



Supporting Documents

For

1. Regular meeting of Internal Quality

**Assurance Cell (IQAC); Feedback collected,
analyzed, and used for improvements**



Supporting Documents

Academic Year

2021 – 2022



INTERNAL QUALITY ASSURANCE CELL

SSIPMT/IQAC/2021/0002

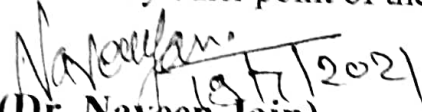
Date: 19.07.2021

Notice

All the IQAC members are informed that a meeting is scheduled on 20 July 2021, from 01:30 PM, at the conference room in administrative building. All the members are requested to attend the meeting.

Agenda of meeting are:

- Filling of AQAR for 19-20.
- Finalization of Institutional policies.
- Academic planning for next semester (July – December 2021).
- Portfolio for session 21-22.
- Applying NBAC (Pre-qualifier) for MBA, Civil and CSE Branch.
- Preparation for AICTE/CSVTU MOU joint TTP.
- Any other point of the members.


(Dr. Naveen Jain)
IQAC Coordinator

CC to:

- Dr. Alok Kumar Jain – Chairperson
- Dr. Naveen Jain – Coordinator
- Dr. Jyoti Prakash Patra – Member (Senior Teacher)
- Mr. Riju Bhattacharya- Member (Senior Teacher)
- Dr. Hemlata Sinha - Member (Senior Teacher)
- Mr. Himanshu Shrivastava - Member (Senior Teacher)
- Dr. Apoorva Mishra - Member (Senior Teacher)
- Mr. Atul Chakrawarti - Management nominee
- Mr. Gurinderpal Singh - Industry expert
- Mr. Hirdesh Singhal - Industry expert
- Mr. Puru Agrawal - Alumni
- Mr. Ankit Pithalia - Student representative (B.E)
- Mr. Prateek Shrivastava - Student representative (M.B.A)
- Mr. Praveen Pandey - Office representative
- Mr. Sourabh Mitra - Senior administrative official



INTERNAL QUALITY ASSURANCE CELL

ATTENDANCE

Date: 20/07/2021

The following members attended the meeting of IQAC.

S.No.	Name	Signature
1.	Dr. Alok Kumar Jain - Chairperson	
2.	Dr. Naveen Jain - Coordinator	
3.	Dr. Jyoti Prakash Patra - Member (Senior Teacher)	
4.	Mr. Riju Bhattacharya - Member (Senior Teacher)	
5.	Dr. Hemlata Sinha - Member (Senior Teacher)	
6.	Mr. Himanshu Shrivastava - Member (Senior Teacher)	
7.	Dr. Apoorva Mishra - Member (Senior Teacher)	
8.	Mr. Atul Chakrawarti - Management nominee	
9.	Mr. Gurinderpal Singh - Industry expert	
10.	Mr. Hirdesh Singhal - Industry expert	
11.	Mr. Puru Agrawal - Alumni	
12.	Mr. Ankit Pithalia - Student representative (B.E)	
13.	Mr. Prateek Shrivastava - Student representative (M.B.A)	
14.	Mr. Praveen Pandey - Office representative	
15.	Mr. Sourabh Mitra - Senior administrative official	

(Dr. Naveen Jain)
IQAC Coordinator

(Dr. Alok Kumar Jain)
Principal

SSIPMT/IQAC/2021/052-B


Date: 23/07/2021


Notice

Subject: Student Satisfaction Survey for AY 2020-21

For assessment of Teaching-Learning and Evaluation, IQAC, SSIPMT is conducting Student Satisfaction Survey (SSS) as per the questionnaire provided by NAAC, for the academic year 2020-21. This survey will be conducted online through a Google Link and all the HoDs are requested to forward the Google link to all the students through class in-charges and instruct them to fill the SSS at the earliest.

Link for SSS 2020-21: - <https://forms.gle/3M3oh4m1LPCYzB7u6>


(Dr. Naveen Jain)
Coordinator- IQAC


(Dr. Alok Jain)
Principal

CC To:

- All HODs
- 1st Year In-charge
- Coordinator(IQAC)
- Chairman (Governing Body)
- For Kind information & NA, please
- For Kind information & NA, please
- For Kind information & NA, please
- For kind information

Shri Shankaracharya Institute of Professional Management and Technology

P.O. Sejbahar, Mulgahan, Raipur (C.G.)

