Agenda
of
1st Internal Quality Assurance Committee Meeting

SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS, FEROZEPUR

(NBA and NAAC Accredited Autonomous Technical Integrated Campus Established by Government of Punjab)

VENUE: Committee Room, Block-D, SBSSTC Campus

DATE & TIME: 13-01-2016 11:30 AM

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CONSITUTION OF IQAC

S. No.	Nomenclature	Designation
1.	Dr T S Sidhu, Director, SBSSTC Ferozepur	Chairman
2.	Dr. A.K. Tyagi, Associate Director (EW), SBSSTC Fzr	Ex-Officio
3.	Dr. R.P. Singh, Associate Director (MBA), SBSSTC Fzr	Ex-Officio
4.	Mr. Anil Bansal, Associate Director (MCA), SBSSTC Fzr	Ex-Officio
5.	Dr M.K. Kushwaha, Head ME, SBSSTC Fzr	Ex-Officio
6.	Dr Rajiv Arora, Head CHE, SBSSTC Fzr	Ex-Officio
7.	Dr Lalit Sharma, Head DASH, SBSSTC Fzr	Ex-Officio
8.	Dr Kultardeep Singh, Head EE, SBSSTC Fzr	Ex-Officio
9.	Dr Satvir Singh, Head ECE, SBSSTC Fzr	Ex-Officio
10.	Mr Japinder Singh, Head CSE, SBSSTC Fzr	Ex-Officio
11.	Mr Bohar Singh, Head CE, SBSSTC Fzr	Ex-Officio
12.	Dr. Sanjeev Dewra, TPO, SBSSTC Fzr	Member
13.	Dr. Manjinder Singh, Dean Academics, SBSSTC Fzr	Ex-Officio
14.	Dr. Rakesh Kumar, Dean Accreditation and Autonomy, SBSSTC Fzr	Ex-Officio
15.	Dr. Vishal Sharma, Dean Affiliation and Approvals	Ex-Officio
16.	Dr. N K Grover, Dean PG Studies, SBSSTC Fzr	Ex-Officio
17.	Mrs. Navneet Kaur, Dean Student Welfare, SBSSTC Fzr	Ex-Officio
18.	Dr. Rajiv Garg, Controller of Examinations, SBSSTC Fzr	Ex-Officio
19.	Mr. Gazalpreet Singh, Principal (PW)	Ex-Officio
20.	Dr. Manjinder Singh, Dean Academics, SBSSTC Fzr	Member Secretary

1st IQAC Meeting

Item No. 1.1 **Approval of academic Calendar for the even semester of the Academic year 2015-16.**

A meeting of HODs was held on dated 10/11/2015 and 9/12/2015 to decide the registration schedule of students. The registration schedule of students was decided as per below:

Classes	Last date of Registration without fine	Registration with fine
8th Semester (ME, ECE & CE)	5th January , 2016	Registration will be allowed after due dates by paying late registration fine of Rs. 1000/- per week. There will be no registration after the completion of 25% of the duration of the semester without the approval of Campus Director.
6th semester	5th January , 2016	
4th semester	4th January , 2016	
2nd semester	11th January , 2016	

Further, the MRSSTU, Bathinda has released the Academic Calendar (Annexure-1, Page 19) and Public holidays (Annexure-2, Page 20-21) for the calendar year 2016. Accordingly, to decide the Academic Calendar and public holidays to be observed in the institute, a meeting of HODs was held on 5th January 2016. Copies of the minutes of meetings dated 05/01/16 are placed as (Annexure-3, page 22). In the said meeting of HODs, it was decided to follow the following Academic Calendar for the even semester:

SN	Event	Dates
01	Start of Even Semester for 3rd and 4th Year	06/01/2016
02	Start of Even Semester for 2nd year	05/01/2016
03	Start of Even Semester for 1st year	12 /01/2016
04	Ist MST	25/02/2016 to 27/02/2016
05	2nd MST	26/04/2016 to 28/04/2016
06	External Practical Examination	29/04/2016 to 03/05/2016
07	End Term Examination	10/05/2016 onwards

Further it was decided in the HODs Meeting to observe the Public and Restricted holidays as declared by MRSSTU Bathinda.

Complete item is put up before IQAC committee for consideration and approval please

Item No. 1.2   Adjustment of fees of students against whom UMC cases have been registered-regarding

A charge sheet was framed against some students for use of unfair means during examination held in Nov./Dec.-2014. After hearing the case the university has disqualified the students from appearing in any examination of the university for two semesters. The decision of the UMC committee was conveyed to the students and institute after the students had registered themselves in the next semester by paying the Semester fee.

Therefore, the students had already submitted the fees for the registration in next semester before the final decision of the UMC Committee received by them.

As the students were unaware of the decision of their UMC cases, therefore, it is proposed that the fees already paid by them for 6th semester should be adjusted against the fee to be collected from them for current semester.

