

**Agenda
Of
9th Meeting of Internal Quality Assurance Committee**



**SHAHEED BHAGAT SINGH
STATE TECHNICAL CAMPUS, FEROZEPUR**

(NBA Accredited courses, NAAC Accredited, UGC Autonomous Institute Established by Govt. of Punjab)

VENUE : Conference Hall, Block-D, SBSSTC Campus

DATE & TIME : 23.01.2020 at 11.30 AM

CONTENTS

S.N.	Item Details	Page No.
	Constitution of IQAC	iii
Item No. 9.1	Confirmation of the proceedings of 8 th meeting of IQAC	1
Item No. 9.2	To report action taken on the decisions of the 8 th meeting of the IQAC	2
Item No. 9.3	Ratification of Minutes of meetings of Department Quality Assurance Committee (DQAC) of different departments	4
Item No. 9.4	Admission Data for the Academic Session 2019-20	5
Item No. 9.5	Regarding approval of Student Feedback Proforma	6
Item No. 9.6	Regarding approval of Rubrics for the Subject Mentoring and Professional Development	7
Item No. 9.7	Regarding approval of the marks distribution of Non-credit courses for both Internal and External evaluation.	8
Item No. 9.8	Introduction to Paperless Communication in Offices – Regarding	9
Item No. 9.9	Motivation to Faculty, Staff and Students for promoting ONE DAY as Vehicle Free and Light Free Day - Regarding	10
Item No. 9.10	Regarding representation of B.Sc. (Agriculture) 1 st year students for giving grace marks in the End Term examination of the Subject Elementary Maths (BCAG-106-19)	11

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.	Mr. Anil Bansal, Head Computer Center, SBSSTC Fzr	Ex-Officio
4.	Mr. Sukhwant Singh, Head ME, SBSSTC Fzr	Ex-Officio
5.	Dr. Rajiv Arora, Head CHE, SBSSTC Fzr	Ex-Officio
6.	Dr. Sangeeta Sharma, Head DASH, SBSSTC Fzr	Ex-Officio
7.	Mrs. Navneet Kaur, Head EE, SBSSTC Fzr	Ex-Officio
8.	Dr. Rajni, Head ECE, SBSSTC Fzr	Ex-Officio
9.	Mr. Japinder Singh, Head CSE, SBSSTC Fzr	Ex-Officio
10.	Mr Gurpreet Singh, Head CE, SBSSTC Fzr	Ex-Officio
11.	Ar. Avinash Singh, Head Arch, SBSSTC Fzr	Ex-Officio
12.	Dr. Gazalpreet Singh, TPO, SBSSTC Fzr	Member
13.	Dr. Sunny Behal, Dean Academics, SBSSTC Fzr	Ex-Officio
14.	Dr. Kultardeep Singh, Dean Accreditation and Autonomy, SBSSTC Fzr	Ex-Officio
15.	Dr. Kultardeep Singh, Dean Affiliation and Approvals	Ex-Officio
16.	Dr. Ajay Kumar, Dean PG Studies, SBSSTC Fzr	Ex-Officio
17.	Dr. Amit Arora, Dean Student Welfare, SBSSTC Fzr	Ex-Officio
18.	Dr. Rajiv Garg, Controller of Examinations, SBSSTC Fzr	Ex-Officio
19.	Mr. Harinderpal Singh, Principal (PW)	Ex-Officio
20.	Dr. Sunny Behal, Dean Academics, SBSSTC Fzr	Member Secretary

Item No. 9.1 Confirmation of the proceedings of 8th meeting of IQAC

The approved proceedings of the 8th Meeting of the IQAC held on 26-07-19 were circulated to its members for information and comments if any (Annexure – 1, Page No. 13-15). No comments have been received.

The approved proceedings of 8th Meeting of IQAC are placed for confirmation.

Item No. 9.2 To report action taken on the decisions of the 8th meeting of the IQAC

Item No. 8.1 Confirmation of the proceedings of 7th meeting of IQAC

Decision: The proceedings of the 7th meeting of IQAC were confirmed as no Comments have been received from any member of the IQAC.

Action taken No Action is called for.

Item No. 8.2 To report action taken on the decisions of the 7th meeting of the IQAC

Decision: While approving the action report, it was decided that HOD's will send the updated list of 2015 batch students whose DMC's are pending by 31 July 2019. Dean Academics and CoE will send their representatives to get the DMC's from the University.

Action taken Decision implemented.

Item No. 8.3 Regarding Re-valuation of Answer sheets of the subject BTCE- 811A by external examiner in May 2019 session

Decision: It was decided that the committee of the following members is constituted to counsel the teacher and advice her not to repeat such acts in future. The whole matter should be reported in the next Academic Council meeting. The members of the committee will be as follows:

1. Dr. M. K. Khushwaha, Chairman
2. Dr. Vishal Sharma, Member
3. Dr. Rajeev K. Garg, Member
4. Dr. Kiranjeet Kaur, Member

Action taken: The matter was reported in the Academic Council meeting. Further, the committee had counseled Mrs. Parampreet Kaur, in its meeting held on 13-09-2019 (Annexure-2, Page No. 16-17). The committee reported that she will be extra vigilant in

evaluation in future so that such type of problem is not repeated.

The matter is presented before the IQAC for ratification and consideration, please.

Item No. 8.4 Ratification of Minutes of Meeting of meetings of Department Quality Assurance Committee (DQAC of different departments)

Decision The Minutes of DQAC of all the departments were ratified and approved.

Action Taken The item is again put up in this meeting of IQAC for ratification.

