

**Agenda  
of  
2<sup>nd</sup> 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:** 27.07.2016 at 4.00 PM

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## CONSITUTION OF IQAC

S. No.	Nomenclature	Designation
1.	Dr T S Sidhu, Director, SBSSTC Ferozepur	Chairman
2.	Dr. Lalit Sharma, Associate Director (EW), SBSSTC Fzr	Ex-Officio
3.	Dr. Gulashan Kumar, Head MCA/MBA, SBSSTC Fzr	Ex-Officio
4.	Mr. Anil Bansal, Head Computer Center, 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 Ajay Kumar, Head DASH, SBSSTC Fzr	Ex-Officio
8.	Miss Anupam Mittal, Head EE, SBSSTC Fzr	Ex-Officio
9.	Dr Satvir Singh, Head ECE, SBSSTC Fzr	Ex-Officio
10.	Dr Sanjeev Dewra, 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. Tejeet Singh, 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

**Item No. 2.1 Confirmation of the proceedings of 1<sup>st</sup> meeting of IQAC**

The approved proceedings of the 1<sup>st</sup> Meeting of the IQAC held on 13-01-2016 were circulated to its members for information and comments if any (Annexure – I page no 17-22). No comments have been received

**The approved proceedings of 1<sup>st</sup> Meeting of IQAC are placed for confirmation.**

**Item No. 2.2 To report action taken on the decisions of the 1<sup>st</sup> meeting of the IQAC****Item No. 1.1 Approval of academic Calendar for the even semester of the Academic year 2015-16.**

**Decision:** The Registration Schedule was approved as proposed. However, the academic calendar was approved as below:

SN	Event	Dates
01	Start of Even Sem for 3 <sup>rd</sup> and 4 <sup>th</sup> Year	06/01/2016
02	Start of Even Sem for 2 <sup>nd</sup> year	05/01/2016
03	Start of Even Semester for 1 <sup>st</sup> year	12 /01/2016
04	Ist MST	25/02/2016 to 27/02/2016
05	2 <sup>nd</sup> MST	02/05/2016 to 04/05/2016
06	End Term Examination	10/05/2016 onwards
07	External Practical Examination	After the end term exams

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

**Action:** Decision implemented

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

**Decision:** The item was approved as proposed provided it is not in contradiction with IKGPTU rules.

**Action:** Decision implemented

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

**Decision:** The following decisions were taken:

- (1) Head Examiner (CSE) should get the answer sheet of 7th semester students rechecked, wherever required.
- (2) CSE 7th semester students are awarded 10 Grace marks in the subject Artificial Intelligence, BTCS-701.
- (3) CSE 5th semester students are awarded 02 Grace marks in the subject Computer Networks-II, BTCS-501.
- (4) CHE 5th semester students are awarded 10 Grace marks in the subject Polymer Science & Engineering, BTCH-521.

- (5) Grace marks for CHE students for Engineering Mathematics-III, BTAM201 was not approved.
- (6) DASH students are awarded 06 grace marks in Chemistry.
- (7) ME 3<sup>rd</sup> semester students are awarded 07 grace marks in the subject TOM-I.
- (8) Head Examiner (ME) should get the answer sheets rechecked for the subject of Machine Drawing for 3rd Semester.

**Action:** Decision implemented

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

**Decision:** The item was approved with a decision to calculate the average marks considering all the students in a given group/class. The grade C should be allocated to students whose marks fall in the range average marks  $\pm$  standard deviation/3, rounded off to the nearest integer. The allocation of grades should be done group wise instead of class wise for better justification. In addition, grade A will be allocated to maximum of 5% of total strength of a group. However it may exceed the limit of 5% in case of tie as explained in the following example.

For example in a group of 80 students, the students scoring marks higher than 85% are 10 and have obtained following marks. Student-A 90marks, B 89, C 89, D 87, E 87, F87, G 87, H 86, I 86, J86

In this case, 5% students amount to 4. However due to the above exception rule, 7 students (A to G) are being awarded A Grade as students D, E, F and G have obtained same marks (i.e. 87).

**Action:** Decision implemented

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

**Decision:** The item was considered and it is decided that the moderation of mid semester marks for students of 2015 batch onwards should be continued as per the existing practice being followed for students studying under IGPTU Jalandhar.

**Action:** To be reviewed in this meeting.

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

**Decision:** In the meeting, all HODs have given the assurance that they will develop the departmental libraries with requisite titles and volumes

- by 15<sup>th</sup> March 2016. Further, it was also decided that central library should also be equipped with more titles and volumes.
- Action:** More efforts are made to strengthen the library
- Item No. 1.7** **Education Quality Improvement through Propagation of “Outcome Based Education (OBE)” as advocated by NBA**
- Decision:** In the meeting it was decided that:
- a) DQAC Meetings will be held regularly, at-least once in every month.
  - b) Students will be made aware of its COs (Course Outcomes) before starting teaching the course as well during the teaching of course.
  - c) HOD will ensure that classes are engaged regularly with teaching focus on COs
  - d) Continuous evaluation of the students (through MSTs, Assignments, Quizes, Seminars, Viva etc) will be done strictly adhering to schedule.
  - e) Students will be shown their evaluated MST copies within a week of conduct of MSTs
  - f) HOD will ensure that all teachers must maintain the course files
  - g) Experiments will be conducted strictly as per the guidelines given in Academic Regulations.
- Action:** To be reviewed in this meeting
- Item No. 1.8** **Education Quality Improvement through teaching of courses (Theory and Practical) using ppt slides.**
- Decision:** It was decided that all faculty members should make the use of PPT slides for delivering lecture during theory and practical classes in addition to traditional method of blackboard and chalk. HODs will ensure effective implementation of this decision.
- Action:** To be reviewed in this meeting
- Item No. 1.9** **Marking of Student Attendance on ERP system**
- Decision:** 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. HODs will ensure effective implementation of this decision.
- Action:** Separate item is being put up in this meeting

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

**Decision:** The item was approved as proposed. It was decided that HODs will ensure the progress of their departments on the following 18 criteria for giving presentations in the BOG Meeting. Performance of HOD will be measured against these 18 criteria.

