



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.	Found number of extension activities done under the NSS.
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 discuss policy for identifying slow learners and advance learners.	Policy was reviewed and finalized.
6.	To discuss about the NAAC preparation.	Coordinator checked the progress of each criteria and guided to all criteria in-charge for completing their work.

Agenda 3: Academic audit to be done of each department in the month of May-June 2024.

Chairman IQAC recommended to conduct External Academic Audit of all departments twice in a year in the month of December and June of each academic year. External audit committee will be prepared to do audit in the all departments.

Agenda 4: 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 academics. Templates for all feedback will be formed and forwarded to all departments for doing the same.

Agenda 5: 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 6: 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 7: 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 8 : 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 9: To discuss about slow learners and advanced learners.

All members discussed about enhancing the performance of slow learners, chairman recommended to conduct more extra classes on difficult subjects to all slow learners 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 10: 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 is planned to conduct external audit of each department in the month of December 2024.
3. It is planned to conduct and take feedback of stakeholders in each department.
4. It is planned to strengthen the Industry-Institute Interaction through Collaboration, Membership & MoU's.
5. It is planned to enhance the extension activities under the program of NSS.
6. It is planned that each department will work on R&D activities.
7. It is planned to conduct more extra classes for slow learners for improving their performance.
8. 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

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Chairman, IQAC

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