

## Maharaja Surajmal Institute of Technology Minutes of the IQAC meeting

A meeting of the Internal Quality Assurance Cell (IQAC) of the college was held on Tuesday, 8<sup>th</sup> Sep, 2022 in the board room (#10) of the college.

The meeting was attended by the following members:

S. No.	Name	Designation	S. No.	Name	Designation
1	Prof. (Col.) Ranjit Singh	Director	8	Dr. Sunil Gupta	HOD, EEE
2	Prof. Man Singh	Prof., CSE (2 <sup>nd</sup> Shift)	9	Dr. Prabhjot Kaur	Associate Prof. IT (1 <sup>st</sup> Shift)
3	Dr. Puneet Azad	Associate Prof ECE	10	Dr. Meena Rao	Associate Prof. ECE (1 <sup>st</sup> Shift)
4	Dr. Tripti Sharma	HOD IT	11	Dr. Neeru Rathi	Associate Prof. ECE (1 <sup>st</sup> Shift)
5	Mr. Manoj Malik	Astt. Prof. IT	12	Dr. Koyel Datta Gupta	Assoc. Professor CSE (1 <sup>st</sup> Shift)
6	Prof. Archana Balyan	HOD, ECE	13	Ms. Vimal Gaur	Reader, CSE (1 <sup>st</sup> Shift)
7	Dr. Rinky Dwivedi	HOD, CSE			

Dr. Koyel Datta Gupta briefed about the agenda and following decisions were taken:

### **Agenda 1: Discussion about upcoming NAAC visit**

All seven criteria data representation was discussed and feedback on SSR was noted. The distinct features of MSIT was analysed again for further enhancements.

### **Agenda 2: Hosting Alumni Meet**

It was decided to conduct an alumni meet in the month of October 2022 to foster a sense of community among alumni.

*KD Gupta*  
Dr. Koyel Datta Gupta  
(IQAC Coordinator)

## Action Taken for Minutes of Meeting

1. A Peer team visit to our institution is scheduled between 15/09/2022 to 16/09/2022. Institution has made necessary arrangements to pick up the members from the Airport/Railway Station to the Hotel/Place of stay. MSIT has been Accredited with a CGPA of 3.03 on a seven point scale at A Grade valid for a period of five years from 21-09-22.

2. MSIT Alumni Association organized Alumni Meet 2022 on October 22, 2022 (10 am onwards). The meet comprises of Experience sharing from Distinguished Alumni, Song by Faculty Members, Performances by OCTAVE, the Music Society of MSIT, UNITY Streets, the Dance Society of MSIT and performances by Students. The event is a good platform for students to interact with the Alumni Students, who have reached heights after passing out from MSIT. Alumni Students from Amazon, Microsoft, Walmart, Macquarie Global, Schneider Electric, Ericsson, Goldman Sachs, Adobe, Qualcomm, Cadence Design Systems, PwC India, Samsung, Infosys, Dell Technologies, TCS and Accenture are attending the event.

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**Maharaja Surajmal Institute of Technology**  
**Minutes of the IQAC meeting**

A meeting of the Internal Quality Assurance Cell (IQAC) of the college was held on Saturday, 11<sup>th</sup> June, 2022 in the board room (#10) of the college.

The meeting was attended by the following members:

S. No.	Name	Designation	S. No.	Name	Designation
1	Prof. (Col.) Ranjit Singh	Director	8	Dr. Sunil Gupta	HOD, EEE
2	Prof. Man Singh	Prof., CSE (2 <sup>nd</sup> Shift)	9	Dr. Prabhjot Kaur	Associate Prof. IT (1 <sup>st</sup> Shift)
3	Dr. Puneet Azad	Associate Prof ECE	10	Dr. Meena Rao	Associate Prof. ECE (1 <sup>st</sup> Shift)
4	Dr. Tripti Sharma	HOD IT	11	Dr. Neeru Rathi	Associate Prof. ECE (1 <sup>st</sup> Shift)
5	Mr. Manoj Malik	Astt. Prof. IT	12	Dr. Koyel Datta Gupta	Assoc. Professor CSE (1 <sup>st</sup> Shift)
6	Prof. Archana Balyan	HOD, ECE	13	Ms. Vimal Gaur	Reader, CSE (1 <sup>st</sup> Shift)
7	Dr. Rinky Dwivedi	HOD, CSE			

