



SAGAR INSTITUTE OF SCIENCE & TECHNOLOGY

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



Internal Quality Assurance Cell (IQAC)

Date: 03-06-2022

Notice

All the members of the Internal Quality Assurance Cell (IQAC) are requested to attend the meeting scheduled on 6th June 2022 (Monday) at 11.30 am in the first floor Conference Hall.

Agenda of the Meeting:

- I. Status of an action plan based on the previous IQAC meeting held on 20th Nov '2021.
- II. Discussion on academics, placements, feedback, students' activities, etc.
- III. Information of new course added and withdrawal of seats in AY 2022-23.
- IV. Training and Placement updates.
- V. Review of the preparations for NBA accreditation.
- VI. Suggestions from the IQAC members for Quality Enhancement.

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



SAGAR INSTITUTE OF SCIENCE & TECHNOLOGY

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



Internal Quality Assurance Cell 17th IQAC Meeting: AY 2022-23

Date: 06-06-2022 (Monday)

Venue: Conference Hall

Time: 11.30 am — 1.00pm

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 report 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, Professor & HOD Civil Engineering, SISTec GN. Email: sistec.hodecivil@sistec.ac.in	Member
9.	Dr. Ravi Shankar Mishra, Prof. & HOD Electronics and Communications, SISTec GN. Email- sistec.hodeec@sistec.ac.in	Member
10.	Ms. Bhavana Gupta, Assistant Prof. & HOD Computer Science Engineering, SISTec GN. Email- sistec.hodese@sistec.ac.in	Member
11.	Dr. Murlu Manohar, Associate Prof & HOD Electrical and Electronics Engineering, SISTec GN Email- sistec.hodex@sistec.ac.in	Member
12.	Dr. Somen Mitra, Associate Prof & HOD MBA, SISTec GN Email- sistec.hodmba@sistec.ac.in	Member
13.	Dr. Sumit Dekate, Professor, SISTec GN. Email-sumitdekat@sistec.ac.in	Member



SAGAR INSTITUTE OF SCIENCE & TECHNOLOGY

NAAC



Approved by AICTE New Delhi & Govt. of MP Affiliated to RGPV & BU Bhopal

14.	Dr. Neelesh Shrivastava, Professor, SISTec GN. Email- neeleshshrivastava@sistec.ac.in	Member
15.	Mr. Sanjay Singh, Professor, SISTec GN. Email- sanjaykumarsingh@sistec.ac.in	Member
16.	Mr. Nitin Malviya, Assistant 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 of IQAC, welcomed the IQAC members. He congratulated all the members of the institute on successfully receiving "NBA Accreditation" for the EX and ME departments. He also congratulated all the members for the following awards received by the institute.

1. Excellence in Promoting Industry-Academic Interface Award by ASSOCHAM INDIA during 15th national Education Summit and Annual Excellence Awards 2022.
2. 'Student Choice Award' for receiving the most verified student testimonials by Bunch Technologies (P) Ltd.

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 an action plan based on the previous IQAC meeting held on 20th Nov 2021.
- II. Discussion on academics, placements, feedback, students' activities, etc.
- III. Information of new course added and withdrawal of seats in AY 2022-23.
- 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 the previous IQAC meeting held on 20th November 2021:

- College from the last session has been started functioning offline. Students' attendance and participation in college activities have also been improved.
- After detailed discussion, Set Targets (PO Attainment- Direct Assessment) have been revised. It has been decided that from 2018-22 batch onwards the following values will be considered:

If PO_i/PSO_i (ith PO/PSO) is 'Not attained' in previous year, then target for ith PO/PSO will be same for current year.
If PO_i/PSO_i (ith PO/PSO) is 'Attained' in previous year, then target will be revised as
target for ith PO/PSO = Max {ith PO/PSO attainment of previous year, 5% increment in target }

- All the examinations were smoothly conducted in offline mode.
- Course files of the last session have been submitted by faculty members and checked by academic coordinators.
- Academic planner from each department has been received and discussed.
- Academic Audit Reports of all departments have been submitted.
- The academic calendar of last semester was followed with minimal changes.
- Every department conducted activities as per the academic planners of last year.
- All the departments adhered to the activity calendar, and they were praised for their efforts to conduct events successfully.



SAGAR INSTITUTE OF SCIENCE & TECHNOLOGY

NAAC



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

Over the last six months, the institute has hosted over 70 different technical and nontechnical events. A few significant events are listed below: -

