

Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC)

and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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***Guidelines for the Creation of the
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in Accredited Institutions***

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order

to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHC0GN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016:**

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution

MAHARAJA SURAJMAL INSTITUTE OF TECHNOLOGY

1.2 Address Line 1

C-4

Address Line 2

Janakpuri

City/Town

New Delhi

State

Delhi

Pin Code

110058

Institution e-mail address

director@msit.in

Contact Nos.

011-25552667

Name of the Head of the Institution:

PROF. (DR.) K.P.CHAUDHARY

Tel. No. with STD Code:

011-25528117

Mobile:

9871213638

Name of the IQAC Co-ordinator:

Dr Suman Mann

Mobile:

9910755822

IQAC e-mail address:

iqac@msit.in

1.3 NAAC Track ID (For ex. MHC0GN 18879)

DLC0GN26384

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC(SC)/18/A&A/13.1 dated 5-11-2016

1.5 Website address:

www.msit.in

Web-link of the AQAR:

http://www.msit.in/iqac

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	"A"(MSIT)	3.11	2016	2021
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

3-08-2011

1.8 AQAR for the year (for example 2010-11)

2017-2018

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR(2016-17) submitted to NAAC on 18-12-2017.

1.10 Institutional Status

University State Central deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

.

1.12 Name of the Affiliating University (for the Colleges)

Guru Gobind Singh Indraprastha
University, New Delhi

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	-		
University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (<i>Specify</i>)	<ul style="list-style-type: none"> • NBA Accredited(CSE &IT) • NAAC Accredited 'A' Grade • NIRF ranking 151-200
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	9
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	1
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	1
2.9 Total No. of members	16
2.10 No. of IQAC meetings held	3

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1. Seminar on “Photovoltaics Research and Indian Perspective “ by prof. Vikram Kumar on 7 Feb 2018.
2. Seminar on “NAAC criterias and internal quality assurance Cell (IQAC)” by Prof. Sunil Kumar Khatri on 25th August 2018.

2.14 Significant Activities and contributions made by IQAC

IQAC is very actively involved with the holistic growth of the students. A large number of activities are organised throughout the academic session in coordination with various departments and also collectively as a whole for the students of MSIT. A list of activities is as follows:

List of activities organized

1. Talk on Pre-placement by TIME dated on 25 August,2017.
2. A seminar on “Big Data and Hadoop Systems” dated on 30th August, 2017.
3. A seminar on “Overseas Education” dated on 30th August, 2017
4. Industrial visit to Allian Duhangan Hydropower Plant, Manali, Himachal Pradesh for 3rd year CSE students dated on 29th September-4th October,2017
5. AICTE sponsored National Seminar on “Advances in Speech Technology” for Faculty members on 27th-28th November,2017
6. Annual Technical Fest “Avensis-2018” organized on 11th-12th January, 2018.
7. A Seminar on “Higher Education” dated on 18th January, 2018.
8. A Workshop on “Switch to Code” dated on 15th March, 2018.
9. Scholarship Test “Gyan Nidhi Scholarship Test, TCS iON” organized on 20th March,2018.

10. Workshop on "Angular JS" by brain mentors pvt. ltd. for 2nd year students on 18th August 2017
11. Seminar on "CV writing" by TIME for 3rd year students on 23rd August 2017
12. An industrial Visit to RSS Subhash Nagar DMRC for EEE 2nd year students on 8.2.18
13. 'Go Gate" Test was conducted on 9.8.18 for EEE 3rd year students
14. Seminar/Workshop on 'Art of Living' for EEE and IT students on 12.01.18
15. FDP on Power Electronics and its Applications through ICT for EEE & ECE faculty on 27th Nov-1st Dec 2017
16. Seminar cum workshop on 'Automation & Electrical Drives' for EEE students on 24.8.17
17. Seminar on 'How to prepare for higher Studies' for EEE 3rd year students on 5.9.17
18. Workshop on "Embedded Systems" conducted by APTRON SOLUTIONS Pvt. Ltd., Noida for 3rd year ECE-E students on August 25, 2017.
19. 1 Week FDP on "MATLAB and SCI Lab" from Sep 18 to 22, 2017 organized by NITTTR, Chandigarh.
20. Workshop on "Sandwich Technology Model" conducted by Milestone Achievers OPC Pvt Ltd., Delhi for 3rd year ECE-E students on 10th October, 2017.
21. 2 Days National Seminar on "Advances in Speech Technology A way towards Intelligent Human Computer Interaction" conducted by Dept of CSE, MSIT from November 27 to 28, 2017.
22. 1 Week FDP on "Power Electronics and Application " from Nov 27 to Dec 1, 2017 organized by NITTTR.
23. Workshop on "Embedded Systems" conducted by APTRON SOLUTIONS Pvt. Ltd., Noida for 2nd year ECE-E students on March 20, 2018.
24. Workshop on "Embedded Systems and real-time projects" conducted by RADIANCE EDUTECH, Delhi for 2nd year ECE-E students on April 9, 2018.
25. Workshop on "Golden Rules of Personal Interviews" conducted by AnkGanit Solutions Pvt. Ltd., Noida for 3rd year ECE-E students on April 10, 2018.
26. 1 Week FDP on "Modelling & Simulation using MATLAB" from 21 to 25 May 2018 organized by NITTTR, Chandigarh
27. Educational trip to NPL for 1st year students on 28th sept. 2017.
28. FDP on "Classroom Communication" through ICT from 28th May to 1st June 2018.
29. One day FDP on "Design and characterization of RF Antenna" on February 09, 2017 in association with Keysight Technologies.
30. Workshop on "PCB Designing and Fabrication" on February 13, 2017 in association with Aprtron Technologies.
31. Organised anIndustrial visit to NPLfor B.Tech 3rd year students on March 17,2017
32. Workshop on "Design and characterization of Patch Antenna" on March 29, 2017 in association with CEERI Pilani
33. Organized a "Pre-Final 2 selection competition of WorldSkillsAbuDhabi2017"fromApril 5-8 April, 2017
34. Seminar on "Overview of PSUs" on August 30, 2017 in association with Time Education
35. FDP on "MATLAB & SCILAB" on September 18-22, 2017 in association with NITTTR, Chandigarh
36. Workshop on "Antenna Design" on October 09, 2017 in association with CEERI Pilani
37. Seminar on "System Verilog"on October 10, 2017 in association with DKOP Labs Pvt. Ltd
38. Workshop on "Printed Circuit Board Designing and Fabrication"on Jan 30,2018 in association with 3ST Technologies
39. Workshop on "Design of Simulator and Tapered slot antenna for Energy Harvesting" on February 8-10,2018 in association with CEERI Pilani
40. Mock gate test for 3rd year Students on March 13,2018 in association with TIME

