



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 (IQAC)

Date: 20-11-2021

Notice

All the members of the Internal Quality Assurance Cell (IQAC) are requested to attend the meeting scheduled on 23rd November 2021 (Monday) at 11.30 am at the first floor Conference Hall.

Agenda of the Meeting:

- I. Status of action plan based on previous IQAC meeting held on 7th June, 2021.
- II. Discussion on academics, placements, feedback, students' activities etc.
- III. Review of the preparations of NBA accreditation.
- IV. Discussion on revised Mission statements of the Computer Science Department
- V. 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



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Internal Quality Assurance Cell

Minutes of 16th IQAC Meeting: AY 2021-22

Date: 23rd November 2021 (Monday)
Venue: Conference Hall
Program Schedule

Time: 11.30 am — 1.00 pm

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 — 12.20 pm	IQAC presentation by Dr. Swati Saxena.
12.20 pm — 12.55 pm	Suggestions from the IQAC members for Quality Enhancement.
12.55 pm — 13.00pm	Vote of thanks by Dr. Swati Saxena.

Members Present:

S.No.	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 (Industrial)
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.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, Associate 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	Member

par
Saxena
BSK
Raman
KT
Siddharth
Ravishanker
Megha
Ravi
Bhavana
Murl



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	Email- sistec.hodex @ sistec.ac.in	
12.	Dr. Somen Mitra, HOD MBA, SISTec GN Email- sistec.hodmba @sistec.ac.in	Member
13.	Dr. Sumit Dekate, Professor, SISTec GN, Email- sumitdekate @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
18.	Mr. Anshul Raj, President SAC	Member

Leave of Absence: Mr. Siddharth Pali.

Dr. Keshavendra Choudhary, Principal & Chairperson, IQAC welcomed the IQAC members. He congratulated all the members for submitting NBA SSR for EX and ME departments.

Dr. Swati Saxena, Vice Principal, & IQAC Coordinator, SISTec campus acknowledged the kind presence of all IQAC members and briefly listed the achievements of SISTec. She congratulated everyone for recent achievements. She presented the IQAC report and requested the members to provide their valuable suggestions.

Minutes of Meeting

The following agenda items were discussed during the meeting:

- I. Status of an action plan based on previous IQAC meeting held on 9th June 2021.
- II. Discussion on academics, placements, feedback, students' activities, etc.
- III. Review of preparations for NBA Accreditation.
- IV. Suggestions from the IQAC members for Quality Enhancement.

I. Status of action taken on minutes of last IQAC meeting held on 9th June 2021.

- Faculty recruitment for AIDS is in process and requirements of computers are put before management in the BOC meeting and it is approved.
- Course files of the last session have been submitted by faculty members.
- Result Analysis of odd semesters has been done.
- As per RGPV instructions, from 8th November 2021 institute's teaching mode shifted from online to offline.
- Following events were organised in last session:
 - i. An Expert Lecture on "Soil Liquefaction Engineering" was organized by the CE department.
 - ii. "Technophilia": A quiz competition and an expert lecture" was organized by the CE department.
 - iii. A webinar on "Effect of SiO₂ on Rice Husk Based Geopolymer Composites at Ambient Curing Condition" was organized by the CE department.
 - iv. "Competitive Coding Concepts", a competition in collaboration with IIT Kanpur was conducted by the CSE department.
 - v. An expert lecture on "Developer Student Club Introduction to Blockchain" was organized by the CSE department.
 - vi. "Next Gen E-Vehicle Automotive Expo" was conducted by the ME department.
 - vii. 10 Day Training for Sena Sashaktar Bal was conducted by the CSE department.
- Research projects under HEQIP III are on completion mode. The report of the same will be submitted soon.



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- Dr. Prem K Chourasia received a research grant for the project "Investigating the Effect of Temperature, Humidity and Particulate Matter on Corrosion in Galvanized Sheet Metal at Indian Atmosphere" From Panasonic India.
 - Ms. Bhawna Gupta received a research grant for the project "Design an efficient framework for securing cloud Environment using Machine Learning Approaches" from TEQIP III RGPV.
 - SAC Committee reformed as decided.
 - All the departments have conducted various programs on online mode.
 - TGs are continuously in touch with their students through phone calls and took updates about the student's health related issues.
 - Students of EX department formed a department association named as Technical Association of Electrical and Electronics Students' (TAEES).
 - Alumni meet was conducted in July 2021.
 - All feedback for the semester has been collected and analyzed.
- II. Discussion on academics, placements, feedback, students' activities etc.