S.No.	Name of event	Date
1.	Seminar on Getting started with android	03-Dec-21
2.	Seminar on A Roadmap to Become AR- VR developer	09-Dec-21
3.	Freshers' Combat 2K21	25-Dec-21
4.	Seminar on Python Bootcamp	27-Dec-21
5.	Sahaja Yoga: A Journey to Peace of Mind	31-Dec-21
6.	Placement Oriented Project Based Training on "Data Structures & its Applications	28- Dec to 31-Dec-21
7.	Seminar on I am Remarkable	31-Jan-22
8.	Seminar on FLUTTER Festival	01-Feb-22
9.	Seminar on Solution Challenge Info Session	07-Feb-22
10.	15 Days Training Program on "Learn Event-Driven Programming with GUI in JAVA"	21-Feb-22
11.	SOTY 2K22 (Student of the Year)	13-Apr-22
12.	Programming Competitions: Clash of Codie's and Battle Ground	14-Apr-22
13.	Expert Lecture on Career Prospects in Artificial Intelligence and Data Science.	25-May-22
14.	An Industrial Visit at Mind Ruby	04-Jun-22
15.	RHAPSODY 2K21 - B.Tech "Fresher's Party"	30-Nov-22
16.	Plantation Drive @ SISTec	30-Nov-23
17.	Sagar Fiesta	14th & 15th April 2022
18.	An Industrial Visit at Indian Meteorological Department (IMD).	15th and 23rd March 2022
19.	Let's code with C " Code-bytes for Everyone " A one-week training programme	18 Jan to 22 Jan-22
20.	Sagar Manthan 2K22'	18th April
21.	An Industrial Visit at CRISP.	21 and 22 Feb 2022
22.	AMCAT - SHL Session	21s -April-2022
23.	SISTec Glory' 22	22nd May 2022
24.	Internal Smart India Hackathon Competition.	24 and 25 March 2022
25.	One-week Hands-on Training program on InlyTQ certification exam	25-Jan to 04-Feb 22
26.	Let's Code with C (module 2) by Amit Rathore sir	26-Apr to 02-May-22



Unit	Description
1. Academics	<ul style="list-style-type: none"> Academic calendar for all semesters except first semester (First year commencement date is not declared yet due to delay in DTE counseling) has been shared. Accordingly, the academic planner of each department is submitted and discussed. The First semester will start as per the RGPV instructions. Faculty members are preparing course files of allotted subjects for the upcoming semester. Timetables of 2nd, 3rd and 4th years have been prepared. Mode of presentations for Minor & Major projects and practical will be adjusted as per the situation. AMCAT- COCUBES training classes and classes for module training for every semester have been incorporated into the timetable. All feedback for the semester has been collected and analyzed.
2. Budget	<ul style="list-style-type: none"> The budget from each department has been received and approved in the BOG meeting. Approved Budget by BOG is shared. It has been requested that the material will be purchased as per the recommendations of the Purchase Committee.
3. Placement	<ul style="list-style-type: none"> Placements for batch 2018-22 are still going on. All the activities of the placement team like Sagar Manthan, Sagar Samarth, etc. will be conducted as per schedule.
4. Students Welfare	<ul style="list-style-type: none"> Student Activity Council for the year 2022-23 will be formed till November 2022. Students' welfare activities were asked from each department. All departments will submit event planner by end of June.
5. Admissions, 2022-23 report	<ul style="list-style-type: none"> Admissions process for AY 2022-23 are going on smoothly, it is expected that the counselling will end by November 2022. All measures and actions that are taken in this counselling to ensure the smooth operation of the admissions process were discussed and suggestions were asked from all members to improve the process.
6. Extension activities proposal	<ul style="list-style-type: none"> The respective departments discussed and submitted plans for webinars, guest lectures, and workshops.
7. Alumni Meet	<ul style="list-style-type: none"> Alumni meet is planned for December '2022. The placement team with department coordinators are working on it.

III. Information on new course added and withdrawal of seats in AY 2022-23:

As per AICTE guidelines specified in the Approval Process Handbook 2021, in SISTec GN, details, of course, added and withdrawn seats are:

New Program added: Cyber Security (CY)- 30 seats.

Seats are withdrawn: Mechanical Engineering -90 seats (120 seats till last year).

Resources available and requirements for the new course were discussed in the meeting.

IV. Training and Placement updates:

A list of placed students (class of 2022) is distributed to all members. It is also stated that additional companies for the same batch are expected. Placement preparations for Batch 2019-23 are currently underway. The TCS placement orientation is scheduled for July 3rd.

V. Preparation of NBA accreditation:

The NBA Peer time visited the Departments of Electrical and Electronics Engineering and Mechanical Engineering for accreditation, and both departments received three-year accreditation. Everyone congratulated both department heads on their accomplishment. The IQAC coordinator shared and instructed Computer Science Department and Electronics and Communication Department to start preparation for NBA accreditation in the next session.

It has been decided to keep one external member in the Academic Audit team as per the NBA team's recommendation.

VI. Suggestions from the IQAC members for Quality Enhancement:

- Each department (other than newly added departments) of the institute must be accredited with NBA till 2025.
- External member for the next audit must be added.
- All resources for the newly added course must be fulfilled.



SAGAR INSTITUTE OF SCIENCE & TECHNOLOGY

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

NAAC
ACCREDITED
INSTITUTION

NBA
ACCREDITED
INSTITUTION

Dr. Swati Saxena, the IQAC coordinator, requested that all HODs plan Department Meetings and share the minutes of the IQAC meeting with the staff. She concluded the meeting with a vote of thanks.

Dr. Swati Saxena

Vice Principal, IQAC Coordinator

Dr. Keshavendra Choudhary

Principal, Chairperson I

Copy To:

1. The Hon'ble Chairman (for kind information).
2. Managing Director (for kind information).
3. Principal SISTec (for record).
4. Vice Principal & IQAC Coordinator (for record).
5. Manager Admin & HR (for record)
6. All HODs.
7. Training and Placement Department.
8. All members of the IQAC Committee