Maharaja Surajmal Institute of Technology

February 24, 2025

Action Taken Report

With reference to the IQAC meeting held on 06/12/2024, the following actions have been taken on the feedback given by final year B.Tech students (2023-24)

S No	Feedback	Action taken
a	Latest stream related Subjects and labs to be introduced	Subjects and labs related to latest technologies have been included in the latest scheme and syllabus of GGSIPU and subjects on latest technologies like Artificial Intelligence, Data Analytics, Machine Learning and IOT are present in the program core electives and emerging area electives in all the streams.
b	More industrial visits to be organised	All the departments have been directed to conduct atleast two industrial visits during Jan-July 2025
c	Internship opportunities to be enhanced	An Industry Institute Interaction Cell (IIIC) is present in the Institute to cater the needs for internship of the students. The cell takes the following actions • It forwards internship opportunities to all the students of final year and the interested students are given guidance for enrollment. • All the students have been registered on AICTE Internship portal. • Recently, seven B.Tech (IT) students have been sent to Airport Authority of India (AAI) for winter internship in January 2025 • Visit to Air Traffic Control (ATC) is planned for B.Tech (ECE) students to be conducted in the coming semester. Additionally, students of 7th semester have bagged internships in reputed companies as a preplacement offer through Institute placements.
d	More technical events need to be organized to give exposure to the students of hackathons and competitive coding environments	Hack Wie 3.0, a 24-hour hybrid hackathon, was successfully organized on January 29th and 30th, 2025 by IEEE MSIT. The event aimed to foster innovation while promoting women's safety, empowerment, and technological advancements. Additionally, an Ideathon is also planned to be conducted on 21.02.2025 by the Institute Innovation Cell (IIC)
e	AC and Wi-Fi should be installed	ACs are already installed in labs, seminar halls, and conference room. Further, installation of ACs in classrooms will be the priority in the next phase of purchase. Wi-fi has been installed on the Ground floor for official purpose. Wi-fi is also available in both girls and boys common rooms.

f	Library facility is best but books of book bank many time outdated according to new syllabus so update them	Library committee of the Institute regularly takes recommendations of latest books from all the departments as per the new scheme and syllabus of GGSIPU and the books are purchased every year accordingly.
g	Internship opportunities to be enhanced	Covered in point 'c'
h	College should support students for hackathon	Students taking part in National Level Hackathons are provided travel and accommodations from the organizing body such as AICTE. Support for participation in other state level Hackathons will be provided as on case to case basis
i	There should be 2 more extra period in which student are provided education with relevance of technology that is used in industry to help them crack jobs	A Career Development Cell has been formed in the Institute to conduct activities / seminars related to personality development, resume building, placement interviews preparation etc. Seminars related to latest technologies are conducted by departments in every semester
j	Saturday should be off.	Timetable Committee has been requested to reduce the teaching load on Saturdays. There is no teaching load for final year students and 3rd year (in few departments) on Saturdays in the present semester. While in few other departments, the teaching load for 3rd year students has been reduced to minimum on Saturdays.
k	Medical room is not that accessible, Medical Facility needs improvement	Sign boards for Medical room have been installed at several places in the campus. Medical room is available in the hostel in case of any emergency with the availability of medicines and on-call Doctor.
l	Sports Infra needed	The Institute has several sports facilities including Football / Cricket ground, Table tennis, Badminton, Carrom, Chess and other indoor games etc. Sports activities are being conducted at MSIT on a regular basis under the direction of the sports committee. Recently, Annual Sports Meet was organized on 27th and 28th January 2025 at the Institute's sports ground in collaboration with NSS cell of MSIT
m	Canteen should be upgraded.	The Institute has directed the Mess Committee to improve the quality of the food. Recently, a meeting was conducted by the committee on 29.01.2025 to discuss the same and resolve the issues of hostler students
n	Class room should equipped with A.C.	Covered in point 'e'
o	Hostel and mess facilities provided by the college is not satisfactory	Covered in point 'm'

p	Facilities need improvement like smart classes	Smart boards have been installed in the Conference Room, Seminar halls and few labs. This facility is available for taking classes. Additionally, all the class rooms are equipped with LCD projectors for taking classes and presentations.
q	Students must be allowed to use Sports Ground for playing during their free slots	Students are allowed to use Sports ground during their free slots or after the teaching is over

Prof. Archana Balyan
Director, MSIT

Director
Maharaja Surajmal Institute of Technology
Janak Puri, New Delhi-110058

Maharaja Surajmal Institute of Technology

December 06, 2024

Minutes of Meeting

A Meeting of Internal Quality Assurance Cell (IQAC) of the Institute was held on Friday, 6th Dec, 2024 in the conference room (#10) of the Institute.

