Criteria 6.5.4:	Quality assurance initiatives of the institution include:
	1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analyzed and used for improvements
	2.Academic Administrative Audit (AAA) and initiation of follow up action
	3.Participation in NIRF
	4.ISO Certification
	5.NBA or any other quality audit
DVV Findings:	Please provide: • Annual reports of IQAC • AQARs of IQAC • e-Copies of the accreditations and certifications • Consolidated report of Academic Administrative Audit (AAA)
Response/ Clarification	1) E-Copies of Internal Quality Assurance Cell (IQAC) minutes of meeting attached.**(Appendix-I)**
	2) Report of Academic Administrative Audit (AAA) by the experts from other institute is attached.**(Appendix-II)**

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Appendix-I

6.5.4 Quality assurance initiatives of the institution include:
1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit
Options:
A. Any 4 of the above
B. Any 3 of the above
C. Any 2 of the above
D. Any 1 of the above
E. None of the above (6)

Year	Regular meeting of Internal Quality Assurance Cell (IQAC), AQARs prepared/ submitted. (Yes /No)	Academic Administrative Audit (AAA) and initiation of follow up action	Participation in NIRF. (Yes /No)	ISO Certification. (Yes /No)	NBA or any other certification received. (Yes /No)
2018-19	Yes	Yes	No	No	No

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Appendix-I

Action Taken Report of Meeting held on 08/07/2019

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	About initiating NAAC work.	All teaching and concerned non teaching were provided with NAAC Manual and instructed to study NAAC Manual.
2.	Formation of NAAC Steering/Core Committee.	NAAC Steering/Core Committee Office Order was taken out at institute level dated 08/07/2019.
3.	Formation of IQAC.	IQAC Office Order was taken out at institute dated 08/07/2019 and First Meeting of IQAC is planned on 01/08/2019.

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Action Taken Report of first IQAC Meeting held on 01/08/2019

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	About deciding IQAC Monitoring Mechanism.	a part of IQAC Monitoring Mechanism it was decided to conduct second IQAC Meeting on 01/09/2019

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Director

Action Taken Report of second IQAC Meeting held on 01/09/2019

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	About deciding IQAC Meeting frequency.	Meeting frequency decided montly.
2.	Restructuring stakeholder feedback mechanism.	Feedback forms are modified and it was decided to implement new feedback mechanism from Academic Year 2019-20 onwards.
3.	To initiate E-governance in administrative and academic reforms.	ERP System is into existence.
4.	Framing code of ethics for research.	Code of Ethics was prepared and subscription for plagiarism checking software is taken.
5.	To decide mechanism for internal financial audit.	It was decided to conduct internal financial audit by Accountant.
6.	To provide remote access to e-resources of library.	Remote access to e-resources of library is provided.
7.	To increase bandwidth of internet connection.	Bandwidth of internet connection is increased from 40 Mbps to 50 Mbps.

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Maharishi Arvind
INSTITUTE OF SCIENCE AND MANAGEMENT
*Approved by All India Council for Technical Education
(AICTE), Ministry of H.R.D., Govt. of India,
Affiliated with Rajasthan Technical University (RTU), Kota
& University of Rajasthan, Jaipur*

Action Taken Report of third IQAC Meeting held on 01/10/2019

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	Restructuring faculty and staff appraisal mechanism.	Faculty and staff appraisal mechanism is restructured and implemented from Academic Year 2018-19.
2.	To use ICT facilities for Teaching and Learning.	ICT facilities used by teachers and teaching plan is modified from Academic Year 2018-19.
3.	To take membership of e-ShodhSinghu and Shodhganga	Membership of e-ShodhSinghu and Shodhganga is taken and report is submitted to IQAC.
4.	To prepare Code of Conduct for all stakeholders (HR Manual)	Code of Conduct for all stakeholders (HR Manual) is prepared.
5. .	To decide plan of action for NAAC application.	Following plan of action has been decided by IQAC. I. To take initial Login:- August II. To Apply for IIQA:- October III. To submit SSR:- November

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Action Taken Report of fourth IQAC Meeting held on 01/11/2019

Sr.No.	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	To decide on Eco-friendly measures to reduce energy consumption in campus.	Energy Audit is done and LEDs were used.
2.	To decide measures for campus security.	CCTV report is prepared.
3.	To review green initiatives and waste management steps in campus.	Cycle stand in parking prepared and MOU related to e-waste is made.
4.	About NIRF participation.	It was decided to participate in NIRF from Academic Year 2019-20
5.	To discuss about ISO Certification	It was decided to study ISO certification mechanism in detail and then to decide for action plan.

