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

Ref:

Internal Quality Assurance Cell
Minutes of 19th IQAC Meeting: AY 2023-24

Date: 16-06- 2023 (Tuesday)   Time: 11.30 am — 1.00pm
Venue: Conference Hall
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
11.40 am — 12.40 pm	Discussion on Agendas.
12.40 pm — 12.55 pm	Suggestions from the IQAC members for Quality Enhancement.
12.55 pm — 13.00 pm	Vote of thanks by Dr. Swati Saxena.

Members Present:

S.No	Name & Designation	Designation
1.	Dr. Keshavendra Choudhary, Principal & Professor.	Chairperson, IQAC
2.	Dr. Swati Saxena, Vice-Principal & Professor.	Coordinator, IQAC
3.	Shri. B.S Kushwah, Administrator.	Member
4.	Prof. S C Choube, Dean Faculty of Electrical & Electronics Engineering, RGPV	External Expert (Academic)
5.	Dr. K T Chaturvedi, Associate Prof., Department of Electrical Engineering, RGPV, Bhopal.	External Expert (Academic)
6.	Mr. Siddharth Pali, Managing Director, Pioneers Diligence, Bhopal	External Expert (Industrialist)
7.	Dr. Ravishanker V Choudri, Professor & HOD Mechanical Engineering.	Member
8.	Dr. Arnav Anuj Kasar, Associate Professor& HOD Civil Engineering.	Member
9.	Dr. Ravi Shankar Mishra, Professor & HOD Electronics and Communications.	Member
10.	Mr. Rahul Dubey, Assistant Professor& HOD Computer Science and Engineering.	Member
11.	Dr. Leena Daniel, Associate Professor& HOD Electrical and Electronics Engineering.	Member
12.	Mr. Somen Mitra, Assistant Professor& HOD MBA.	Member
13.	Ms. Nidhi Ojha, Incharge First Year Cell & Assistant Professor, Basic Sciences.	Member
14.	Dr. Neelesh Shrivastava, Head Exam Cell, and Professor Basic Sciences.	Member
15.	Dr. Sanjay Singh, Professor, Department of Mechanical Engineering.	Member
16.	Dr. Rashmi Dwivedi, Dean R & D, & Associate Prof., Department of Mechanical Engg.	Member
17.	Ms. Bhavana Gupta, Assistant Professor, Department of Computer Science and Engg.	Member
18.	Ms. Prachi Shrivastava Head Training and Placement Cell.	Member
19.	President SAC	Student representative

Leave of Absence: Student representative
Dr. Keshavendra Choudhary, Principal & Chairperson IQAC welcomed the IQAC members.
Dr. Swati Saxena, Vice Principal, & IQAC Coordinator, SISTec campus acknowledged the kind presence of all IQAC members

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

and briefly listed the achievements of SISTec. She congratulated everyone on the institute's recent achievement of Grabbing NBA accreditation for the Computer Science and Electronics and Communication Departments.

Minutes of Meeting

The following agenda items were discussed during the meeting:

I. Status of an action plan based on the previous IQAC meeting held on 22nd November 2022.

II. Discussion on NBA peer team visit Comments.

III. Discussion on the implementation of the NAVACHAR scheme for all semesters in the session 2023-24.

IV. Discussion on the revision of the Institute's Vision and Mission statements.

V. Review of the Placements of Batch 2019-23 and preparations for batch 2020-24.

VI. Discussion on Technical and Non-technical training for upcoming placement drives.

VII. Discussion on academic progression, results, load allocation, and Requirements of faculty & staff for upcoming session.

VIII. Discussion on the requirement of infrastructure and repair work in the institute's campus.

IX. Discussion on ongoing BTech, MTech, and MBA admissions.

X. Suggestions from the IQAC members for Quality Enhancement.

I. Status of an action plan based on the previous IQAC meeting held on 22nd November 2022.

- NBA peer team visit successfully held in April 2023.
- Faculty recruitment for CSE and AIDS is in process.
- Academic Audit for the odd semester has been completed and comments are sent to respective department heads.
- Course files of the last session have been submitted by faculty members.
- Result Analysis of even semesters has been done.
- To enhance both the academic curriculum and overall student development, well structured document named as 'NAVACHAR' was meticulously developed.

