

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, 8th 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 nd Shift)	9	Dr. Prabhjot Kaur	Associate Prof. IT (1 st Shift)
3	Dr. Puneet Azad	Associate Prof ECE	10	Dr. Meena Rao	Associate Prof. ECE (1 st Shift)
4	Dr. Tripti Sharma	HOD IT	11	Dr. Neeru Rathi	Associate Prof. ECE (1 st Shift)
5	Mr. Manoj Malik	Astt. Prof. IT	12	Dr. Koyel Datta Gupta	Assoc. Professor CSE (1 st Shift)
6	Prof. Archana Balyan	HOD, ECE	13	Ms. Vimal Gaur	Reader, CSE (1 st 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.

w/keep 6

February 15, 2023

Maharaja Surajmal Institute of Technology


Minutes of the Meeting

A meeting of all the HODs and Dean Academics was held on 15.02.2023 at 12:00 pm in Room No – 209 in Department of ECE. The objective of the meeting was to discuss the teaching load of even semester. The attendance status was as follows

Name	Designation	Attendance status
1. Dr. Puneet Azad	Dean Academics	Present
2. Prof. Archana Balyan	HOD (ECE)	Present
3. Prof. Man Singh	HOD (App. Sc)	Present
4. Dr. Rinki Diwedi	HOD (CSE)	Present
5. Dr. Sunil Gupta	HOD (EEE)	Present
6. Dr. Tripti Sharma	HOD (IT)	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.
4. The following points were discussed and advised all to follow
 - Load of NAS - theory and lab (ECE-I) will be taken by ECE dept
 - Load of Electronics-II (EEE) will be taken by ECE dept
 - Load of Technical writing will be taken by App. Sc. dept for all branches
 - Load of C&S Theory & Lab of IT-III will be taken by ECE dept
 - Load of C&S Lab of CSE-III has been shifted from CSE to ECE
 - Load of MPMC Lab of IT-III has been shifted from IT to ECE
 - 6 hrs load of Math lab has been shifted to App. Sc dept from CSE
5. The meeting ended with thanks to all the HODs present.


Dr. Puneet Azad
Dean Academics

15-2-23

Copy to:
Director, MSIT

Surajmal Memorial Education Society

Minutes of the Academic Committee

A meeting of Academic Committee was held on 13-10-2022 at 2:00 pm in Committee room. The following members attended the meeting:-

1. Prof. Tejbir Singh Rana	Chairman
2. Dr. Rajendra Kumar	Member Secretary
3. Dr. Mahavir Dahiya	Member
4. Dr. K.S. Khokhar	Member
5. Prf. B.S. Panwar	Member
6. Sh. Ajit Singh Chaudhary	Member
7. Prof. Sohanvir Chaudhary	Member
8. Dr. R.K. Rana	Member
9. Dr. T.P. Singh	Member
10. Sh. S.S. Solanki	Member
11. Sh. Y.P.S. Verma	Member
12. Dr. Ranjit Sing	Director, MSIT
13. Prof. Harish Singh	Director, MSI
14. Dr. H.S. Rawat	Director Placement Cell

Highlights of the meeting are as follows:

1. **Best practices** of both the institutes were discussed and approved with minor suggestions for improvement.
2. **Ranking and Affiliations** were deliberated and committee expressed satisfaction. Members were in opinion to take necessary measures to improve the ranking.
3. **Institutional Achievements and Awards** were appreciated by members who brought glory to the institutions.
4. **NAAC Peer Team Visit** (Three member team for Two days) for the second cycle accreditation of MSIT. The institute retained A grade (3.04 CGPA) with many positive remarks by the Peer Team. It was observed that PG courses and research/projects activities are lacking due to UG status of MSIT. Peer Team advised to exercise the options of Autonomous and University status of the institution.

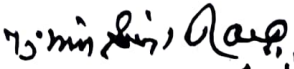
The **third cycle of NAAC** accreditation process of SMI has already been initiated. After the submission of SSR, the DVV also complied on 30-09-2022. Now, institute is waiting for the schedule of NAAC Peer Team visit.
5. **Research publications** and faculty achievements also discussed by the committee and expressed satisfaction. Members suggested that atleast one research paper must be published by all faculty members per year.
6. **Results of last two semesters** were presented in the meeting. It was observed that in SMI more than 95% students passed with first division and in MSIT 95% students passed with distinction (75%) marks. In MSI five students from three disciplines glorified with Gold medals (toppers) in the University. Members congratulated to faculty members and students for excellent results.