Item No. 8.5 Any other item
Under this item, the following issue related to Credit condition for 2015, 16 and 17 batch was discussed and following decision was taken:

Decision It was decided that the credit conditions for 2015, 2016 and 2017 batch for promoting them into the next semester should be relaxed. As these batches were affiliated with MRSPTU, Bathinda and the next batches are affiliated with IKG PTU, Jalandhar. The schemes and syllabus of these universities are different and it will be difficult for the students to pursue their course with the next batches if they are detained on the basis of credit limitation. Therefore, it was decided to provisionally register the students and get it approved in the next academic council meeting of the Institute.

Action Taken Decision implemented.

Item No. 9.3 Ratification of Minutes of meetings of Department Quality Assurance Committee (DQAC) of different departments.

The Department Quality Assurance Committee (DQAC) of different departments were held as per details given below:

Sr No	Department	DQAC No	Held on
1	EE	8 th	16-10-2019
		9 th	17-01-2020
2	CA	7 th	17-01-2020
3	ECE	8 th	17-01-2020
4	CHE	6 th	17-01-2020
5	CSE	6 th	25-09-2019
6	DASH	3 rd	17-01-2020

The minutes of meeting of DQAC of above-mentioned departments are placed at Annexure-3, Page No. 23-53.

The Minutes of meetings of DQAC of various departments are placed before IQAC Committee for ratification, please.

Item No. 9.4 Admissions during the Academic Year 2019-20.

A total of $278+57 = 335$ students have taken admission in SBSSTC for the academic year 2019-20, Ferozpur as per the details given below:

S.No	Branch	Number of students admitted in 1 st Semester	Number of students admitted in 3 rd Semester through LEET
1	EE	17	05
2	ECE	11	01
3	MECH	23	08
4	CSE	105	17
5	CHEM	08	02
6	CIVIL	16	04
7	BCA	57	03
8	PGDCA	03	Nil
9	Bsc. Agr.	29	Nil
10	B.Arch	09	Nil
11	MCA	Nil	17
Total Students		278	57

The data is presented before the IQAC Committee for review and make necessary Strategies to boost up the admissions in their respective branches for the Academic year 2020-21.

Item No. 9.5 Regarding Approval of Student Feedback Proforma.

The Students Feedback Performa of the Institute is quite old. It has been felt that the Students Feedback proforma should be modified to reflect other important aspects so as to provide fair evaluation/feedback of the Faculty. The office of Dean Academics has deliberated on the issue and has proposed some modifications in the Feedback Proforma. The proposed Student Feedback proforma is placed at Annexure-4, Page No. 54.

The proposed modified Student Feedback Proforma is presented before the IQAC Committee for consideration and approval, please.

Item No. 9.6 Regarding Approval of Rubrics developed for the Subject “Mentoring and Professional Development”.

The evaluation of the Subject **Mentoring and Professional Development** has to be based on Rubrics as per the Syllabus (Annexure-5, Page No. 55). Accordingly, a meeting was held in the office of Director on dated: 14-10-2019. As per Minutes of Meeting (Annexure-6, Page No. 56-61), the following committee was constituted for the formation of Rubrics for the subject “**Mentoring and Professional Development**”:

1. Dean Academics, Chairman
2. COE/Nominee, Member
3. HOD-ECE, Member
4. HOD-CE, Member
5. TPO, Member

Consequently, the committee member met in the office of Dean Academics on dated: 17-10-2019 to develop Rubrics for the subject mentioned above. The proposed Rubrics developed by the committee are placed as Annexure-6, Page No 59-61.

The Rubrics developed by the committee are placed before IQAC for consideration and approval, please.

Item No. 9.7 Regarding Approval of the marks distribution of Non-Credit courses for both Internal and External evaluation.

As per the information received from CoE vide his Letter no. SBSSTC/Fzr/COE/1152, Dated: 22-10-2019, the marks have been distributed for Non-Credit courses of B.Tech 3rd semester students for both Internal and External evaluation. A copy of Office letter no. SBSSTC/Fzr/COE/1152, Dated: 22-10-2019 received from the office of CoE regarding marks distribution of non-credit course is placed at Annexure-7, Page No. 62).

The matter is presented in IQAC for consideration and approval, please.

Item No. 9.8 Introduction of Paperless Communication in Offices – Regarding.

The above said activity is required to be promoted in the Institute as per the requirement of Digitization/guidelines of UGC Autonomous Institute. For this, all the Departments/Section Incharges are required to send their communication/Office Orders/Circulars via Official Email ID's only rather than use of paper. It would results in saving of Resources, Manpower, Time and proper management of documents.

The item is presented before the IQAC for consideration.

Item No. 9.9 Motivation to Faculty, Staff and Students for promoting ONE DAY as Vehicle Free and Light Free - Regarding.

It is suggested to observe ONE DAY per week as **Vehicle Free and Light Free day** in the campus to save our Environment and its Resources. For this, the necessary guidelines needs to be made.

The item is presented to IQAC for consideration and approval.

Item No. 9.10 Regarding awarding grace marks in the End Term examination of the Subject Elementary Maths (BCAG-106-19) for B.Sc. (Agriculture) 1st year.

The students of 1st Semester BSc (Agriculture) have submitted representation regarding the difficulty level of Question paper in the subject Elementary Maths (BCAG-106-19). The representation has been deliberated upon in the DQAC meeting of DASH dept vide Reference No. SBS/DASH/14, dated: 17-01-2020 (Annexure-3, Page No. 53). As per the minutes, the DQAC has recommended moderation of End semester Marks for the whole class as the average marks stands at 15.4 and the passing marks are 24.

The matter is presented to IQAC for consideration and appropriate decision, please.

Item No. 9.11 Any other item with the approval of Director-cum-Chairman IQAC.