-versa the students also find the faculty approachable.
- Excellent placement records.
- Eco- friendly and amicable working atmosphere, good infrastructure.
- Air-conditioned seminar Halls, fully equipped with state-of-art audio-visual devices.
- Well maintained computer labs, with internet facility.
- High speed internet facility i.e. 100 Mbps with Wi-Fi is accessible for students and staff.
- Constant encouragement given for faculty members in pursuing research and interaction with intellectuals through participation in conferences and workshops.
- Well stacked library with good number of national and international journals.
- Centrally located in the institutional area of Janakpuri, New Delhi as per availability of built-up area and sanctioned building plan with safety measures. Ownership of land and building by the society as per norms.
- A perfect blend of co-curriculum and sports activities. A holistic idea of education that emphasizes the development of the total person in respect of every student. The students work through various Societies, Clubs and Cells, managed and run by the students.

Weaknesses

- International collaborations for students and faculty exchange is one big area of improvement at MSIT.
- The course curriculum and examination structure are finalized by the affiliating university, and hence there is lack of flexibility.
- Alumni association is not fully functional. This big resource is not being optimally used.
- The students do not have much say in the curriculum execution, as the teachers are constantly under pressure to follow standard methods of professing.

Opportunities

- Industry-Institute Interaction cell should be more active for a fruitful and regular liaison with industry and bridging a gap between the teaching and industry demands.
- Developing more Certificate program, Carrier building sessions, Counseling sessions Skill-Upgradation and Value Added Courses for empowering students.
- Expand the range of programs which would add into the growth and recognition of the Institute.
- Placement opportunities for students in core companies.
- More workshops for skill development for students.
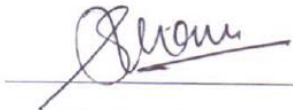
Threats and Challenges

- Getting permanent affiliation from our affiliating university.
- Growing competition from other colleges and universities.
- Lack of academic autonomy especially in the curriculum and syllabus design. Therefore, need a dynamic curriculum that easily adapts to new technology.
- Better placements in terms of job profiles and package offered to the students.
- Government regulations with regard to fee structure for students.
- Maintaining the quality of education offered by the Institute.

8. Plans of institution for next year
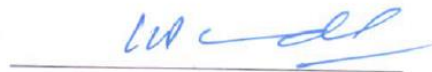
Academic activities

1. To participate in ranking/Accreditations of the Institute under NIRF.
2. To apply for NBA accreditation (EEE and ECE department)
3. To increase number of standard books in library for the benefit of students and teachers.
4. Enhancement of industry Academia interaction under Industry interaction Cell.
5. To initiate the process of increasing of seats in CSE and IT department
6. Online Students feedback system implemented successfully in the college through MOODLE and effort to be made for its successful continuation and improvement.
7. To evolve strategies for increasing students progression rate.

Name _Suman Mann_

Signature of the Coordinator, IQAC

Name _K. P. Chaudhary._

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

****

Annexure 1

THEORY FEEDBACK

Q1. How many classes (%age) you have attended you have attended? *
　　　Not selected
　　　a)　75% above
　　　b)　60%-75%
　　　c)　45%-60%
　　　d)　30%-45%
　　　e)　Below 30%

Q2. Academic Performance*
　　　Not selected
　　　a)　75% above
　　　b)　60%-75%
　　　c)　45%-60%
　　　d)　30%-45%
　　　e)　Below 30%

Q3. Was the Teaching Effective in terms of concepts explanation?*
　　　Not selected
　　　a)　1
　　　b)　2
　　　c)　3
　　　d)　4
　　　e)　5

Q4. Was the teacher's expression and communication skill effective?*
　　　Not selected
　　　a)　1
　　　b)　2
　　　c)　3
　　　d)　4
　　　e)　5

Q5. Was the teacher receptive to questions inside and outside the classroom?*
　　　Not selected
　　　a)　1
　　　b)　2
　　　c)　3
　　　d)　4
　　　e)　5

Q6. Are the tutorials effective being conducted so far?*
　　　Not selected
　　　a)　1

b) 2
c) 3
d) 4
e) 5

Q7. How was the regularity of lectures and class discipline?*
Not selected
a) 1
b) 2
c) 3
d) 4
e) 5

Q8. How about the coverage of syllabus?*
Not selected
a) 1
b) 2
c) 3
d) 4
e) 5

Q9. Based on the course plan given by the teacher, would you like certain topics to be more emphasized/ less emphasised?*