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7. Report of the **programmes organized** by both the institutes were presented related to seminars, conferences, workshops, industrial visits and FDPs. Members suggested to organize at least one national/ international conference by each department.
8. **Placement report** of passing out batch was presented. All the interested students were offered 100% job opportunities in both the institutes. In MSIT 1311 job offered by different recruitment agencies whereas 571 students were placed. The Google (London) offered highest package of 1.7 crore followed by Amazon (Dublin) with 1.2 crore package per annum to our students. More than 100 recruitment agencies visited to our institutes for placement purpose. In MSI 250 jobs were offered whereas 215 students joined them. The Committee members expressed satisfaction of placement cells of both the institutes with the concern of comparative low packages offered by recruitment agencies.
9. **Student's achievements** of all the departments were presented in the meeting related to curricular, co-curricular, extra-curricular, cultural and sports activities. Members suggested having more number of outreach activities related to social welfare and environmental conservation.
10. To enhance the **Public Perception**, both the institutes intensively started **social media** networking through all possible platforms as facebook, twitter, youtube, linkedin and instagram etc.
11. Maharaja Surajmal Research and Publication Centre report was placed in the committee. It was reported that a book on "Role of Jats in First War of Independence, 1957" is ready for publication. The Research Centre is going to organize a seminar on "Role and Contribution of the Women of Peasant Community to the Socio-Economic Life and Polity of North West India" in February, 2023. It was also informed that collection of information about the significance of Jats in history is going on smoothly.

Thrust issues identified by the academic committee:

- a. **Attendance of students** in all ~~semesters~~ semesters and courses should be increased by taking all necessary measures. Monthly ~~data base~~ database of attendance needs to be placed.
- b. **Students trolling/roaming** in campus needs to be checked by concerned discipline committee and directors.
- c. Mechanism and possibility of **Monthly feedback** from students should be evolved.
- d. For **hiring the consultant of Patent**, a comparative and equitable mechanism needs to be formulated.
- e. For **social media account on YouTube** channel, all necessary parameters related to authenticity of information and its related implications needs to be analyzed before opening an account.
- f. It was observed that there should be an equitable and **uniform policy for the recruitment of faculty** be adopted. There are different parameters of UGC, GGSIP University and AICTE for the recruitment of faculty. Therefore, Chairman, SMES be requested to formulate a committee in this regard.


 13/12/22.
(Prof. Tejbir Singh Rana),
 Chairman, Academic Committee

Surajmal Memorial Education Society

Dated: 28.06.2023


Minutes of the Academic Committee Meeting

A meeting of the Academic Committee of SMES was held on 26.06.2023 at 2:00 pm in the Conference Room of Maharaja Surajmal Institute. The following members attended the meeting:-

1.	Prof. Tejbir Singh Rana	Chairman
2.	Prof. K.P. Chaudhary	Member Secretary
3.	Sh. Ajit Singh Chaudhary	Member
4.	Smt. Esha Jakhar	Member
5.	Prof. Sohanvir Chaudhary	Member
6.	Dr. R.K. Rana	Member
7.	Sh. S.S. Solanki	Member
8.	Sh. Y.P.S. Verma	Member
9.	Dr. Rajendra Kumar	Member
10.	Sh. J.P. Vidyalkar	Member
11.	Sh. P.S. Tomar	Member
12.	Dr. Mahak Singh	Member
13.	Col. (Dr.) Ranjit Singh	Director, MSIT
14.	Prof. Harish Singh	Director, MSI
15.	Dr. H.S. Rawat	Director, Placement Cell
16.	Dr. Jasbir Singh	Dy. Director, MSI

Minutes of the meeting are as follows:

1. Chairman Academic Committee welcomed all the members and had a two-minute condolence for the **sad demise of Dr. Udaivir Singh** who was a dedicated member and was associated with SMES since the beginning.
2. Chairman also introduced to the **new Member Secretary Prof. K.P. Chaudhary** (former Director, MSIT) in place of Dr. Rajinder Singh.
3. Minutes of the last meeting held on 13.10.2022 were confirmed by the members and there was no comment.

