

## MINUTES OF THE IQAC MEETING DTD 1.4.23

A meeting was held by IQAC with Prof Tejbir Rana, Chairman, Academic committee, Professor Harish Singh, Director MSI, Prof H. S. Rawat, Director Placement, Dr Jasbir, Deputy director M. S. I, IQAC members, Prof J. P. Singh, HODs and senior faculty on 1.4.23 at 10:00 a.m. in Directors room. (The list of attendees along with signature will be attached)

### Agenda of the meeting:

To discuss the measures for academic quality improvement of the Institute.

### Minutes of the Meeting

Following decisions were taken after consultation and consensus among all members present at the meeting :

1. Add on certificate courses of at least 30 hours in each academic session to be organised by various departments on rotation basis
2. Mid semester feedback to be taken from various stakeholders including students, faculty and non teaching staff. Feedback to be taken only from those students with more than 75% attendance.
3. Feedback to be taken from Alumni once in a year, at the time of Alumni meet. Alumni to be motivated to donate funds for the institute. Department wise Alumni Meet to be conducted once in two years and record of alumni meet to be maintained in register with attendance, signature, minutes of the meeting and geo-tagged photos
4. Co curricular activities to be conducted by every department on a monthly basis. Out reach activities to be organised including visit to Wildlife sanctuaries, biodiversity park etc.
5. Register with page numbers to be maintained for Minutes of the meeting. Academic calendar and its compliance, time table and departmental committee list also to be included in it.
6. Academic audit to be conducted after every semester. Two faculty to be nominated by Director MSI for the audit. *Format of the same will be supplied.*
- 7 Moderation policy to be formulated at MSI level. Result of students to be circulated amongst all teachers for suggestions related to moderation. Concerned teacher, head of the department and two more faculty to sign on the moderation done and minutes to be maintained.
- 8 Distribution of papers to faculty should be in the minutes of the meeting.
- 9 At least one MOOCs paper related to the subject taught by any teacher to be undertaken in an year.
10. Mentor mentee monthly report should be hand -written with signature of students, geo tagged photos and submitted to mentor mentee committee.

*Harish Singh / Director*  
1/4/23.

11. Annual festival to be organised by each department.
12. In house non financing projects to be proposed and conducted by each department.
13. Teachers of all departments encouraged to be part of syllabus formation committee.
14. Institute to participate in Vidya Vistar Yojana by identifying a Higher education institute in a remote area and collaborating with it through online classes conducted by faculty
- 15 Professor J. P. Singh extended his support to explore possibility for international collaboration with educational institutes at Melbourne.
- 16 More efforts to be made for research grants from prestigious organisations such as ICSSR. Projects of public utility to be focused upon for approval.
- 17 Minor research project cell to be established and funded by the Institute. The projects completed to be further forwarded to concerned authorities such as Delhi government, MCD, Delhi traffic police etc.
- 18 New teachers to do at least 15 day orientation or refresher course from Academic Staff College in an year
- 19 Class test, assignment questions to be available with teacher along with date on which given and date of submission (of assignment).
20. Pass out students record to be maintained by student progression committee including what they are doing presently along with proof
- 21 Non performing students to be provided e content, remedial classes etc. These measures alongside attendance should be written in the attendance register of teachers.
- 22 Website to be updated regularly. Important events, awards, achievements to be displayed on website for longer duration.  
Those faculty whose biodata not yet uploaded to submit the same to Mr Kumar Gaurav within a week.
23. SWOC of the Institute to be revisited and the distinctiveness of the institute to be reviewed.
24. Issue of increments of faculty (based on result of students) to be discussed with management. Data related to this to be submitted to Professor Tejbir Rana.

The meeting ended with a vote of thanks by Prof. Harish Singh, Director M. S. I.

Dr Monika Tushir  
IQAC Coordinator  
Dr Monika Davar  
IQAC Co- Coordinator

Prof Harish Singh  
Director, MSI

Prof Tejbir Rana  
Chairman, Academic Committee