Dr. Koyel Datta Gupta briefed about DVV clarification history for Extended Profile Deviations and Metric Level Deviations and following discussions were done:

**Agenda 1: Discussion about Deviation Details and HEI Responses**

All seven criterion were discussed. The HEI Input is compared with Recommended Input and corresponding remarks were discussed. The distinct features of MSIT was analysed again for further enhancements.

**Agenda 2: Self Study Report (SSR) has been prequalified for Assessment**

Self Study Report (SSR) has been prequalified for Assessment. HEI is requested to pay the 2<sup>nd</sup> level payment and logistics advance payment along with Logistic details about nearby airport/nearby hotel details, using HEI login credentials. Through management Assessment menu provided in portal.

*W. Datta Gupta*  
Dr. Koyel Datta Gupta  
(IQAC Coordinator)

**Action Taken for Minutes of Meeting (11<sup>th</sup> June, 2022)**

1. DVV clarification history is completely analysed and responses have been prepared for same. The deviation of HEI input is checked against recommended input. Remarks are also carefully studied for preparing responses.

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December 29, 2021

**Maharaja Surajmal Institute of Technology**

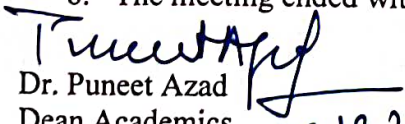
**Minutes of the Meeting**

A meeting of all the HODs and Dean Academics was held on 29.12.201 at 12:15 pm in the conference room of MSIT. The objective of the meeting was to discuss the teaching load of even semester and faculty requirements for the next semester. The attendance status was as follows

<b>Name</b>	<b>Designation</b>	<b>Attendance status</b>
1. Dr. Puneet Azad	Dean Academics	Present
2. Prof. Archana Balyan	HOD (ECE) – 1st Shift	Present
3. Prof. Man Singh	HOD (App. Sc) – 1st Shift	Present
4. Dr. Rinki Diwedi	HOD (CSE) – 1st Shift	Present
5. Dr. Anupama Kaushik	HOD (IT) – 1st Shift	Present
6. Dr. Sunil Gupta	HOD (EEE)	Present
7. Dr. Pardeep Sangwan	HOD (ECE) – 2nd Shift	Present
8. Dr. Sobinder Singh	HOD (App. Sc) – 2nd Shift	Present
9. Dr. Bharti Sharma	HOD (IT) – 2nd Shift	Present
10. Dr. Adeel Hashmi	HOD (CSE) – 2nd Shift	Present

The following points were discussed-

1. Dr. Puneet Azad greeted one and all present.
2. All the HODs were requested to present their departmental load exchange.
3. The Interdepartmental exchange of load between ECE and other departments was discussed first. The load of subjects of other departments taken by ECE department were told to other departments and all HODs were requested to make a note of it.
4. HOD, CSE and IT exchanged their Interdepartmental load.
5. All HODs were requested to give their faculty requirements for the upcoming semester.
6. The loads of all the departments were well adjusted and the faculty requirements of both of these departments were discussed in detail.
7. The complied requirement of faculty members will be presented to Director, MSIT
8. The meeting ended with thanks to all the HODs present.

