

Minutes of the Meeting

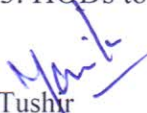

A meeting was held by Director, MSI, Prof. Harish Singh and IQAC Coordinators with the Faculty members of BCA on 03/03/2023 at 11:30 A.M. in Director's Office, MSI.

Agenda of the Meeting:

Preparation for the upcoming session and discussion on Quality initiatives to be undertaken.

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1. Suggestions given by Hon'ble Sh. Kaptan Singh, Chairman, SMES for Quality improvement were discussed for implementation in upcoming session.
2. Collaborative, Quality Research papers, Sponsored Projects and Seminars/Conferences to be focused upon. Academic Leaves will be granted for the same.
3. Efforts to be made in the direction of Course Coordination Committee Meetings of BCA Programme at MSI.
4. Faculty eligible for MACP should forward their applications to Director through proper channel via Administrative Officer, MSI.
5. Group Photo for MSI to be organized by Dr. Neetu Narwal, Associate Professor.
6. International Conference is being organized in the month of April, 2023.
7. Efforts to be made towards the participation in more Private Ranking Surveys.
8. Academic Calendar (Department-wise) to be forwarded to Dr. Neetu Anand, Head of the Department (BCA-M) for finalizing and subsequent preparation of MSI Academic Calendar.
9. Proposal for Incubation Centre for MSI has to be made. The Incubation Centre of MSIT is already in place wherein the MSI can also be involved.
10. Proposal for the requirement of Teachers and Classrooms/Labs for the upcoming Academic Session commencing from August, 2023 to be submitted by Mr. Manoj Kumar, Convener, Time Table and Allocation Committee to the Director, MSI.
11. Efforts to be made for the introduction of MCA Course of GGSIPU.
12. Parent Teacher Meet (PTM) to be conducted for critical/short attendance cases. A meeting of parents with the Director, MSI and Chairman, SMES will be held on 17th March, 2023. HODs to ensure.


Dr. Monika Tushir
IQAC Coordinator

Dr. Monika Davar
IQAC Co-Coordinator


Prof. (Dr.) Harish Singh
Director, MSI

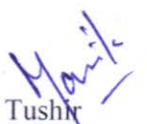

Minutes of the Meeting


A meeting was held by IQAC with Director, MSI, Prof. Harish Singh, IQAC members and Non-Teaching Staff on 03/03/2023 at 11:00 A.M. in Director's Room, MSI

The following points were discussed.

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1. Phone Extension is required for MBA and Law Department.
2. Proposal for requirement of more Office Staff has been submitted to AO by Law and MBA Department respectively.
3. Leave to be granted to staff and faculty strictly as per Institute's norms.
4. It was discussed that for one day Medical Leave there is no requirement of medical certificate. Discussion with management shall be done in this regard and shall be communicated to all.
5. Infrastructure related improvements to be carried out by Mr. Udaiveer Singh. Complaint Register and Cleanliness Register to be maintained at reception. Email in this context has been shared with all.
6. Old Water Coolers needs to be replaced. Maintenance Engineer to look after the same.
7. Dusting & Cleanliness to be done daily by Class-IV Staff. Mr. Udaiveer to make duty chart for the same.
8. Proposal for pump operator and one more electrician to be given. AO to discuss with Director, MSI.
9. Unnecessary wires coming out at various places to be clipped/covered. Concerned staff to coordinate with the electrician.
10. Space to be created/provided for storage of files.


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Prof. (Dr.) Harish Singh
Director, MSI

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A meeting was held by IQAC with Director, MSI, Prof. Harish Singh, IQAC members and faculty members of MBA and Law at 10:00 A.M. in Director's Office (Room No. 13) on 03/03/2023. The following points were discussed.

Agenda of the Meeting: Preparation for the upcoming session and discussion on Quality initiatives to be undertaken.

