



# Sagar Institute of Science and Technology Gandhi Nagar Bhopal, 462036

Approved by AICTE, New Delhi & Govt. of M.P. Affiliated to RGPV & BU,  
Bhopal

Tel: 7024368999, 9977995985 | www.sistecgn.ac.in

## Internal Quality Assurance Cell (IQAC)

Date: 04-06-2021

### Notice

All the members of Internal Quality Assurance Cell (IQAC) are requested to attend the online meeting scheduled on 9th June 2021 (Friday) at 11.30 am on Google meet.

#### Agenda of the Meeting:

- I. Status of action plan based on previous IQAC meeting held on 25th Nov '2020.
- II. Discussion on academics, placements, feedback, students' activities etc.
- III. Information of new course added and withdrawal of seats in AY 2021-22.
- IV. Training and Placement updates
- V. Review of the preparations of NBA accreditation.
- VI. Suggestions from the IQAC members for Quality Enhancement

Google meet link: <https://meet.google.com/vby-xpwe-syx>

Dr. Keshavendra Choudhary  
Principal, Chairperson IQAC

#### Mail to:

1. The Hon'ble Chairman (for kind information).
2. Managing Director (for kind information).
3. Principal SISTec.
4. Vice Principal & IQAC Coordinator.
5. Senior Manager Admin.
6. All members of the IQAC Committee



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### Internal Quality Assurance Cell

### 15<sup>th</sup> IQAC Meeting: AY 2021-22

Date: 18 June 2021 (Friday)

Time: 11.30 am — 1.00pm

Venue: Google meeting

#### Program Schedule

11.30 am — 11.35 am	Welcome address & Introductory Remarks by Dr. Keshavendra Choudhary Principal & Chairperson IQAC, SISTec GN
11.35 am — 11.40 am	Address by Dr. Swati Saxena, Vice Principal & IQAC Coordinator, SISTec GN
11.40am — 12.20pm	IQAC presentation by Dr. Swati Saxena
12.20pm — 12.55pm	Suggestions from the IQAC members for Quality Enhancement
12.55pm- 13.00pm	Vote of thanks by Dr. Swati Saxena

#### Members Present:

S.N.	Name & Designation	Position in IQAC
1.	Dr. Keshavendra Choudhary, Principal & Professor, SISTec GN. Email- sistec.principal@sistec.ac.in	Chairperson, IQAC
2.	Dr. Swati Saxena, Vice-Principal & Professor, SISTec GN. Email- swatisaxena@sistec.ac.in	Coordinator, IQAC
3.	Shri. B.S Kushwah, Administrator, SISTec GN. Email- bskushwah@sistec.ac.in	Member
4.	Dr. Raman Nateriya, Assistant Professor, Department of Civil Engineering MANIT, Bhopal. Email- raman_nateriya@rediffmail.com	External Expert (Academic)
5.	Dr. K T Chaturvedi, Associate Professor, Department of Electrical Engineering, RGPV, Bhopal. Email- dr_ktc@yahoo.com	External Expert (Academic)
6.	Mr. Siddharth Pali, Managing Director, Pioneers Diligence. Email- palisiddharth@yahoo.com	External Expert (Industrialist)
7.	Dr. Ravishanker V Choudri, Professor & HOD Mechanical Engineering, SISTec GN sistec.hodme@sistec.ac.in	Member
8.	Dr. Megha Jain, Associate Professor & HOD Civil Engineering, SISTec GN. Email: sistec.hodcivil@sistec.ac.in	Member
9.	Dr. Ravi Shankar Mishra, Prof. & HOD Electronics and Communications, SISTec GN. Email- sistec.hodec@sistec.ac.in	Member
10.	Ms. Bhavana Gupta, Asst. Prof. & HOD Computer Science Engineering, SISTec GN. Email- sistec.hodese@sistec.ac.in	Member
11.	Dr. Murl Manohar, HOD Electrical and Electronics Engineering, SISTec GN Email- sistec.hodex@sistec.ac.in	Member
12.	Dr. Somen Mitra, HOD MBA, SISTec GN	Member



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	Email- sistec.hodmba@sistec.ac.in	
13.	Dr. Sumit Dekate, Professor, SISTec GN. Email- sumitdekatte@sistec.ac.in	Member
14.	Dr. Neelesh Shrivastava, Professor, SISTec GN. Email- neeleshshrivastava@sistec.ac.in	Member
15.	Mr. Sanjay Singh, Associate Professor, SISTec GN. Email- sanjaykumarsingh@sistec.ac.in	Member
16.	Mr. Nitin Malviya, Associate Professor, SISTec GN. Email- nitinmalviya@sistec.ac.in	Member
17.	Ms. Mythily Mahalingam, Assistant Professor, SISTec GN. Email- mythilymahalingam@sistec.ac.in	Member