  
Dr. Puneet Azad  
Dean Academics

29.12.21

Copy to:  
Director, MSIT

## Action Taken for Minutes of Meeting (29<sup>th</sup> Dec, 2022)

1. Departmental load exchange is done by HODs.
2. All HODs gave faculty requirements for upcoming semester.

*Under 6*

Surajmal Memorial Education Society  
C-4, Janak Puri, New Delhi-110058

**Minutes of the Academic Committee Meeting held on 29<sup>th</sup> Nov. 2021**

A meeting of the Academic Committee of Surajmal Memorial Education Society was held on Monday, November 29, 2021 at 12:00 Noon in the Conference Room (MSI). The following members attended the meeting:-

1. Dr. Tejvir Rana	Chairman
2. Dr. Rajendra Kumar	Member Secretary
3. Sh. Ajit Singh Chaudhary	Member
4. Prof. B. S. Panwar	Member
5. Dr. Mahak Singh	Member
6. Sh. S. S. Solanki	Member
7. Dr. Sohanvir Singh Chaudhary	Member
8. Sh. Jaipal Vidyalkar	Member
9. Dr. Udai Veer Singh	Member
10. Sh. Phool Singh Tomar	Member
11. Col.(Dr.) Ranjit Singh	Director-MSIT
12. Prof.(Dr.) Rachita Rana	Director-MSI
13. Sh. H. S. Rawat	Director-Placements

**Apologies:-**

1. Dr. R. K. Kadian	Member
2. Dr. Gajendra Singh	Member
3. Smt. Esha Jakhar	Member
4. Raghuvendra Mirdha	Member
5. Dr. T. P. Singh	Member
6. Dr. R. K. Rana	Member
7. Sh. Brahm Pal Singh	Member
8. Dr. Kuldeep Singh Khokhar	Member
9. Sh. Mahavir Dahiya	Member
10. Sh. Y. P. S. Verma	Member
11. Sh. Babu Ram Baliyan	Member

1. Minutes of the previous meeting of the Academic Committee held on 20<sup>th</sup> August 2019 were read and confirmed.
2. Matter arising out of the minutes, if any.- Matter of Record.
3. Action Taken Report (MSI) of the minutes, if any- SWOC Analysis submitted department wise Matter of Record.
4. **Report of the academic progress of MSI**

The Director of MSI presented the following report:

## KEY MILESTONES

1. Awarded 'A' Grade by Joint Assessment Committee (JAC) of GNCT of Delhi for consecutively for 5 years.
2. Awarded 'A+' Grade by State Fee Regulatory Committee (4th SFRC) of GNCT of Delhi
3. Accredited by National Assessment and Accreditation Council as 'A' Grade (NAAC).
4. The Director, MSI Prof. Rachita Rana has been awarded **Certificate of Appreciation** for her continuous contribution and support in terms of recruitment and providing quality headcounts on 30<sup>th</sup> October, 2021 by UAS International (A Unit of United Accrual Services Pvt. Ltd.)
5. The Director, MSI Prof. Rachita Rana has been awarded as **Incredible Academician of India** for the year 2021 by Incredible Academicians & Researchers of India-21 (Record Owner).
6. Maharaja Surajmal Institute is honored with the "**Best Educational Institute Award 2020**" for total commitment and Excellence in Education and for adopting best practices in imparting world class quality education at tertiary level by All India Student's Welfare Council, Delhi, on 25<sup>th</sup> December 2020.
7. Three faculty members have been honored with the **Best Teachers Award** for their esteem contribution in the field of research and academics by All India Students Welfare Council on 25<sup>th</sup> December 2020.
8. MSI is certified as a recognized **Social Entrepreneurship, Swachhta and Rural Engagement Cell (SESREC) Institution** by the Mahatma Gandhi National Council of Rural Education, Department of Higher Education, Government of India on 30<sup>th</sup> August 2020.
9. The Institute is awarded **Certificate of Excellence** (2<sup>nd</sup> Position) on Internship Day for the Best Internship Record at All India level.