Phone No. 0771-3501600, 3501601

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S. No.	Questionnaire	Average Score on a scale of 4
1	How much of the syllabus was covered in the class?	3.41
2	How well did the teachers prepare for the classes?	3.37
3	How well were the teachers able to communicate?	3.45
4	The teacher's approach to teaching can best be described as	3.21
5	Fairness of the internal evaluation process by the teachers.	3.41
6	Was your performance in assignments discussed with you?	3.52
7	The institute takes an active interest in promoting internships, student exchange, and field visit opportunities for students.	3.50
8	The teaching and mentoring process in your institution facilitates you in cognitive, social, and emotional growth.	3.17
9	The institution provides multiple opportunities to learn and grow.	3.18
10	Teachers inform you about your expected competencies, course outcomes and program outcomes.	3.39
11	Your mentor does a necessary follow-up with an assigned task to you.	3.01
12	The teachers illustrate the concepts through examples and applications.	3.32
13	The teachers identify your strengths and encourage you with providing the right level of challenges.	3.28
14	Teachers are able to identify your weaknesses and help you to overcome them.	3.13

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15	The institution makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching-learning process.	3.22
16	The institute/ teachers use student-centric methods, such as experiential learning, participative learning and problem-solving methodologies for enhancing learning experiences.	3.10
17	Teachers encourage you to participate in extracurricular activities.	3.14
18	Efforts are made by the institute/ teachers to inculcate soft skills, life skills and employability skills to make you ready for the world of work.	3.41
19	What percentage of teachers use ICT tools such as LCD projector, Multimedia, etc. while teaching?	3.56
20	The overall quality of the teaching-learning process in your institute is very good.	3.20
21	On the basis of response given in SSS, few notable suggestions are: <ul style="list-style-type: none"> To provide Training Programmes in Skilled-Based Works. To increase frequency of digital teaching. To organize more field visits and educational tours. Spoken English Programmes should be frequently arranged. Smart classrooms should be increased. Library Facility for Boys should be provided at night hours. To increase sports related activities and training programmes 	

Score Report for Students' Satisfaction Survey for AY – 2020-21



To,
The Principal,
SSIPMT, Raipur

Through: IQAC Co-ordinator, SSIPMT, Raipur

**Subject: Submission of report on Students' Satisfaction Survey (SSS) on
Teaching-Learning and Evaluation for the academic year 2020-21**

Dear Sir,

In the academic year 2020-21, under the guidance and support of IQAC of the Institute, the SSS on Teaching-Learning and Evaluation performance was conducted through online mode and the response from students was collected with utmost confidentiality in the absence of all the teaching and non-teaching staff of institute. The students were then informed by class in-charges through social media groups and notices to provide their response for SSS. With a myriad participation of students from different programs and courses, the responses of the participants were recorded. Thereafter, the committee executed the analysis of response received from the students.

I am hereby submitting the report for your kind perusal and necessary action.

With Regards,

Date:

Place: Raipur

(Dr. Naveen Jain)
Co-ordinator, IQAC
SSIPMT, Raipur

(Dr. Alok Kumar Jain)
Principal
SSIPMT, Raipur

Encl: Copy of Report



Report on Students' Satisfaction Survey 2020-21

Student Satisfaction Survey on Teaching-Learning and Evaluation performance is an important aspect to achieve excellence and mend the system to fulfil the need for common good of students, institution and society. In 2020-21, SSS was given a high importance by the IQAC of the institute. Consequently, an awareness program was conducted at the start of session for the students of all the courses to familiarize them with SSS. Under the supervision of IQAC, SSIPMT, Raipur, the "Awareness Program about SSS" was scheduled and conducted as per the schedule.

The Head of Departments were informed through notice about the event and were asked to disseminate the information to the students through class in-charges. Dr. Naveen Jain, Co-ordinator IQAC, took initiative and active interest in the event and informed the students about various support facilities and functioning of the Institute. The event marked the presence of all the HoDs, class in-charges and students from all the Programs.

