



NIIST BHOPAL

**NRI INSTITUTE OF INFORMATION  
SCIENCE & TECHNOLOGY**

**FORM NO** NIIST/A/25

**SESSION** 2024-25

**REV. NO** 1

**DATE** 10-10-2024

**MINUTES OF MEETINGS  
INTERNAL QUALITY ASSURANCE CELL**

**REV. DT** 15-Nov-23

1 A online meeting was held on 10-10-24 in IQAC Cell at 04:00 pm to 05:00 pm and following member's were present :

- |                           |                              |
|---------------------------|------------------------------|
| 1 Dr. Puran Gour          | 2 Prof. Anurag Shrivastava   |
| 3 Dr. Mukesh Chandel      | 4 Prof. Rekha Pandey         |
| 5 Prof. Jalaj Tenguria    | 6 Prof. Vandana Goutam       |
| 7 Prof. Mahendra Sahare   | 8 Prof. Manish Kumar Singhal |
| 9 Prof. Vaibhav Patel     | 10 Prof. Akshay Jain         |
| 11 Prof. Braj Bihari Soni | 12 Prof. Gulshan Meena       |

2 Agenda of the meeting:

2.1 Discussion on syllabus coverage, effective usage of ICT, FDPs, Proposals and Workshops

3 The record notes of discussions are as follows :

- 3.1 Coordinator, IQAC review the previous meeting minutes.
- 3.2 Principal NIIST instructed to all head of department for check the usages of ICT tools and report to Coordinator IQAC for the same with requirements if any.
- 3.3 Dr. Mukesh Chandel and Prof. Vaibhav Patel submit a proposal for the taking another session on OBE for faculties.
- 3.4 Prof. Manish Kumar Singhal had submit the proposal of STTP and an International Conference to the Principal NIIST.
- 3.5 Principal NIIST instructed to Prof. Vandana Goutam for submitting the report of seminar to principal office.
- 3.6 Following NAAC Criteria Incharges, submit the AQAR data  
Criteria - 1 : Prof. Anurag Shrivastava      Criteria - 2 : Prof. Manish Kumar Singhal  
Criteria - 3 : Prof. Mahendra Sahare      Criteria - 4 : Prof. Gulshan Meena  
Criteria - 5 : Prof. Rajeev Thakur      Criteria - 6 : Prof. Vandana Goutam  
Criteria - 7 : Prof. Akshay Jain



Chairman



NIIST BHOPAL

NRI INSTITUTE OF INFORMATION SCIENCE & TECHNOLOGY

FORM NO NIIST/A/25

SESSION 2024-25

MINUTES OF MEETINGS

REV. NO 1

DATE 09-07-2024

INTERNAL QUALITY ASSURANCE CELL

REV. DT 15-Nov-23

1 A online meeting was held on 09-07-24 in IQAC Cell at 04:00 pm to 05:00 pm and following member's were present :

- 1 Dr. Puran Gour
2 Prof. Anurag Shrivastava
3 Dr. Mukesh Chandel
4 Prof. Rekha Pandey
5 Prof. Jalaj Tenguria
6 Prof. Akshay Jain
7 Prof. Mahendra Sahare
8 Prof. Manish Kumar Singhal
9 Prof. Vaibhav Patel
10 Prof. Vandana Goutam
11 Prof. Gulshan Meena
12 Prof. Braj Bihari Soni

2 Agenda of the meeting:

- 2.1 Discussion on new majors for improving and maintaining the quality in academics
2.2 Discussion on Outcome Based Education, IIC, FDPs, STTP, Conferences Seminar and Workshops
2.3 Discussion and reform the IQAC cell as some members of cell are leave the institute.

3 The record notes of discussions are as follows :

- 3.1 Coordinator, IQAC review the previous meeting minutes.
3.2 Coordinator IQAC suggested for maximum use of ICT tools in our institute. Principal NIIST instruct to all the heads of department for ensuring that all faculty members should maximum uses of ICT tools.
3.3 As per the review of last meeting Principal, NIIST, assigned the responsibility of conducting the FDP or training program on OBE to Dr. Mukesh Chandel and Prof. Vaibhav Patel and instructed to them for submit a proposal for the same.
3.4 Principal NIIST instructed to all head of department for conducting atleast 1 FDP in each semester by each department, He instructed to Prof. Manish Kumar Singhal for submit the proposal and conduction of STTP and an International Conference.
3.5 Principal NIIST, instructed to Prof. Vaibhav Patel, SPOC, IIC for coordinating conducting the activity and submitting a copy of all the report of IIC activity to principal office.
3.6 Principal NIIST, instructed to Prof. Vaibhav Patel for submit the report of NPTEL Local Chapter in Principal office.
3.7 For improving the knowledge sharing process, Principal NIIST, instructed to all head for conducting a seminar by those faculty members who are attended an FDP.
3.8 Principal NIIST instructed to Prof. Vandana Goutam for conducting a seminar on "How to conduct the effective tutorial lecture", and instructed for Non teaching staff conducting a training.
3.9 Principal NIIST instructed to HOD, CSE for conducting a national level Hackathon.
3.10 Principal NIIST reassigned the NAAC Criteria Incharges, as per the following -
Criteria - 1 : Prof. Anurag Shrivastava
Criteria - 2 : Prof. Manish Kumar Singhal
Criteria - 3 : Prof. Mahendra Sahare
Criteria - 4 : Prof. Gulshan Meena
Criteria - 5 : Prof. Rajeev Thakur
Criteria - 6 : Prof. Vandana Goutam
Criteria - 7 : Prof. Akshay Jain