MSI is ranked amongst the top Institutes as given below:

1. **INDIA TODAY BEST COLLEGES NORTH INDIA SURVEY, SEPTEMBER 2021**  
in Association with Marketing and Development Research Associates (MDRA)
  - MSI is Ranked No. 1 in Delhi and in 2<sup>nd</sup> in North India according to the latest India Today Survey, 2021.
  - MSI in BBA Programme is Ranked No.1 in Delhi State and Ranked 2<sup>nd</sup> among top Best Private Colleges of North India.
  - MSI in BCA Programme is Ranked No.1 in Delhi State and Ranked 2<sup>nd</sup> among top Best Private Colleges of North India.
2. **INDIA TODAY BEST COLLEGES SURVEY, JUNE 2021**



- MSI is Ranked 1<sup>st</sup> in Delhi and 8<sup>th</sup> among top 10 emerging colleges of India.
- MSI in BCA Programme, is Ranked No.1 among all colleges in Delhi State and ranked 10<sup>th</sup> among top BCA colleges in India.
- MSI in BBA Programme, is No. 1 Ranked College of GGSIPU, 2<sup>nd</sup> among all colleges in the Delhi State, and 11<sup>th</sup> among the Top BBA College (both government and private colleges) in India.

### 3. TIMES BBA EDUCATION RANKING SURVEY 2021

- MSI in BBA Programmes is ranked 9<sup>th</sup> among all Top BBA Private Institutes all over India by Times BBA Education Ranking Survey 2021.
- MSI is ranked 10<sup>th</sup> among Top 100 BBA Institute by Times BBA Education Ranking Survey 2021.
- MSI is ranked 5<sup>th</sup> in North-zone among Top BBA Institutes-Regional.
- MSI is ranked 15<sup>th</sup> in Top BBA Institute Placement Times BBA Education Ranking Survey 2021.

### FACULTY

- MSI has an Intellectual capital comprising of 85 faculty members with 53 Ph.D. (15 M.Phil. 38 UGC-NET) dedicated to facilitate acquisition of conceptual understanding, skills and requisite behavioral qualities to groom students into tomorrow's Global Professionals.
- **Faculties always remain engaged in Quality Publications and Research.** They regularly present papers in seminar and conferences, attend FDPs and MDPs, publish books and ensure quality in teaching learning process.
- **In 2020-21, 120 research papers are published in reputed Journals and Conferences, 16 research papers in Scopus/ SCI/ ESCI Journals, 6 Books and have 1 Copyright to their credit.**
- Faculty members regularly undertake courses and certification programs on SWAYAM portal to enhance their knowledge and skills.

### UNIVERSITY RESULTS

- **MSI is best in University Results.**  
MSI students has made glorious record by bagging 30 Gold Medals in Academics and a huge number of exemplary performances. Four more gold medals were assessed by MSI for last academic session, yet to be declared by University in its Convocation.

date.

S.No	Courses	Student Name	Percentage	Gold Medal /Exemplary
1	BBA(B&I) Shift II	Jappreet Kaur	89.91	Gold medal
2	BCA-I Shift	Shubham Arya	97.31	Gold medal
3	BEd	Utkansha	89.07	Gold medal
4	BCOM(H)	Kashish Singh	90.81	Gold Medal

### PLACEMENTS

- The Institute provides full placement support to students who opt for campus placements. 100% placement results over a decade. Pre-placement Cell organizes regular activities viz. webinars, resume building workshops, mock exams, interviews and extension lectures from reputed industry resource persons.
- 45 Companies have visited/participated for Placements and 245 students have been placed in the academic session 2020-2021.
- Highest Package: Rs. 18.5 Lakhs p.a.
- Lowest Package: Rs. 10 Lakhs p.a.

Our B.Ed. students have also been placed in reputed schools in Delhi.

### STUDENT DEVELOPMENT ACTIVITIES

To bridge this gap in academic curriculum and Industry requirement, we emphasis on inculcating skills in the students. At MSI, various skill development activities are organized regularly and students are encouraged to learn new skills.