Agenda for IQAC Meeting

1. Discussion on College Feedback and Action Taken
   a. Review of action taken / suggestions provided in the recent college feedback.
   b. Overview of actions taken by departments and the institute in response to feedback.
2. Discussion on Budget Allocation (Last 3 Years)
   a. A detailed discussion on the budget allocations over the past three years.
3. Objectives and Targets for the Next Semester (Academic Year 2024-25)
   a. Setting clear academic and institutional objectives for the upcoming semester.
   b. Defining specific targets to achieve during the academic year 2024-25.
4. Submission of NAAC AQAR for the Year 2023-24 and NBA Pre-Qualifier/Self-Assessment Report (SAR)
   a. Status update on the submission of the NAAC AQAR for the year 2023-24.
   b. Discussion on the preparation and submission of the NBA Pre-Qualifier and Self-Assessment Report (SAR).

The meeting was attended by the following members:

S.No	Name	Designation
1.	Prof. Archana Balyan	Director, MSIT
2.	Prof. Naveen Dahiya	Dean Academics
3.	Prof. Man Singh	Professor, App. Sc (M)
4.	Dr. Puneet Azad	IQAC Head
5.	Dr. Meena Tushir	HOD, EEE
6.	Dr.Brijpal Singh	HOD, Applied Science (M)
7.	Dr. Pardeep Sangwan	HOD, ECE (E)
8.	Dr. Neeru Rathee	HOD, ECE (M)
9.	Dr. Prabhjot Kaur	HOD, IT (M)
9.	Dr. Geetika Dhand	HOD, CSE (M)
10.	Dr. Sunesh Malik	HOD, IT (E)
11.	Dr. Nishtha Jatana	HOD, CSE (E)
12.	Dr.Vimal Gaur	Incharge ISO, Member IQAC
13.	Dr.Nishtha Saroha	Member IQAC
14.	Dr.Shilpam Malik	Member IQAC
15.	Dr.Kavita Sheoran	Incharge UBA
16.	Dr.Savita Ahlawat	Incharge NSS/Prakriti
17.	Dr. Sitender Malik	NIRF Incharge
18.	Dr. Parveen Kumar	Coordinator, Placement Cell

The IQAC Head welcomed Director, MSIT and all attendees of the meeting. The agenda was briefed and the following decisions were taken

1. **Summary of College Feedback by students**

   The feedback given by final year students of all the department was discussed in detail for the year 2023-24 as summarized below

   Department Level

   a. Latest stream related Subjects and labs to be introduced
   b. More industrial visits to be organised
   c. Internship opportunities to be enhanced
   d. More technical events need to be organized to give exposure to the students of hackathons and competitive coding environments

   Institute Level

   e. AC and Wi-Fi should be installed
   f. Library facility is best but books of book bank many time outdated according to new syllabus so update them.
   g. Internship opportunities to be enhanced
   h. College should support students for hackathon
   i. There should be 2 more extra period in which student are provided education with relevance of technology that is used in industry to help them crack jobs
   j. Saturday should be off.
   k. Medical room is not that accessible, Medical Facility needs improvement
   l. Sports Infra needed
   m. Canteen should be upgraded.
   n. Class room should equipped with A.C.
   o. Hostel and mess facilities provided by the college is not satisfactory
   p. Facilities need improvement like smart classes
   q. Students must be allowed to use Sports Ground for playing during their free slots.

2. It was told by the HODs that the subjects and labs related to latest technologies have been included in the latest scheme and syllabus of the Institute and subjects like Artificial Intelligence, Data Analytics, Machine Learning and IOT are present in the program core electives and emerging area electives.

3. Director MSIT suggested HODs to organize more Industrial visits and give exposure to all the students of 2nd and 3rd year students. She also advised IIIC Cell Convener to forward all kind of opportunities to the departments for 8th sem students. Dr. Rohit Singh told that he will forward a new internship opportunities to the IIIC Cell.

4. HODs told that the departments organize various technical seminars, workshops and industrial visits during the semester as required by the students.

5. Regarding ACs and Wi-fi, Director, MSIT advised the departments to forward the request for Wi-fi router for their floors. It was told that ACs have already been installed in labs and management will consider classrooms as well for ACs.

6. Regarding books, departments are requested to forward requisitions for new books to the Library Incharge based on subjects offered by respective departments.

