



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.	Review of POs and COs.	POs and COs of the different subjects 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 and planning of new NSS activities.	Suggested to NSS cell for planning the activities like Tree plantation, Blood Donation Camp, Road Safety program, etc under NSS.
8	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.
9	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 decide to incorporate extension activities under the program of NSS.

Chairman IQAC asked from all committee members to discuss and make a plan for extension activities in the current session. All members discussed and planned to add some more activities under NSS like rural outreach visits. Suggested to NSS cell for planning the such activities.

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 HOD 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 discuss policy for identifying slow learners and advance learners.

All committee members discussed about the policy to identify the slow and fast learners. Chairman IQAC instructed to Dean Academics to prepare the SOPs for the same.

Agenda 8 : To discuss about the NAAC preparation.

All members discussed about the preparation of NAAC work on all criteria 1-7. Chairman IQAC asked and recommended to coordinate with all criteria in-charge and coordinator IQAC will check the work progress of each criteria on regular basis.

The conclusions of the meeting and proposed action plan:

1. Reviewed last MOM and ATR of last meeting.
2. It is planned to strengthen the Industry-Institute Interaction through Collaboration, Membership & MoU's.
3. It is planned to incorporate extension activities under the program of NSS.
4. It is planned to execute all academic and extension activities as per the academic calendar of the institute.
5. It is planned to conduct Alumni Meet 2023 in Dec 2023.
6. It is planned to prepare policy for identifying slow learners and advanced learners.
7. It is planned to check progress of NAAC work on regular basis.

The meeting 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