In the session 2020-21, MSI organized

- 1 International Conference
- 1 National Conference
- 1 Refresher course
- 2 Faculty Development Programs
- 20 workshops & special lectures
- 4 industrial visits and
- 99 Other activities, including NSS, CSI, Entrepreneurial, pre placement and extracurricular activities.

### CONSULTANCY AND INDUSTRIAL OUTREACH

1. Director, MSI has been appointed course coordinator for revision of BBA course as per NEP 2020, by GGSIP University.
2. Maharaja Surajmal Institute has grabbed the consultancy project of developing the reports in the form of a compendium on a series of webinars conducted by NCTE (National Council for Teacher Education).
3. MSI has active participation in AISHE (All India Survey on Higher Education). At MSI, various skill development activities are organized regularly and students are encouraged to learn new skills to bridge this gap in academic curriculum and Industry requirements.
4. MSI signed the MOU with ICT Academy and Institutional Membership with Computer Society of India to provide training, arranging Webinars, FDP's and conducting several other activities for faculties and students.
5. A letter of Appreciation for conducting Industrial visits has also been received.

The Chairman, Academic Committee suggested the following points:

- All applications for different accreditations / rankings, i.e.; IQAC & SSR for NAAC, NIRF and others to be got scrutinized and approved by Chairman Academic Committee before submission.
- Vidya Vistar: It is a MHRD scheme dealing with education in remote areas, especially tribal areas. There are marks for this in NAAC. MSI should participate in such schemes.
- Vidwan Id: It is an MHRD / UGC portal on which all faculties should register and procure their Vidwan ID.
- LOR: While the LOR to students may continue in the existing mode, the corresponding record and duplicate copy is to be endorsed to IQAC Cell, which will maintain a record.
- The Alumni committee should maintain complete alumni data for the NAAC with their higher education/job details.

All the members present appreciated the work of MSI.

#### **5 : Report of the academic progress of MSIT**

Director-MSIT presented the report under Agenda Point no. 5. The Chairman emphasized to make special efforts on the following points to maintain excellence in academics at MSIT.

1. **International Collaboration** with Birmingham University is to be progressed, after confirming that it is in SU-500 list.
2. **NAAC / NBA / NIRF Committees** should specify in their application forms (wherever applicable) that MSIT has helped society and our students in the following ways :-
  - a. Hostel Fee has been refunded to boarders during the Pandemic.

- b. The students were allowed to pay their Fees in as many instalments and times according to their convenience.
  - c. Rs.13 lakh donated by SMES on behalf of MSIT to the Govt. of NCT Delhi
3. **Scrutiny of semester wise Result Analysis.** The semester wise result, given at page 6-9 in MSIT's Director report, is to be strictly scrutinized for its correctness, and confirmed / re-presented to the Academic Committee.
  4. **Applications for Different Accreditations / Ranking**  
All applications for different accreditations / rankings, i.e.; IQAC & SSR for NAAC, NBA, NIRF and others to be got scrutinized and approved by Chairman Academic Committee before submission.
  5. **Menu of MSIT Website is to be extended to include the following segments and Google – Map pad :**
    - a. Innovation Cell
    - b. Entrepreneur Cell
    - c. Incubation Cell
    - d. E-Yantra Cell
    - e. IQAC
    - f. Ek Bharat Shreshtha Bharat (EBSB) Cell
    - g. Unnat Bharat Abhiyan (UBA Cell)
  6. **Professional Counsellor / Psychologist**
    1. Requirement of hiring the regular services of Professional Counsellor/Psychologist for students/staff to be processed.
    7. **Inclusion of MSIT Faculties in GGSIPU Syllabi Revision Committee** Close liaison to be maintained between MSIT and GGSIPU for inclusion of MSIT faculties in GGSIPU's Syllabi Revision Committee.
    8. **Google Form for Alumni:** The convener of Alumni Committee, MSIT is required to create a Google Form for acquiring information related to the MSIT alumnus.
    9. **Lectures Uploading in UGC's MOOCS**  
Each department is suggested to upload at least one lecture on UGC's MOOCS site. Assistance, if required may be taken from the Chairman, Academic Committee.
    10. **Calendar of Events** MSIT should have its own calendar derived from University Academic Calendar. This calendar will contain additional events like FDPs, Lectures and other co-curricular and extra-curricular activities. Based on this MSIT calendar, all departments are required to make their departmental calendar.
    11. **Publications List**
      - a. List of Publications, as presented during the meeting should be re-examined, and the category specified as 'BOOKS' to be mentioned separately as 'BOOKS' and 'BOOK CHAPTERS'.
      - b. All publications during Jan. 2021-Dec. 2021 to be book-binded, catalogued and kept in central and departmental libraries.

