Maharaja Surajmal Institute of Technology
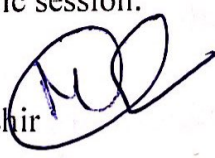
Subject: **Minutes of Meeting on 05-11-19 regarding teaching load distribution for the session Jan-May 2020**

A meeting was held in Room no - #303 regarding teaching load distribution among the departments for the next session Jan-May 2020. Following members were present:

1. Dr Meena Tushir (Dean)
2. Dr Koyel Datta Gupta (HOD, CSE Department)
3. Dr. Tripti Sharma (HOD, IT Department)
4. Dr Puneet Azad (HOD, ECE Department)
5. Dr. Ajay Gahlot (HOD, Applied Sciences, Morning Shift)
6. Dr. Pardeep Sangwan (HOD,ECE Department, Evening Shift)
7. Dr Rekha Tripathi (HOD, Applied Sciences, Evening Shift)

HOD (CSE, Evg Shift), HOD (IT,Evg Shift) sent their departmental representatives for the meeting.

1. Dr Meena Tushir welcomed all faculty members and agenda of the meeting was discussed.
2. All the departments submitted their teaching load to the Dean. After discussion, it is decided that each tutorial and lab group will consist of 20 students; however Applied Science department will continue with a batch size of 30 students for 1st year students.
3. All the HODs were requested to submit a new copy of their department load after this meeting to Dean (Academics) for further submission to Director.
4. Dean (Academics) requested the respective HODs to allocate subjects among faculty for the next academic session.

Dr Meena Tushir

(Dean, Academics)

Copy to: Director, for information pls

All HOD's (Morning & Evening shift)

Date: 29th Feb., 2020

Minutes of the meeting held on 29th February, 2020 to discuss placement related matters:

The following members were present during the meeting

1. Prof. Ashok Oberoi, Director Placements, SMES
2. Dr. K. P. Chaudhary, Director, MSIT
3. Dr. Poonam Bansal, Deputy Director, 2nd shift, MSIT
4. Dr. Puneet Azad, HOD, ECE 1st shift
5. Dr. Koyel Datta Gupta, HOD, CSE, 1st shift
6. Dr. Meena Tushir, HOD, EEE, 1st shift
7. Dr. Tripti Sharma, HOD, IT, 1st shift
8. Dr. Naveen Dahiya, HOD, CSE, 2nd shift
9. Dr. Pardeep Sangwan, HOD, ECE, 2nd shift
10. Mr. Manoj Malik, HOD, IT, 2nd shift
11. Dr. Meena Rao, Chief placement coordinator, ECE-1st shift
12. Ms. Divya, Placement Coordinator, CSE- 1st shift
13. Ms. Meena Siwach, Placement Coordinator, IT- 1st shift
14. Dr. Priyanka Nandal, Internet Incharge, MSIT
15. Dr. Suman Mann, Internet Incharge, MSIT

The following points were discussed in the meeting:

1. In continuation with the points discussed in the last meeting, it was confirmed that the name of the student who has been placed in Google has been updated on the college website and Suraj Sujan.

2. Director Placements informed there are 697 job offers and 373 job heads till date. Further, recruitments of various companies is still going on.

3. Chief placement coordinator informed that various activities were conducted for the 3rd year students so that they can be prepared in advance for the upcoming placements of their batch. These activities are:
   o FirstNaukri.com conducted its practice test which checked the aptitude and the coding skills of the participants. This

was an off-site test which the students could give from their homes by logging in to the portal on 8th Feb., 2020.

- On 17th Jan., 2020 Infosys held its webinar in the auditorium. Ms. Shaan Vats, Head Recruitment, Infosys told the students about InfyTQ and HackwithInfy, both being the opportunities available to students to be a part of the organization at a higher package and which is not otherwise offered during campus drives.
- AMCAT session was conducted on 10th Feb., 2020 and the test of the students was held on 27th Feb., 2020
- ZSBrown Bag workshop was held in the auditorium on 24th Feb.,2020. The workshop was conducted by ZS, a prominent software company and one of the main campus recruiters.
- CoCubes session to inform the students about details and benefits of giving their test was held on 27th Feb., 2020.
- An online mock test was conducted by the final year students for the third year students on 26th Feb., 2020 in order to give them a glimpse of the real test or campus drive like environment.
- IHS Markit has selected six students from third year for summer internship on the basis of an online test and an interview. During the internship period, they will be offered a stipend of Rs.25, 000/- per month.

