

### MINUTES OF THE MEETING OF IQAC HELD ON 23/09/2017

The meeting of the Internal Quality Assurance Cell (IQAC) of Shri Shankaracharya Technical Campus- Shri Shankaracharya Group of Institutions was held on 23/09/2017 at 11.00 a.m. in the office of the Director SSTC.

The members present in the meeting were:

S.No.	Name	Designation	IQAC Position
1.	Dr. P.B. Deshmukh	Director SSTC	Chairman
2.	Mrs. Jaya Mishra	Vice President, SGES	Member
3.	Dr. A.K. Jha	Principal, Faculty of Pharmaceutical Sciences	Member
4.	Dr. M.L. Verma	Professor & Head, App. Physics	Member
5.	Dr. J.K. Tiwari	Professor & Head, Mechanical	Member
6.	Dr. R.N. Patel	Professor, Electrical & Electronics Engineering	Member
7.	Prof. Naveen Goel	Sr. Assoc. Prof. & Head, Electrical & Electronics Engineering	Member
8.	Dr. Jaspal Bagga	Professor & Head, IT	Member
9.	Prof. Santosh Kumar	Assoc. Professor, Civil Engg.	Member
10.	Prof. Samta Gajbhiye	Sr. Assoc. Professor & Head, CSE	Member
11.	Prof. Anil Brahmin	Sr. Assoc. Prof. & Head, Electrical	Member
12.	Prof. Chinmay Chandrakar	Sr. Assoc. Prof. & Head, ETC	Member
13.	Dr. Smita Selot	Professor & Head, Computer Applications	Member
14.	Dr. Souren Sarkar	Professor & Head, Faculty of Management Studies	Member
15.	Dr. Supriya Biswas	Professor & Head, App. Chemistry	Member
16.	Dr. Rajlaxmi Gupta	Professor & Head, App. Mathematics	Member
17.	Prof. Namrata Bhargav	Assistant Professor & Head, Humanities	Member
18.	Prof. Mahesh Singh	Sr. Assistant Professor, Electrical & Electronics Engineering	Member
19.	Dr. Siddhartha Choubey	Alumni	Member

20.	Mr. Umesh Chitlangya	Industrialist	Member
21.	Mr. Atul Pataskar	Student	Member
22.	Mr. Arun Kumar Mishra	Sr. Administrative Officer	Member
23.	Mr. Arun Kumar Shukla	Registrar	Member
24.	Dr. Shimpy Ralhan	Professor, Electrical & Electronics Engg. and Coordinator IQAC	Secretary

The meeting was presided over by Dr. P.B. Deshmukh, Director SSTC and Chairman IQAC. The following business was transacted in the meeting:

S. No.	Agenda Item	Gist of the discussions held and decisions taken	Action to be taken by
1.	<b>Review of Course Coverage</b>	The course coverage for various courses for 1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> & 7 <sup>th</sup> semesters was discussed. The course coverage was found to be about 2.5 to 3 units on an average. The HoDs were advised to give top priority to practical applications of the subject. The departments were advised to conduct CT I as per the academic calendar.	All HoDs, all faculty members
2.	<b>Result Improvement</b>	Analysis of university examination results was done. For further improvement in the results, it was decided to prepare a database containing semester-wise student data on university result, no. CPI/of backlogs, CT marks, attendance, etc. for ready reference for analysis of individual student performance and thereby appropriate action such as personal counseling to weak students.	All HoDs, all faculty members
3.	<b>Class Test Marks</b>	It was noted that students are taking the "Monday Tests" sincerely. In view of this, it was unanimously decided that weightage of "Monday Test" marks is to be given in Class Tests marks.	All HoDs, all faculty members
4.	<b>Intensifying Research Activities</b>	(i) A review of the ongoing research activities was made. The HoDs were requested to intensify their research efforts in view of the need to upgrade knowledge and skills of faculty members	All HoDs, all faculty members

		and students as also to meet requirements of university, NBA, NAAC etc. It was decided to submit research projects to agencies like AICTE, CGCOST, DST, etc. for funding. (ii) The course work of Ph.D. scholars of 2015 batch has been completed which will provide a new impetus to research activities at the institute.	
5.	<b>Review of NPTEL Local Chapter activities</b>	Review of the activities of the SSTC-SSGI local chapter of NPTEL was made and found satisfactory. It was noted that a number of SSTC-SSGI students have security top 1%, 2% and 5% on All India level. In view of the usefulness of these courses, it was decided that all faculty members will complete at least one course successfully in their domain/allied areas. It was also decided to encourage and motivate the students to enroll for the courses.	All HoDs, All faculty members
6	<b>Review of Business Incubator projects</b>	Review of the activities of the SSTC-SSGI Business Incubator was made. To reach the benefits of the BI to a wider cross section of the society, it was decided to give more weightage on the promotion of entrepreneurship to strengthen the start-up initiative.	All HoDs, all faculty members
7	<b>Public Outreach</b>	The progress of the NSS Cell at SSTC-SSGI was reviewed and found excellent. In order to enlarge the scope of the work of the NSS Cell as also to fulfill the social obligations, it was decided to adopt a nearby village for its holistic development.	NSS Programme Officer, SSTC-SSGI

The meeting concluded with a vote of thanks to the chair.

**(Dr P B Deshmukh)**  
Director SSTC

**(Dr. Shimpy Ralhan)**  
Coordinator IQAC