



# SRI SATYA SAI UNIVERSITY OF TECHNOLOGY AND MEDICAL SCIENCES

Where talent meets opportunity

Ref: IQAC/SSSUTMS/004

Date: 24<sup>th</sup> Nov 2018

## MINUTES OF MEETING INTERNAL QUALITY ASSURANCE CELL (IQAC)

(Academic Year 2018-19)

Date: 24 Nov 2018, Time: 2:30 PM, Venue: Board Room, Block – A, SSSUTMS

Once the quorum of the meeting was confirmed, the Director of IQAC started meeting with permission of the chair and welcomed all IQAC members.

The following IQAC members were present in the meeting

Sr. No.	Name	Designation	Post
01	Dr R. P. Singh	Vice Chancellor	Chairman
02	Dr. G.R. Selokar	Professor	Member
03	Dr Sanjay Rathor	Professor	Member
04	Dr Neelesh Chaubey	Professor	Member
05	Dr C K Tyagi	Professor	Member
06	Dr. Triyambak Hirwarkar	Professor	Member
07	Dr Hemant Sharma	Professor	Member
08	Dr Minakshi Pathak	Professor	Member
09	Dr. Kanchan Shrivastava	Professor	Member
10	Mr. M. L. Yadav	C.A.O.	Member
11	Dr. Dheeraj Agrawal	External Member	Member
12	Dr R.C. Dhaven	External Member	Member
13	Dr. Anup Singh	External Member	Member
14	Dr. Pushpendra Sharma	Professor & Director IQAC	Member Secretary

Director IQAC presented the agenda items for discussion:

**Agenda 1: Confirmation of minutes of previous IQAC Meeting held on 18<sup>th</sup> August 2018**

**Resolution:** 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.



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**Agenda 2: Action Taken Report of minutes of previous IQAC Meeting was presented.**

**IQAC took note of ATR**

The previous meeting of the IQAC was held on 23 Jun 2018. During the meeting, the minutes were read out and formally discussed with all members present. After the discussion, the minutes were approved by the IQAC members in attendance.

<b>S. No.</b>	<b>Recommendation given by IQAC Committee</b>	<b>Action Taken for Implementation &amp; Outcomes</b>
1.	<b>To review the progress of NAAC</b> In the IQAC meeting, the progress of NAAC was reviewed and discussed. The members presented a detailed report on the progress made in various parameters, including academic excellence, research and innovation, governance, infrastructure, and student support services.	Criteria coordinator has been assigned and they were directed to submit report on every Friday of the month.
2.	<b>To organize campus recruitment training</b> Campus recruitment training to be conducted for the final year Engineering and MBA students to improve the placements in consultation with Director, Training and Placements.	Head T&P cell has submitted a comparison report of various skill development companies to Vice Chancellor.
3.	<b>Encouraging research potential of the teachers and students</b> IQAC members suggested Dean R&D should plan and create a guidelines to encourage teachers and students regarding grant and appreciation award at university level. Further, it was decided university should give financial grant for research project between 25 thousand to 10 lakh for the duration of 1 to 3 years.	<b>Discussions: Action Taken:</b> Faculty of engineering, pharmacy and management have submitted research project for grant to Dean R&D.





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4.	<b>Teachers Feedback</b> <ul style="list-style-type: none"><li>• All teachers suggested to provide more facility to attend workshops and conferences.</li><li>• To organize training sessions on new teaching methods and upcoming subject areas.</li><li>• To improve skill set of staff to optimize ICT enabled teaching.</li><li>• All teachers emphasized the need for more hands on experience in industries during summer vacations so that students get a firsthand experience of the needs of the industry during their course period and get themselves ready in their fields of interest.</li></ul>	<ul style="list-style-type: none"><li>• Provided academic leave and on duty facility to facilitate participation in academic related activities.</li><li>• Organised faculty development programmes and national workshop on IPR. The need for patenting was stressed</li><li>• Internships were made compulsory for all students during summer vacations to give them a taste of industry requirements during their course period. This also enabled them to assess their standing in the industry and improve their potential with respect to their field of interest.</li><li>• Effective use of ICT (video conferencing, smart class rooms etc) were enhanced through in-house training sessions</li></ul>
5.	<b>Student Feedback</b> <ul style="list-style-type: none"><li>• Students suggested conducting more seminars, workshops to facilitate holistic learning.</li><li>• Exposure to latest developments and advances should be known to the students.</li></ul>	<ul style="list-style-type: none"><li>• Students were encouraged to participate in interdepartmental seminars, workshops, role plays, model making &amp; Quiz competitions to facilitate learning.</li><li>• International speakers and 0 experts were invited to share their knowledge to our faculty and students. This helped them to interact with the resource persons and was motivated to do higher studies and take up jobs which has challenging future ahead.</li></ul>
6.	<b>Alumni feedback</b> <ul style="list-style-type: none"><li>• Suggestions to increase research grants</li><li>• Passed out students wanted more campus interviews and placement.</li></ul>	<ul style="list-style-type: none"><li>• Encouraged more students to apply for ICMR student's short term project. Institutional research committee to decide on the seed money for students research.</li><li>• Talks on career guidance were arranged and PG coaching centers gave talks.</li></ul>





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<ul style="list-style-type: none"><li>• Students suggested more hands on training</li></ul>	<ul style="list-style-type: none"><li>• Skill lab training were organized to train them for the minor clinical procedures</li></ul>
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### **Agenda 3: Progress Update on the NAAC Accreditation Process**

During the IQAC meeting, the members discussed several points related to the application process for NAAC like

- Review of the NAAC criteria and process
- Explanation of the importance of each criterion
- Overview of the documentation required for the NAAC process

The IQAC members assigned responsibilities for various NAAC criteria to faculty members.

### **Agenda 4: To organize campus recruitment training**

Responsibility was assigned to Head Training & Placement Cell to organize campus recruitment training for all departments because is an important task for any university or college that aims to prepare its students for the job market. The objective of this training is to develop the skills and knowledge of students to succeed in their careers, as well as give them a competitive edge in the recruitment process..

### **Agenda 5: To Encourage the research potential of the teachers and encourage them to obtain major and minor research projects from government and other funding agencies.**

**Resolution:** IQAC suggested to encourage teachers to obtain research projects, university can provide support through training, workshops, and mentorship programs. This can help teachers develop the skills and expertise necessary to prepare competitive research proposals and secure funding. Institutions can also provide infrastructure and administrative support to streamline the process of applying for and managing research projects.

### **Agenda 6: To review the measures taken for automation of Library and office.**

**Resolution:** The automation of the library and office processes were comprehensive and effective. The automation resulted in greater efficiency, accuracy, and productivity, and the systems were reviewed periodically to ensure optimal functioning.

**Any other point with permission from the chair**



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Dr Kanchan Shrivastava suggested that all schools and departments should prepare an activities calendar to conduct both curricular and co-curricular events for the upcoming academic year. This calendar will serve as a guide for the entire institution to plan and organize events efficiently throughout the year.

**The proposed date for next University IQAC meeting was declared as 17 Feb 2019.**

### **Vote of Thanks:**

There were no further points, the meeting was declared close with vote of thanks by IQAC Director Dr. Pushpendra Sharma.

**Dr. Pushpendra Sharma**  
**Director IQAC**

**Dr. R. P. Singh**  
**Vice Chancellor**