S.no.	Unit	Description
1.	Academics	<ul style="list-style-type: none">• As per RGPV instructions all classes are running in offline mode and verification of the vaccination status of all students visiting campus has been done by HR.• Academic calendar for upcoming session has been shared. Accordingly, the Academic planner of each department is submitted and discussed.• Second year students are planning "Freshers" in offline mode.• Discussed on RGPV exams of the current session to be held in offline mode, starting from December 2021.• Academic Audit Report of session July Dec'2021 will be submitted by each department till end of December.
2.	Placement	<ul style="list-style-type: none">• Placements for batch 2018-22 kicked start nicely.• An event SISTec Headstart which will be a forum of for Industry Academia experts is planned.• It was decided to conduct all activities of the placement team like Sagar Manthan, Sagar Samarath, etc. in offline mode.
3.	UG and PG admissions	<ul style="list-style-type: none">• Admission process for this academic year has been completed smoothly. Teams will be reformed for next year's admissions.
4.	Sports Activities	<ul style="list-style-type: none">• RGPV Nodal Tournaments are scheduled in January 2022. It was discussed that college players must be encouraged to participate in it.
5.	Industrial Visits	<ul style="list-style-type: none">• As there is a long gap for students to experience the industrial visits. It is important to plan at least 2-3 visits in the upcoming semester.
6.	Infrastructure development	<ul style="list-style-type: none">• New computer labs for AIDS will be completed by the next Academic Year.
7.	Other points	<ul style="list-style-type: none">• The following points were discussed about the development of the institute:<ul style="list-style-type: none">i. Development of College Ranking at the national level.ii. Improvement of the quality of education according to the emerging needs of industriesiii. Enhance the number of industries and institute collaborationiv. Increase the placement training and activities to improve the student employability skill.

- III. Preparation of NBA accreditation and NAAC one-year report submission updates till date.
EX and ME HODs presented reports on work done for NBA accreditation to date. SAR report has been submitted in September 2021 and a visit of the NBA Expert Team is expected in January 2022.

A detailed discussion was held in the meeting on 'set targets' (PO Attainment- Direct Assessment) for continuous improvement. It was decided that brainstorming will be done for setting new target values and the decided values will be put in next IQAC meeting.

IV. Discussion on revised Mission statements of the Computer Science Department

HOD CSE informed that, in departmental meetings, departmental Mission statements were reviewed by specifically considering the latest trends, industry demand etc. The proposed Mission statements was also circulated to the Alumni.



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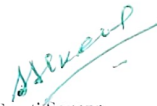
Employer, Faculty and Parents and their feedback was taken. After taking into consideration of the feedback received, the DAPMC prepared draft Mission statements which were discussed and brainstormed in a meeting consisting of the entire faculty. The statements are then framed. HOD CSE requested all members to review the Mission statement so that it can be presented in the BOG meeting to finalize it. All members reviewed the statements and all the comments from stakeholders, and after being short discussion final draft had been prepared.

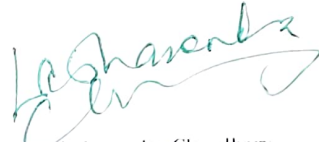
The annual Quality Assurance Report (AQAR) of the IQAC will be submitted by February 2022.

V. Suggestions from the IQAC members for Quality Enhancement

- Faculty members must be instructed to publish a minimum of two papers per year (at least one article in the SCI or Scopus Indexed (SD) journal).
- All PhDs must advise submitting at least one research project proposal per semester in agencies like DST, CSIR, DRDO, and MPSCST.
- All the faculty members are advised to create a Google Scholar Citation index and the copy of the same to be submitted.

IQAC coordinator Dr. Swati Saxena requested all HODs to plan Department meeting to convey the minutes of the meeting of this 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:

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- Managing Director (for kind information).
- Principal SISTec.
- Vice Principal & IQAC Coordinator.
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