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SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES

Date: 12th May 2023

Ref: IQAC/SSSUTMS/

MINUTES OF MEETING INTERNAL QUALITY ASSURANCE CELL (IQAC) (Academic Year 2022-23)

Date: 12 May 2023, Time: 2:30 PM Venue: Board Room, Block – A

After ascertaining the quorum of the meeting Dr Rajendra Singh Kushwah, Director IQAC started meeting with the permission of the chair and welcomed all the members of university IQAC.

AGENDA ITEM

AGENDA - 1: Review of minutes of previous IQAC Meeting and subsequent action taken

AGENDA - 2: Action Taken Report (ATR) on minutes of previous IQAC Meeting

AGENDA - 3: Planning for curricular, co-curricular and extra-curricular activities of academic year 2023-24

AGENDA - 4: Preparation of IQAC activity calendar for the session 2023-24.

AGENDA - 5: Review of End-Term examination preparation and briefing of conduction of exam

AGENDA - 6: To strengthen alumni feedback system and implementation of their suggestions

AGENDA - 7: Student Feedback survey analysis

AGENDA - 8: To strengthen best practices

IQAC meeting for Academic Session 2022-23 was held on 28th February 2023. The following members attended the meeting.

Sr. No.	Name	Designation	Post
01	Prof. Mukesh Tiwari	Vice Chancellor	Chairman
02	Prof. Hemant Sharma	Professor	Member
03	Prof. Sanjay Rathore	Professor	Member
04	Prof. S.B. Tambe	Professor	Member
05	Prof. A.K. Debey	Professor	Member
06	Prof. Tabhessum Khan	Professor	Member
07	Prof. C.K. Tyagi	Professor	Member



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SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES

08	Prof. Anuradha Devi	Professor	Member
09	Prof. Minakshi Pathak	Professor	Member
10	Prof. Dheeraj Agrawal	External Member	Member
11	Mr. Anil Kumar	External Member	Member
12	Prof. Manoj Shukla	External Member	Member
13	Prof. Rajendra Singh Kushwah	Professor & Director IQAC	Member

Director IQAC presented the agenda items for discussion:

Hon'ble Vice Chancellor Pro. Mukesh Tiwari addressed all IQAC members, NAAC criteria coordinators and other staff involved in completion of documents of NAAC submission

AGENDA - 1: Confirmation of minutes of previous IQAC Meeting held on 28 Feb 2023.

Resolution: The last IQAC meeting was conducted on 28th February 2023 at 1:30 PM. The minutes of the meeting were readout with a formal discussion with all IQAC members. These minutes of the meeting were approved by the IQAC members.

AGENDA - 2: Action Taken Report of minutes of previous IQAC Meeting was presented.

IQAC took note of ATR.

S. No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
1.	Activities Carried out in Academic Year (AY) 2022-23 in the University	Discussions: The various activities carried out by the departments were summarized and put before the committee members. Action Taken: No Action Pending
2.	Resources and Infrastructure requirement in Institutions (department wise)	Discussions: All departments' heads submitted their infrastructure and faculty requirements to Hon'ble VC Sir for approval Action Taken: No Action Pending
3.	Create Students Club in university for Extra Curricular Activities	Discussions: 9 club have been constituted in university Action Taken: No action pending
4.	Organization of National/International Seminar/ Workshop/ Conference /FDP in academic session 2023-24	Discussions: IQAC committee members suggested to make activity calendar along with academic calendar. Action Taken: No action pending



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Above action taken report is noted by all the IQAC Members.

AGENDA - 3: Planning for curricular, co-curricular and extra-curricular activities of academic year 2023-24

Resolution: As we embark on the academic year 2023-24, it is essential to lay out a comprehensive plan for curricular, co-curricular, and extra-curricular activities. This plan should help create a well-rounded educational experience for our students, enabling them to excel academically, develop essential skills, and engage in meaningful activities beyond the classroom. Responsibility was assigned to Dean Academic and DSW submit detailed plan to Director IQAC within 15 day.

AGENDA - 4: Preparation of IQAC activity calendar for the session 2023-24.

Resolution: The activity calendar placed by the Director, IQAC is accepted. However, Director, IQAC and Hon'ble Vice Chancellor are suggested to organize some of the events mentioned in the calendar jointly.

AGENDA - 5: Review of End-Term examination preparation and briefing of conduction of exam

Resolution: IQAC members suggested that Dr. Sanjay Rathor (Exam Controller) should call meeting of faculty and supporting staff before commencement of exam. Assess the preparation for the upcoming end-term examinations and provide a comprehensive briefing on the conduction of exams, ensuring clarity and coordination among faculty members, administrators, and support staff involved.

AGENDA - 6: To strengthen alumni feedback system and implementation of their suggestions

Resolution: Committee was decided to strengthen the alumni feedback system and ensure the effective implementation of their valuable suggestions. The committee will work towards fostering a robust feedback mechanism, promoting alumni involvement, and utilizing their insights to enhance various aspects of the institution.

AGENDA - 7: Student Feedback survey analysis

Resolution: Student feedback survey was analyzed to strengthen academics and lacunae in session 2022-23.

AGENDA - 8: To strengthen best practices



SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES

Resolution: University should strengthen the best practices through academic learning facilities specially for underprivileged, faculty development and feedback with stackholders.

AGENDA - 9: Any other point with permission from the chair.

Prof. CK Tyagi suggest to do more plantation in university campus it should include long, medium herbal plant.

Remarks by External Members of IQAC

External Member 1: Prof. Dheeraj Agrawal thanks the Hon'ble Vice Chancellor Dr. Mukesh Tiwari and Director IQAC for inviting him in the forum. He suggested to organize more expert talk.

Closing remark by Chairman:

IQAC chairman stated that, I am confident that the planning for the curricular, co-curricular, and extra-curricular activities for the academic year 2023-24 will pave the way for a truly enriching educational experience. Our commitment to excellence and holistic development remains unwavering, and we strive to provide our students with a comprehensive platform to excel academically, nurture their talents, and foster personal growth.

The proposed date for next University IQAC meeting was declared as 20 Sep 2023.

Vote of Thanks:

There were no further points, the meeting were declared close with vote of thanks by IQAC Director Prof. Rajendra Singh Kushwah


Prof. Rajendra Singh Kushwah
Director IQAC




Prof. Mukesh Tiwari
Vice Chancellor