

**Agenda
Of
4th 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 : Committee Room, Block-D, SBSSTC Campus

DATE & TIME : 23.06.2017 at 11.00 AM

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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. Gulshan 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 Rajni, Head ECE, SBSSTC Fzr	Ex-Officio
10.	Dr Sanjeev Dewra, Head CSE, SBSSTC Fzr	Ex-Officio
11.	Mrs Parampreet Kaur, Head CE, SBSSTC Fzr	Ex-Officio
12.	Mr Bohar Singh, Head Arch, SBSSTC Fzr	Ex-Officio
13.	Dr. Sanjeev Dewra, TPO, SBSSTC Fzr	Member
14.	Dr. Manjinder Singh, Dean Academics, SBSSTC Fzr	Ex-Officio
15.	Dr. Tejeet Singh, Dean Accreditation and Autonomy, SBSSTC Fzr	Ex-Officio
16.	Dr. Amit Arora, Dean Affiliation and Approvals	Ex-Officio
17.	Dr. Anila Gupta, Dean PG Studies, SBSSTC Fzr	Ex-Officio
18.	Mrs. Navneet Kaur, Dean Student Welfare, SBSSTC Fzr	Ex-Officio
19.	Dr. Rajiv Garg, Controller of Examinations, SBSSTC Fzr	Ex-Officio
20.	Mrs Anuradha, Principal (PW)	Ex-Officio
21.	Dr. Manjinder Singh, Dean Academics, SBSSTC Fzr	Member Secretary

Item No. 4.1 Confirmation of the proceedings of 3rd meeting of IQAC

The approved proceedings of the 3rd Meeting of the IQAC held on 09-02-2017 were circulated to its members for information and comments if any (Annexure – I page no. 15-19). No comments have been received

The approved proceedings of 3rd Meeting of IQAC are placed for confirmation.

Item No. 4.2 To report action taken on the decisions of the 3rd meeting of the IQAC

Item No. 3.1 Confirmation of the proceedings of 2nd meeting of IQAC

Decision:

Decision: The proceedings of the 2nd meeting of IQAC were confirmed as no comments have been received from any member of the IQAC .

Action: No Action is called for.

Item No. 3.2 To report action taken on the decisions of the 2nd meeting of the IQAC

Decision: The action taken was approved by IQAC.

Action: No Action is called for.

Item No. 3.3 Approval of academic calendar of MRSPTU, Bathinda.

Decision: The item was approved as proposed. Further, it was decided that clarification regarding non vocational staff working in the teaching department should be sought from MRSPTU, Bathinda. Till that, holiday calendar of teaching shall be applicable on non vocational staff working in the teaching department.

Further, it was decided to write a letter to MRSPTU with a request to follow a common calendar for all the employees.

Action: No response received from MRSPTU and the same practice is followed.

Item No. 3.4 Up-gradation of Departmental Libraries and Strengthening of Central Libraries

Decision: It was decided that each department will make a purchase of at least 50 titles/ 250 volumes per year per unit of 60 students till the completion of 25 years in that branch. Department Librarian will ensure the availability of titles and volumes in the library as per AICTE norms.

Action: Decision implemented.

Item No. 3.5 **To ratify the Technical Education Awareness cum Mock test Program organized on 7th Feb, 2017 for the purpose of enhancing admission.**

Decision: The item was approved as proposed.

Action: Decision implemented.

Item No. 3.6 **To appoint Consultants of other states such as Bihar, New Delhi, Jharkhand, UP, Rajasthan, Haryana, Uttrakhand and nearby areas of Eastern-part of India through open advertisement for admitting the students in the year 2017-18.**

Decision: It was decided to appoint the consultants through an open advertisement for the states of Bihar, New Delhi, Jharkhand, UP, Rajasthan, Haryana, Uttrakhand and nearby areas of Eastern-part of India to enhance the admission. The agenda item should be presented in the BOG meeting and approval for the same will be sought from the BOG.

Action: Action to be taken.

Item No. 3.7 **To have centralized monitoring through CCTV network and to give concession in tuition fee to meritorious students in coming 2017 admissions**

Decision: The item was approved as proposed subjected to the condition that concession on tuition fee will be based on the qualifying examination. The qualifying exam will vary for B.Tech, MCA and BCA students. The concession based on qualifying examination will be only for first year after that the concession would be given on the basis of the result of subsequent years with the same criteria of percentage of marks. This concession will be applicable only on the students admitted in 2017 batch and will be reviewed thereafter. It was also decided that the books from the library will be provided

to the students for 6 months on returnable basis, who are having rank of less than 1.5lakh in JEE.

Action: Item is being put up in the 33rd Finance Committee meeting scheduled to be held on 27.06.2017.

Item No. 3.8 Education Quality Improvement through teaching of courses (Theory and Practical) using ppt slides.

Decision: It was decided that all HODs shall ensure the use of PPT slides for delivering lecture during theory and practical classes by all faculty members in addition to traditional method of blackboard and chalk.

Action: Decision implemented.

Item No. 3.9 To consider the registration of students in 4th Semester who are having SPI score of less than 6 in 1st year

Decision: All HODs have informed that most of the students have complained that this rule has been implemented for the first time and they were not familiar with the new rule so it was decided that these students would be provisionally allowed to register in 4th semester on the conditions that by the end of 4th semester they will clear the condition of 6SPI in the first year and they will also clear all the subjects of 1st semester to get themselves registered in 5th semester. The students will also have to earn 25% of the total credits registered by them in 2nd year to get registered in the 3rd year(i.e 5th semester).