Complete item is put up before IQAC committee for consideration and approval please.

Item No. 1.3 **Approval to award grace marks in end semester theory examinations-regarding**

The end semester theory examinations have been conducted by the examination cell for November 2015 session. The answer books of these examinations have been evaluated by the faculty members and the answer books are being shown to the students.

In relation to the question papers and the evaluation style, the students of different streams have put up requests for awarding grace marks. The issues range from mistake in question paper like missing question or out of syllabus question to the pattern of evaluation. These applications have been endorsed by the respective Head of Department along-with comments from the faculty member concerned as per detail below:

1. CSE 7th semester has submitted a request for grace marks on basis of strict marking.

2. CSE 7th semester students have submitted a request for grace marks in Artificial Intelligence BTCS701, based on un-even distribution of questions from syllabus. A request for 10 marks has been made and endorsed by faculty and HOD.

3. CSE 5th semester students have submitted a request for grace marks in Computer Networks-II BTCS 501, based on the fact that one part is missing in question No. 1. A request for 2 marks has been made and endorsed by faculty and HOD.

4. CHE 5th semester students have submitted a request for grace marks in Polymer Science & Engineering BTCH521, based on 'out of syllabus' questions in the question paper and distribution of questions from only 50% syllabus. A request for 16 marks has been made based on wrong questions in Part A and endorsed by faculty and HOD.

5. CHE students have submitted a request for grace marks in Engineering mathematics-III BTAM201, based on strict marking, tough level of

question paper and number of reappears in this subject. A request for grace marks has been made by the students.

6. DASH students have submitted a request for grace marks in Chemistry, based on out of syllabus questions in the question paper. A request for 06 grace marks has been made and endorsed by faculty and HOD.

7. Mechanical Engineering Department has submitted a request for grace marks in the Subject TOM-I, based on out of syllabus questions in the question paper. A request for 07 grace marks has been made and endorsed by faculty and HOD.

8. Mechanical Engineering Department has submitted a request for grace marks in the Subject Machine Drawing for 3rd Semester Mechanical, on basis of strict marking by the concerned teacher. A request for grace marks has been made by HOD.

All such applications (Annexure-4, Page 23-51) are being put up before IQAC for consideration and necessary action please.

Item No. 1.4   **Approval for credit allocation to students admitted during August 2015 (first year)**

As per the decision of the 3rd Academic Council of the college, credit system is to be followed for awards of first year students. As per the minutes of meeting of HODs held on 9/12/15 approved by Director (Annexure-5, Page 52), it was decided that some sample sets of grading will be prepared by examination cell, using the marks obtained by students. A set of three subjects from different streams of engineering have been analyzed. The details of analysis are given below:

a) B Tech CSE 1st semester for subject HU101 Communication Skills considering one group of 61 students and excluding 04 detainee students out of 65 students.

b) B Tech EE 1st semester for subject BTME102 Engineering Drawing considering one group of 43 students and excluding 08 detainee students out of 51 students.

c) B Tech ME 1st semester for subject BTME101 Elements of Mechanical Engineering considering all groups consisting of 186 students.

The analysis has been based upon two approaches:

- Grade C awarded to a band consisting of marks equal to average marks ±standard deviation/2 or average marks±standard deviation/3

- The average marks are calculated for the whole batch or for students passing a given subject.

The results of this analysis (Annexure-6, Page 53-55) are put up to IQAC for deciding any one among the above proposed methods or any other method for credit allocation.

Item No. 1.5   Moderation of mid semester awards for the first year students

As per the decision of the 3rd Academic Council of the college, moderation of mid semester marks is to be done. In case of first year students, credit system is to be used and the minimum score to clear a particular subject is 33% considering both the end semester and mid semester awards combined. As per PTU norms, the internal awards are moderated to get average marks as 65-75%.

The issue of moderation of mid semester awards for first year students is put up to IQAC for consideration and necessary action.

Item No. 1.6   **Up-gradation of Departmental Libraries and Strengthening of Central Libraries**

As per the feedback received from TEQIP mentor, the institute needs to establish/up-grade its departmental libraries for the larger interest of the students. Also, the central library needs to be strengthened in terms of number of volumes and number of titles.

In the meeting of Associate Directors and HODs held on 04.01.2016, it was decided to purchase the books for departmental libraries and central Library up to 08.01.2016 by forming departmental level committees.

The agenda item is put up to review the progress of central library and department wise progress made for establishing the Departmental libraries.