4. Director Placements informed that talks are going on with a German company based in Berlin for **Connect Knowledge Exchange Program** for establishing an incubation center in MSIT campus. This will further provide online as well as offline training and internship to the third year students. The internship can further lead to the full time employment of successful candidates in Germany. In this context, it was conveyed that henceforth I/C **Incubation Cell & I/C Innovation Cell** should play an active role in the further proceedings related to KX Team Visit.

5. The internet incharge requested Director, MSIT to provide them a faculty member from second shift to be a part of their team. In this context, they gave the reference of the minutes of the meeting held in November 2019 and requested that the same may be allotted to them without any further delay.

The subject of making a **core team** to look into all aspects of ensuring a trouble free smooth Internet availability was again brought forth.

6. **Other Summary points :-**

Internship proposals for Prefinal year students are on a phenomenally increasing scale. This calls for IIIC Team along with other concerned staff members to play an active & most constructive role, so as no opportunity is missed out for the students.

The meeting ended with thanks to all.

(Prof. Ashok Oberoi)
Director, Placements

(Prof. K.P. Choudhary)
Director, MSIT

Copy to following for information and necessary action:

1. Hon'ble Chairman, Governing Body: For information only
2. Dy. Director, 2nd shift
3. HODs, All branches
4. Placement Coordinators
5. All concerned

Maharaja Surajmal Institute of Technology

A meeting of the Director and HODs was held on to discuss the various faculty requirements in all departments. It is decided in the meeting that in case of online classes, no additional faculty will be demanded by the departments and the existing faculties will take the additional teaching load. However, in case of off-line classes, there are faculty requirements in different departments.

S.No	Department	Subject	Number of post (Adhoc)
1	Applied Sc (Morning & Evening)	Engineering Mechanics	01
			01
2	Applied Sc (Morning)	English	02
3	Information Technology Department (Morning shift)	CSE/IT subjects	04
4	Computer Science Department (Morning shift)	CSE/IT subjects	04
5	Electronics & Communication Engineering Department (Evening shift)	Electronics Subjects	04
6	Computer Science Department (Evening shift)	CSE/IT subjects	01
7	Electrical & Electronics Engineering	Electrical Subjects	01
	Total faculty		18

Prof Meena Tushir
(Dean Academics)

Director:

Minutes of the Meeting

A meeting was held on 17-08-2020 at 11:00 am in Conference room (MSIT) to discuss the issues related to the conduct of teaching classes for the coming Aug-Dec 2020 session due to covid-19.

The list of attendees is:

1. Prof. K.P.Chaudhary   Director
2. Prof. Poonam Bansal   Dy. Director
3. Dr. Meena Tushir   Head, EEE Dept.
4. Dr. Puneet Azad   Head, ECE Dept. (1st Shift)
5. Dr Koyel Dutta Gupta   Head, CSE Dept. (1st Shift)
6. Dr Tripti Sharma   Head, IT Dept. (1st Shift)
7. Dr Pardeep Sangwan   Head, ECE Dept. (2nd Shift)
8. Dr Naveen Dahiya   Head, CSE Dept. (2nd Shift)
9. Dr Manoj Malik   Head, IT Dept (2nd shift)
10. Dr. Rekha Tripathi   Head, Applied Sc. Dept. (2nd Shift)
11. Dr Archana Balyan   Prof, ECE Dept.
12. Mr. P. S. Arora   Admn. Officer

1. In view of the current situation due to COVID-19, 50% of the faculty members will report in the Institute daily.
2. A faculty availing medical leave must join the duty immediately on the day after. Like a faculty on medical leave on Thursday to Saturday has to report on Monday.
3. A total of minimum 35 theory lectures (online/offline mode) have to be delivered by each faculty during this session.
4. 3rd Saturday classes should be accommodated in the Timetable of each department. Faculty having duties on Saturday should report an additional day (as per Time table) in lieu of 3rd Saturday in that particular week only.
5. The following timings for faculty members to be followed from 20.8.2020.
   First Shift: 9.30 am to 3.00 pm
   Second Shift: 9.45 am to 3.15pm

Director, MSIT

Copy to:

1. Hon'ble President, SMES
2. Hon'ble Secretary, SMES

Minutes of Meeting

NISP Committee, MSIT   **Date-21-11-2020**

Topic- Discussion regarding MSIT Innovation and Start-up Policy Action Items for September- November 2020

Attendees:

This meeting was attended by the following members of the NISP Committee.

