



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: 22-11-2022

Notice

All the members of the Internal Quality Assurance Cell (IQAC) are requested to attend the meeting scheduled on 24th November 2022 (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 6th June 2022.
- II. Discussion on academics, placements, feedback, students' activities, etc.
- III. Review of the preparations for NBA accreditation.
- IV. 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 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

Minutes of 18th IQAC Meeting: AY 2022-23

Date: 24-11-2022 (Wednesday)

Time: 11.30 am — 1.00 pm

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 — 12.20 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 (Industrialist)
7.	Dr. Ravishanker V Choudri, Professor & HOD Mechanical Engineering, SISTec GN sistec.hodme@sistec.ac.in	Member
8.	Dr. Arnav Anuj Kasar, 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.	Mr. Rahul Dubey, Assistant Prof. & HOD Computer Science Engineering, SISTec GN. Email- sistec.hodcse@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 Email- sistec.hodmba@sistec.ac.in	Member
13.	Dr. Sumit Dekate, Professor, SISTec GN.	Member



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

	Email-sumitdekate@sistec.ac.in	
14.	Dr. Neelesh Shrivastava, Professor, SISTec GN. Email- neelshshrivastava@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. Omprakash Gupta President SAC	Member

Leave of Absence: None

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 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 the previous IQAC meeting held on 6th June 2022.
- 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 6th June 2022.

- Faculty recruitment for AIDS and Cyber Security is in process.
- Requirements for computers have been fulfilled. New computers are installed.
- As per the NBA team's suggestion to include an external member of the Audit team, Dr. Ashish Singhal Head, Electrical Engineering, Sagar Institute of Science, Technology and Engineering has been added to the Audit Team as an external member.
- The students from the Department of Mechanical Engineering participated in the Smart India Hackathon 2022, and our team, with the project named 'The Hybrid Push Cart,' emerged as the first runner-up in the grand finale.
- Course files of the last session have been submitted by faculty members.
- Result Analysis of odd semesters has been done.
- Following events were organised in last session:

Three Day Workshop on Computer Assembling	CS Dept.	18th June
International Yoga Day	College Level Activity	21st June
Plantation Event	ME Dept.	22nd June
Expert session on "Bridging the gap between Academia and Industry"	College Level Activity	23rd June
TCS Placement Orientation	College Level Activity	3rd July
"IOT - Hands-on Training"	EX Dept.	7th July
15 Days Training Programme on "A Deep Dive into Core Python"	CS Dept.	15th July
Webinar on " VLSI Circuit Design aspect of the Internet of Things"	ECE Dept.	1st August
THE BIG BATTLE	College Level Activity	6th August
Expert Interactive Session	College Level Activity	12th August
Google Developer Student Club (GDSCs) Session	College Level Activity	20th August



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

- SAC Committee reformed as decided
- All the departments have conducted various programs
- Alumni meet was conducted in July 2021
- All feedback for the semester has been collected and analyzed
- Following events were organized in Institute
 - i. International Day of Yoga
 - ii. Teachers Day Celebrations
 - iii. BTech Orientation Program
 - iv. International Women's day
 - v. World Environmental Day
 - vi. National Youth Day

II. Discussion on academics, placements, feedback, students' activities etc.

S.no.	Unit	Description
1	Academics	<ul style="list-style-type: none">• IQAC coordinator appreciated each department for conducting various technical and nontechnical events in respective departments.• Academic calendar for the upcoming session has been shared. Accordingly, the Academic planner of each department is submitted and discussed.• Second year students are planning "Freshers" for first year students.• Academic Audit Report of session July Dec'2022 will be submitted by each department till the end of December• The annual Quality Assurance Report (AQAR) of the IQAC will be submitted by February'2022.
2	Placement	<ul style="list-style-type: none">• Placements for batch 2019-23 kicked start nicely.• SISTec Headstart 2.0 which will be a forum for Industry Academia experts is planned in November.• Dates of Sagar Manthan, and Sagar Samarth will be circulated soon.
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">• Sagar Reunion is scheduled in January 2023.
5	Student welfare activities	<ul style="list-style-type: none">• All heads will plan technical and nontechnical events of their departments. The academic planner with the event name, date, and name of the event coordinator will be submitted by 10th December.• All department heads are urged to guide and encourage students to actively participate in technical communities such as Google Developer Student Clubs (GDSC) and Microsoft Learn Student Ambassador (MLSA) to stay informed about emerging technologies.• Sagar Fiesta 2k23 is planned in March 2023.• Nirmaan a signature event of Department of Mechanical Engineering is planned in March 2023.
6	Infrastructure development	<ul style="list-style-type: none">• New computer lab for students of Cyber Security 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:<ol style="list-style-type: none">i. Development of College Ranking at the national level.ii. Updates of MSME activities going on in the institute.iii. Improvement of the quality of education according to the emerging needs of industriesiv. Suggestions were asked to increase the number of admissions in 2023-24.v. Enhance the number of industries and institute collaboration.vi. 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.

CSE and EC HODs presented reports on work done for NBA accreditation till date. SAR report has been submitted in December 2022 and a visit of the NBA expert team is expected in April 2023.

IV. Suggestions from the IQAC members for Quality Enhancement

- a) The IQAC coordinator shared advice from SISTec management, that while SISTec excels in academics, there is room



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

for improvement in the overall learning environment. To achieve this, he recommends the implementation of a well-structured scheme supported by thorough documentation.

- b) Principal SISTec has recommended an enhancement in the registration process for NPTEL (SWAYAM) courses starting from the next session.
- c) It has been decided unanimously in the meeting that faculty members must publish a minimum of two papers per year (at least one article in the SCI or Scopus Indexed (SI) journal).
- d) All PhDs are advised to submit at least one research project proposal per semester to agencies like DST, CSIR, DRDO, and TNSCST.
- e) All the faculty members are advised to create a Google Scholar Citation index and a copy of the same to be submitted.

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