To conduct SSS we follow the questionnaire prescribed by NAAC. The details of online SSS are as follows:

- Survey mode : Online
- Direct Link URL : <https://forms.gle/3M3oh4m1LPCYzB7u6>
- Total number of Questions attempted : 20 MCQs + 1 Descriptive
- Number of Students participated : 483
- Average rating of Students' Satisfaction Survey Response found out to be at
- Scale for Opinion of SSS found to be Rank

The Result of Student Satisfaction Survey (SSS) is summarized as below:

The Student Satisfaction Survey (SSS) focuses on the overall learning experience of the students. The SSS was conducted as per the standard questionnaire provided by the NAAC Bangalore. The brief observations about the survey are as follows:

- Total 483 responses are obtained from the students of UG and PG level programmes.
- 56% male and 44% female students participated in this Survey.
- The students from B.Tech. , M.Tech. and MBA were involved in the survey.
- Average Student Satisfaction Index:3.299

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Action taken:

The institution has initiated the action as per the responses in the form of feedback received from students and the information regarding welfare schemes is propagated through various platforms and through respective class in-charges

- The administration of Institute has initiated the procedure to procure advanced instruments and provide various digital resources and enhanced library for academic and research facilities in the institution.
- The Institute is establishing more ICT Enabled tools in classrooms.
- Head of the Departments have been asked to increase the number of field visits, internships and to look for student exchange programs with state and national level institutes.
- Sports Activities are conducted by the sports in-charge of institute and it gives an opportunity to students to show their physical skills and also develops a spirit of team-building among themselves.
- The gymnasium is open to both girls and boys with a full time trainer available for proper fitness coaching.

Mani

Date: 14.08.2021

SSIPMT/IQAC/2021/0003

Notice

All head of the departments are requested to submit the Academic Calendar for the 1st July to 31st December 2021 to the IQAC latest by 25th August 2021. The Academic Calendar should contain the following activities compulsory.

S. No.	Name of activity	Number/ Frequency of conduction
1.	FDP to be organized by each department.	At least 1, however the number can be increased as per the decision of HOD of department.
2.	Workshop (Technical Life skill/ Management)	At least 1, however the number can be increased as per the decision of HOD of department.
3.	One ICT tool training for all faculties.	At least one training program for all faculties should be planned: Exp:- kahoot, Padlet, Mentimeter
4.	Technical and Administrative programs for Non-Teaching Staff.	At least one Technical and one Administrative Training program to be organized by each department in each semester.
5.	Outreach Activity/ extension activity.	The department should conduct one outreach activity as per convenience during the semester.
6.	Curricular activities.	The department is expected to plan at least 5 curricular activities for the students.
7.	Co-curricular activities.	The departmental student organizations should conduct at least 5 activities.
8.	Industrial visit.	The department should plan for one industrial visit for 3 rd , 5 th , 7 th semester respectively
9.	Add on /Certificate Course/ Diploma Course.	<ul style="list-style-type: none"> Value added Course (30 hrs) Certificate Course (3 Months) Diploma Course (6 Months) The department should plan for one course in each category.
10.	Student/Parent/Satisfaction Survey.	The department should conduct: The student course exit survey after the every semester. Details of the last semester to be maintained at department.
11.	Collaborative activities Planned.	The department should plan for at least 1 activity with the outside institution/ agencies/ NGO/ for Govt. bodies in each session.
12.	MOU	The department should identify the agencies to sign MOU for field visit/Collaboration/Projects/Internship. MOU should be on stamp paper.
13.	Capacity building and skill enhancement activities.	The department should conduct at least 2 activities under the. <ul style="list-style-type: none"> Soft skills. Language and communication skills. Life skills (Yoga, Health & hygiene)

**Shri Shankaracharya Institute of
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14.	Career Counseling & Guidance.	At least one activity for student's career counseling/Guidance in each semester.
15.	Competitive Guidance.	One program for the students regarding the competitive exam preparation and exposure to competitive exam pattern should be conducted.
16.	Professional development/ administrative training program for teaching faculty.	At least one activity in each session.

The Departmental Academic & Activity Calendar should contain the following details.

1. Name of the activity.
 2. Heading under which activity is being done.
 3. Name of Faculty in-charge.
 4. Duration & Date of conduction of activities.
1. The final academic calendar will be framed by the IQAC along with in-charge of missing activities if necessary.
 2. All the activities conducted in any department in the institution should have IQAC logo & name in banner / poster.
 3. The hard copies should be submitted to IQAC and soft copies to be mailed of iqac@ssipmt.com
 4. National Day/ Birth - Death Anniversary/National Festival/ Days of National importance will be decided by IQAC with name of respective department and faculty in-charge.

