

October 13, 2023

Maharaja Surajmal Institute of Technology

Minutes of the Meeting

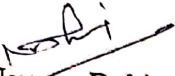
A meeting of Director, Dean and all Heads of Department took place on 13th October, 2023 in the conference room of MSIT at 12 P.M. The objective of meeting was to discuss the teaching load and requirements (if any) for the upcoming session from Jan-June 2024. Following members were present:

S.No	Name	Designation
1.	Dr. Archana Balyan	Director MSIT
2.	Dr. Naveen Dahiya	Dean Academics
3.	Dr. Meena Tushir	HoD EEE
4.	Dr. Brijpal Singh	HoD Applied Sciences(M)
5.	Dr. Rekha Tripathi	HoD Applied Sciences(E)
6.	Dr. Pardeep Sangwan	HoD ECE(E)
7.	Dr. Neeru Rathee	HoD ECE(M)
8.	Dr. Prabhjot Kaur	HoD IT(M)
9.	Dr. Sunesh Malik	HoD IT(E)
10.	Dr. Geetika Dhand	HoD CSE(M)
11.	Dr. Nishtha Jatana	HoD CSE(E)
12.	Dr. Sunil Gupta	Associate Professor, EEE
13.	Dr. Puneet Azad	Incharge IQAC
14.	Dr. Vimal Gaur	Member IQAC

Following points were discussed:

1. Dr. Naveen Dahiya welcomed all.
2. The new academic scheme shared by GGSIP University was discussed in detail in the meeting held on 11th October, wherein all heads were required to finalise the Program Academic Committee of their respective departments, subjects to be floated in upcoming session based on the choice of students and requirements of faculty or infrastructure (if any). Dr. Naveen Dahiya appreciated all for submitting the data on time.
3. All heads presented the total load of their respective departments.
4. Inter departmental load was shared amongst various departments based on the mutual consent of heads. Major snapshots are as follows:
Some load of Circuit & Systems from CSE as well as Network Analysis & Synthesis from ECE was transferred to EEE department.
Electronics-II load was transferred from EEE to ECE department.
Load of Probability, Statistics and Linear Programming of all streams was transferred to Applied Sciences department.
5. All the heads were of the viewpoint that tutorials need to be introduced in few conceptual/complex subjects especially in 2nd year for the benefit of students as more practice is required in those subjects. The subjects were identified for 2nd year and all consented to include tutorials in the identified subjects.
6. Loads of all the departments was well adjusted.
7. No new faculty requirement was put forth by any head.

8. Based on the implementation of new scheme, some heads (IT, ECE) identified the need for upgradation of labs & software. The heads were asked to formulate the necessary proposal in this regard and put up before the competent authority for kind approval.
9. The meeting ended with thanks to all present.


(Dr. Naveen Dahiya)
Dean Academics

Copy to:

Director MSIT (for kind information)

Maharaja Surajmal Institute of Technology

Minutes of the IQAC Meeting

A Meeting of Internal Quality Assurance Cell (IQAC) of the college was held on Friday, 20th Oct, 2023 in the board room (#10) of the college.

The meeting was attended by the following members:

S No	Name	Designation	S No	Name	Designation
	Prof. Archana Balyan	Director	9.	Dr. Geetika Dhand	(HOD, CSE)
2.	Prof. Puneet Azad	Professor, ECE & Coordinator, NAAC	10.	Prof. Koyel Datta Gupta	Professor (CSE), Convener (AICTE Approval)
3.	Prof. Naveen Dahiya	Dean Academics and Professor (CSE)	11.	Dr. Vimal Gaur	Associate Professor (CSE), Member (IQAC)
4.	Prof. A.K.Singh	Professor (App. Sc), Convener (Exam Cell)	12.	Dr. Poonam	Asst. Professor (CSE), Member (IQAC)
5.	Prof. Meena Tushir	(HOD, EEE)	13.		
6.	Prof. Prabhjot Kaur	(HOD, IT)	14.		
7.	Prof. Neeru Rathee	(HOD, ECE) and Convener (E-Cell, NISP and Incubation Cell)	15.		
8.	Dr. Brijpal Singh	(HOD, App. Science)	16.		

