



# NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

APPROVED BY AICTE, NEW DELHI AND DEPT OF SCIENCE & TECHNOLOGY, GOVT. OF BIHAR  
AFFILIATED TO BIHAR ENGINEERING UNIVERSITY, PATNA  
AMHARA, BIHTA, PATNA-801106

## Internal Quality Assurance Cell (IQAC)

### Minutes of Meeting

#### THE FIRST MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2023-24)

Date: 03.03.2023,

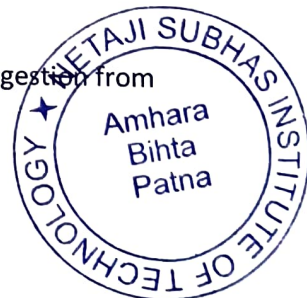
Time: 2.00 P.M.,

Venue: Seminar Hall

#### AGENDA

1. To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative, research and extension activities on regular basis.
2. To strengthen the Industry-Institute Interaction through Collaboration, Membership & MoU's.
3. To decide about the Centre of Excellence set up and signing of MoU with Ultratech Cements.
4. Strengthening of student associations and their participation in Technical Events
5. Framing of Mission, Vision and Core Values of Institution and all Departments
6. Discussion on registration and organization of Alumni Meet
7. Framing of Research policies for promoting research culture and organization of Conferences/Workshop/STTP etc.
8. Planning of Transport facility for students coming from Bhojpur District as per the suggestion from the Students Grievances Cell.

The meeting was over with vote of thanks by the convenor.



*J. Dale*  
**Dean (Academics)**

Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna.

*W. K. S.*  
**Director**  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna, Bihar  
PIN-801106

*Nishant Kumar*  
**Head of Department**  
Department of Computer Science & Engineering  
Netaji Subhas Institute of Technology

*R. K. Singh*  
**Dean (Administration)**  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna.

*W. K. S.*  
**Head of Department**  
Department of Civil Engineering  
Netaji Subhas Institute of Technology

*J. Dale*  
**Head of Department**  
Department of Electrical & Electronics Engineering  
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*J. Dale*  
**Head of Department**  
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## Internal Quality Assurance Cell (IQAC)

### Minutes of Meeting

THE SECOND MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)  
(A. Y. 2023-24)

Date: 16.06.2023,

Time: 12.00 P.M.,

Venue: Dean Office

#### AGENDA

1. Review of minutes of 1st IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. To decide the mode of ensuring the credibility of teaching-learning, its evaluation and outcome procedures through regular but internal academic, administrative audits on annual basis.
4. To decide about activities of EDC Cell / Incubation Centre
5. To decide on Eco-friendly measures include steps to reduce consumptions of electrical energy and Campus Security
6. To decide plan of action of NAAC IIQA and SSR Preparation

The meeting was over with vote of thanks by the convener.



*[Signature]*  
**Head of Department**

Department of Mechanical Engineering  
Netaji Subhas Institute of Technology

*[Signature]*  
**Dean (Academics)**

Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna.

*[Signature]*  
**Director**

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*[Signature]*  
**Head of Department**

Department of Computer Science & Engineering  
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*[Signature]*  
**Dean (Administration)**

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Amhara, Bihta, Patna.

*[Signature]*  
**Head of Department**

Department of Civil Engineering  
Netaji Subhas Institute of Technology

*[Signature]*  
**Head of Department**

Department of Electrical & Electronics Engineering  
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*[Signature]*  
**Head of Department**

Department of Electronics & Communication Engineering  
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## Internal Quality Assurance Cell (IQAC)

### Minutes of Meeting

#### THE THIRD MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2023-24)

Date: 10.10.2023,

Time: 02.00 P.M.,

Venue: IQAC Cell

#### AGENDA

1. Review of minutes of 2nd IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. Action Plan for IIQA (Institutional Information for Quality Assessment) Submission in NAAC Portal
4. Review of all the general and necessary requirements for the NAAC Accreditation process
5. IIQA submission to be done in the month of November.
6. Review of all the mandatory documents to be submitted on NAAC portal for IIQA submission.

*The meeting was over with vote of thanks by the convener.*



*[Signature]*  
**Head of Department**  
Department of Mechanical Engineering  
Netaji Subhas Institute of Technology

*[Signature]*  
**Dean (Academics)**  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna.

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**Dean (Administration)**  
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Amhara, Bihta, Patna.