S.No	Name of Event	Department	Date
1.	Investiture Ceremony of GDSC Club	CSE Dept.	9th December
2.	The Oral Olympics - An Extempore Competition - National Youth Day	SAC Activity	19th January 2023
3.	Entrepreneurship Awareness Programme	EC Dept.	22nd March 2023
4.	Sagar Fiesta 2023	SAC Activity	27th March 2023
5.	Nirmaan — Tech Skill Expo 2023	College Level Activity	29th March 2023
6.	Inter-College Management Fest "Sagar Exuberance 2023"	SISTec MBA	5th April 2023
7.	Rural Outreach Program	Basic Science Dept.	7th April 2023
8.	Plantation Drive	Basic Science Dept.	7th April 2024
9.	Reformation of IEEE Student Branch	EX Dept.	11th April 2023
10.	Industrial Visit to Satpura Thermal Power Station	EX Dept.	16th April 2023
11.	Expert lecture on "Amalgamation of Engineering for Agricultural Research and Developments"	ME Dept.	17th April 2023
12.	Expert Talk on "Cyber Security - Current Scenario"	Basic Science Dept.	21st April 2023
13.	"SAGAR PODSCORB 2023: A National Conclave"	SISTec MBA	22nd April 2023
14.	Teacher's Training Program for SPS Science Teachers on "Physical Computing & IoT"	Dept. of ECE & EX	26th April 2023

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

15	10-Day Training on "Strategy Based Diagnosis & Repair of Automotive Mechatronics & Mechanics" for 550 Officers	Dept. of ME	1st to 13th May 2023
16	"Research Collaboration Meet 2K23"	Dept. of EX	27th May 2023

- Faculty Feedback for all the semesters has been collected and analyzed.
- During the last session, the following extracurricular activities were organized in Institute.

i. Freshers party- 'BON VOYAGE 2k22
ii. Alumni Meet -'Confluentia 2k22'
iii. Bhakti Sandhya
iv. 74th Republic Day Celebration
v. Inter College Volleyball and Badminton League
vi. RGPV Curriculum Development Bootcamp
vii. International Women's Day Celebration
viii. Holi Celebration
ix. Boot Camp in association with Barclay's CSR Act
x. Farewell Party for batch 2019-23

II. Discussion on NBA peer team visit Comments.

IQAC coordinator read the comments for quality enhancement, given by the members of the NBA peer team during their visit for the accreditation process of the CSE and ECE branches. All the members gave their suggestions on the given comments. IQAC coordinator said that on these perceptive comments, the institute must put all the effort to fulfill them. Special attention will be given to research activities and the institute will take initiatives to promote a research, consultancy, and entrepreneurship environment. A discussion was held in the meeting to revise the gap identification process. IQAC coordinator requested all heads to discuss this point in respective DAPMC meetings. A special meeting on suggestions of all departments on the gap identification process will be scheduled next month.

III. Discussion on the revision of the Institute's Vision and Mission statements.

The discussion was held on a suggestion given by the NBA peer team on the Mission statement of the Institute. Everyone agreed to revise the statements. The process of revision will be worked out by the heads of the Electrical and Electronics Engineering and Electronics and Communication departments.

XI. Discussion on the implementation of the NAVACHAR scheme for all semesters in the session 2023-24.

It is well known that, due to the combined efforts of every member of our institute, SISTec has achieved a considerable level of academic excellence. To continue this progress, a set of thoughts, termed 'SISTec NAVACHAR,' is proposed for implementation in the academic year 2023-24. In this process, the involvement of senior members in their respective departments is essential to provide better clarity, correction, and authentication of the proposed reforms.

As outlined in the proposal, 'NAVACHAR' is primarily intended for the professional development and grooming of our students, offering them better opportunities for inspiration, creation, expression, and evaluation through various modes of experiential learning. All members must adhere to flawless and timely implementation, which is crucial for the success of this concept.

The NAVACHAR scheme has been circulated via email and WhatsApp to all heads and deans. Additionally, it is requested that all heads prepare Standard Operating Procedures (SOPs) for all semesters following Navachar.

Your cooperation in ensuring the successful implementation of Navachar is highly appreciated.

