

### IQAC MINUTES OF THE MEETING HELD ON 3.3.18

1. Follow up action taken on the basis of previous IQAC Meeting held on 25.11.17 was discussed.
2. Online Student Grievance portal and online student feedback system to be developed by a Team headed by Mr. Kumar Gaurav. It was suggested that feedback should be taken from only those students who attend classes regularly as they will be able to give genuine feedback.
3. Four student representatives one from each department of BBA, BCA, B.Com and B.Ed. to be made members of IQAC Committee.
4. Research and Academic Growth Cell Convener Prof. Harish informed the members that a list of experts from various reputed Universities is being prepared who will be invited from time to time for faculty development and research guidance.
5. The second issue of Research journal of Maharaja Surajmal Institute has been published and some copies were distributed to IQAC members.
6. Reports of all activities conducted since Nov. 2017 till date should be submitted to Dr. Monika Davar and Dr Aarti Bahuguna.
7. For Quality improvement, following suggestions were given:
  - a. Black Films should be installed on windows to avoid glare while using projector.
  - b. Cable for LCD projectors are hanging loose in classrooms. Proposal to be prepared by Neetu Narwal to get these fixed properly.
  - c. Smartboards are not being used much presently due to lack of some features. Dr Arvind Gill will make a proposal to make it functional and submit it to Director M.S.I.
  - d. To improve the quality of chalks, a proposal for better quality dustless chalks to be prepared by Mr. Vijay Dahiya and submit it to Director M.S.I.

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Coordinators, IQAC

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Convener, NAAC  
Committee

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