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**Director**  
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*[Signature]*  
**Head of Department**  
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*Nehant Kumar*

*[Signature]*  
**Head of Department**  
Department of Civil Engineering  
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**Head of Department**  
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## Internal Quality Assurance Cell (IQAC)

### Minutes of Meeting

#### THE FOURTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2023-24)

Date: 18.12.2023,

Time: 02.00 P.M.,

Venue: IQAC Cell

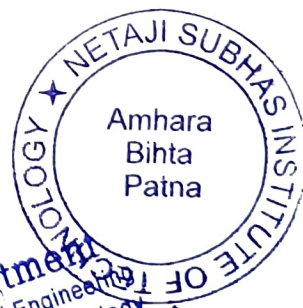
#### AGENDA

1. Review of minutes of 3<sup>rd</sup> IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. Action Plan for SSR (Self-Study Report) Submission in NAAC Portal.
4. Discussion on all the points where clarification was raised by the NAAC Committee.
5. Review of all the general and necessary requirements for the SSR submission in due course of time.
6. The 'Strengths Weaknesses Opportunities and Constraints' (SWOC) analysis of the institution
7. Plan on actions to be taken to rectify the deficiencies recognized by the institution.

The meeting was over with vote of thanks by the convener.

*J. Dalei*

**Dean (Academics)**  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna.



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**Director**  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna, Bihar  
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*[Handwritten signature]*

**Head of Department**  
Department of Mechanical Engineering  
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**Head of Department**  
Department of Computer Science & Engineering  
Netaji Subhas Institute of Technology

*Nishikant*  
**Head of Department**  
Department of Civil Engineering  
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*Nishant Kumar*  
**Head of Department**  
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*R. K. Singh*  
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## Internal Quality Assurance Cell (IQAC)

### Minutes of Meeting

#### THE FIFTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2023-24)

Date: 15.02.2024,

Time: 02.00 P.M.,

Venue: IQAC Cell

#### AGENDA

1. Review of minutes of 4<sup>th</sup> IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. The SSR for NAAC Cycle 1 has been accepted and has been uploaded on the institution's website.
4. The DVV (Data Validation and Verification) clarification has been noted by the core committee members and have been forwarded for formalizing action plans.
5. Action Plan for the deficiencies raised in the DVV (Data Validation and Verification) Process has to be initiated.
6. Each DVV clarification criteria were discussed in details and the action plan/suggestions has been noted down for references.

*The meeting was over with vote of thanks by the convener.*



*JS*

*J. D. J.*

**Dean (Academics)**  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna

*R. K. Singh*  
**Head of Department**  
Department of Computer Science & Engineering  
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*R. K. Singh*  
**Head of Department**  
Department of Mechanical Engineering  
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*R. K. Singh*  
**Head of Department**  
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*Nishant Kumar*  
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*Nishant Kumar*  
**Head of Department**  
Department of Civil Engineering  
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## Internal Quality Assurance Cell (IQAC)

### Minutes of Meeting

#### THE SIXTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2023-24)

Date: 30.03.2024,

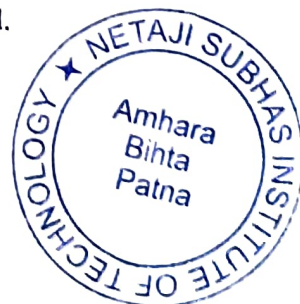
Time: 11.00 A.M.,

Venue: IQAC Cell

#### AGENDA

1. The meeting of NAAC Committee members was held on the aforesaid datye and time in the IQAC Cell. The main agenda for the meeting was: Preparation for Peer-Team visit for NAAC Cycle 1
2. The following members were present in the meeting:
  - (i) Dr. Sheojee Singh, Director (Online)
  - (ii) Dr. J. Dalei, Dean (Academics)
  - (iii) Mr. Ramakant Singh, Dean (Administration)
  - (iv) Mr. Ritesh Kumar
  - (v) Mr. Rajani Ranjan
  - (vi) Mr. Nishant Kumar
  - (vii) Mr. Sampurnanand
  - (viii) Mrs Asmita
  - (ix) Mr Mithlesh Jha
  - (x) Dr. Lajja Verma
3. The Assessment dates suggested for NAAC visit are:
  - 27/05/2024 - 28/05/2024
  - 13/06/2024 - 14/06/2024
  - 01/07/2024 - 02/07/2024
4. The SSR for NAAC Cycle 1 has been accepted and has been uploaded on the college website. Towards the end of the SSR, the DVV clarification in Annexure 1-7 is to be noted.

  
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5. The presentation for the peer visit needs to be prepared.

- The presentation could ne 50-70 slides (approx, not limited to it)
- Each of the criteria should have at least 5 slides.
- Qualitative part of the SSR should be prominent with quantitative refer to in brief, if needed.
- The respective faculty to provide the matter for respective criterion by next week.