Leave of Absence:

1. Student Representative

Dr. Keshavendra Choudhary Principal and Chairperson IQAC welcomed the IQAC members. He congratulated all members of the institute on successfully receiving "NAAC Accreditation". He also congratulated all the member for the following awards received by the institute: -

1. Excellence in Promoting Industry-Academic Interface Award by ASSOCHAM INDIA during 14th National Education Summit and Annual Excellence Awards 2021.
2. National Employability Award 2021 by Aspiring Minds for being among the Top 10% Engineering Campuses in MP.

Dr. Swati Saxena, Vice Principal, and IQAC Coordinator, SISTec GN campus acknowledged the kind presence of all IQAC members and briefly listed the achievements of SISTec. She congratulated everyone for their recent achievements.

**The following agenda items were discussed during the meeting:**

- I. Status of action plan based on previous IQAC meeting held on 25th Nov '2020.
  - II. Discussion on academics, placements, feedback, students' activities etc.
  - III. Information of new course added and withdrawal of seats in AY 2021-22.
  - IV. Training and Placement updates
  - V. NBA preparation updates
  - VI. Suggestions from the IQAC members for Quality Enhancement
- I. **Status of action plan based on previous IQAC meeting held on 25<sup>th</sup> Nov '2020.**
- College in the last session functioned on online mode, all faculty members prepared videos (topic wise) and shared them with students through Google classrooms and What's app groups.
  - Online Examinations were smoothly conducted. A detailed set of do's and don'ts were circulated by the faculty among the student groups for better organization and conduction of the online exams.
  - Course files of the last session have been submitted by faculty members and checked by academic coordinators.
  - Academic planner from each has been received and discussed.
  - Academic Reports of all departments have been submitted.
  - Academic calendar of last semester was followed with minimal changes.
  - Every department conducted activities as per academic planners of last year.
  - Activity calendar is followed by all departments and they were appreciated for their efforts to conduct events online.
  - Following events were organised in last session: -
    - i. A Four days "Workshop on Business Analytics" was organized by E Cell (HM Calcutta Event).
    - ii. Knowledge series "Roadmap to Wealth Creation" and "Roadmap to Pocket Money Management" were organized.
    - iii. 10-Day Training on "Strategy Based Diagnosis & Repair of Automotive Mechatronics & Mechanics" for Commandant Sashastra Seema Bal (SSB) was organized by Mechanical Engineering Department.



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New Program added: Artificial Intelligence and Data Structures (AI & DS) - 60 seats

Seats withdrawn: CIVIL - 60 seats (120 seats till last year).

Resources available and required for new course were discussed in meeting.

#### IV. Training and Placement updates

A list of placed students (pass out year 2020-21) were shared with all members. Also, it is informed that more companies for the same batch are expected. Placement preparations for Batch 2017-21 are in progress.

The placement team is working on 3 days Mega Recruitment drive which will be launched in July 2021.

#### V. Preparation of NBA accreditation

The Department of Electrical and Electronics Engineering and the Department of Mechanical Engineering are preparing for NBA accreditation.

The IQAC Coordinator informed that the need for the revision of the Computer Science Department's

Mission statements was raised in a last BOG meeting. After considering all aspects, BOG members agreed to this.

In the meeting, the department was directed to initiate the process so that the final draft could be discussed in the next IQAC meeting.

#### VI. Suggestions from the IQAC members for Quality Enhancement

- Work on suggestions given by NAAC team visit in their report.
- All resources for the newly added course must be fulfilled.

IQAC coordinator Dr. Swati Saxena requested all HODs to plan DPQIC and to convey the minutes of the meeting of this IQAC meeting with the staff members. The meeting ended with a vote of thanks by Dr. Swati Saxena.

  
Dr. Swati Saxena  
Vice Principal, IQAC Coordinator

  
Dr. Keshavendra Choudhary  
Principal, Chairperson IQAC

#### Copy To:

- The Hon'ble Chairman (for kind information).
- Managing Director (for kind information).
- Principal SISTec (for record).
- Vice Principal & IQAC Coordinator (for record).
- Senior Manager Admin & HR (for record).
- All HODs.
- Training and Placement Department.
- All members of the IQAC Committee.