

**Maharaja Surajmal Institute**  
**Internal Quality Assurance Cell**  
**Minutes of the Meeting**

**Dated: 3<sup>rd</sup> October, 2017**

A meeting of all the IQAC members was held on 3<sup>rd</sup> October, 2017 in Conference room at 12 noon. Following members were present in the meeting:

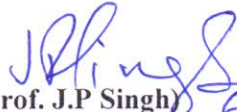
1. Prof. J.P Singh (Director)
2. Prof. Harish Singh (NACC Coordinator)
3. Dr. Rajeshwari Malik (IQAC Coordinator)
4. Dr. Monika Davar (IQAC Coordinator)
5. Dr. Monika Tushir (HOD-BBA(First Shift))
6. Dr. Vijeta Banwari (HOD-B.Com (Hons.))
7. Mr. Manoj Kumar (HOD-BCA(First Shift))
8. Mr. Surajpal Chauhan (HOD-BCA(Second Shift))
9. Dr. ReetuVerma (Librarian)
10. Mr Kumar Gaurav (IQAC member)
11. Dr. Abheynder Singh (as a representative of Dr. Vijay Dahiya)
12. Dr. Poonam (as a representative of Dr. Arvind Gill)
13. Mr. Ashish Sobti (as a representative of MsVaishali, Accounts)
14. Mr. Honiedeeep Singh (Alumni representative)
15. Ms. Savreen (Student representative)
16. Mr. Sagar Kataria (Student representative)

**Agenda of the Meeting**

Review of preparation for upcoming NAAC peer team visit on 9<sup>th</sup> and 10<sup>th</sup> October, 2017

**Following points were discussed in the meeting:**

1. Following updated files to be maintained by HOD's on the day of Inspection:
  - a. Co-curricular
  - b. Student welfare
  - c. Mentorship
  - d. Student's feedback/Parent's feedback
  - e. Extension lectures/special lectures
  - f. Industrial visits
  - g. Attendance records/Action taken
  - h. Social welfare/responsibility
  - i. Copies of last semester SQR
  - j. Anything which HOD want to showcase especially fresh initiatives
  - k. A copy of departmental report as annexure in SSR
  - l. A record of departmental meeting and compliance.
  - m. HOD-BCA should have extra file on computer labs and hardware-software details updated
2. Cleanliness to be ensured by all faculty members and non-teaching staff.
3. Updated personal files to be maintained by all faculty members
4. Dr. Rajeshwari Malik and Ms. Neetu Anand should be ready to make presentation during NAAC peer team visit.
5. Arrangements for videography to be made by Mr. Arvind Gill, Mr. Manoj Kumar and Mr. Vivek Solanki
6. A final rehearsal of the cultural performance should be shown to IQAC team on 7<sup>th</sup> October, 2017 at 1.00 pm in the auditorium by the cultural committee
7. All committee conveners should submit updated files to Dr. Rajeshwari Malik on 6<sup>th</sup> October, 2017
8. HOD's of respective departments and Alumni incharges Dr. Arti Bahuguna, Mr. RavinderKajal, Dr. Vijeta Banwari and Dr. SeemaShokeen to ensure the presence of Alumni and parents at 4.00 pm on 9<sup>th</sup> October, 2017 to interact with the NAAC team
9. Ms. Vaishali and Mr. Ashish to ensure preparedness of administrative and finance department for NAAC team visit.
10. Both Hostel Wardens to ensure cleanliness and preparedness for NAAC visit.

  
(Prof. J.P Singh) 6/10/17  
Director, MSI