41. Workshop on “Antenna Fabrication” Workshop on April 20,2018
42. Workshop on”Wireless Networks Through ICT” for CSE/IT Faculty on 22nd-26th May, 2017.Seminar on “Security and Networking”, CCNA,CCIE B.Tech 2nd year students ,Sep 25,2017
43. Seminar on “Cyber Security and Ethical Hacking “,B.Tech 3rd year students, Oct 13, 2017.
44. Seminar on “ Art of Living” B.Tech 2nd year students, Jan 17, 2018
45. Seminar on “Photovoltaic Research An Indian Perspective” on 27th Feb 2018.The speake was Prof.Vikram Kumar and attend by all department.
46. A seminar is conducted by IT department on "NAAC criterias and internal quality assurance Cell (IQAC)" on 25th Aug 2018. The Speaker was Prof. Sunil Kumar Khatri, Director Amit University, Noida.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan	Outcomes Achieved
To Participate in ranking/Accreditation under NIRF	NIRF rank is in the band of 151-200
To Apply for NBA Accreditation for ECE and EEE Department	NBA audit of ECE and EEE department is done on (31-08-18 to 02-09-18)
To increase number of standard books in the library for the benefits of Students and faculty	New books and Journals are added
Enhancement of Industry Academia interaction under industry interaction cell	Continue process
To initiate the process of increasing of seats in CSE and IT Department	60 seats in CSE and 60 seats in IT are increased

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

For Quality improvement, regular Academic Committee and Governing Body meetings are held and actions are taken accordingly.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	B.Tech (CSE) B.Tech (IT) B.Tech (ECE) B.Tech (EEE)	-	B.Tech (CSE) B.Tech (IT) B.Tech (ECE) B.Tech (EEE)	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	4	-	4	-

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

Core and Elective options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

N/A as revision can be done only by affiliating University (GGSIPU)

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	131	97	12 Associates and 08 Readers	06	-

2.2 No. of permanent faculty with Ph.D. 42

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
04	-	2	-	-	-	-	-	6	-

2.4 No. of Guest and Visiting faculty and Temporary faculty 10(adhoc) - -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	22	8	0
Presented papers	46	8	0
Resource Persons	1	0	0

2.6 Innovative processes adopted by the institution in Teaching and Learning:

The focus is on three things i.e. knowledge, skills and values. A mix of pedagogies is used to achieve these objectives.

1. Use of Audio Video Aids including power-point shows, documentaries, Conduct of Remedial Classes for academically weak students, organising quizzes, etc.
2. Students are involved in group activities such as Tech fest, Sports meet and different technical societies Literary Club, Prakriti etc.
3. Organising seminars and workshops on important issues to give exposure to students and provide opportunities of interaction with experts from academia and industry.