Naveen Jain
18/8/2021
(Dr. Naveen Jain)
IQAC Coordinator



Shri Shankaracharya Institute of Professional Management & Technology
Old Dhamtari Road, Sejbahar, Raipur, Chhattisgarh, India - 492015
Phone: 0771-2772989, Email: raipurssips@gmail.com

INTERNAL QUALITY ASSURANCE CELL

SSIPMT/IQAC/2021/0004

Date: 24.09.2021

Notice

All the section in charges of all Engineering branches, 1st year & MBA are requested to assemble at 12:30 p.m. today in the seminar hall (E-Class Room) of the first year building. All the persons coming to the meeting are requested to carry their phones for hands on practice.

Agenda of meeting are:

- Demonstration of the new features, Added to the existing mobile app of ERP.
- Any other point of the members.

Naveen
24/9/21
(Dr. Naveen Jain)
IQAC Coordinator

ATTENDANCE

29/09/2021

S.NO.	DEPARTMENT	NAME	SIGNATURE	TIME IN
1.	ETC (Jr)	Bhupendra Dewangan		12:35 PM
2.	Physics	Dr. Shubhra Mishra		12:30 PM
3.	Mechanical	MRK Sahu		12:35 PM
4.	CIVIL	Parvej Alam		12:35 PM
5.	Civil	Rajani Singh		12:38 PM
6.	Mechanical	Hitesh Kumar Sahu		12:38 PM
7.	Mechanical	Neha Verma		12:38 PM
8.	Electronics	Akash Jain		12:40 PM
9.	Electronics	Rohit Raj Singh		12:40 PM
10.	CSE	Yogesh Kr. Rathore		12:38 PM
11.	CSE	Deepak Rana		12:38 PM
12.	CSE	Sunitha Suman		12:40 PM
13.	Civil	Dinyarth Maurya		12:40 PM
14.	MBA	Malika Divari		12:35 PM
15.	Humanities	Dr. Ritu Benjamin		12:25 PM
16.	Dr. Ret Chemistry	Dr. Rakesh Singh		12:30 PM
17.	CSE	Ashish Pandey		12:40
18.	IT	Mahendra Sahu		12:40 PM
19.	ESE	Toman Sahu		12:42
20.	Dr. N. Jain (moon) IQRC coordinator			12:30



INTERNAL QUALITY ASSURANCE CELL

SSIPMT/IQAC/2021/0005

Date: 29.09.2021

Notice

All the IQAC members are informed that meeting is scheduled on 30th September 2021, from 01:00 PM, at the conference room in administrative building. All the members are requested to attend the meeting.

Agenda of meeting:

- Presentation from old discussion of AQAR – 2019-20.

Naveen Jain
29/9/21
(Dr. Naveen Jain)
IQAC Coordinator

**Shri Shankaracharya Institute of
Professional Management and Technology**

P.O. Sejbahar, Mujgahan, Raipur (C.G.)
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The AQAR was reviewed by me and all the data presented in AQAR was found to be appropriate for submission.

I don't have any other points to add to the AQAR. 2019-20 and give the consent for the submission of it.

S. No.	Name	Signature
1.	Dr. Alok Kumar Jain - (Chairperson)	
2.	Dr. Naveen Jain - (Coordinator)	
3.	Mr. Riju Bhattacharya - (Co-Coordinator)	
4.	Dr. J.P. Patra	
5.	Mr. Atul Chakrawarti	
6.	Dr. Hemlata Sinha	
7.	Dr. Tarun Kumar Rajak	
8.	Dr. Dipti Baghel	
9.	Dr. Saket Ranjan Praveer	
10.	Dr. Manoj Kumar Chande	
11.	Dr. Rakesh Singh Dhundhel	
12.	Dr. Dalvinder Singh Wadhwa	
13.	Mr. Md Parvej Alam	
14.	Mr. Akash Jain	
15.	Mr. Bhupendra Dewangan	
16.	Ms. Shraddha Taunk	

(Mr. Riju Bhattacharya)
Co - Coordinator

(Dr. Naveen Jain)
IQAC Coordinator

(Dr. Alok Kumar Jain)
Principal



INTERNAL QUALITY ASSURANCE CELL

Date: 01.10.2021

Minutes of the Meeting

In the meeting held on 30th September 2021 at Conference Room at 1.00 PM, the AQAR for year 2019-2020 was shown to all IQAC members.