Name	Designation
Prof. (Dr.) Prem Vrat	**Chairman, NISP**
Smt. Esha Jhakar	**Vice-President, SMES**
Dr. K. P. Chaudhary	**Director, MSIT**
Dr. Sushil Chandra	**Scientist G, DRDO (advisory committee of NISP)**
Mr. Hemant	**CEO, Sociocharge ((advisory committee of NISP)**
Dr. Neeru Rathee	Coordinator, NISP MSIT
Dr. Sudesh Pahal	Member, NISP MSIT
Dr. Prabhjot Kaur Sidhu	Member, NISP MSIT
Dr. Kavita Sheoron	Member, NISP MSIT
Dr. Geetika Dhand	Member, NISP MSIT

Agenda: Discussion regarding Gaps and action plan for MSIT-ISP Policy

The co-ordinator of the NISP committee started the discussion with the permission of chairman by welcoming all the expert advisors and all the NISP committee members. The draft of the MSIT policy was already sent to the invited experts. The gaps identified by NISP Committee members after going through the NISP-policy and guidelines received by AICTE and having a detailed discussion among themselves as well as with the HOD's of all the departments of MSIT and the

corresponding actions are discussed in the meeting and after rigorous brainstorming session. The following suggestions were given by the expert advisors, chairman and rest of committee members:

Agenda item 1: The budget allocation to Innovation and Startups and policy for release of these funds to the students and faculty startups.

Action: It is suggested by Ms. Esha Jhakar that following the guidelines issued by AICTE in NISP, 1 % of the college budget should be allocated for innovation and startup. It was also suggested by Chairman to use the fund very carefully and should be given to the potential startups or innovators. Regarding Funding of the startups, it was suggested by Mr. Hemant that startups should be completely reviewed before release of funds and it may change from case to case. Final decision will be taken by the College Governance.

Agenda item 2: Methodology of Startup monitoring needs to be decided. To cater to necessary advice for course correction .

Action: It is suggested that progress of every startup will be monitored by the NISP committee as per the timeline given in the startup document. Progress presentations may be conducted for every startup at the end of every six months.

Agenda item 3: Approach needs to be decided for publicity of Venture.

Action: All the members agreed on the suggestion given by NISP committee that the information of approved startups can be displayed as a separate Tab on the College Official Website.

Agenda item 4: Outlines for selection/ execution of the startup:

Action: Prof. Prem Vrat suggested to give preference to those startups which are useful in rural development, help in transforming life of the people and which have potential to sustain in the market. Mr. Hemant suggested to design theme based format for idea or startup submission to college so that students may very well know on which areas they are supposed to work. Other criteria suggested by Mr. Hemant is the stage of startup whether its is on ideation stage or protype stage or any other stage.

Agenda item 5: Criteria to decide the resources utilization of the Institute.

Action: All the members agreed on the NISP Committee suggestion that resources may be allocated based upon their availability in the incubation cell or in the departments as per recommendation of the NISP committee. In case of common resources required by different startups, different timelines may be allocated to the startups for the proper utilization of the

resource. Prof. Prem Vrat suggested not to use word "rent" for charging fee for space allocation from outsiders. Rather, lease or licensing fee should be used.

Agenda item 6: Incentives for faculty & students criteria –needs to be firmed up. Rules for leaves/compensatory off to be decided for faculty and students, during working hours in the college and when, if necessitated to be away from college for startup.

Action: It was suggested that in case of faculty members, 2 year sabbatical (unpaid) leave may be considered without hampering their other benefits. It was advised by Prof. Prem Vrat that at one time not more than 10% of the faculty should be allowed to take leave for the startups. In case of students, 10% - 20% relaxation of attendance may be considered and the same may be asked from university for necessary permission. Dr. Sushil Chandra suggested to be facilitator for students as well as faculty entrepreneurs to promote entrepreneurial culture in the institute.

Agenda item 7: Guidelines for Profit Sharing with the institution need to be decided.

Action: It is suggested by NISP Committee that nothing should be demanded from the startups for the first 5 years and all the members agreed on the same.

At the end of the meeting, the coordinator requested to go through the ISP policy of MSIT which has been sent to all the members presented in the meeting and to give their suggestions on mail. Finally, Dr. Neeru Rathee thanked all the committee members and invited experts for their valuable time and suggestions.

Rathee