Prof. Puneet Azad briefed about the agenda and following decisions were taken:

Agenda 1: Discussion on submission of AQAR 22-2023 and compilation of data

The last date of submission of AQAR for the year 2022-23 is 31.12.2024. All the HODs were requested to submit the requested data of their department to fill the AQAR through their departmental coordinators.

It was informed to all the HODs that the coordinators should make all efforts to compile the details in a structured manner, which can be filled online properly

Agenda 2: Discussion on holding of Annual Sports Meet, Tech Fest, Cultural Fest and Annual Day of the Institute in the beginning of next session


A discussion on holding of some of the important event like **Annual Sports Meet, Tech Fest, Cultural Fest and Annual Day** during the start of even semester w.e.f. January 2024. The following events will be organised during Jan / Feb 2024

- a. Annual Sports Meet
- b. Tech Fest
- c. Cultural Fest
- d. Annual Day

The preparations should start as soon as the dates and conveners are finalized by the organising departments.

Agenda 2: Discussion on winter break

The winter break for faculty will be given in slots during the month of January 2024. The slots will be finalised soon.


20.1.25
Prof. Puneet Azad
(IQAC coordinator)

Copy to: Director, MSIT

Action Taken for Minutes of Meeting

1. The criteria wise details and related annexures of AQAR were submitted by all the departmental coordinators for submission on NAAC portal.
2. The dates of the events are finalized as follows
 - a. Annual Sports Meet – 29 & 30th January 2024 – to be organised by Dr. Sandeep Jaglan
 - b. Tech Fest – 31st Jan & 1st Feb, 2024 - to be organised by Prof. Rinky Dwivedi
 - c. Cultural Fest – 2nd Feb, 2024 – Dr. Deeba Naqvi
 - d. Annual Day – 3rd Feb, 2024 – Dr. Rekha Tripathi

3 slots in January 2024 were circulated for winter break to faculty members



Prof. Puneet Azad
(IQAC coordinator)

3.

Maharaja Surajmal Institute of Technology

Minutes of the IQAC Meeting

A Meeting of Internal Quality Assurance Cell (IQAC) of the college was held on Friday, 12th Jan, 2024 in the board room (#10) of the college.

The meeting was attended by the following members:

S No	Name	Designation	S No	Name	Designation
	Prof. Archana Balyan	Director	9.	Dr. Geetika Dhand	(HOD, CSE)
2.	Prof. Puneet Azad	Professor, ECE & Coordinator, NAAC	10.	Prof. Koyel Datta Gupta	Professor (CSE), Convener (AICTE Approval)
3.	Prof. Naveen Dahiya	Dean Academics and Professor (CSE)	11.	Dr. Vimal Gaur	Associate Professor (CSE), Member (IQAC)
4.	Prof. A.K.Singh	Professor (App. Sc), Convener (Exam Cell)	12.	Dr. Poonam	Asst. Professor (CSE), Member (IQAC)
5.	Prof. Meena Tushir	(HOD, EEE)	13.	Dr. Sonika Malik	Asst. Professor (IT), Member (IQAC)
6.	Prof. Prabhjot Kaur	(HOD, IT)	14.	Ms. Nishtha	Asst. Professor (ECE), Member (IQAC)
7.	Prof. Neeru Rathee	(HOD, ECE) and Convener (E-Cell, NISP and Incubation Cell)	15.	Dr. Shilpam	Asst. Professor (ECE), Member (IQAC)
8.	Dr. Brijpal Singh	(HOD, App. Science)	16.	Dr. Anju Dhillon	Asst. Professor (App. Sc), Member (IQAC)

Prof. Puneet Azad briefed about the agenda and following decisions were taken:

Agenda 1: Submission of NAAC portal and suggestions for improvement

It was informed to all that NAAC AQAR was submitted on 28.12.2023 after duly checked in the Governing body meeting held on 28.12.2023. The following suggestions were received from NAAC were discussed in details

1. New Certificate/ Diploma/Value added Courses be introduced during the next academic year

Action to be taken: One new courses will be introduced by each department in the upcoming semester. The list of students enrolled for such courses will be submitted to IQAC cell.