2.7 Total No. of actual teaching days during this academic year

As per GGSIPU Academic calendar

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Implementing learning management system for sharing class notes and taking online test "MOODLE"
Open Book Examination

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

7	7	7
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2.10 Average percentage of attendance of students

78

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Tech (IT-1 st shift)	66	55.33%	44.66%	0	0	100%
B.Tech (IT-2 nd shift)	62	65%	18%	16%	0%	100%
B.Tech (CSE-1 st shift)	128	70%	30%	0	0	100%
B.Tech (CSE-2 nd shift)	64	73%	24%	0%	0%	0%
B.Tech (ECE-1 st shift)	130	42.3%	52.3%	5.4%	0%	100%
B.Tech (ECE-2 nd shift)	63	70.36%	20.63%	0	0	79.4%
B.Tech (EEE)	62	24.19%	43.9%	8.06%	0	100%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

Teaching & Learning process are monitored at the Department level. The IQAC continuously interact with departments to take their view points on different academic issues and suggest measures accordingly. Monitoring is also done through feedback from students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	13
HRD programmes	3
Orientation programmes	2
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	28
Summer / Winter schools, Workshops, etc.	10
Others	28

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	--	01	--
Technical Staff	28	01	02	--

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC took cognisance of various issues for improvement of the research quality at the college levels. Many FDPs were organised during the year to spread the knowledge and importance of research methodology amongst the faculty members. IQAC has outlined the criteria for research benchmarking and also suggested for making the plagiarism checking must for Major/Minor Project Reports made by students in different departments. During the year faculty members have been encouraged to undertake minor and major research projects from various outside agencies.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	1	-
Outlay in Rs. Lakhs	-	-	5 Lakhs	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	87	11	-
Non-Peer Review Journals	-	-	2
e-Journals	80	-	-
Conference proceedings	45	13	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	6 Month	DST	5 Lakh	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-

Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	Rs.5 Lakh	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	-	-	-	-	-
	Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	1
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows

Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

9

21

3.19 No. of Ph.D. awarded by faculty from the Institution

-

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF -

SRF -

Project Fellows -

Any other -

3.21 No. of students Participated in NSS events:

University level 360 State level -

National level - International level -

3.22 No. of students participated in NCC events:

University level - State level -

National level - International level -

3.23 No. of Awards won in NSS:

University level - State level -

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="1"/>		
NCC	<input type="text"/>	NSS	<input type="text"/>	Any other	<input type="text"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. Nutrition week, fruits donation drive : 1-7th September 2017
2. Breast Cancer Awareness Seminar : 28th October 2017
3. Blood Donation Camp: 3rd February 2018
4. Enva 2018: 10-11 January 2018
5. Self Defence Training: 8th March
6. Cloth donation Drive: 22-24 Nov 2017

Criterion – IV**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7.94Acre	No Change	Student tuition fees	-
Class rooms	38	4 added		-
Laboratories	33	2 added		-
Seminar Halls	3	-		-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	01	Institute	1
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1 Dell Server	Institute	1.35 Lakh
Others	-	Additional area of about 5000 Sq. Mtr. is approved for new block	-	-

4.2 Computerization of administration and library

Accounts section is using Tally ER9 and computers are being used for administration by all staff members.

M.S.I.T is having fully automated library. All the processes like Management (Record of users and books), Cataloguing, Circulation, Periodicals, Barcoding, Web-OPAC Search etc. are fully done with the help of library management software “Alice for Windows” provided by Softlink Asia Pvt. Ltd.

Library is having computer terminals for searching the library materials via Web-OPAC (from 9 AM to 6:30 PM) & library has also subscribed for various online databases (including DELNET membership) that can be browsed from remote location. Each terminal is having internet facility. Library is having Wi-Fi facility since 2014. Library is having reprographic facility within the institute’s campus. For security of library materials we are having five fire extinguishers within the library. Library is having 1 server and 16 computers (7 for library staff and 9 Computers for students & faculty). Detailed list of currently subscribed Journals (printed & online) is also uploaded on library website. Besides this, regular e-mail has been sent to faculty to upgrade them with the latest information of library. CD Collection: Library also maintains good collection of CD’s. The users can get them issued.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	55481	-	409	Rs. 179112 (Bills pending)	55890 (CL-15728 BB-40162)	-
Reference Books	3726	-	51		3777 (CL)	-
e-Books	-	-	-	-	-	-
Journals	84 N: 65 I: 19	Rs. 232504	6 (Started) 8 (Ceased)	20800	82 N: 65 I: 17	Payment Pending as Invoice not submitted by the supplier
e-Journals	3298 Three Databases - IEEE (ASPP + POP) - ScienceDirect Springer	Rs. 1802454	-	Rs. 1802454 (3298 E-Journals i.e. Renewal of IEEE, Springer & Science Direct)	2981 Three Databases - IEEE (ASPP + POP) - ScienceDirect Springer	Rs. 159295 1
Digital Database			-	-		Accompanied with Books
CD & Video	550 CDs	Accompanied with Books	31 CDs	Accompanied with Books	581 CDs	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	>400	12	Yes	No	No	No	No	-
Added	104	-	-	-	-	-	-	-
Total	>500	12	-	-	-	-	-	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Institute has more than 400 computers, all are connected by LAN and have Internet facility with the speed of 100mbps. Different departments of the Institute organize workshops and training programmes for the students and faculty members about the use of networking and e-Governance and on the recent trend of technology like ns-3, python etc. This year several workshops and seminar have been organized.