12. **Vidya Vistar :**

There are marks for this in NAAC. MSIT should participate in such schemes.

**13. Vidwan :**

It is and MHRD / UGC portal on which all faculties should register and procure their Vidwan ID.

**14. LOR**

While the LOR to students may continue in the existing mode, the corresponding record and duplicate copy is to be endorsed to IQAC Cell, which will maintain a record.

**15. IQAC :** The committee should explore options to get a custom software for its data collection and analysis regarding the internal academic quality of MSIT

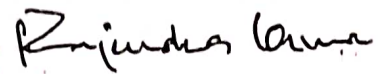
The undersigned noted the above points and assured that the corresponding actions will be taken accordingly.

All the members were satisfied with the progress of MSIT.

**6: Report of the Research Centre, SMES**

Dr. Rajendra Kumar, Director, Research Centre presented the report of the Research Centre. He told the members that one book is to be published shortly and preparation of a book on "Jat History" is in progress. The members were satisfied with the progress.

At the end, Prof. Tejvir Rana, Chairman, Academic Committee, thanked all the members for being present in the meeting.



(Dr. Rajendra Kumar)  
Member Secretary

Dr. RAJENDRA KUMAR  
Director  
Maharaja Surajmal Centre  
For Research & Publication  
C-4, Janakpuri, New Delhi-75

**Maharaja Surajmal Institute of Technology**  
**Minutes of the IQAC meeting**

A meeting of the Internal Quality Assurance Cell (IQAC) of the college was held on Friday, 6<sup>th</sup> Aug, 2021 in the board room (#10) of the college.

The meeting was attended by the following members:

S. No.	Name	Designation	S. No.	Name	Designation
1	Prof. A.K Singh	Director	8	Dr. Sobinder Singh	HOD, App. Science(2 <sup>nd</sup> Shift)
2	Prof. Poonam Bansal	Prof., CSE (2 <sup>nd</sup> Shift)	9	Dr. Prabhjot Kaur	Associate Prof. IT (1 <sup>st</sup> Shift)
3	Dr. Puneet Azad	HOD ECE(1 <sup>st</sup> Shift)	10	Dr. Meena Rao	Associate Prof. ECE (1 <sup>st</sup> Shift)
4	Dr. Anupama Kaushik	HOD IT (1 <sup>st</sup> Shift)	11	Dr. Neeru Rathi	Associate Prof. ECE (1 <sup>st</sup> Shift)
5	Dr. Bharti Sharma	HOD IT( 2 <sup>nd</sup> shift)	12	Dr. Koyel Datta Gupta	Associate Prof CSE (1 <sup>st</sup> Shift)
6	Dr. Pardeep Sangwan	HOD, ECE(2 <sup>nd</sup> Shift)	13	Ms. Vimal Gaur	Reader, CSE (1 <sup>st</sup> Shift)
7	Dr. Adeel Hashmi	HOD, CSE(2 <sup>nd</sup> Shift)	14	Dr. Rinky Dwivedi	HOD CSE (1 <sup>st</sup> Shift)

Dr. Koyel Datta Gupta briefed about the agenda and following decisions were taken:

**Agenda 1: Discussion and feedback on Self Study Report (SSR)**

All seven criteria data representation was discussed and feedback on SSR was noted. The distinct features of MSIT was analysed again for further enhancements.