2. Efforts may be made by teacher for using ICT (LMS, eResources), ICT Tools and resources available

Action to be taken:

- Assignments, Quizzes and other documents to be made available for students on Microsoft Teams
- Webinars to be taken through Teams

3. Efforts be made to have Research funds sanctioned and received from various agencies, industry and other organizations

Action to be taken:

Research Projects to be submitted in DST, SERB and other govt agencies

4. Workshops/Seminars be Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the next year

Action to be taken:

Two Seminars on IPR to be conducted. IPR Day to be organised

5. Incubation centre be created, and start-ups are incubated on campus

Action to be taken:

Startups to be incubated in campus and all related records to be submitted

6. Kindly increase No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Action to be taken:

All Faculty member to do atleast one FDP in the current academic year

7. Activities on Gender Equity be increased (Number of gender equity promotion programmes organized by the institution during the year)

Action to be taken:

Activities related to Gender equity till be conducted by NSS cell

8. Efforts may be made towards E-content developed by teachers


Action to be taken:

E-content like videos, ppts, notes, lab manuals to be prepared and made available to students through Teams etc by all the faculty members.

The status from all HODs and cell incharges will be taken in due course of time to comply with the above suggestions.

Agenda 2: Commencement of new session

Discussion on commencement of new session also held. Director, MSIT informed that the teaching of even semester will commence from 24.1.2024. All HODs were advised to display timetables and put up any requirement.


Prof. Puneet Azad
(IQAC coordinator) 21/1/24

copy to: Director, MSIT

Action Taken for Minutes of Meeting

1. Few NPTEL courses on C++, Python and Energy literacy have been introduced to students of 2nd, 3rd and final year students. HODs will ensure the completion of such courses by the end of semester
2. All faculty members are uploading assignments, notes and quizzes on Microsoft Teams
3. Funding to setup Center of Excellence from ONGC has been approved and confirmed by Director, MSIT
4. One seminar on IPR has been organised by Dr. Deepti Deshwal and a workshop is scheduled in the month of May 2024
5. Some of the faculty members have completed FDP and the rest will complete atleast one week FDP in the upcoming semester
6. NSS cell will organise activities on Gender equity and issues



Prof. Puneet Azad
(IQAC coordinator)

May 04, 2024

Maharaja Surajmal Institute of Technology

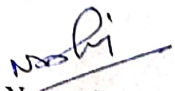
Minutes of the Meeting

A meeting of Dean and all Heads of Department took place on 04th May, 2024 in the conference room of MSIT at 12.30 P.M. The objective of meeting was to discuss the teaching load, inter-departmental exchange of load and faculty requirements (if any) for the upcoming session from August-December 2024. Following members were present:

S.No	Name	Designation
1.	Dr. Naveen Dahiya	Dean Academics
2.	Dr. Meena Tushir	HoD EEE
3.	Dr. Brijpal Singh	HoD Applied Sciences(M)
4.	Dr. Rekha Tripathi	HoD Applied Sciences(E)
5.	Dr. Pardeep Sangwan	HoD ECE(E)
6.	Dr. Neeru Rathee	HoD ECE(M)
7.	Dr. Prabhjot Kaur	HoD IT(M)
8.	Dr. Sunesh Malik	HoD IT(E)
9.	Dr. Geetika Dhand	HoD CSE(M)
10.	Dr. Nishtha Jatana	HoD CSE(E)
11.	Dr. Sunil Gupta	Associate Professor, EEE
12.	Mr. Manoj Malik	Assistant Professor, IT
13.	Dr. Shaily	Assistant Professor, CSE
14.	Dr. Puneet Azad	Incharge IQAC

Following points were discussed:

1. Dr. Naveen Dahiya welcomed all.
2. All heads presented the total load of their respective departments along with load handling capacity of their respective departments.
3. The Heads of all the departments had finalized the Program Core Elective subjects as well as Emerging Area Electives/Open Area Electives based on the choices floated to students of their respective departments.
4. It was decided to float Programming in C in seven divisions and Electrical Science in six divisions in 1st semester.
5. Inter departmental load was shared amongst various departments based on the mutual consent of heads taking into consideration nature of subject and load handling capacity of faculty in respective departments.
6. Loads of all the departments was well adjusted.
7. HoD Applied Science put forth the requirement of new faculty due to increase in intake of 120 additional seats in CSE and IT departments. He was asked to prepare detailed proposal and put up the request before competent authority.
8. The meeting ended with thanks to all present.


(Dr. Naveen Dahiya)
Dean Academics

Copy to:
Director MSIT (for kind information)