4.6 Amount spent on maintenance in lakhs :

i) ICT	5,11,981/-
ii) Campus Infrastructure and facilities	3,66,504/-
iii) Equipments	8,91,882/-
iv) Others	-
Total :	17,70,367/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. IQAC has undertaken several workshops and Faculty Development Programmes in collaboration with respective departments for the knowledge enhancement of the students and research scholars.
2. IQAC also gives its suggestions for the improvement of the examination system of the college.
3. Recommendations were given to the authorities in the college for the speedy and timely redressal of students' complaints.
4. IQAC also organised health awareness camps for college employees and the students during the year.

5.2 Efforts made by the institution for tracking the progression

The Institute Training and Placement Cells in different facilitate the students for summer internship and final placements.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2290	-	-	-

(b) No. of students outside the state

297

(c) No. of international students

-

Men	No	%	Women	No	%
	1899	82.92		391	17.07

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
463	72	10	--	2	547	477	66	6	-	-	549

Demand ratio

100%

Dropout %

0

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Every Department provides need based guidance and coaching for the needy students for competitive examinations

No. of students beneficiaries

All interested students

5.5 No. of students qualified in these examinations

NET	<input type="text" value="0"/>	SET/SLET	<input type="text" value="0"/>	GATE	<input type="text" value="31"/>	CAT	<input type="text" value="9"/>
IAS/IPS etc	<input type="text" value="0"/>	State PSC	<input type="text" value="0"/>	UPSC	<input type="text" value="0"/>	Others	<input type="text" value="6"/>

5.6 Details of student counselling and career guidance

College has a separate Career Counselling and Guidance Cell which provides free counselling and career guidance to all the students. The cell establishes a liaison with the corporate world and arranges for campus interviews of the students.

No. of students benefitted

More than 600

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
67	The numbers depended on the qualifying criteria of each organization; the maximum being 480+ (As per normal standard criteria of 60% throughout with no pending backlogs	437 Job Offers with some students having more than one.	Majorly On Campus

5.8 Details of gender sensitization programmes

Institute has Sexual harassment Committee which looks after the cases related to sexual harassment in the college

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	42	21 Lakh
Financial support from government	30	4508Min. & 63113 Max.
NSP	20	39531 Min. & 97700 Max.
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the Institute

To become one of the most admired centers of academic excellence in the field of Engineering & Technology for all-round professional development of students to enable them to meet the growing technological needs of the country.

Mission of the Institute

Developing new paradigm in imparting education in the fields of Engineering and Technology and to imbibe national values leading to student's empowerment, with a view to prepare them to meet the national and global challenges.

6.2 Does the Institution has a management Information System :Yes

- Library
- Official id on single domain
- Biometric
- Daily report
- CCTV

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Developed at the University level

6.3.2 Teaching and Learning

Interactive teaching, discussion method, problem solving method, using ICT, collaborative learning, seminar & workshop for students. For students with special needs- remedial classes, permission to record classroom lectures.

6.3.3 Examination and Evaluation

Exams are conducted as per GGSIP University norms. Theory and practical examinations consist of two components namely, external evaluation 75% marks and internal evaluation 25% marks in case of theory exams and external evaluation 60% marks and internal evaluation 40% marks in case of practical examination.

The Mid-semester exams are conducted at institute level.

Evaluation is done on continuous basis through tests, assignments, viva and presentations.

6.3.4 Research and Development

Institute gives payment and academic leaves to encourage teacher to participate in research related seminars, conferences and workshops.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library:

- Library is having computer terminals for searching the library materials via Web-OPAC.
- Each terminal is having internet facility.
- Library is having reprographic facility within the institute's campus.
- For security of library materials we are having five fire extinguishers within the library.
- Library is having 1 server and 16 computers (7 for library staff and 9 computers for students & faculty).
- Detailed list of currently subscribed Journals (printed & online) is also uploaded on library website. Library is having computer terminals for searching uploaded on library website. Besides this regular e-mail has been sent to faculty to upgrade them with the latest information of library.
- CD Collection: Library also maintains the CD's received along with the books. The users can get them issued.

Computer Labs:

- All computer labs are Air Conditioned latest configuration systems.
- Internet facility in all labs are there
- Adequate Licensed Software.
- Every staff room is equipped with computer, printer & broadband Internet connectivity.

6.3.6 Human Resource Management

We strictly believe in the motto of team building and collective decision making. Every year we organise faculty development programmes & workshops to strengthen the teaching skills of our staff.

Biometric, CCTV are used for human resource management. The institute provides full support to the faculty for professional development.

6.3.7 Faculty and Staff recruitment

Recruitment is done according to AICTE and affiliating university guidelines.

Also follows the proper guidelines and procedures and appoints Full time faculties, adhoc and Non-teaching Staff through proper screening committee

6.3.8 Industry Interaction / Collaboration

Institute has constituted Industry Interaction Cell to promote and strengthen the linkages of the college with Industries. It also makes effort to organise interactive sessions /meetings of faculty of different departments and persons from industry.

6.3.9 Admission of Students

667 in the first year 2017-18 (Through University entrance test & counselling).