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1. Measures to overcome short attendance of students was discussed. Parent Teacher Meeting to be held on 17.3.23. Parents and students of Law & M.B.A. with short attendance must be informed and encouraged to ensure regular attendance.
2. Academic Calendar of MSI to be compiled by Dr. Neetu Anand. Department Calendar must be submitted to Dr. Neetu Anand
3. Events to be conducted in association with NDLI. Awareness to be created by Dr. Reetu amongst faculty regarding NDLI. Geo-tagged photos, attendance & report of all photos events to be maintained by Event Coordinator.
4. Participation in Private Ranking of Institute for Law & MBA to be ensured by Dr. Sarita, HOD, MBA and Dr. Kirti, HOD, Law.
5. Course Coordinator of MBA and Law to be contacted for inclusion of MSI (Law & MBA Departments) in the Course Coordination Committee for Syllabus revision. Request by the HOD to be given to University for next Committee Meeting at MSI.
6. Data of Law and MBA has been submitted in JAC report. Data must be maintained for by Law and MBA for AQAR 2022-23.
7. Suggestions given by Sh. Kaptan Singh, Chairman, SMES (points 1-14) were discussed and must be implemented.
8. Efforts to be made for AICTE sponsored FDPs / Conferences / Projects. Dr. Sarita, HOD to give proposal in this regard.
9. The departments were encouraged for collaborative programs to be initiated & MOUs to be signed.
10. Awareness to be created regarding subject notes (E-modules and Question Papers are available in Library). MBA and Law faculty to submit subject notes to Library.
11. Law and MBA Departments to coordinate with Dr. Neetu Narwal for active participation in MSI Journal, Parichay & other publications.
12. Online lectures & MOOCs / E-Content to be developed by Law and MBA faculty for public domain.
13. MBA, H.O.D to coordinate with Dr. Heramb Nayak and Ms. Seema for scholarship of students.
14. Tech Fest, Cultural Fest and Annual Day to be organized by MSI. Active participation to be encouraged
15. NPTEL status to be updated to Director, MSI by Dr. Sarita
16. Awareness to be created regarding Online Grievance Redressal, DTC Buss Pass, Scholarships among MBA and Law students.
17. SEBI and RBI experts can be invited for lectures / Interaction with students
18. G-20 implementation to be ensured.
19. MBA & Law Faculty to submit SCOPUS indexed research papers/patents etc. to the respective committee for Research Grant Awards on Annual Day.

The meeting ended with vote of thanks.

Dr. Monika Tushir

IQAC Coordinator

Dr. Monika Davar

IQAC Co-Coordinator

Prof. (Dr.) Harish Singh

Director, MSI

Minutes of the Meeting

A meeting was held by Director, MSI, Prof. Harish Singh and IQAC Coordinators with the Faculty members of BBA and B.Com department on 03/03/2023 at 12:00 noon in Director's Office, MSI.

Agenda of the Meeting:

Preparation for the upcoming session and discussion on Quality initiatives to be undertaken.

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1. MSI Committee – Progress hitherto and Future plan of action was discussed.
2. Suggestions given by Hon'ble Chairman for quality improvement in academics and research were discussed for implementation in the upcoming session.
3. Collaborative, Quality Research papers, Sponsored Projects, Seminars & Conferences to be focused upon by all faculty members.
4. Director, MSI motivated the faculty to conduct the research and ensured all support from the Institute for the same.
5. BBA Department to organize Conference in upcoming session.
6. WhatsApp Groups to be created for active interaction among Student Society Members.
7. Departmental Academic Calendar to be submitted to Dr. Neetu Anand, HOD-BCA(M) for the purpose of inclusion of the same in MSI Academic Calendar.
8. Discipline is to be strictly adhered to by the students. Attendance of activities for student participants to be systematically given and remaining students to maintain their regular attendance. System to be streamlined for the same.
9. Feedback system to be revised.
10. Increments of faculty (Accounts, Economics, Physics & Maths) have been cut despite showing best results in GGSIP University. Proposal to be submitted to review the same by Dr. Monika Tushir and Dr. Supriya Chaudhary. The list of such faculty members is to be provided by Administrative Officer.
11. Finalization of the name for the MOOC Coordinator-ship to be done. Dr. Kumar Gaurav and Dr. Anita Sharma must discuss and submit one name from among them to Director, MSI by 6th March, 2023.
12. Parent Teacher Meet (PTM) to be conducted for critical/short attendance cases. A meeting of parents with the Director, MSI and Chairman, SMES will be held on 17th March, 2023. HODs to ensure.
13. Research and other contributions of faculty members must be submitted for various inspection purposes and publication records to be submitted in Library in a timely manner.
14. Reports of all the activities with geo-tagged photographs, signatures of attendees and the number of participants must be maintained by the Event Coordinator and submitted in a timely manner to Dr. Neetu Anand.
15. Dusting & Cleanliness of the campus area are to be ensured. Every faculty member has to take charge of being vigilant in observing the tidiness and cleanliness of the Campus & its infrastructure and in case any deviation is found, the same should be reported in writing in the register available at the reception for further action.

Dr. Monika Tushir

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Director, MSI