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NRI INSTITUTE OF INFORMATION  
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FORM NO NIIST/A/25

SESSION 2024-25

MINUTES OF MEETINGS

REV. NO 1

DATE 04-01-2025

INTERNAL QUALITY ASSURANCE CELL

REV. DT 15-Nov-23

1 A online meeting was held on 04-01-25 in IQAC Cell at 04:00 pm to 05:00 pm and following member's were present :

- |                         |                              |
|-------------------------|------------------------------|
| 1 Dr. Puran Gour        | 2 Prof. Anurag Shrivastava   |
| 3 Dr. Mukesh Chandel    | 4 Prof. Vandana Goutam       |
| 5 Prof. Jalaj Tenguria  | 6 Prof. Akshay Jain          |
| 7 Prof. Mahendra Sahare | 8 Prof. Manish Kumar Singhal |
| 9 Prof. Vaibhav Patel   | 10 Prof. Braj Bihari Soni    |
| 11 Prof. Gulshan Meena  |                              |

2 Agenda of the meeting:

- 2.1 Planning for upcoming semester.
- 2.2 Planning for AQAR 2024-25, NBA, FDP, STTP.

3 The record notes of discussions are as follows :

- 3.1 Coordinator, IQAC review the previous meeting minutes.
- 3.2 Principal, NIIST inform to all members that the final commencement date for 6th semester is 29-01-25, and Faculty Induction Program-25-01-2025, Academic Attentiveness is 27-01-2025.
- 3.3 Principal NIIST instruct to HOD, CSE for submitting a proposal of FDP for AICTE Training and Learning (ATAL) Academy
- 3.4 Coordinator, IQAC submit the final proposal of One Week in-house Faculty Development Program On "Shaping Future Educators: Academic Excellence & Ethics" conducted by IQAC, NIIST
- 3.5 Principal NIIST instruct to all Head of Department that they should prepare the SAR for NBA purpose in their respective departments.
- 3.6 Principal, NIIST instruct to Prof. Braj Bihari Soni, Exam Superintendant for communicate with the RGPV for providing the TR of all examinations.
- 3.7 Coordinator, IQAC inform to all heads that they are providing the duty letters of their faculty who are involve in practical examination of various affiliated colleges of RGPV and BU.
- 3.8 Principal, NIIST instruct to Prof. Braj Bihari Soni, Exam Superintendant for ensuring the collection of duty letters and submit to Mr. Kamal Nath Jhapate in principal office



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NRI INSTITUTE OF INFORMATION SCIENCE & TECHNOLOGY

FORM NO NIIST/A/25

SESSION 2024-25

MINUTES OF MEETINGS

REV. NO 1

DATE 09-04-2025

INTERNAL QUALITY ASSURANCE CELL

REV. DT 15-Nov-23

1 A online meeting was held on 09-04-25 in IQAC Cell at 04:00 pm to 05:00 pm and following member's were present :

- 1 Dr. Puran Gour 2 Prof. Anurag Shrivastava
3 Dr. Mukesh Chandel 4 Prof. Manish Kumar Singhal
5 Prof. Jalaj Tenguria 6 Prof. Vandana Goutam
7 Prof. Braj Bihari Soni 8 Prof. Akshay Jain
9 Prof. Gulshan Meena 10 Prof. Mahendra Sahare
11 Prof. Rekha Pandey 12 Prof. Vaibhav Patel

2 Agenda of the meeting:

- 2.1 Discussion on NAAC AQAR, NBA, IIC, NPTEL,STTP, Conferences Seminar and Workshops.
2.2 Discussion on Students Projects

3 The record notes of discussions are as follows :

- 3.1 Coordinator, IQAC review the previous meeting minutes.
3.2 Principal, NIIST, instructed to all Heads of Department and Members of IQAC that they will submit all the activity report to IIC Coordinator and in future all report submit to IQAC and IIC after completion of activity it is the responsibility of coordinator of activity.
3.3 Prof. Manish Kumar Singhal submit a proosal and conduction of STTP.
3.4 Coordinator IQAC expresses concern over declining interest of students in sports, and less number of MOUs signed by the Institute in the current academic year.
3.5 Principal, NIIST, instructed to Prof. Jalaj Tenguria, Sport and First Year Incharge for conducting the all types of sports and motivate the students for participation in all sports activity conducted by our institute, RGPV, BU and other affiliated colleges.
3.6 Principal, NIIST, instructed to all NAAC Criteria In charges that they should present their criteria work to IQAC for final submission of AQAR.



Chairman