



# SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS

## MOGA ROAD, FEROZEPUR - 152004

Proceedings of the 7<sup>th</sup> Meeting of Internal Quality Assurance Committee of Shaheed Bhagat Singh State Technical Campus, Ferozepur, held on 9.01.2019 at 11.30 AM in the Conference Room, Block-D of the Institute under the Chairmanship of Dr. T.S. Sidhu, Director, SBSSTC Ferozepur.

The following were present:

1. Dr T S Sidhu, Director, SBSSTC Ferozepur
2. Dr Lalit Sharma, Associate Director, SBSSTC, Fzr
3. Mr Anil Bansal, Head Computer Application, SBSSTC, Fzr
4. Mr Sukhwant Singh, Head ME, SBSSTC Fzr
5. Dr Rajiv Arora, Head CHE, SBSSTC Fzr
6. Dr. Sangeeta Sharma, Head DASH, SBSSTC Fzr
7. Dr Kultardeep Singh, Head EE, SBSSTC Fzr
8. Mr Inderjit Singh Gill, Head ECE, SBSSTC, Fzr
9. Mrs Daljit kaur, Head CSE, SBSSTC Fzr
10. Mrs Parampreet Kaur, Head CE, SBSSTC Fzr
11. Ar Avinash Singh, Head Arch., SBSSTC Fzr
12. DR Gazalpreet Singh, TPO, SBSSTC, Fzr
13. Mr Vikram Mutneja, Head ECE, SBSSTC Fzr
14. Dr. Manjinder Singh, Dean Academics, SBSSTC Fzr
15. Dr Ajay Kumar, Dean PG Studies, SBSSTC Fzr
16. Dr. Rajiv Garg, COE Fzr
17. Dr Tejeet Singh, DAA, SBSSTC, Fzr
18. Dr. Amit Arora, DAAA, SBSSTC Fzr
19. Mrs Anuradha Rani, Principal (PW)

At the outset, Dr. Manjinder Singh, Dean Academics-cum-Member Secretary welcomed the Hon'ble Chairman and other members to the 7<sup>th</sup> meeting of Internal Quality Assurance Committee of the Institute. Thereafter, with the permission of the Hon'ble Chairman, the agenda items were deliberated upon and the following decisions were taken unanimously:

**Item No. 7.1 Confirmation of the proceedings of 6<sup>th</sup> meeting of IQAC**

**Decision:** The proceedings of the 6<sup>th</sup> meeting of IQAC were confirmed as no Comments have been received from any member of the IQAC .

**Item No. 7.2 To report action taken on the decisions of the 6<sup>th</sup> meeting of the IQAC**

**Decision:** The action was approved by the IQAC



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### Item 7.3

To review the Question paper of BCA 5<sup>th</sup> Sem Engineering economics and management (BBADO-F94).

### Decision:

It was decided that the above said question paper should be get evaluated by Dr R P Singh Associate Professor( Management) as expert. If both the parts of the question are out of syllabus as per expert opinion then 30% of the total question marks which are out of syllabus should be given as grace marks to those students who either didn't attempted such questions or who attempted but got less marks than proposed (i.e 30% of marks).

### Item 7.4

#### Any other item

**Under this item various issues related to the governing of the institute were discussed and following decisions were taken:**

- (a) Only those teachers should be allowed to set the question papers who have taught that subject at least two times. Further, the Chairman of Board of Studies of every department will give the list of examiners to the Controller of Examination for approval within 20 days of the start of the semester.
- (b) The HOD should not allocate the subject to the teacher who have taught that subject for the last five years. This is done to encourage more creativity in the teaching.
- (c) It was observed that the result declaration get delayed due to the late submission of the reappear marks by the teachers and subsequently the registration date of next semester get delayed. Therefore, for those subjects whose reappear marks are not submitted by the teacher after the deadline their result will be calculated on the basis of  $\mu, \sigma$  obtained from the marks of the regular students and whatever  $\mu, \sigma$  is calculated the same will be implemented on the reappear students for the calculation of their result in that subject.
- (d) It was observed that some of the teachers do delay in submission of results without any genuine reasons. For such teachers strict action will be taken and it was decided to deduct their salary for the same number of days by which they are late in submitting their results.



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- (e) Correction in DMC's of 2015 batch: Despite repeated request to the MRSPTU, Bathinda, they are not releasing the DMC's of 2015 batch students. Even the DMC's that had been issued by them have mistakes in CGPA and SGPA. Therefore, it was decided to send COE and DA to MRSPTU and pursue the cases of DMC's of the students.
- (f) It was also decided to enhance the registration date of 1<sup>st</sup> year students and 2<sup>nd</sup> year students to 14<sup>th</sup> Jan 2019. This is done due to insufficient time for the calculation of result and subsequently for the calculation of fees for each and every student on the basis of CMSS.
- (g) It was also decided to conduct three MST's for all the batches. Two MST's will be conducted in centralized manner and third will be conducted at the department level.

The meeting ended with a vote of thanks to the Chair.

Dated: 09.01.2019

*Maya Singh*  
9/1/19  
Dean Academics-cum-Member Secretary of IQAC,  
Shaheed Bhagat Singh State Technical Campus,  
Ferozepur

Approved/Not Approved

*[Signature]*  
14/01/2019  
Hon'ble Director-cum- Chairman IQAC,  
Shaheed Bhagat Singh State Technical Campus, Ferozepur

Seen  
*[Signature]*  
17/01/2019

No. 3487  
Date: 14/1/19  
Dean Academics,  
Shaheed Bhagat Singh  
State Technical Campus,  
Ferozepur

DA