

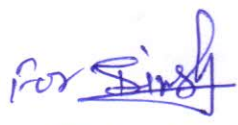


### ACTION TAKEN REPORT OF MEETING DATED 1.4.23



1. Mid semester feedback: Revision of feedback forms initiated. This will be followed by taking feedback from students.
2. Alumni committee has been directed to collect feedback from Alumni during Alumni meets
- 3 Co-curricular activities are regularly conducted by every department
- 4 Record of minutes of the meeting are being maintained.
5. Mentor mentee meetings are conducted regularly and proper record is being maintained.
6. Regular class tests and assignments are being given by faculty and record is being maintained.
7. Non performing students are identified and provided remedial classes .E content is also provided.
8. Website is updated regularly .The bio data of all faculty has been updated and uploaded.


Dr Monika Tushir   
NAAC Coordinator  
Dr Monika Davar   
NAAC CoCoordinator

  
Prof Harish Singh  
Director M.S.I

### ACTION TAKEN REPORT OF MEETING DATED 3.3.23

1. Attendance is regularly monitored and PTM is organised on regular basis
- 2 NDLI awareness has been created by Dr Reetu (librarian).
- 3 Updated data is being maintained by all departments for JAC inspection
4. All departments are actively participating in MSI journal Parichay and other Publications
- 5 Techfest , cultural fest and annual day have been successfully organised in April 23.
- 6.Students have been made aware of students grievance redressal portal, scholarships, DTC bus pass facilities etc
- 7 Various experts are regularly invited for guest lectures.
- 8.All the departments are organising activities in accordance with the Academic calendar.
- 9 The name of MOOCs Coordinator has been finalised and Dr Anita Sharma is the new MOOC coordinator.
- 10.Activities report with all necessary proofs is being maintained and regularly forwarded to Dr Neetu Anand.
- 11.Eligible faculty have forwarded their application for MACP.
- 12.Group photos of MSI staff and students have been clicked.

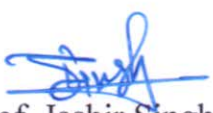
Dr Monika Tushir   
 NAAC Coordinator  
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 Prof Harish Singh  
 Director M.S.I

## ACTION TAKEN REPORT OF IQAC MEETING ( 3.12.22)

1. The NAAC coordinators have updated the faculty members regarding dates of NAAC visit
2. HODs are ensuring that all the departmental files of their respective departments are well prepared, labeled and properly indexed. The suggestions given by the mock inspection team have been incorporated.
3. To check the preparedness for the NAAC visit, mock inspection 2 has been conducted on 10<sup>th</sup> December, 22
4. All the notice boards in the corridors and staff rooms are being updated
5. PowerPoint Presentation for MSI for NAAC inspection has been prepared.
6. Cultural committee of MSI is preparing students for cultural events to be showcased at the time of NAAC Peer Team Visit.
7. HODs have forwarded the lists (soft copies and hard copies) of stakeholders who will interact with NAAC team to Dr. Anshu.
8. Feedback committee has updated the record of the feedback collected from different stakeholders like students, parents etc. of the past five years. (Dr. Vinita Tomar)
9. Time table committee has updated the time table file of the past five years.
10. SSR conveners have submitted updated information of the SSR time period (including 2021-22 year) of both qualitative and quantitative aspects related to their respective criteria with them.
11. A duty chart for NAAC Peer Team Visit has been prepared

Dr Monika Tushir  
NAAC Convenor  
Dr Monika Davar  
NAAC Co-Convenor



  
Associate Prof. Jasbir Singh  
Deputy Director, M.S.I


  
Prof. H.S. Rawat  
Director, M.S.I



**ACTION TAKEN REPORT OF THE MEETING HELD ON 14.9.22**

1. SSR Convenors coordinated with their team members for collecting necessary information for DVV clarification
2. DVV clarifications were submitted on time by the NAAC team
3. Doubts related to the dvv clarification were dealt with by Dr Monika Tushir and Dr Monika Davar (NAAC coordinators)
- 4 AQAR 21- 22 data collection in process and progress is satisfactory.

Dr Monika Tushir   
NAAC Convenor  
Dr Monika Davar   
NAAC Co-Convenor

  
Director, M.S.I