- (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 Scopus 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

**Action:** To be reviewed in this meeting

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

**Decision:** It was decided that maximum efforts should be made to fill all the existing sanctioned seats and concerned HOD will be responsible for filling the seats of their departments.

Further, it was observed that most of the departments are putting senior most faculty members for teaching of MTech. In this regard it was decided that the senior most faculty shall be given at least one theory subject of B.Tech. course.

**Action:** To be reviewed in this meeting



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

**Decision:**        It has been observed that most of the agenda items are sent for putting up in the IQAC meeting without discussing and examining them in the DQAC. Therefore, it was decided that all the items to be put in the IQAC meeting should first be examined in the DQAC.

At the end of the meeting, it was desired that all HODs should acquaint themselves with academic rules enshrined in the academic regulations of the Institute for effective implementation of Academic Autonomy.

**Action:**        Decision implemented

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**Item No. 2.3 Reconduct of end semester theory examination of Heat Transfer subject-regarding**

The end semester theory examinations have been conducted by the examination cell for June 2016 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 paper of Heat Transfer, the students of Mechanical Engineering have put up requests for awarding grace marks/rechecking of answer sheets (Letter attached as annexure A, page 23-24). The students have raised the objection that the question paper was tough and unexpected. The members of IQAC committee of Mechanical engineering has unanimously decided that the exam of this subject may be held again.

The agenda item is being put up before IQAC for consideration and necessary action please.

**Item No. 2.4 Removal of deficiency report stated by Inspection committee report of team of MRSPTU, Bathinda**

The inspection Committee constituted by MRSPTU had visited the institute on 11.07.2016 and had pointed out various shortcomings/deficiencies of different department/sections. The report of Inspection Committee is placed as Annexure- B, Page 25- 33. The various deficiencies pointed out by the inspection team of MRSPTU had already been conveyed to all the HOD, through letter no SBS/FZR/ODA/620 dated 20/07/2016. All the HOD's are required to take necessary action related to their departments for the removal of deficiencies raised by the inspection committee report of MRSPTU, Bathinda by 10.08.2016 as compliance report is to be sent to MRSPTU on 11.08.2016.

The agenda item is being put up before IQAC for consideration, approval and necessary action by the concerned departments/sections please.

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**Item No. 2.5 Up-gradation of Departmental Libraries and Strengthening of Central Libraries**

As per the feedback received from inspection committee of MRSPTU, Bathinda, 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 18.07.2016, it was decided that to maintain the Title and Volume of books as per the AICTE norms the Librarian will make the purchase of books as per the reference of books mentioned in the syllabus scheme of MRSPTU, Bathinda; IKGPTU, Jalandhar; SBSSTC, Fzr; Thapar Institute of Engineering; and IITs.

The matter is put up before the IQAC for consideration and approval to establish/up-grade its departmental libraries and strengthen the central library in terms of number of volumes and number of titles.

**Item No. 2.6 Attendance of faculty/staff and students through biometric system**

Instruction has been received from MRSPTU Bathinda that all faculty/staff and students should mark their attendance through bio-metric system (Annexure-C, Page-34). Further, as per the Govt. instructions, it is mandatory that the daily attendance of all the students availing post matric scholarship will be made through biometric system. Therefore, all the HOD's are required to ensure that the SC and OBC students must mark their attendance through biometric system.

The agenda item is put up before IQAC members for their commitment for the successful implementation of above said instructions.

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**Item No. 2.7 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. 2.8 Regarding the evaluation of value added course:**

In the meeting of Associate Directors and HODs held on 18.07.2016, it was decided that the 3<sup>rd</sup> and 4<sup>th</sup> year students will have to attend the classes for value added courses. Two test will be conducted for these courses in each semester. The teacher will assign the marks on the basis of attendance, test and assignment (like other subjects) to the students. These marks obtained by the students will be included in the general fitness. In general fitness 40 marks out of 100 will be awarded to the students on the basis of their performance in these value added subjects.

The agenda item is put up before IQAC members for their commitment for the successful implementation of above said instructions.

**Item No. 2.9 Ratification of Minutes of meetings of Department Quality Assurance Committee (DQAC) of different departments.**

The 2<sup>nd</sup> meeting of Department Quality Assurance Committee (DQAC) of ECE and Chemical Engineering departments was held in the month of July 2016. The minutes of meetings of Department Quality Assurance Committee (DQAC) of these departments are placed at Annexure- , page.

The minutes of 2<sup>nd</sup> meeting of Department Quality Assurance Committee (DQAC) of all the departments are placed before IQAC Committee for consideration and Ratification please.