6.4 Welfare schemes for

Teaching	<p>Group Insurance Schemes,</p> <ul style="list-style-type: none">• EPF,• Academic Leave, Special casual leave and medical leave• Maternity leave• Sponsorship for research publications• Sponsorship for attending conferences, workshops, FDPs, seminars• Best faculty award and appreciation award
Non teaching	<ul style="list-style-type: none">• Earned Leave, Academic Leave and medical leave• EPF,• Maternity Leaves

Students	<ul style="list-style-type: none"> • Gold medals and cash prizes for merit holders in sports and academics. • Industrial trips • Workshops, training sessions for overall improvement. • In campus hostel facility with quality housing and meal • Regular interaction with parents. • Group insurance scheme (accidental cum Medi claim insurance).
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6.5 Total corpus fund generated

Rs.33.91 Crores

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	√	GGSIP University	√	Director
Administrative	√	GGSIP University	√	Director

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

No

For PG Programmes

Yes

No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Feedback is sent to University from time to time

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

Regular Interaction with the alumni with the teachers and institute is done both formally and informally.

6.12 Activities and support from the Parent – Teacher Association

Regular meetings and telephonic contact with the parents on monthly basis after attendance compilation and we take feedback from parents

6.13 Development programmes for support staff

Support staffs attended FDP held in the college campus

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Tobacco free campus, eco-generators dual dustbin.
- Emphasis on optimum utilization of electricity and ensuring that electrical appliances are switched off when not in use.
- Plantation Drive by Prakriti Club

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Our college has imbibed ISO 9001:2008, in its system in 2012. Since, its inception it is running successfully throughout the institute, in all its departments. This year, our institute has upgraded from ISO 9001:2008 to ISO 9001:2015 and its recertification audit as per the new standards was conducted on 16th and 17th April, 2018. In ISO, every year 2 internal audits are conducted, one in each semester. These internal audits take care that all the processes are smoothly running in the institute and if there are certain issues regarding the smooth conduct of these processes the process owners are given time by the auditors to resolve the issues and a management review meeting is held after each internal audit to review the findings of the internal audits. Every year, one external audit known as surveillance audit is also conducted by the external agency providing the certification. This contributes to the smooth functioning of all the processes running in our organization.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan	Outcomes Achieved
To Participate in ranking/Accreditation under NIRF	NIRF rank is in the band of 151-200
To Apply for NBA Accreditation for ECE and EEE Department	NBA audit of ECE and EEE department is done on (31-08-18 to 02-09-18)
To increase number of standard books in the library for the benefits of Students and faculty	New books and Journals are added
Enhancement of Industry Academia interaction under industry interaction cell	Continue Process
To initiate the process of increasing of seats in CSE and IT Department	60 seats in CSE and 60 seats in IT are increased

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Title of the Best Practices- ISO 9001-2015

2. Objective of the Practice –The Context- ISO 9001-2015 is a quality management system which helps an organization to organize its processes, improve the efficiency of its processes and continually improve the processes. MSIT has adopted this international quality standard in order to demonstrate its ability to consistently provide educational services that meet customers' & applicable statutory and regulatory requirements. The institute effectively implements this quality system which enhances customer satisfaction and implements various processes for continual improvement of the system.

3.The Practice – In ISO, every year two internal audits are conducted, one in each semester. These internal audits take care that all the processes are smoothly running in the institute and if there are certain issues regarding the smooth conduct of these processes the process owners are given time by the auditors to resolve the issues and a management review meeting is held after each internal audit to review the findings of the internal audits. Every year, one external audit known as surveillance audit is also conducted by the external agency providing the certification.

4. Evidence of Success – This quality system is perfectly implemented every year. All the records of internal audits and MOM's of management review meeting are maintained with Quality System Coordinator (QSC).

5. Problems Encountered and Resources Required – There is no major problem encountered in implementing the system. But the system requires lot of documentation which sometimes become tedious to maintain. As the ISO system covers the entire institute, the man power of the institute is the main resource which includes faculty, students, administration and top management.

2.Title of the Best Practices –Moodle – Online Learning Management System.

1. Objective of the Practice –The Context – The Institute affiliated to Guru Gobind Singh Indraprastha University provides technical education to thousands of students and it is essential for the Institute to cater the requirement of availability of learning material for every student. To ensure this a central space on the web is essential where students and staff can access a set of tools and resources anytime anywhere. Moodle is education software that enables teachers to create and deliver effective online learning environments. This provides an opportunity to the students to access the resources directly those are most useful for them.

2. The Practice – Moodle provides a place where one can easily create web pages with information about a particular course and provide links to word documents, slides, and other resources that the students will want to access. The faculty uploads the relevant course materials/ presentations/videos related to their upcoming lecture which gives the students an insight about the topics to be discussed in the lecture and assist them in learning the prerequisites essential for the concerned topic. The teachers provide online assignments and quizzes which can be accessed by the students and saves effort for everyone involved in terms of photocopying, distribution etc. The feedback of each course is evaluated through this tool which makes it a complete teaching learning package.

3. Evidence of Success – The use of Moodle encourages collaborative learning. This platform enables students and teachers to access the course materials everywhere. The teachers can use filters to categorize the availability of materials depending on the type of students. The use of Moodle has enhanced the teaching learning procedure of the Institute which is evident from the rise in the academic interest of every students and improvement in their examination results.