**Agenda 2: Hosting Refresher Program**

It was decided to conduct refresher programme for faculty and students in near future to motivate faculty and students for entrepreneurship. Further it was suggested by the Director to conduct such programme under sponsorship of some reputed government agency like AICTE , ISTE (International Society for Technology in Education).

**Agenda 3: Status of Alumni Cell**

Dr. Puneet Azad briefed about the notable achievements of few alumni.

  
Dr. Koyel Datta Gupta  
(IQAC Coordinator)

## Action Taken for Minutes of Meeting (6<sup>th</sup> August, 2021)

1. Self Study Report (SSR) along with the data templates is analysed completely for data.
2. SSR submitted successfully on 12 August, 2021.

*Wdemp*

July 06 2021

**Maharaja Surajmal Institute of Technology**

**Minutes of the Meeting**

A meeting of all the HODs and Dean Academics was held on 06.07.2021 (Tuesday) at 2 pm in the conference room of MSIT. The objective of the meeting was to discuss the teaching load and faculty requirements for the next semester. The attendance status was as follows

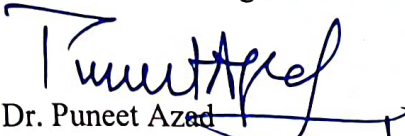
<b>Name</b>	<b>Designation</b>	<b>Attendance status</b>
1. Dr. Puneet Azad	Dean Academics	Present
2. Prof. Archana Balyan	HOD (ECE) – 1st Shift	Present
3. Prof. Man Singh	HOD (App. Sc) – 1st Shift	Present
4. Dr. Rinki Diwedi	HOD (CSE) – 1st Shift	Present
5. Dr. Anupama Kaushik	HOD (IT) – 1st Shift	Present
6. Dr. Sunil Gupta	HOD (EEE)	Present
7. Dr. Pardeep Sangwan	HOD (ECE) – 2nd Shift	Present
8. Dr. Sobinder Singh	HOD (App. Sc) – 2nd Shift	Present
9. Dr. Bharti Sharma	HOD (IT) – 2nd Shift	Present
10. Dr. Adeel Hashmi	HOD (CSE) – 2nd Shift	Present

The following points were discussed-

1. Dr. Puneet Azad greeted one and all present. He thanked all the HODs for sending the teaching load and faculty requirements of their department for the next semester.
2. All the HODs were requested to discuss the Interdepartmental load exchange with each other.
3. The subjects of a department taught by other departments were requested to be taken as per load.
4. Dr. Man Singh said that there is a requirement of one adhoc faculty in four subjects in case of offline classes. Also, One faculty for Physics (Ms Pooja Singh) & one for Maths (Dr. Reetu Siwach) is on maternity leave.
5. Dr. Rinki, HOD, CSE asked for the requirement of 3 faculty members for the coming semester
6. Dr. Sangwan informed that Ms. Monu Malik has been transferred to 1st shift and Mr. B. K. Hemant has resigned.



7. In EEE Department, Prof. K.P. Chaudhary, Mr. Yogendra Arya and Ms. Sapna Singh left the institute in 2020/2021. No new faculty is recruited in EEE against above vacancies. Ms. Monu Malik ECE 2nd shift is transferred to EEE in place of Mr. Yogendra Arya.
8. The loads of all the departments were well adjusted and the faculty requirements of both of these departments were discussed in detail.
9. The complied requirement of faculty members will be presented to Director, MSIT
10. The meeting ended with thanks to all the HODs present.

  
Dr. Puneet Azad  
Dean Academics

06/07/21

Copy to:  
Director, MSIT

## Action Taken for Minutes of Meeting (6<sup>th</sup> July, 2021)

1. All the HODs gave faculty requirements for their respective departments and compiled requirement presented to Director, MSIT; finally new faculty has been appointed against the vacant slots.

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