

SHRI G S INSTITUTE OF TECHNOLOGY & SCIENCE, INDORE

Minutes of 11th IQAC Meeting held on 19/01/2023

Date: 02.02.2023

A meeting of IQAC was held on 19/01/2023 at 04:00 PM in the board room of the institute. The meeting was chaired by Chairperson of IQAC, Prof. Rakesh Saxena.

Following members were present:

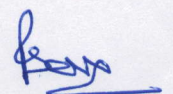
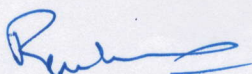
- 1 Dr. Rakesh Saxena
- 2 Dr. R. K. Khare
- 3 Dr. H. K. Verma
- 4 Dr. (Mrs.) Anjana Jain
- 5 Dr. Vinod Pare
- 6 Dr. Lalit Purohit
- 7 Dr. B. S. More
- 8 Dr. Manoj Chouksey
- 9 Dr. K. K. Dhakad
- 10 Sh C. P. Singar
- 11 Sh. Sunny Ganavdiya
- 12 Er. V. R. Sathe (I.T. Expert)
- 13 Sh. Tapan Mukherjee

The meeting started by IQAC Coordinator Prof. R. K. Khare with formal welcome message to all the members. Following are the deliberation of the 11th IQAC meeting -

Agenda Item 1: To confirm the minutes of 10th meeting held on 04/10/2022.

As per the minutes of 10th IQAC meeting, following action taken report (ATR) is prepared :

- 1 It was discussed to improve industry interaction and collaboration, MoU, consultancy and industrial training; it was also suggested for taking subject course by industry expert.
Action Taken: Efforts are made by each department for industrial collaboration through MOU's. A total of *thirteen* MoU's are signed by various departments of the institute. Through those MoU's, industrial training is also being provided to the students. AICTE sponsored IDEA Lab is also started in the institute. The IDEA Lab will facilitate UG/PG students and research scholars to pursue their innovative ideas in the emerging field of engineering. The total research cost approved by AICTE for developing the IDEA lab is Rs 1.10 Crore. Under CIDI and Institute Innovation Cell (IIC), innovative idea implementation support is being provided to the students.
- 2 The discussion was held to prepare the plan by doing project with industry.
Action Taken: In HOD meeting, it was discussed to prepare proposals in collaboration with industries for student's project.
- 3 It was discussed to improve ratio of regular and contractual faculty in each departments.
Action Taken: Efforts are being made to improve the SFR. Various vacant positions across all the departments of the institute are being filled. In this regard, the proposal for faculty recruitment is being prepared to be included as agenda item for the next upcoming governing body meeting.
- 4 IQAC committee emphasized all faculty should be trained for OBE.
Action Taken: In this regard, Dean Academics is requested to organize Outcome-Based Education workshops for all faculty members of the institute.
- 5 It was discussed to improve documentation for NAAC accreditation and NBA accreditation.
Action Taken: A meeting with institute NBA committee and all HoDs is taken by Dean Administration. The major difficulties in maintaining documentation related to NBA & NAAC accreditation were discussed in the meeting. All HoDs are requested to maintain proper documentation related to NBA & NAAC.
- 6 A central committee can be formed for regular monitoring and feedback for external and internal academic and administrative audit.
Action Taken: Central committee consists of all deans with director as chairman.



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- 7 Proper follow-up for mentor- mentee system and carrier guidance for higher studies.
Action Taken: A mentor-mentee system is implemented in the institute from the 1st year of admission. Every student is allotted a mentor. The students are required to meet the mentor regularly. At the end of each semester mentor is supposed to submit a report on mentor- mentee interaction done and action taken.
- 8 It was suggested to upgrade the class room, smart board, and ICT platform.
Action Taken: Under process
- 9 1st year academics need to be strengthened.
Action Taken: Attempts are being taken to organize the workshop for first year faculties.
- 10 To ensure timely conduction of meeting of various statutory committees.
Action Taken: The reports are prepared and submitted to dean administration. Meeting of various statutory committees are now being plan to be done regularly. Meeting of governing body is also planned to be conducted in near future.

Agenda Item 2: NAAC Accreditation of the institute


The institute is in the process of applying for the NAAC accreditation. An institute level NAAC accreditation committee is formed. The committee is instructed to prepare Institutional Information for Quality Assessment (IIQA) & Self Study Report (SSR) at the earliest. Under this agenda item, following additional points were discussed.

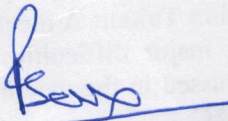
- 1 Shri Tapan Mukherji raised the point about academic and administrative audit to be done by the internal & external audit committee. However the next upcoming internal / external audit is to be done in the new format available on the NAAC website. It has been decided that external audit will be done by external committee.
- 2 For continuous monitoring & academic audit, an internal committee consisting of minimum three members is to be reconstituted ~~under~~.
- 3 It was discussed that course file should be compulsorily submitted by each faculty member to the HoD of the department. This will be part of annual assessment. Self feedback collection & analysis is to be done by every faculty member. Other feedbacks such as course end survey, parent survey, alumni survey, employer survey etc. are to be conducted at department level, analyzed by HoD's & action taken report at the end of every semester is to be submitted to central Committee. Course file format is to be finalized at the institute level.
- 4 For NEP implementation at the institute level, a committee is to be formed.
- 5 Green audit, Gender audit & code of conduct policy document to be revised & a report is to be presented in the next meeting of IQAC.

Agenda Item 3: Any other item with the permission of chair.

Nothing was discussed in this agenda item.

The meeting ended with the vote of thanks to the chair.


Prof. R. K. Khare
Coordinator, IQAC


Prof. R. K. Saxena
Chairman, IQAC