Textbox

Q10. How your awareness or insight of the subject improved after attending the course so far?*

Textbox

Q11. Did the course contents reflect course objectives appropriately?*
Not selected
a) Yes
b) No
c) Partially

PRACTICAL FEEDBACK

Q1. How many classes(%age) you have attended?*
Not selected
f) 75% above
g) 60%-75%
h) 45%-60%
i) 30%-45%

j) Below 30%

Q2. Academic Performance*
   Not selected
   f) 75% above
   g) 60%-75%
   h) 45%-60%
   i) 30%-45%
   j) Below 30%

Q3. Does Teacher explains each component of the Experiment/Practical before start of the experiment?*
   Not selected
   f) 1
   g) 2
   h) 3
   i) 4
   j) 5

Q4. Does Teacher helps in solving the problems/concept teaching?*
   Not selected
   a) 1
   b) 2
   c) 3
   d) 4
   e) 5

Q5. Does Teacher gives marking after every experiment/ Check files regularly?*
   Not selected
   a) 1
   b) 2
   c) 3
   d) 4
   e) 5

Q6. Does your Teacher encourages Critical Enquiry and Data Analysis?*

Q7. Does Teacher engages in Lab for whole time schedule?*
   Not selected
   a) 1
   b) 2
   c) 3
   d) 4
   e) 5

Q8. Does all the practicals were covered?*
   Not selected

       a) 1
       b) 2
       c) 3
       d) 4
       e) 5

Q9. How effective the practicals have been so far in supplementing the lectures?*

Q10. How effectively are the practicals being conducted so far?*
       Not selected
       a) 1
       b) 2
       c) 3

Maharaja Surajmal Institute of Technology

Academic calendar (Jan 2017-June 2017)

S. No	Event	From Date	Day	To date	Day
1.	Commencement of New Academic session	9-1-2017	Monday	9-1-2017	Monday
2.	Sports Meet	9-1-2017	Monday	10-01-2017	Tuesday
3.	Technical Festival	11-1-2017	Wednesday	12-01-2017	Thursday
4.	Cultural Festival	13-01-2017	Friday	14-01-2017	Saturday
5.	Anugoonj	9-02-2017	Thursday	11-02-2017	Saturday
6.	FDP For Faculty/Any other student activity	9-02-2017	Thursday	11-02-2017	Saturday
7.	Preparatory leave	25-02-2017	Saturday	25-02-2017	Saturday
8.	Sessional test 1/ FDP/Seminar For faculty	27-02-2017	Monday	4-03-2017	Saturday
9.	Last date to return the marked the marked answer scripts of Sessional Test 1	6-03-2017	Monday	6-03-2017	Monday
10.	PTM	11-03-2017	Saturday	11-03-2017	Saturday
11.	Preparatory leave	1-04-2017	Saturday	1-04-2017	Saturday
12.	Last date for submission of project reports (Major) for final year students	08-04-2017	Saturday	08-04-2017	Saturday
13.	Last date for offering of Electives (Final Year Students) for the next semester	15-04-2017	Saturday	15-04-2017	Saturday
14.	Sessional test 2/ FDP/Seminar For faculty	17-04-2017	Monday	22-04-2017	Saturday
15.	Last date to return the marked the marked answer scripts of Sessional Test 2	27-04-2017	Thursday	27-04-2017	Thursday

16.	End Term Practical Exam	24-04-2017 onwards as Notified by GGSIPU			
17.	End Term Theory Exam	16-05-2017	Monday	6-06-2017	Monday
18.	Meeting of Time table In charges for courses of next Semester	6-05-2017	Saturday	6-05-2017	Saturday
19.	Summer Vacations	As Notified by GGSIPU			

List of Holidays

S No	Holiday	Description	Day
1.	26/01/2017	Republic Day	Monday
2.	24/02/2017	Maha Shivratri	Friday
3.	13/03/2017	Holi	Monday
4.	04/04/2017	Ram Navmi	Tuesday
5.	14/04/2017	Good Friday	Friday
6.	10/05/2017	Budh Purnima	Wednesday
7.	26/06/2017	Eid-ul-Fitar	Monday

S. No	Note
1.	Total No of teaching weeks (Excluding two Sessional Exams weeks)- 13
2.	Total no of holidays during teaching – 03 days
3.	No of days lost due to various activities including preparatory leave– 11 days
4.	Actual no of weeks available for teaching- 11 weeks (33(L)+11(T)=44 hrs)