7. Dr. Sudesh Pahal, Convener IIC Cell was suggested to organise Hackathons in the Institute. Also, participation in National Innovation Contests and other national-level events should be encouraged.

8. The Timetable Committee was advised to reduce 2nd year student's load on Saturdays in the coming semester. There is no teaching load for 3rd and final year students in the present semester and the similar pattern will continue in next semester as well/

9. Dr. Anju Ahlawat was suggested to organize a First Aid course/workshop for faculty in the upcoming semester. Also, the Medical room visibility should be increased and display boards to be installed in the main building and hostel.

10. Dr. Vivek Solanki informed that the proposal for improvement in sports facility is under consideration by the management.

11. The feedback of students for upgrading the canteen, mess and sports facility will be forwarded by Director, MSIT to the management for taking steps for the improvement in the infrastructure and quality of food.

12. Smart Boards have been installed in Seminar halls and few labs that were received from Ambience Projects Pvt Ltd as donation. More boards will be installed in future.

13. A detailed discussion on the last 3 years budget held with the HODs and a file of departmental and institute budget will be maintained by the IQAC team.

14. The following targets have been set up by the IQAC team for the upcoming semester

Targets & Objectives for the next Semester (Jan-July 2025)		
Dept / Cell	Activity to be conducted	Frequency
All Departments (HODs)	Technical Seminar (1 Day)	1 per semester
	Industrial Visit	1 per semester for all students
	Workshop	1-2 per semester
	FDP, Short Term Program	1 per year, all faculty must attend

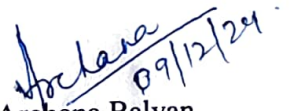|		
	Certification Courses	All 2nd / 3rd yr students to register foe Swayam courses
	Students participation in National Level Events	Hackathons and other National level Events participation from all dept to be encouraged
NSS, Prakriti, UBA*	Gender Equity (2 activities)	2 per year
	Gender Issues (1 activity)	1 per year
	Swachh Bharat (1 activity)	1 per year
	AIDS awareness (1 activity)	1 per year
	Blood, cloth and food donation	1 each per year
	Plantation drives	1 each per year
	Extension activities are carried out in the neighbourhood community, sensitizing students to social issues, for their holistic development, and impact hereof during the year	16 activities by NSS, 6 by UBA in 2023-24. Similar trend to continue
Incubation Cell	MoUs, Start-ups and seed funding to start-ups	E-Summit ,5-6 activities to be conducted
IPR Cell	Seminar on IPR	1-2 per year
Placements, Career Counselling Cell	Guidance for competitive examinations and career counselling (819 students 2023-24, 419 students in 2022-23)	10-12 activities, with max students participations in an year by the cell. Dept may continue their activities on preparation of competitive exams
IIC Cell (Institute Innovation Cell)	Industry Academia Interaction, Students precipitation in National Level Events	Hackathons, National Innovation Contest and other National level Events participation from students to be encouraged. One Hackathon to be conducted by IIC Cell in the coming semester
Incubation Cell	Start-ups to be incubated, Seminars to be conducted	2-3 Seminars per year
Discipline Cell / Anti-ragging	Seminar on Code of Conduct	1 Seminar to be conducted by the Discipline committee of the Institute
Research Papers	**Current Status:** 2023-24 111 papers, 55 conf 2022-23 108 papers, 48 conf	Min 1 paper per faculty in WoS Journal /Conf to be published by all faculty
Research Projects / Funding / Endowments	**Current Status:** Research Project submitted in Indian Council of Social Science Research, Funding for Conferences have been applied and received	More research projects to be applied by the faculty

Ranking, NAAC AQAR, NBA	NBA Pre-Qualifier (ECE/EEE): Submitted on 04/12/2024 NBA SAR Submission (ECE/EEE): Before 04/02/2025 NBA Compliance report (CSE/IT): Submitted on 05/12/2024 NAAC AQAR 2023-24 Submission Date: Submitted on 27th Dec 2024 NIRF Submission Date: Jan 2025

*Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (includingthe programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry,community and NGOs) during the year

15. **AQAR Updates:** Dr. Puneet Azad confirmed that the comments received on the AQAR 2022-23 submission have been incorporated into the AQAR 2023-24. He also advised HoDs to promote free NPTEL courses within their departments, including integration into the IKS and UHV subject.

Prof. Puneet Azad
(IQAC Head)

09/12/24

Prof. Archana Balyan
(Director, MSIT)