



# Sagar Institute of Research & Technology, Bhopal

## Internal Quality Assurance Cell (IQAC)

### Minutes of IQAC Meeting

The 1<sup>st</sup> meeting of IQAC was held at 11.00 a.m. on 09.01.2023 in IT Conference Hall, SIRT.

The following members were present.

Sr. No.	Name	Designation	Position	Signature
1.	Dr. Rajiv Srivastava	Director	Chairman	
2.	Dr. Jyoti Jain	HOD, EC	Coordinator IQAC	
3.	Mr. Saket Sharma	Registrar	Member	
4.	Dr. Prashant Jain	Management Nominee	Member	PR
5.	Mrs. Kiran Agrawal	Social Worker	Member	
6.	Dr. Ritu Shrivastava	HOD, CSE	Member	
7.	Dr. Aumreesh Kumar Saxena	HOD, CSIT	Member	
8.	Dr. Manoj Sharma	HOD, AS	Member	
9.	Prof. N. K. Sagar	Assistant Professor	Member	
10.	Dr. Kapil Chaturvedi	Associate Professor	Member	
11.	Dr. Dharmendra Tyagi	Associate Professor	Member	
12.	Dr. Alok Agrawal	Associate Professor	Member	
13.	Dr. Navneet Kaur	Associate Professor	Member	
14.	Mr. Rupesh Gorkhe	Industrialist	Member	
15.	Mr. Neeraj Agrawal	Sr. Administrative officer	Member	
16.	Mr. Kumar Bimlendu	Alumni Representative	Member	
17.	Mr. Ankit Mourya	Student Representative	Member	

### **Welcoming the members of IQAC**

The meeting started on a welcome note by IQAC Coordinator, discussion started on objectives which include basic purposes, activities, and function of IQAC. The IQAC Coordinator proposed to conduct the IQAC meeting twice in an academic year. The Chairman IQAC, Dr. Rajiv Srivastava requested all the members for open house discussion on academic excellence.

### **Agenda 1: Review of Mission, Vision and Core Values of the Institution and all the departments**

Mission and Vision of the institution and core values of the Institution were discussed and reviewed by IQAC members and found suitable, the IQAC coordinator approved the same after discussion with the Chairman, IQAC.

Mission and Vision of the department submitted by concerned HODs are discussed. It was checked that the mission and vision of the department are aligned with the mission and vision of the institute. The vision and mission were found appropriate and were approved by the IQAC committee.

### **Agenda 2: Discuss about the POs and to review course outcomes (COs).**

IQAC members have discussed about the twelve program outcomes (POs) and reviewed the course outcomes of all subjects of all branches prepared by the concerned faculty members and found according to NBA guidelines, after detailed discussion in this regard, the IQAC coordinator approved the same after discussion with the all members and the Chairman IQAC.

### **Agenda 3: About initiating NAAC work.**

IQAC in presence of all the members decided that the institute will go for getting accreditation by NAAC to initiate quality culture in the institute. Further all HODs were provided with revised NAAC manual for basic understanding and study.

### **Agenda 4: Formation of NAAC Core Committee.**

After intense and insightful discussion, it was unanimously decided that Dr. Jyoti Jain will be the NAAC coordinator assisted by Prof. N. K. Sagar and Dr. Dharmendra Tyagi. Their team will consist of seven more members who were assigned the post of criteria in-charge for seven different criteria on which NAAC will evaluate the institution. The key function of the NAAC core committee is to fill IQA form, prepare institutional profile data, extended summary and compile SSR data for uploading on NAAC website.

**Agenda 5: Criteria wise responsibility to be assigned to the members for NAAC work.**

<b>Criteria</b>	<b>Particulars</b>	<b>Name of criteria in-charge</b>
<b>Criterion I</b>	Curricular Aspects	Dr. Kapil Chaturvedi
<b>Criterion II</b>	Teaching-Learning and Evaluation	Dr. Navneet Kaur
<b>Criterion III</b>	Research, Innovations and Extension	Dr. Alok Agrawal
<b>Criterion IV</b>	Infrastructure and Learning Resources	Dr. Manoj Sharma
<b>Criterion V</b>	Student Support and Progression	Dr. Ritu Shrivastava
<b>Criterion VI</b>	Governance, Leadership and Management	Dr. Aumreesh Kumar Saxena
<b>Criterion VII</b>	Institutional Values and Best Practices	Dr. M. Fatima

**Agenda 6: Review the research policies for promoting research culture, capacity building for research in the institute and organization of Conferences/workshops/STTP etc.**

IQAC Coordinator suggested that research culture should inculcate in academics and Industry- Institute interaction is to be strengthened as well as academic policies are need to be revised and related activities definitely promoting research culture.

**Agenda 7: Review SC/ST policy, Anti Ragging policy and Grievances Redressal policy.**

All members of the IQAC discussed and reviewed the SC/ST policy, Anti Ragging policy, Grievances Redressal policy and Alumni policy and finally forwarded to BOG for approval.

**Agenda 4: To discuss and plan about the extension activities under the program of NSS.**

Chairman IQAC asked from all committee members to discuss and make a plan for conduction of extension activities in the current session. All members discussed, planned and listed some activities under NSS like rural outreach visits. Chairman IQAC Suggested the list of activities to NSS cell to conduct such activities.

**Agenda 9: Review the use of ICT for creating a learner-centric culture conducive to quality education.**

Committee members recommended the use of ICT based tools by all faculty to create learner-centric culture and quality education for students.

**Agenda 10: Discussion on organized documentation.**

All Committee members discussed about the preparation of all documents in well-organized pattern, Chairman IQAC recommended that all departments will work on good documentation and arrange every document in well-organized condition with the help of faculty and staff members.

**The conclusions of the meeting and proposed action plan:**

1. Reviewed Mission, Vision and Core Values of the Institution and all the departments
2. Program Outcomes were discussed and reviewed Course Outcomes (COs).
3. It is planned to start work for NAAC accreditation.
4. It was discussed and formed NAAC core committee.
5. It was discussed and assigned criteria in-charges for NAAC work.
6. It was discussed and reviewed research policies.
7. It is planned to conduct NSS based activities.
8. It was discussed and recommended to use ICT based tools for teaching.
9. It was discussed and recommended to work on good documentation and arrange all documents in well-organized pattern.

The meeting ended with a formal vote of thanks.

**IQAC Coordinator**



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**Chairman, IQAC**



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