



Sagar Institute of Research & Technology, Bhopal

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting

The 2nd meeting of IQAC was held at 11.00 a.m. on 12.07.2023 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	
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	

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 las meeting.

S. No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
1.	Review of Mission, Vision and Core Values of the Institution and all the departments	The Vision, Mission, and Core Values statements of Institution and Departments were reviewed. The statements of Vision and Mission of the Institute and all departments were found satisfactorily and approved by the BOG.
2.	Discuss about the POs and to review course outcomes (COs).	COs of all subjects of all departments were reviewed and found satisfactorily as per the NBA guidelines.
3.	About initiating NAAC work.	NAAC work has been started by the institute on all 7 criteria and progress of work is being checked on regular basis by the NAAC core committee.
4.	Formation of NAAC Core Committee.	NAAC Core committee is formed and working for NAAC preparation.
5.	Criteria wise responsibility to be assigned to the members for NAAC work.	Senior persons of department were assigned as, Criteria In-charge, to, all 7 criteria and they have started to work effectively.
6.	Review the research policies for promoting research culture, capacity building for research in the institute and organization of Conferences/workshops/STTP etc.	Committee reviewed the policy of the institute for promoting research culture, capacity building for research in the institute and organization of Conferences/workshops/STTP etc.
7	Review SC/ST policy, Anti Ragging policy, Grievances Redressal policy and Alumni policy.	Reviewed all policies and forwarded for BOG approval.
8	To discuss and plan about the extension activities under the program of NSS.	NSS cell conducted some extension activities as per the suggested list of activities.
9	Review the use of ICT for creating a learner-centric culture conducive to quality education.	ICT based tools (smart class teaching) is already being used for maintaining the quality education.
10	Discussion on organized documentation.	All HODs, NAAC Criteria In-charge and other heads have started to organize their documents as per the manual of NAAC.

Agenda 3: To strengthen the Industry-Institute Interaction through Collaboration, Membership & MoU's :

Committee recommended increasing 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 4: To discuss about the extension activities under the program of NSS.

Coordinator IQAC put the documents of extension activities conducted in the previous session. Chairman IQAC and all members discussed and reviewed about the conducted activities. Committee suggested to conduct more extension activities in each academic session on regular basis.

Agenda 5: To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative, research and extension activities on regular basis.

All members discussed and recommended that all academics activities should be executed as per the Institute Academic calendar, all classes should run timely as per the timetables, fortnightly follow up of syllabus coverage of all subjects should be monitored by HQD and Deans, Subject feedback of all faculty should be done as per the academics calendar, all internal examinations (MST & PUT) should be conducted timely as per the calendar and all results of Internal exam and external university exam should be analyzed. Committee recommended to organize and conduct extension activities like industrial visits, expert talks and industrial talks on regular basis.

Agenda 6: To discuss regarding alumni meet 2023.

Discussion was held about the alumni meet, all members discussed and planned a meet in the month of December 2023. The same will be forwarded to Alumni cell of SIRT to freeze the date and venue for the meet.

Agenda 7: To review format of identifying slow learners and advance learners.

All committee members reviewed the format to identify the slow and fast learners. Committee approved the same and directed to follow it in continuation.

Agenda 8: To discuss about the preparation of standard operating procedure of Academics.

All members discussed about the preparation of Standard Operating Procedure of Academics so that all academic activities can be monitored and completed timely. Chairman IQAC has given his kind instructions to Dean Academics for preparing the SOPs for the same.

Agenda 9 : To discuss about the NAAC preparation and to review of Student Welfare Policy, Training and Placement Policy, IT Policy and Infrastructure Maintenance Policy.

All members discussed about the NAAC work progress. Coordinator put the policy document of Student Welfare Policy, Training and Placement Policy, IT Policy and Infrastructure Maintenance Policy before the chairman and all committee members. All members studied the all policies and submit their suggestions for the improvement. Coordinator ensured to incorporate the all suggestions given by the committee members for the concerned policies and forward to BOG for kind approval.

Agenda 10: To discuss about the NPTEL Certification courses for faculty members.

All committee members discussed about the online NPTEL certification courses for faculty members. Chairman IQAC and all committee members recommended to all faculty members for joining NPTEL courses and get certification in their interested subjects.

Agenda 11: To review Academic Audit Reports of year 2021-22.

Committee reviewed the academic audit report of the year 2021-22. Chairman IQAC gave his kind suggestions to focus and eliminate the deficiencies soon in the respective heads.

Agenda 12: To review Administration Audit Reports of 2021-22.

Committee reviewed the academic audit report of the year 2021-22. Chairman IQAC gave his kind suggestions to focus and eliminate the deficiencies soon in the respective heads.

Agenda 13: To discuss about the installation of Solar Panel.

Committee discussed about the installation of solar panels in the institute Solar power is one of the renewable energy source, and the generation of solar power do not have any adverse effect on the environment due to have many advantages. Chairman IQAC recommended and gave their kind consent and instructions to concerned department to initiate the work for install of solar panels in the institute.

The conclusions of the meeting and proposed action plan:

1. Reviewed last MOM and ATR of last meeting.
2. It was discussed to strengthen the Industry-Institute Interaction through Collaboration, Membership & MoU's.
3. It was discussed and planned to incorporate extension activities under the program of NSS.
4. It was discussed to execute all academic and extension activities as per the academic calendar of the institute.
5. It was discussed and planned to conduct Alumni Meet 2023 in Dec 2023.
6. It was reviewed the format of identifying slow learners and advanced learners.
7. It was discussed to prepare Standard operation procedure of the Academics by Dean academics.

8. It was discussed about the NAAC work and to check by IQAC coordinator on regular basis.
9. It was reviewed the polices of Student Welfare Policy, Training and Placement Policy, IT Policy and Infrastructure Maintenance Policy.
10. It was discussed about the NPTEL certification courses for faculty members of all departments.
11. It was reviewed the Academic Audit Reports of year 2021-22.
12. It was reviewed the Administrative Audit Reports of year 2021-22.
13. It was discussed about the installation of Solar Panel in the institute.

The meeting was ended with a formal vote of thanks.

IQAC Coordinator

IQAC, Coordinator
Sagar Institute of Research & Technology
Bhopal-462041 (M.P.) India

Chairman, IQAC

Sagar Institute of Research & Technology
Bhopal-462041 (M.P.) India