4. Problems Encountered and Resources Required –

- a. Requirement of internet to access the learning portal.
- b. Requirement of dedicated personnel for overall effective maintenance of the course management system.
- c.

3. **Title of the Best Practices** –Cultural and Technical society– Platform for Technical and personal Development

Objective of the Practice –The Context – Maharaja Surajmal Institute of Technology promotes quality and artistic renewal of students, to experience cultural and participation in educational programs. These activities are an integral part of all round development of the students. Students from various institutes in and around Delhi participate to showcase their talents and skills besides, in this high-tech world every student wants to acquire knowledge in every field stay updated.

Salient features of this society are:

- To create awareness about the latest updates
- To encourage those students who have shown excellence in academics
- Promoting public awareness of the long reaching effects of engineering
- Energizing the abilities
- Enhancing the personal of every individual
- To advance global prosperity

The Practice – There are various technical and cultural societies wherein series of activities throughout the year are undertaken. The purpose is to generate interest and inculcate certain values and skills which students otherwise are unable to learn such as –leadership, team work, communication, organizing, creativity etc.

Various societies are

- Technocrat
- IEEE and Chapters
- Mutant
- Prakriti
- Ract Club

These societies are managed by student representatives under the guidance of the faculty incharge. Apart from these societies annual event Tedx is gaining popularity as it welcomes world renowned personalities from global fields. On a regular basis, activities under these societies are conducted by the students. Annual techno cultural festival like Genesis and Techfest are organised yearly wherein the students from various colleges are participated.

Evidence of Success – We have a substantial body of evidence showing the correlation between higher engagement and higher performance. The positive impact of these activities is reflected in good placement year after year. The recruiters have given positive feedback about these activities. As a result of these activities and students participation in them, the learning capabilities of students have gone up which is also reflected in examination results, their overall satisfaction and selection in different organizations.

Problems Encountered and Resources Required –

- a) Less time available with students for participation.
- b) Most of the students commute daily from far off places, on account of which their involvement in these activities is on lower side.
- c) Sometimes the need for a trained instructor becomes the constraint to effectively carry out these activities

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

1. Nutrition week, fruits donation drive : 1-7th September 2017
2. Breast Cancer Awareness Seminar : 28th October 2017
3. Blood Donation Camp: 3rd February 2018
4. Enva 2018: 10-11 January 2018
5. Self Defence Training: 8th March
6. Cloth donation Drive: 22-24 Nov 2017.

7.5 Whether environmental audit was conducted? Yes No

The Institute has not conducted official Green Audit by the external agency. However, environment professionals have been orienting the students and staff regularly. Environment Studies (EVS) is part of curriculum and the Institute is committed towards developing sensitization towards environment. The faculty and students have been actively involved in organizing and participating in various environment friendly activities.

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strengths

- Medal Securing Institute : The brand image of the institute is its biggest strength, which makes us the first choice at the centralized admission process at GGSIPU.
- We value the ‘Intellectual Capital’ and hence are the first among the affiliated institutes of GGSIPU to implement sixth pay commission scale with all benefits.
- MSIT’s biggest strength is its highly qualified, experienced, dedicated and proactive faculty. People are sincere towards their duties and the organization, which is visible in low turnover ratio and excellent results.
- The student teacher ratio (STR) has always been maintained, hence the faculty is able to pay attention to the students in best possible way and vice-versa the students also find the faculty approachable.
- Excellent placement records.
- Eco- friendly and amicable working atmosphere, good infrastructure.
- Air-conditioned seminar Halls, fully equipped with state-of-art audio-visual devices.
- Well maintained computer labs, with internet facility.
- High speed internet facility i.e. 100 Mbps with Wi-Fi is accessible for students and staff.
- Constant encouragement given for faculty members in pursuing research and interaction with intellectuals through participation in conferences and workshops.
- Well stacked library with good number of national and international journals.
- Centrally located in the institutional area of Janakpuri, New Delhi as per availability of built-up area and sanctioned building plan with safety measures. Ownership of land and building by the society as per norms.
- A perfect blend of co-curriculum and sports activities. A holistic idea of education that emphasizes the development of the total person in respect of every student. The students work through various Societies, Clubs and Cells, managed and run by the students.

Weaknesses

- International collaborations for students and faculty exchange is one big area of improvement at MSIT.

- The course curriculum and examination structure are finalized by the affiliating university, and hence there is lack of flexibility.
- Alumni association is not fully functional. This big resource is not being optimally used.
- The students do not have much say in the curriculum execution, as the teachers are constantly under pressure to follow standard methods of professing.

Opportunities

- Industry-Institute Interaction cell should be more active for a fruitful and regular liaison with industry and bridging a gap between the teaching and industry demands.
- Developing more Certificate program, Carrier building sessions, Counseling sessions Skill-Upgradation and Value Added Courses for empowering students.
- Expand the range of programs which would add into the growth and recognition of the Institute.
- Placement opportunities for students in core companies.
- More workshops for skill development for students.