Students should be informed about Navachar by academic coordinators in their respective induction programs.

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

IV.Review of the Placements of Batch 2019-23 and preparations for batch 2020-24

The Placement head presented before the members the summary of campus placement of batch 2019-23. The percentage of campus placement of this batch till date is about 64.71%, with an average salary package of 3.25 lakhs. Still, the placement for the academic year 2019-23 is in progress. She presented a detailed branch-wise report on campus placement of students. She stated that for an upcoming session, she will motivate students for more training on coding, and more work will be done for Confidence building among students and ELQ training for core branches. She asked all HODs to share their suggestions for the type of companies they expect for their students.

V.Discussion on Technical and Non-technical training for upcoming placement drives.

A detailed discussion on the semester break and in-semester technical training was held. IQAC coordinator commented that students must be more sincere for AMCAT and COCUBES training. This will enhance the chances of getting placements.

VI.Discussion on academic progression, results, load allocation, and requirements of faculty and staff for upcoming sessions.

The following points were discussed:

- The IQAC coordinator appreciated each department for conducting various technical and nontechnical events held in all departments.
- Principal SISTec has instructed all Heads of Departments to ensure 100% student as well as faculty registration for SWAYAM courses (NPTEL). The certification of these courses serves as an excellent platform for student learning, enhancing their academic credits in accordance with the RGPV scheme.
- The academic calendar for the upcoming session will be shared soon. Accordingly, all departments will submit the Academic planner by the 25th of June.
- Academic Audit Report of session January July'2022 will be submitted by each department by the end of July.
- Staff recruitment process for AY 2023-24 is in process.
- NBA/NAAC coordinator informed that the NAAC 2nd Annual Quality Assurance Report (AQAR) for the year 2021-22 will be submitted by May '2023.
- Lab and books requirements from all departments have been received and discussion on the same has been held in the meeting of the Purchase committee. As per the report of the committee, the budget is sanctioned in the BOG meeting.
- Discussion was also done on improving college rank in NIRF.
- MSME coordinator gave updates on MSME activities planned for AY 2023-24 in the institute.
- IQAC coordinator asked the heads for load allocation till June 30th.
- Result analysis of each semester was discussed, IQAC coordinator asked to implement effective measures to improve results.

VII.Discussion on the requirement of Infrastructure and repair work in the Institute's campus.

Administrator SISTec informed in the meeting that the repairing work of the washrooms has been completed. The budget for required construction work, repair work, etc. was submitted and the same has been sanctioned in the BOG meeting. The infrastructure development work will start next month.

VIII.Discussion on ongoing BTech, MTech, and MBA admissions.

Counseling activities for admission for AY 2023-24 have been going on smoothly. IQAC coordinator requested all members to give their contribution to the admission process. She also requested to give full support to college counseling teams.

She informed in the meeting about the proposal for the increase in intake as follows:

- ✓ No. of seats of CSE proposed to increase to 240 (180 in previous years)

Sagar Institute of Science and Technology
Gandhi Nagar Bhopal, 462036
Approved by AICTE, New Delhi & Govt. of M.P. Affiliated to RGPV& BU, Bhopal

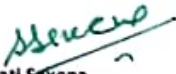Tel: 7024368999,9977995985|www.sistecgn.ac.in

- ✓ No. of seats of CSE-CY proposed to increase to 60 (30 in the previous year)
- ✓ No. of seats of MBA proposed to increase to 180 (120 in the previous year)

All members appreciated this proposal, IQAC chairman informed that AICTE re-scrutiny meeting is scheduled on 25th May in which the institute will put this proposal.

IX.Suggestions from the IQAC members for Quality Enhancement

i.The institute must encourage faculty and students to improve R and D activities.

ii.Every Department must open at least one Professional Club or Society.

iii.Some percentage of the total budget should be allocated for innovation and startups.

IQAC coordinator Dr. Swati Saxena requested all HODs to plan a Departmental meeting to convey the minutes of the meeting of IQAC meeting. The meeting concluded with a vote of thanks by Dr. Swati Saxena.

Dr. Swati Saxena
Vice Principal, IQAC Coordinator

Dr. Keshavendra Choudhary
Principal, Chairperson, IQAC

Copy 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