Director - MSIT 

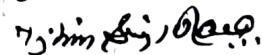
4. Chairman also apprised the members about the new **appointment of Director MSI**, Dr. Harish Singh and the appointments of teaching faculty (Assistant and Associate Professors in various departments) of MSI.
5. The Chairman, Academic Committee informed the members of our new initiative of **Internal Academic Audit**. Further it was reported that the Chairman and Secretary of Academic Committee along with concerned Directors and members of IQAC committee already conducted the internal academic audit of last semester (odd semester 1, 3, 5, 7) of all the departments of MSI and MSIT. Several suggestions for further improvement were submitted to the respective Head of the departments. Now after the completion of every semester an internal audit will be conducted by the IQAC and a report will be submitted to the Chairman, SMES accordingly.
6. The members of the Academic Committee observed that there is an instant need to carry out the **Performance Appraisal of faculty members of MSI and MSIT**. In this regard Chairman, SMES was also appraised and after discussion Chairman SMES advised to submit the names to constitute a committee approved by Academic Committee for the Performance Appraisal of faculty members. After detailed deliberations the Academic Committee unanimously decided the following three names for the said committee.
 - a). Prof. Tejbir Singh Rana: Chairman.
 - b). Dr. Mahak Singh: Member.
 - c). Sh. T. P. Singh: Member.
6. Director MSIT, MSI, and Placement gave the achievements individually to the members of the committee. The following outcomes have been achieved:
 1. Director MSIT and MSI gave the presentation regarding **result analysis and ranking** for the odd semesters. Members appreciated the result outcomes and the gold medal received in the MSI. Although the members were not happy about the results of Physics (1st year) and especially EEE (odd semester) in MSIT. Members believed that there must be some system to improve the results. They also pointed out that senior professors/ faculty members should take the classes of 1st year especially.
 2. Since some part of the syllabus taught to the students is outdated and needs revision as per the current scenario, members also suggested that there must be some provision of extra classes for the students concerning **skill development**.
 3. Members observed and were concerned about the **attendance of students in the classes**. It is a serious matter and must be taken seriously by the Directors and faculty members with the consultation of stakeholders.
 4. Members also suggested putting attendance on the website on a monthly basis.
 5. Director MSIT pointed out the revision of the best faculty Performa and the members agreed to that. Members also suggested continuing departmental meetings regularly and the copy must be sent to the Chairman SMES and the academic committee.
 6. Vice President Mrs. Esha Jakhar pointed out to organize the FDPs regularly and emphasized the quality of the contents in accordance with NEP.

7. Prof. Vidyalkar also pointed out to follow up the lectures given by the experts to the faculty and students.
8. Director MSIT was also informed about the two different **software development** by faculty members for the paperless records and attendance system and they are working effectively..
9. All the committee members and the Chairman appreciated the efforts of Director MSI for NIRF ranking and NAAC accreditation and the improvement of marks in JAC. It is a great achievement. Members also appreciated the MSI Director regarding the achievements of gold medals, paper publications, and the filing of patents.
10. Director, Placement also highlighted the achievements. Committee members were of the view that the Director Placement Cell should put more effort into the placement of the students and must devise some method so that some skill development training can be given to the students during the summer or winter vacations. Feedback forms of the selected students should also be taken for the improvement of the placement.

Some key points were also discussed which are as follows:

1. There should be a **uniform system for MSI and MSIT** regarding paper publications, patents, and technology transfer in respect of the quality of papers.
2. Members are also of the opinion to **upgrade or shift the canteen** to some proper place with improved facilities. This was always pointed out by the students in feedback forms.
3. **Common room upgradation** is also equally important.
4. **Workshops in the MSIT** should be given a proper place which is at present in a bad shape.
5. There was also a serious discussion regarding the **leave without pay** by the faculty members. The committee members were of the opinion not to grant any such type of leave (except in extraordinary situations) in the future.
6. Members also pointed out for the health insurance of the students.
7. There was also a serious discussion regarding the organizing of an **International Conference at MSIT** which was also discussed in the last Committee meeting. Though the Director of MSIT justified the progress of the conference, the members were not happy with this justification since to date, title, venue, etc. has not been finalized yet.

The meeting was ended with thanks to all the members for sparing the valuable time



Prof. Tejbir Singh Rana,
Chairman, Academic Committee