To make the students aware, all these rules will be displayed on the website with pop up flashes. Further, it was decided that HOD's will call departmental meetings for conveying these new rules to the staff members and the students. The HODs will also ensure that Class Advisors will convey all these rules to the students in the advisory classes.

Action: Decision implemented.

Item No.3.10 Ratification of Minutes of meetings of Department Quality Assurance Committee (DQAC) of different departments.

Decision: The minutes of 3rd meeting of Department Quality Assurance Committee (DQAC) of EE, ECE, ME, CA/Mgt, CE, CHE, B. Arch and CSE departments were placed before IQAC Committee and following points has been agreed for the award of grace marks.

- i) EE Department:** It was decided in the meeting that 04 grace marks will be awarded for question no 2, in the subject of BTEE-301. It was also decided that as the number of question paper set by senior faculties are more so the guest faculty will also be allotted in the setting of question papers. The HOD will be responsible for ensuring the quality of question papers and if he feels that the setting of question paper should not be given to any faculty then some other faculty will be assigned for the preparation of question paper.
- ii) ME department:** In the meeting it was decided that no grace marks will be awarded in the subject BTME-602.
- iii) CE department:** In the meeting it was decided that 04 grace marks will be awarded in the subject of BTCE-303 and 02 grace will be awarded in the subject BTCE-804,.
- iv) B. Arch. Department:** It was decided in the meeting that 10 grace marks will be awarded in the subject AR-103, for Question no. 4,
- v) CSE department:** It was decided in the meeting that 02 grace marks will be awarded in the subject BTCS-505.

Action: Decision implemented.

Item No. 4.3 Providing quality education in theory and practical classes.

The students should be given more exposure in practical classes and detail instructions to perform the experiment should be given by the respective lab in-charges. He will prepare a list of experiments to be performed and minor projects to be done in the respective lab class. In addition to this, use of audio-visual aids should be preferred to make the theory classes more interactive, instructive and revealing.

Submitted for consideration and approval of IQAC.

Item No. 4.4 Holding of meeting of advisors/mentors regularly.

Each Department has already appointed mentors for each classes, but their meetings are not held regularly. Therefore, it is proposed that advisors/mentors should hold meeting of students regularly and Chief Counselor should call a meeting of advisors/mentors at least once in a month, along with HOD to discuss and solve the issues related to the students.

Submitted for consideration and approval of IQAC.

Item 4.5 Grace marks in Question paper of “Embedded Systems (BTEC-701) (Reappear Paper) in MAY 2017 examination.

A representation to provide grace has been given by the B. Tech. ECE students regarding the **reappear** question paper of subject “Embedded Systems (BTEC-701)”. The students requested to provide the grace marks as there was no internal choice in question no. 4 as per the approved pattern of question paper. DQAC checked the question paper and verified the same.

It is recommended that a grace of 4 marks may be given to the students subjected to the condition that marks awarded (including grace) in question no. 4 do not exceed the maximum limit of 8 marks.

Submitted for consideration and appropriate decision by IQAC.

Item 4.6 Scaling of marks of Department Elective I (MECE1-159 Hardware Description Languages and VLSI Design) of Ist Semester M.Tech. ECE Batch 2016 scheme)

The ECE Department is following MRSPTU scheme for 2016 batch of M.Tech. ECE. In the scheme uploaded by MRSPTU earlier in Aug 2016 (for both 1st and 2nd semester), the internal and external marks for **compulsory theory** subjects were **40 and 60** respectively. However, the internal and external marks for **department electives** were **50 and 100** respectively. The exams of M. Tech. Ist semester were conducted and result had been declared accordingly. However, in the currently uploaded study scheme for 1st sem. (approved by academic council, MRSPTU on 20.12.16), the internal and external marks for all the theory subjects (compulsory and **department electives**) are **40 and 60** respectively.

The COE and Dean PGR, SBSSTC, Fzr have also been intimated by DQAC regarding this issue. Further Dean PGR, SBSSTC, Fzr has also sought the clarification from Dean Academics, MRSPTU, Bathinda on this issue.

It is recommended that the marks of Department Elective I (MECE1-159 Hardware Description Languages and VLSI Design) and Department Elective II (MECE1-163 Soft Computing) need to be scaled according to new marks distribution of scheme and result of the M. Tech. Ist semester need to be declared accordingly.

Submitted for consideration and appropriate decision by IQAC.

Item 4.7 Regarding Question paper of Architectural Drawing –II in 2nd Sem B. Arch.

The B.Arch students have complained that the paper AD-II was not set as per the guidelines of the syllabus. As per syllabus two questions are to be set from each part and out of that only one question is to be attempted. But in question paper there was no choice in any question.(Annexure –II , page37-39)

Submitted for consideration and appropriate decision by IQAC.

ItemNo. 4.8 Ratification of Minutes of meetings of Department Quality Assurance Committee (DQAC) of different departments.

The 4th meeting of Department Quality Assurance Committee (DQAC) of EE, ECE, ME, CA/Mgt, B. Arch and CSE departments was held in the month of June, 2017. The minutes of meetings of Department Quality Assurance Committee (DQAC) of these departments are placed at (Annexure-II , page no 20-42).

The minutes of 4th meeting of Department Quality Assurance Committee (DQAC) of all the departments are placed before IQAC Committee for consideration and Ratification please.