Dr. Bharat Prashar
Director

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Appendix-II

MAISM, Jaipur

| Date of Visit- 22/07/2019 |
| Members of Visiting Committee: Dr. Ankit Gandhi (Dean Research, UOT, Jaipur) |
| Purpose of Visit- To take overview of Infrastructural Facilities, Academic Facilities and Implemented Processes in regards to NAAC. |

Administrative Office-

Particular	Availability/ Status	Remark
Availability of student details - Admission -Category wise - P.H.-Other State and Country	Available	-
Student Satisfaction Survey	Not Available	To take email IDs of all enrolled students
Scholarship to students -Govt. -Institute	Govt.-Available	-
Internal/ External financial Audit	External:- Available	Internal financial audit done at accountant level
Fund Mobilization Strategies	Available	-
Service Books	Available	-
Personal Files	Available	-
Leaves	Available	-
PF	Available	-
Insurance	Not Available	-

Common facilities

Particular	Availability/ Status	Remark
No. of Classrooms	As per University Norms	Please verify
Labs	As per University Norms	Please verify
Tutorial Rooms	As per University Norms	Please verify
ICT Facilities	As per University Norms	Please verify
Girls Common Room	As per University Norms	Please verify
Boys Common Room	As per University Norms	Please verify
Rest Room for Physically Handicapped	As per University Norms	Please verify
Principal Cabin and Office	Available	-
Faculty Cabins	Available	-
Sports	Available	As per discussion, we need to have Usage Record of all these facility. Maintenance and cleaning of these facilities is to be ensured.
Gym	Available	
Indoor Games	Available	
Outdoor Games	Available	

MAISM, JAIPUR

Library

Particular	Availability/ Status	Remark
Integrated Library Management Software	Available	---
Rare Books/ Reference Section	Not-Available	Please download few rare books from rarebooksociety.com
E-Resources	Only few Subscriptions	Please take subscription of e-ShodhSindhu and Shodhganga
Accession Register	Available	Please ensure maximum usage of library by students and faculty
Reading Room	Available	Please check count of chairs
Library Timings	As per college hours	Please allow students to use library after college hours also if possible

IT Infrastructure

Particular	Availability/ Status	Remark
Total No. of Computers	250	-
Licensed Software's	Free Software Used	-
Internet Speed	40 Mbps	Make it 50 Mbps
Printers/Scanners	As per Statutory Body Norms	Please verify

Alumni Association

Particular	Availability/ Status	Remark
Alumni Association (Registered/ Unregistered)	Not Available	Please register alumni association.
Provision for Funding from Alumni	Not Available	Please make provision by charging some amount from passed out students as alumni association registration charges and keep into dedicated account
Alumni Meetings	Conducted	Every year one meeting conducted

Exam Section

Particular	Availability/ Status	Remark
Office Orders by Exam Section	Available	-
Gadget (TR)Year wise, dept wise	Available	Proper Documentation Required
Exam related grievances record	Available	Take out or categorize few sample cases
Process/ Mechanism of exam section	Not defined	Define standard operating procedure and follow the same

Departmental Visits/ HOD/ Faculty Interaction-

Particular	Availability/ Status
Syllabus- New Courses, CBCS	Implemented
Electives	Electives Offered
Internship/ Field Projects	Internship/ Field Projects department wise data to be maintained.
STR	Please check sanctioned post and filled post dept. wise.
Mentor System	Available
Mechanism for CIE (Continuous Internal Evaluation)	As per university norms
Learning Outcomes, POs, PSOs	During visit vision, mission of university as well as departments is not displayed anywhere. We suggest to display it at prominent places like corridor, library, canteen, common facilities, principal cabin, office etc. Departmental vision, mission, PEOs, POs and PSOs needs to be defined and then to be displayed in respective departments.
Result Analysis	No proper format of result analysis is observed. Please have common format at institute level.
Funded Projects	NIL
Research Guides	Few faculty members were research guides. Guide letters need to be documented
Publications of faculty	Please check publications are there in UGC approved journals
Departmental MOUs	Not seen in any dept. Please have few dept. MOUs apart from Institute MOUS

Institutional Activities-

Particular	Availability
Planning and Implementation of Curriculum	Academic processes found satisfactory
Feedback System	Available
Mechanism for slow learners and advanced learners	Mechanism for slow learners need to be defined at first year level as well as separate at departmental level.
Course File	Course file contents needs modification.
ICT Tool Usage	All Classrooms are ICT Enabled
Extension Activities, NSS	Please categories your social activities as extension activities and try to have appreciation letters from government bodies like gram panchayat, NGOs, Blood banks etc.

SWOC:-

Strengths:
1) Good Infrastructure
2) Supportive management
3) Pleasant and noise free environment
Weakness:
1) Faculty Research Publication, Funded Projects, Consultancy Work etc.
2) Institutional MOUs.
3) Lack of standard processes of documentation.
Opportunity:
1) Getting NAAC accreditation with good grade
2) Fetching the Research Funds, Funded Projects, Consultancy Work etc. in the areas like renewable energy, solar energy etc
4) Alumni networking to enhance the academic and placement activities by forming alumni association.
Challenges:
1) Present scenario of admission
2) Improving language skill particularly English.
3) Tie-ups with National and International Educational Institutes.
4) Funded research projects with collaboration of government and private organizations.