



Sagar Institute of Research & Technology, Bhopal

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting

The 3rd meeting of IQAC was held at 11.00 a.m. on 12.01.2024 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	
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	HOD, ME	Member	
10.	Dr. Kapil Chaturvedi	Associate Professor & HOD, MCA	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	

The Chairman welcomed the members for the second meeting of IQAC. The following points were discussed in the meeting:

Agenda 1: Review of minutes of 1st IQAC Meeting.

The Minutes of meeting was reviewed by all present committee members.

Agenda 2: Action taken report on the decisions of the previous meeting.

The ATR of last meeting was reviewed by the all committee members and found action taken as per the discussed points in the last meeting.

S. No.	Recommendation given by IQAC Committee.	Action Taken for Implementation & Outcomes.
1.	To strengthen the Industry-Institute Interaction through Collaboration, Membership & MoU's.	Appropriate activities of the students were conducted in each department under MoUs collaboration.
2.	To decide to incorporate extension activities under the program of NSS.	Conducted number of extension activities by NSS cell.
3.	To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative, research and extension activities on regular basis.	All academic activities are being conducted timely as per the academic calendar.
4.	To discuss regarding alumni, meet 2023.	Conducted Alumni meet on 17 th December 2023.
5.	To review format of identifying slow learners and advanced learners.	Format of slow and advanced learners was reviewed and implemented.
6.	To discuss about the preparation of standard operating procedure of Academics.	Dean (Academics) started work to prepare SOPs of the academics.
7.	To discuss about the NAAC preparation and to review of Student Welfare Policy, Training and Placement Policy, IT Policy and Infrastructure Maintenance Policy.	NAAC work is in progress. All policies were reviewed and forwarded to BOG for approval.
8.	To discuss about the NPTEL Certification courses for faculty members.	Faculty of all departments have got registration for NPTEL certification course and their result will be declared from April 2024.
9.	To review Academic Audit Reports of year 2021-22.	Academic audit of all departments of year 2021-22 was completed and reviewed by IQAC.
10.	To review Administrative Audit Reports of 2021-22.	Administrative audit of all departments of year 2021-22 was completed and reviewed by IQAC.
11.	To discuss about the installation of Solar Panel.	Solar panels were installed successfully in the CS block of the Institute.

Agenda 3: To discuss about the Green Audit of the Institute.

As per the need of NAAC, coordinator IQAC put the matter of Green Audit in the meeting, all members discussed about the preparation for Green audit and Chairman IQAC gave his kind instructions to the concerned department for initiating the work for the Green Audit and complete this within coming three months.

Agenda 4 : To discuss and review of Water Conservation Policy, Energy Conservation Policy, OBC Cell, ICC policy, Academic policy, Service Rule Book.

Coordinator IQAC put the all above policies in the meeting, Chairman IQAC and all members have reviewed the all policies and gave their kind suggestions. Chairman IQAC accepted the relevant suggestions given by the members and asked to coordinator for revising all policies by incorporating the all relevant suggestions and forward them for BOG approval.

Agenda 5: To discuss about the feedback about the stakeholders.

Chairman IQAC asked about the conduction of feedback of different stakeholders (students, alumni, faculty, employer etc) on the academic curriculum as per format.

Agenda 6: To discuss about the planning to full fill the curriculum gap.

Chairman IQAC and all committee members reviewed the feedback analysis -2023 of different stakeholders and gone through all the points and found lower feedback against some points. All members discussed about the all points and Chairman IQAC along with all members recommended to conduct various events like Industrial expert talks, workshops, seminars, industrial visits, webinars etc. to fulfill the gap regarding those feedback heads who are having lower feedback.

Agenda 7: To strengthen the Industry-Institute Interaction through Collaboration, Membership & MoU's.

Chairman IQAC asked and recommended again to enhance the frequency of Industrial visits, Expert lectures, Industrial exposure training from Industry persons, Membership & MoU's to explore the various practical aspects of industrial development to the students.

Agenda 8: To promote extension activities under the program of NSS.

All committee members discussed on the extension activities under the NSS, it is recommended to coordinator of NSS to plan more activities in this session by involving more no. of students.

Agenda 9 : To discuss about the research & development.

All members discussed about the activities of research & development like paper publications, Projects submission, copy right, patent design etc. Chairman IQAC recommended to all departments to work on publication of SCI/SCOPUS/UGC research papers, preparation of research projects to govt. funding agencies, copy right, book chapters, text books publication and patent design.

Agenda 10: To discuss about slow learners and advanced learners.

All members discussed about enhancing the performance of slow learners, chairman recommended to conduct remedial classes for difficult subjects and conduct the regular test series for them to check their performance. The committee also discussed about the advanced learners of each department. Chairman IQAC recommended to appreciate all advanced learners and provide them extra benefit from each department.

Agenda 11: To discuss about the NAAC work progress and review the list of criteria in-charge of NAAC.

All members discussed about the NAAC work progress and coordinator IQAC shown the progress of NAAC work of each criterion, about 15% work is completed till now as reported by each criteria in-charge to the coordinator. Chairman IQAC recommended to increase the NAAC work progress.

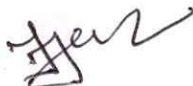
Coordinator IQAC recommended the name of Dr. Kalpna Rai as in-charge for Criteria-7 in place of Dr. M. Fatima as she is busy in departmental assigned works. Chairman IQAC given his kind consent regarding the same.

The conclusions of the meeting and proposed action plan:

1. Reviewed last MOM and ATR of last meeting.
2. It was discussed to go for Green Audit of the Institute.
3. It was discussed to conduct and take feedback of stakeholders in each department.
4. It was discussed to review the Water Conservation Policy, Energy Conservation Policy, OBC Cell, ICC policy, Academic policy, Service Rule Book.
5. It was discussed about the feedback of stakeholders.
6. It was discussed to strengthen the Industry-Institute Interaction through Collaboration, Membership & MoU's.
7. It was discussed to enhance the extension activities under the program of NSS.
8. It was discussed about the R&D activities.
9. It was discussed to conduct more extra classes for slow learners for improving their performance.
10. Progress of NAAC work was discussed. It was recommended and approved by that Dr. Kalpana Rai will be the in-charge of Criteria-7 in place of Dr. M. Fatima.

The meeting ended with a formal vote of thanks.

IQAC Coordinator



IQAC, Coordinator
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Chairman, IQAC

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