6. Each of the criteria in the SSR was presented and discussed elaborately.

7. Stress needs to be given to qualitative questions and their corresponding proofs need to be made available to the peer-team visitors.

8. The quantitative part of the SSR should be mentioned in the presentation.

9. Each criteria coordinator to make a file of proof in accordance to the SSR.

10. Each criteria coordinator to identify what is expected as proof in the department for their respective criteria.

11. All committees to have their files complete with guidelines, as approved in IQAC, Minutes and other files, as relevant to the committee.

12. A video of the facilities and initiatives in the college could be designed by shuffle-shot. This could include Solid waste disposal, e-waste disposal, Bio-gas plant and Solar plant for street lighting.

*The meeting was over with vote of thanks by the convener.*



*J. Dalei*

**Dean (Academics)**  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna.

*[Signature]*  
**Director**  
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*[Signature]*

*[Signature]*  
**Head of Department**  
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**Head of Department**  
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*Nishant Kumar*

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**Dean (Administration)**  
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**Head of Department**  
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**Head of Department**  
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## Internal Quality Assurance Cell (IQAC)

### Minutes of Meeting

#### THE SEVENTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2024-25)

Date: 24.04.2024,

Time: 12.00 P.M.,

Venue: IQAC Cell

#### AGENDA

1. The meeting of NAAC Committee members was held on the aforesaid date and time in the IQAC Cell. The main agenda for the meeting was related to the conduction of the seminar "Importance of IPR and its protection" on the World Intellectual Property Day '26 April 2024'.
2. The meeting was chaired by the convener and discussion on the importance of Intellectual Property Rights and its importance were discussed.
3. **Dr. (Prof.) Nalin Bharti, Economics Department, (IIT Patna) and IPR Chair Professor** on additional charge basis appointed by the Ministry of Commerce and Industry, govt of India were invited as the Key-resource person.
4. The Date and Time of the seminar was finalized – **26 April 2024, 2-3 PM in Auditorium, Main Building.**
5. Necessary arrangements to be done were noted down and were forwarded to the respective coordinator.
6. Future plan for a 2-day seminar in the campus related to '**Disaster Tweet Summarization**' and '**Role of professional society in career development**' were discussed.

  
**Director**  
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7. Both Seminars are planned to be conducted in the first week of June 2024.
8. The seminar 'Disaster Tweet Summarization' will be conducted on Day 1 by the IQAC in association with IIT Patna and the Resource person would be **Dr. Sourav Kumar Dandapat** (Assistant Professor) while the Day 2 seminar would be 'Role of professional society in career development' and conducted by IQAC in association with Computer Society of India (CSI) Local Chapter and the Resource person would be **Prof. (Dr.) A K Nayak** (Ex-President CSI).
9. The detailed timeline and other details have been shared with the respective coordinators.

*The meeting was over with vote of thanks by the convener.*

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*[Signature]*  
**Director**  
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 Amhara, Bihta, Patna, Bihar  
 PIN-801106

*[Signature]*  
**Dean (Administration)**  
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 Amhara, Bihta, Patna.

*[Signature]*

**Dean (Academics)**  
 Netaji Subhas Institute of Technology  
 Amhara, Bihta, Patna.

*[Signature]*  
**Head of Department**  
 Department of Civil Engineering  
 Netaji Subhas Institute of Technology

*[Signature]*  
**Head of Department**  
 Department of Mechanical Engineering  
 Netaji Subhas Institute of Technology

*[Signature]*  
**Head of Department**  
 Department of Computer Science & Engineering  
 Netaji Subhas Institute of Technology

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**Head of Department**  
 Department of Electrical & Electronics Engineering  
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## Internal Quality Assurance Cell (IQAC)

### Minutes of Meeting

#### THE EIGHTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2024-25)

Date: 30.04.2024,

Time: 2.00 P.M.,

Venue: IQAC Cell

#### AGENDA

1. The meeting of NAAC Committee members was held on the aforesaid date and time in the IQAC Cell. The main agenda for the meeting was related to the peer-team visit of the NAAC team.
2. The date for the peer-team visit of NAAC as communicated and finalized is 27-28 May 2024.
3. The IQAC committee members discussed on various qualitative aspects of the institute and took the status of the course-file (current-session) from various departments and also directed the respective coordinator.
4. The Head of Departments were directed to take a review on all the departmental labs including the proper functioning of machinery and other equipment and to be presented to IQAC committee members in the forthcoming meeting.
5. The convener also directed all the respective coordinators from different criteria to be ready with their files.



The meeting was over with vote of thanks by the convener.

**Dean (Academics)**

Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna.

