

Best Practices

I. Title of the Best Practices- ISO 9001-2015

1. Objective of the Practice –The Context- ISO 9001-2015 is a quality management system which helps an organization to organize its processes, improve the efficiency of its processes and continually improve the processes. MSIT has adopted this international quality standard in order to demonstrate its ability to consistently provide educational services that meet customers' & applicable statutory and regulatory requirements. The institute effectively implements this quality system which enhances customer satisfaction and implements various processes for continual improvement of the system.

2. The Practice – In ISO, every year two internal audits are conducted, one in each semester. These internal audits take care that all the processes are smoothly running in the institute and if there are certain issues regarding the smooth conduct of these processes the process owners are given time by the auditors to resolve the issues and a management review meeting is held after each internal audit to review the findings of the internal audits. Every year, one external audit known as surveillance audit is also conducted by the external agency providing the certification.

3. Evidence of Success – This quality system is perfectly implemented every year. All the records of internal audits and MOM's of management review meeting are maintained with Quality System Coordinator (QSC).

4. Problems Encountered and Resources Required – There is no major problem encountered in implementing the system. But the system requires lot of documentation which sometimes become tedious to maintain. As the ISO system covers the entire institute, the man power of the institute is the main resource which includes faculty, students, administration and top management.

II. Title of the Best Practices –Moodle – Online Learning Management System.

1. 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.

2. 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.

3. 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.

4. 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.

III. 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 world 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 societies are

- Technocrat
- 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