Threats and Challenges

- Getting permanent affiliation from our affiliating university.
- Growing competition from other colleges and universities.
- Lack of academic autonomy especially in the curriculum and syllabus design. Therefore, need a dynamic curriculum that easily adapts to new technology.
- Better placements in terms of job profiles and package offered to the students.
- Government regulations with regard to fee structure for students.
- Maintaining the quality of education offered by the Institute.

8. Plan of Institution for the next year

Academic Activities

1. To participate in ranking of the Institute under NIRF.
2. To apply for NBA accreditation (CSE and IT department) as accreditation is valid till June 2019.
3. Interaction with the Industry for creating the facility of Incubation Center.
4. To increase number of standard books in library for the benefit of students and teachers.
5. To apply for Alumni Association Registration

Name Dr. SUMAN MANN


25/9/18

Signature of Coordinator, IQAC

Name Prof. K. P. CHAUDHARY


25/9/18

Signature of Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure 1

THEORY FEEDBACK

Q1. How many classes (%age) you have attended you have attended? *

Not selected

- a) 75% above
- b) 60%-75%
- c) 45%-60%
- d) 30%-45%
- e) Below 30%

Q2. Academic Performance *

Not selected

- a) 75% above
- b) 60%-75%
- c) 45%-60%
- d) 30%-45%
- e) Below 30%

Q3. Was the Teaching Effective in terms of concepts explanation? *

Not selected

- a) 1
- b) 2
- c) 3
- d) 4
- e) 5

Q4. Was the teacher's expression and communication skill effective? *

Not selected

- a) 1
- b) 2
- c) 3
- d) 4
- e) 5

Q5. Was the teacher receptive to questions inside and outside the classroom? *

Not selected

- a) 1
- b) 2
- c) 3
- d) 4
- e) 5

Q6. Are the tutorials effective being conducted so far? *

Not selected

- a) 1

- b) 2
- c) 3
- d) 4
- e) 5

Q7. How was the regularity of lectures and class discipline?*

Not selected

- a) 1
- b) 2
- c) 3
- d) 4
- e) 5

Q8. How about the coverage of syllabus?*

Not selected

- a) 1
- b) 2
- c) 3
- d) 4
- e) 5

Q9. Based on the course plan given by the teacher, would you like certain topics to be more emphasized/ less emphasised?*

Textbox

Q10. How your awareness or insight of the subject improved after attending the course so far?*

Textbox

Q11. Did the course contents reflect course objectives appropriately?*

Not selected

- a) Yes
- b) No
- c) Partially

PRACTICAL FEEDBACK

Q1. How many classes(%age) you have attended?*

Not selected

- f) 75% above
- g) 60%-75%
- h) 45%-60%
- i) 30%-45%

j) Below 30%

Q2. Academic Performance*

Not selected

f) 75% above

g) 60%-75%

h) 45%-60%

i) 30%-45%

j) Below 30%

Q3. Does Teacher explains each component of the Experiment/Practical before start of the experiment?*

Not selected

f) 1

g) 2

h) 3

i) 4

j) 5

Q4. Does Teacher helps in solving the problems/concept teaching?*

Not selected

a) 1

b) 2

c) 3

d) 4

e) 5

Q5. Does Teacher gives marking after every experiment/ Check files regularly?*

Not selected

a) 1

b) 2

c) 3

d) 4

e) 5

Q6. Does your Teacher encourages Critical Enquiry and Data Analysis?*

Q7. Does Teacher engages in Lab for whole time schedule?*

Not selected

a) 1

b) 2

c) 3

d) 4

e) 5

Q8. Does all the practicals were covered?*

Not selected

- a) 1
- b) 2
- c) 3
- d) 4
- e) 5

Q9. How effective the practicals have been so far in supplementing the lectures?*

Q10. How effectively are the practicals being conducted so far?*

Not selected

- a) 1
- b) 2
- c) 3

Annexure2

Maharaja Surajmal Institute of Technology

Academic calendar (Aug 2017-Dec 2017)

S. No	Event	From Date	Day	To date	Day
1.	Commencement of New Academic session 2 nd Year Onwards	1-8-2017	Tuesday	1-8-2017	Tuesday
2.	New Students to Report	1-8-2017	Tuesday	1-8-2017	Tuesday
3.	Orientation for New Students	1-8-2017	Tuesday	1-8-2017	Tuesday
4.	Fresher's day	12-8-17	Saturday	12-8-2017	Saturday
5.	PTM	16-09-2017	Saturday	16-09-2017	Saturday
6.	Sessional test 1 for students admitted in 2014-15 or before /FDP/Seminar For faculty	11-09-2017	Monday	15-09-2017	Friday
7.	Sessional test for students admitted in 2015-16 and onwards//FDP/Seminar For faculty	18-09-2017	Monday	22-09-2017	Saturday
8.	Last date to return the marked answer scripts of Sessional Test 1	29-09-2017	Friday	29-09-2017	Friday
9.	Industrial Visit within/outside Delhi	30-09-2017	Saturday	5-10-2017	Thursday
10.	IEEE chapter activities/workshop/ Guest Lecture for students	3-10-2017	Tuesday	4-10-2017	Wednesday
11.	Last date of Viva-voce of Summer training (4 th Sem & 6 th Sem)	17-10-2017	Tuesday	17-10-2017	Tuesday
12.	Last date for submission of project reports (Minor) for final year students	6-11-2017	Monday	6-11-2017	Monday
13.	University Sports Meet	12-10-2017	Thursday	14-10-2017	Saturday
14.	Sessional test 2 for 4 th yr students/ FDP/Seminar For faculty	23-10-2017	Monday	27-10-2017	Friday
15.	Last date for offering of Electives for the next semester	3-11-2017	Friday	3-11-2017	Friday
16.	Last date for submission of project reports (Minor) for final year students	6-11-2017	Monday	6-11-2017	Monday
17.	Last date to return the marked answer scripts of Sessional Test 2	8-11-2017	Wednesday	8-11-2017	Wednesday
18.	End Term Practical Exam	13-11-2017 onwards			