Having shown and discussed the points raised by the various members the corrections were noted and amended were done to the AQAR.

The final draft of the AQAR was shown to the IQAC members and they approved it for submission.

(Mr. Riju Bhattacharya)
Co - Coordinator

(Dr. Naveen Jain)
IQAC Coordinator

(Dr. Alok Kumar Jain)
Principal



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INTERNAL QUALITY ASSURANCE CELL

SSIPMT/IQAC/2022/0006

Date: 11.01.2022

Notice

All the Head of departments, incharges and faculties members are informed that tomorrow (12/01/2022), Academic & Administration Audit will be done by outside agency.

All should keep the records ready for the inspection team. All lab incharges should ensure that all the labs are clean and instruments are in working condition.

Team will visit the department at 10:00 AM onwards.

Naveen Jain
11/1/2022
(Dr. Naveen Jain)
IQAC Coordinator

SSIPMT/IQAC/2022/0007

Date: 20.01.2022

Notice

Reference No. SSIPMT/IQAC/2021/0003, Date: 14/08/2021.

A notice was mailed to all heads with above reference no. from IQAC in the context of preparation of Department Academic Calendar.

The presentation given by all heads to the Chairman Sir was not covering all the activities as desired under NAAC/NBA accreditation as mentioned previous.

Hence, all head of the departments are requested to submit the Academic Calendar for the 1st January to 30th June 2022 to the IQAC latest by 22nd January 2022. The Academic Calendar should contain the following activities compulsory.

S. No.	Name of activity	Number/ Frequency of conduction
1.	FDP to be organized by each department.	At least 1, however the number can be increased as per the decision of HOD of department.
2.	Workshop (Technical Life skill/ Management)	At least 1, however the number can be increased as per the decision of HOD of department.
3.	One ICT tool training for all faculties.	At least one training program for etc. all faculties should be planned: Exp:- kahoot, Padlet ,Mentimeter
4.	Technical and Administrative programs for Non-Teaching Staff.	At least one Technical and one Administrative Training program to be organized by each department in each semester.
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9.	Add on /Certificate Course/ Diploma Course.	<ul style="list-style-type: none"> • Value assed Course (30 hrs) • Certificate Course (3 Months) • Diploma Course (6 Months) The department should plan for one course in each category.
10.	Student/Parent/Satisfacti on Survey.	The department should conduct: The student course exit survey after the every semester. Details of the last semester to be maintained at department.
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		MOU for field visit/Collaboration/Projects/Internship. MOU should be on stamp paper.
13.	Capacity building and skill enhancement activities.	The department should conduct at least 2 activities under the. <ul style="list-style-type: none">• Soft skills.• Language and communication skills.• Life skills (Yoga, Health & hygiene.
14.	Carrier Counseling & Guidance.	At least one activity for student's carrier counseling/Guidance in each semester.
15.	Competitive Guidance.	One program for the students regarding the competitive exam preparation and exposure to competitive exam pattern should be conducted.
16.	Professional development/administrative training program for teaching faculty.	At least one activity in each session.

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 4. National Day/ Birth – Death Anniversary/National Festival/ Days of National importance will be decided by IQAC with name of respective department and faculty incharge.

Naveen Jain
20/11/2022
(Dr. Naveen Jain)
IQAC Coordinator

INTERNAL QUALITY ASSURANCE CELL

SSIPMT/IQAC/2022/0009

Date: 23.06.2022

Notice

All the head of the departments & faculty members are here by informed, as the session (2021-22) is going to end, following feedbacks need to be taken from the student side.

S. No.	Feedback	To be done by	Final Submission
1.	CO exit survey (course outcome) for each subject.	Individual Teachers	H.O.D
2.	PO exit survey.	Class incharges	H.O.D
3.	Teacher's feedback.	H.O.D	H.O.D/Principal

The above feedbacks should be taken through online mode (use google form). Proper analysis & action taken report of the feedbacks need to be prepared by the departments & submitted to IQAC coordinator through principal office in hard and soft copy.

1. CO exit survey – Format
2. PO exit survey – Format
3. Teacher's feedback – Format

Will be provided by IQAC through E-mail to all faculties & HOD.

Naveen Jain
23/6/22
(Dr. Naveen Jain)
IQAC Coordinator