Item No. 1.7 Education Quality Improvement through Propagation of "Outcome Based Education (OBE)" as advocated by NBA

In its persistent pursuit to improve the quality of education, the institute has already adopted the philosophy of "Outcome Based Education (OBE)" as advocated by NBA. In this regard, the HODs will ensure the following:

a) DQAC Meetings are held regularly, at-least once in every month.

b) Students are made aware of its COs (Course Outcomes) before starting teaching the course.

c) Classes are conducted regularly with teaching focus on COs

d) Continuous evaluation of the students (through MSTs, Assignments, Quizes, Seminars, Viva etc) is done strictly adhering to schedule.

e) Students are shown their evaluated MST copies within a week of conduct of MSTs

f) Teachers maintain the course files

g) Experiments are conducted strictly as per the guidelines given in Academic Regulations.

The agenda item is put up before IQAC members to review the progress made so far and for their commitment for the successful implementation of above said instructions.

Item No. 1.8   Education Quality Improvement through teaching of courses (Theory and Practical) using ppt slides.

To further its efforts to improve the quality of education and its delivery, all the courses (theory as well as lab) will be taught through lucidly   prepared ppt slides. Faculty is expected to prepare slides making use of Animations, Videos and other teaching aids, a plethora of which is available freely on the internet. This will not only improve the quality of delivery but it will also make the classroom environment lively and contemporary.

To ensure that the teachers are putting their efforts in this direction, all HODs are required to display the teaching slides of their department and the slides of some randomly selected courses across the departments will be reviewed in IQAC meeting.

The agenda item is put up before IQAC members for their commitment for the successful implementation of teaching methodologies through ppt slides.

Item No. 1.9   Marking of Student Attendance on ERP system

Institute has already implemented campus wide ERP system covering all its departments and sections. To ensure the punctuality of students in classes, it was decided that the student attendance will be marked everyday by the respective teachers on the ERP system and no attendance register will be issued to the faculty. The conventional system of marking attendance on register will completely be done away with.

The agenda item is put up before IQAC members for their commitment for the successful implementation of marking of attendance on ERP solution.

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Item No. 1.10 Implementation of BOG decision regarding Academic Audit and PPT presentation in BOG Meetings

HODs and all concerned officials will work together for implementation of decisions taken in 23rd meeting of BOG, regarding Academic Audit and PPT presentations of Department Activities by HODs in BOG meetings.

The HOD must ensure the progress of his/her departments on the following 18 criteria as decided in the 23rd Meeting of BOG.

(i)   Vision and Mission of the department

(ii)   Achievement of Vision and Mission of the Department

(iii)   Proposed modifications in Vision and Mission

(iv)   Research Publication by each faculty of the department in Referred Journal with Impact Factor, SCI and Scoupus cited during current academic year.

(v)   Sponsored projects got by each Faculty member in the current academic Year

(vi)   Patent of each faculty/department

(vii) Sanctioned intake and students admitted

(viii) Faculty wise results

(ix)   Transition rate of the Department

(x)   Student Campus Placement Percentage of the Department.

(xi)   New facilities created in the department

(xii) New experiment set up added in the department

(xiii) Professional Awards to faculty/staff

(xiv) Awards to students

(xv) FDPs/Conferences organized in the Department

(xvi) Books published by the faculty

(xvii) Activities organized by Departmental Societies

(xviii) Students conference organized in the Department

It must reflect the achievement of the department in each of these criteria.

It is proposed that HOD should develop a mechanism in the department for continuous accumulation of data regarding all these criteria. This will not only provide a psychological boost to the department but it will help the department to develop its data bank that can be readily utilized as and when information is sought for activities like NBA/NAAC/ Approvals/Affiliations etc.

The agenda item is put up before IQAC members for their commitment to achieve progress on the above said 18 criteria which shall be reviewed in the next meeting of IQAC.

Item No. 1.11 Feasibility review of existing courses and start of new courses from academic year 2016-17

At present the institute is running following degree courses as per the AICTE approved intake given in the table below.

Following is the admission strength of these courses in 2015 admissions:

Course Name	No of Seats	No. of Admissions
B.Tech. ME	240+12	187
B.Tech. CSE	120+6	126
B.Tech. CE	120+6	118
B.Tech. EE	60+3	54
B.Tech. ECE	90+5	48
B.Tech. ChE	30+1	10
B. Arch.	40	20
MBA	60	10
MCA	60	21
M. Tech. ECE	18	09
M. Tech. CSE	18	17
M. Tech. ME	18	02
M. Tech. EE	18	05

The matter is put up before IQAC with a proposal to deliberate upon the issue of feasibility of all the existing courses and possibility of adding up new courses.

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Item No. 1.12 **Ratification of Minutes of meetings of Department Quality Assurance Committee (DQAC) of different departments.**

The 1st meeting of Department Quality Assurance Committee (DQAC) of different departments was held in the month of December 2015/Jan 2016. The minutes of meetings of Department Quality Assurance Committee (DQAC) of the different Departments are placed at Annexure-7, page 56-103.

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The minutes of 1st meeting of Department Quality Assurance Committee (DQAC) of all the departments are placed before IQAC Committee for consideration and Ratification please.