19.	End Term Theory Exam	As Notified by GGSIPU			
20.	Meeting of Time table In charges for courses of next Semester	4-12-2017	Monday	4-12-2017	Monday
21.	Winter vacation	23-12-2017	Saturday	7-01-2018	Sunday

List of Holidays

S No	Holiday	Description	Day
1.	07/08/2017	Raksha Bandhan*	Monday
2.	15/08/2017	Independence day	Tuesday
3.	2/09/2017	Id-UI_Zuha	Saturday
4.	30/09/2017	Dussehra	Saturday
5.	1/10/2017	Muharram	Sunday
6.	2/10/2017	Mahatma Gandhi's Birthday	Monday
7.	5/10/2017	Maharishi Valmiki's Birthday	Thursday
8.	19/10/2017	Diwali	Thursday
9.	20/10/2017	Gobardhan Pooja*	Friday
10.	21/10/2017	Bhaiya Dooj*	Saturday
11.	4/11/2017	Guru Nanak's Birthday	Saturday
12.	2/12/2017	Milad-Un_Nabi	Saturday
13.	25/12/2017	Christmas day	Monday

*** Restricted Holiday (Only two can be availed out of three)**

S. No	Note
1.	Total No of teaching weeks excluding sessional exams – 14 weeks
2.	Total no of holidays during teaching – 09 days
3.	No of days lost due to various activities – 02 days
4.	Actual no of weeks available for teaching- 12 weeks (36 lectures)

Academic calendar (Jan 2018-June 2018)

S. No	Event	From Date	Day	To date	Day
22.	Commencement of New Academic session	8-1-2017	Monday	8-1-2017	Monday
23.	Sports Meet	8-1-2017	Monday	9-01-2017	Tuesday
24.	Technical Festival	10-1-2017	Wednesday	11-01-2017	Thursday
25.	Cultural Festival	12-01-2017	Friday	12-01-2017	Friday
26.	Annual Day	13-01-2017	Saturday	13-01-2017	Saturday
27.	Anugoonj	8-02-2017	Thursday	10-02-2017	Saturday
28.	FDP For Faculty/Any other student activity	8-02-2017	Thursday	10-02-2017	Saturday
29.	Preparatory leave	24-02-2017	Saturday	24-02-2017	Saturday
30.	Sessional test 1/ FDP/Seminar For faculty	26-02-2017	Monday	2-03-2017	Friday
31.	Last date to return the marked the marked answer scripts of Sessional Test 1	5-03-2017	Monday	5-03-2017	Monday
32.	PTM	10-03-2018	Saturday	10-03-2018	Saturday
33.	Last date for submission of project reports (Major) for final year students	16-04-2018	Monday	16-04-2018	Monday
34.	Class Test 2	16-04-2018	Monday	21-04-2018	Saturday
35.	Last date to return the marked the marked answer scripts of Sessional Test 2	27-04-2018	Thursday	27-04-2018	Thursday
36.	End Term Practical Exam	23-04-2018 onwards as Notified by GGSIPU			
37.	End Term Theory Exam	7-05-2018 (Monday) onwards or as Notified by GGSIPU			

38.	Meeting of Time table In charges for courses of next Semester	15-05-2018	Monday	15-05-2018	Monday
39.	Summer Vacations	4-06-2018	Saturday	15-07-2018	Sunday

List of Holidays

S No	Holiday	Description	Day
14.	26/01/2018	Republic Day	Friday
15.	14/02/2018	Maha Shivratri	Wednesday
16.	02/03/2018	Holi	Friday
17.	29/03/2018	Mahavir Jayanti	Thursday
18.	30/03/2018	Good Friday	Friday
19.	30/04/2018	Budh Purnima	Monday
20.	16/06/2018	Eid-ul-Fitar	Saturday

S. No	Note
5.	Total No of teaching weeks (Excluding one Sessional Exams week)- 14
6.	Total no of holidays during teaching – 06 days
7.	No of days lost due to various activities including preparatory leave– 06 days
8.	Actual no of weeks available for teaching- 12 weeks (36(L)+12(T)=48 hrs)