**Dean (Administration)**

Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna.

**Director**

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**Head of Department**

Department of Computer Science & Engineering  
Netaji Subhas Institute of Technology

**Head of Department**

Department of Mechanical Engineering  
Netaji Subhas Institute of Technology

**Head of Department**

Department of Electronics & Communication Engineering  
Netaji Subhas Institute of Technology

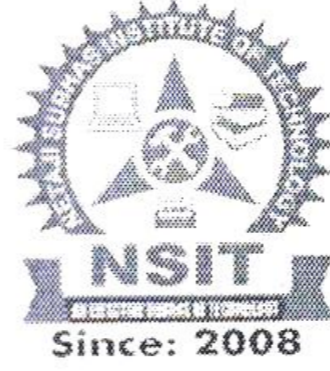
**Head of Department**

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## Internal Quality Assurance Cell (IQAC)

### Minutes of Meeting

#### THE NINTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2024-25)

Date: 20.08.2024,

Time: 03.00 P.M.,

Venue: IQAC Cell

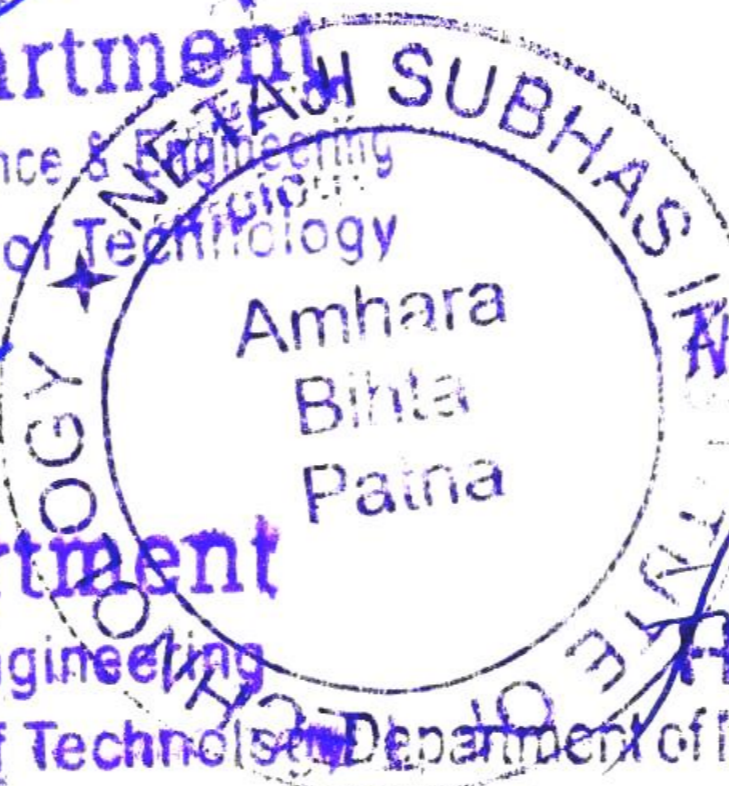
#### AGENDA

1. The meeting of NAAC Committee members was held on the aforesaid date and time in the IQAC Cell. The main agenda for the meeting was related to the planning and action plan of the upcoming seminar and FDPs to be held in the institute along with the reconstitution of the IQAC Cell committee members.
2. A Two-day Seminar on “Navigating the future: Emerging trends for tomorrow’s leaders”. The scheduled date and time for this seminar was decided for 28-29 August 2024 at 11:00 AM.
3. The Training and Placement officer was delegated for the communication with the Resource persons (Mr. Saket Jha, Scientist ‘D’ CDAC, Mr. Hriday Verma, Senior Project Engineer, CDAC and Mr Ankit Kumar, Scientist ‘C’ , HOD Electronics Section NIELIT Patna) to be done regarding the seminar.
4. A one week Faculty Development Program (FDP) – Mastering Programming Using Python has also been planned for the next month by Electronics and ICT Academy, C-DAC Patna.
5. The proposed dates for the FDP were 1-8 October, 2024.
6. Furthermore, the committee members along with the IQAC Director also planned for a reconstitution of the IQAC committee members amidst the change in the composition of the current IQAC members.

The meeting was over with vote of thanks by the convener.

*[Signature]*  
**Director**  
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*[Signature]*  
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**Head of Department**  
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**IQAC, Director**  
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**Training & Placement Officer**  
 Netaji Subhas Institute of Technology  
 Amhara, Bihta, Patna

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**Dean (Administration)**  
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**Head of Department**  
 Department of Civil Engineering  
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**H.O.D.**  
 Department of Mechanical Engineering  
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