

From the office of IQAC Cell
Management Education and Research Institute, Delhi

Ref. No./2019/011

Date: 01/11/19

Subject : Consolidated Action Taken Report

NAAC Peer Team visited our college on September 28-29, 2018 for accreditation purpose based on IQA, and SSR submitted. NAAC has accredited our college with B++ grade with CGPA 2.81. **Based on observations made by NAAC Peer Team in its report and some possible actions suggested/recommended by College IQAC cell under the chairmanship of Director, MERI, Delhi in its meetings towards compliance. Following action has been taken :**

1. That all faculty members and/or students will enhance and ensure participation at least once in a semester or twice in a year with outside world in academic activities.

After participation in academic activities, relevant data with documentary evidence (certificate of participation, prize or award, if any etc.) be submitted through respective HOD to IQAC cell.

2. That all faculty members and/or students will enhance and ensure publication of papers in quality journals at least once in a semester or at least two in a year.

After participation of papers in journals and/or conferences, relevant data (reprint of paper published/book/chapter, ISSN/ISBN, DOI, proof of Scopus indexed or SCI indexed, UGC listed, google scholar etc.) be submitted through respective HOD to IQAC cell.

3. That Faculty members who are having Ph.D will try to involve themselves in supervising PhDs work and those not having Ph.D will try to initiate the process of admission to Ph.D programme in the year 2019

Most of the faculties who are Ph D have initiated the process to get themselves registered as guide/co-guide. Necessary data with documentary evidence be submitted through respective HOD to IQAC cell.

4. Students be motivated and encouraged to appear in State/National level competitive examinations.

HOD/Programme Coordinator of each programme i.e. BBA, MBA and MCA will motivate the students of respective programme for the same and will submit report along with data with documentary evidence to the IQAC cell on or before the end of this academic session.

5. Making all MoUs functional for mutual benefits:

HODs of MBA and MCA programmes are requested to coordinate the activities in consultation with Dean sir and submit report on the functioning of the MoUs to the IQAC cell on or before the end of this academic session.

6. Active involvement of Industry persons in all processes be encouraged and ensured:

TPO is requested to coordinate the activities e.g. inviting them to enhance soft skills and technical skills of the students, identification of appropriate industry person(s) to bridge industry-institute gaps and their involvement in respective departments (management and computers etc.) in consultation with respective HODs and submit report with documentary evidence on the activities with data to the IQAC cell on or before the end of this academic session.

7. Enhancement in placement, higher studies and entrepreneurship activities:

TPO is requested to coordinate the activities with involvement of stakeholders (faculty and student coordinators) and do needful in the matter and submit report with necessary data with documentary evidence to the IQAC cell on or before the end of this academic session.

8. Strengthening of EDC cell towards start up activities:

TPO is requested to coordinate the activities with involvement of stakeholders (Alumni, faculty and student coordinators) and do needful in the matter and submit report along with data with documentary evidenceto the IQAC cell on or before the end of this academic session.

9. Creation of Incubation and innovation cell for knowledge transfer:

Dr. Samrath Singh is requested to initiate the process of creation of Incubation and innovation cell for knowledge transfer and its detailed proposed-cum-planned activities with prior permission of Director sir through IQAC cell with in a period of 2-3 weeks from the date of notification for its proper functioning from next academic session.

10. Use of technological based teaching and learning i.e. use of smart class rooms and NPTEL or MOOCs courses:

Sh. Ashok, Lab incharge is requested to coordinate the activity and do needful with participation of all stakeholders so that every faculty may use technological based methods in class rooms to strengthen teaching and learning from the next academic session with intimation to the IQAC cell.

11. Faculty for doing sponsored R&D and Consultancy work be motivated and encouraged:

Dean sir is requested to coordinate the activity and to explore the possibilities of sponsored R&D and consultancy within institute, with outside agencies such as AICTE and/or UGC and with outside institutions/small scale industries etc with intimation to the IQAC cell.

12. Formulation of Student Council and its participation in various bodies/processes of the college:

Sh. Sumit Chauhan is requested to do needful in consultation with Director sir, Dean sir and HODs with intimation to the IQAC cell.

13. Alumni Association be registered and participation of alumni in all processes where ever required:

Dr. Samarth Singh is requested to do needful in consultation with Dean sir, Incharge T&P cell and HODs with intimation to the IQAC cell.

14. Engagement of a doctor and a nurse in the college:

CFO sir is requested to do needful in consultation with Director sir, Dean sir with intimation to the IQAC cell.

15. Engagement of a fitness trainer/sports/Gym trainer in the college:

Sh. Sumit Chauhan is requested to do needful in consultation with Director sir with intimation to the IQAC cell.

16. ERP must be introduced for better governance of administrative and academic functions:

Dean sir is requested to do needful in consultation with Director sir with intimation to the IQAC cell.

17. Dean/HOD of respective departments is requested to prepare and put up AQAR to IQAC cell for submission to UGC NAAC.

Institutions Accredited by NAAC need to submit an Annual Quality Assurance Report (AQAR) having detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year in a prescribed format duly approved by BOG by end of September every year positively to NAAC, through its IQAC. *The AQAR period would be the Academic Year i.e. July 1, 2018 to June 30, 2019 for this academic year.*

Dean/HODs are requested to prepare and put up AQAR in respect of their department in the prescribed format (soft copy attached of the AQAR format) to IQAC cell on or before 15/07/19 positively for onwards submission to UGC NAAC.

19. 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.

IQAC cell under the chairmanship of Director Sir (MERI) will monitor the progress on each point at least twice in a year. Any difficulty faced or to be faced by any one will be timely informed to the IQAC cell so that same could be resolved or addressed in time bound manner. In general, all relevant data that needs to be submitted to IQAC cell must be supported with necessary documentary evidences. Dr. Parmjot Singh and Dr. Gurbinder Kaur will assist Dr. Sangeeta Gupta, Director, IQAC cell for its smooth functioning and Ms. Anshu for documentation and records maintenance.

Prof.Sangeeta Gupta
Director, IQAC Cell

Director Sir

From the office of IQAC Cell
Management Education and Research Institute, Delhi

Ref. No./2019/ _____

Date:

Subject: Annual Quality Assurance Report (AQAR) for the period July 1, 2018 to June 30, 2019

It is for the information of all concerned that Institutions Accredited by NAAC need to submit an Annual Quality Assurance Report (AQAR) having detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year in a prescribed format duly approved by BOG by end of September every year positively to NAAC, through its IQAC. Timely submission of Annual Quality Assurance Reports (AQARs) is one of the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation.

In view of the above, you are requested to prepare and put up AQAR in respect of your department in the prescribed format (soft copy attached of the AQAR format to IQAC cell on or before _____ positively for onwards submission to UGC NAAC.

This may kindly be treated as most urgent and time bound.

Prof. Sangeeta Gupta, IQAC Cell

Encl.: AQAR Format

CC to the following

1. PA to Director Sir for kind information of Director Sir.
2. Dean/HODs of departments