



Sagar Institute of Research & Technology, Bhopal

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting

The 4th meeting of IQAC was held at 11.00 a.m. on 18.07.2024 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	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	HOD, ME	Member	
10.	Dr. Kapil Chaturvedi	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	RG
15.	Mr. Neeraj Agrawal	Sr. Administrative officer	Member	
16.	Mr. Kumar Bimlendu	Alumni Representative	Member	
17.	Mr. Ankit Mourya	Student Representative	Member	Ankit

The Chairman welcomed of all members and 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 discuss about the Green Audit of the Institute.	Green Audit of an Institute has been done successfully.
2.	To discuss and review of Water Conservation Policy, Energy Conservation Policy, OBC Cell, ICC policy, Academic policy, Service Rule Book.	Reviewed all policies and forwarded to BOG for approval.
3.	To discuss about the feedback of stakeholders.	Feedback of stakeholders has been conducted successfully.
4.	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.
5.	To promote extension activities under the program of NSS.	Various NSS activities were organised by the NSS committee.
6.	To discuss about the research & development.	Faculty members of all departments have published SCI/SCOPUS papers and Conference papers and others. Many faculty members worked on Patent file, Copy right file, Book publications, patent design and submission of project's grant.
7.	To discuss about the slow learners and advanced learners.	All department have worked on the slow and advanced learners. They have identified as per the format then Remedial classes were conducted and their performance was evaluated by conducting the tests.

8.	To discuss about the NAAC work progress and review the list of criteria in-charge of NAAC	All criterion in-charge have worked hard along with their team and completed the all criteria. Finally, Institute has submitted SSR to the NAAC portal.
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Agenda 3: To discuss on NAAC DVV report.

Coordinator IQAC put the report of DVV received by the NAAC, all members have seen and read the report. All members discussed the points and institute will pay efforts to resolve the problems soon.

Agenda 4 : To discuss and review of Sports policy and forwarding for BOG approval.

Coordinator IQAC put the rough draft of sport policy in the meeting, Chairman IQAC and all members have reviewed the policy and gave their kind consents to the Chairman IQAC and now it will be forwarded to BOG for approval.

Agenda 5: To discuss about the results of final years students.

Chairman IQAC and all members seen the results of final year passed out students of each department. All members seen and reviewed the result, all results were found satisfactorily.

Agenda 6: To discuss about the student's participation in projects and Hackathon event.

Chairman IQAC asked to enhance the participation of students in the projects and hackathon event, it was instructed to HoDs of all department to identify and forming the groups of students for participation.

Agenda 7: To discuss about the NPTEL certification.

Chairman IQAC asked to enhance the participation of students to join online NPTEL courses of their concerned branch, it was instructed to HoDs of all department to identify and motivate the students for joining NPTEL courses.

Agenda 8: To discuss about books requirements for AIML and Cyber security students.

Coordinator IQAC put the matter of new books requirements for new courses AIML and Cyber security students, Chairman IQAC and all members seen and reviewed the requirements of books and it has been found satisfactorily. The requirement will be forwarded to BOG for kind approval.

Agenda 9 : To discuss about the lab establishment for AIML and Cyber security students.

Coordinator IQAC put the matter of lab establishment for new courses AIML and Cyber security branch, Chairman IQAC and all members seen and reviewed the requirements, it has been found satisfactorily. The lab establishment requirement will be forwarded to BOG for kind approval.

Agenda 10: To discuss about the sports activities for faculty and staff members.

All members discussed about the conduction of sports activities for faculties and staff members in the month of August 2024. All members discussed and planned about the all sport activities to be conducted and their requirements. Chairman IQAC recommended to conduct sport activities in the month of August. Venue will be SIRT sport complex.

Agenda 11: To discuss about the preparation of TCS Accreditation.

Coordinator IQAC put the matter of TCS Accreditation for SIRT, all members discussed about the TCS accreditation and assigned responsibility to T&P department to start preparation for TCS. Chairman IQAC gave kind instructions to Documentation team for preparing required documents and files for TCS accreditation.

The conclusions of the meeting and proposed action plan:

1. Reviewed last MOM and ATR of last meeting.
2. It was discussed about the NAAC DVV report.
3. It was discussed to discuss and review of Sports policy.
4. It was discussed about the results of final years students.
5. It was discussed about the student's participation in projects and Hackathon event..
6. It was discussed about the NPTEL certification.
7. It was discussed about books requirements for AIML and Cyber security students.
8. It was discussed about the lab establishment for AIML and Cyber security students.
9. It was discussed about the sports activities for faculty and staff members.
10. It was discussed about the preparation of TCS Accreditation.

The meeting ended with a formal vote of thanks.

IQAC Coordinator

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