Agenda
Of
5th 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 : 29.01.2018 at 11.30 AM

CONTENTS

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.	Mr Sukhwant Singh, 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.	Mrs Daljeet Kaur, Head CSE, SBSSTC Fzr	Ex-Officio
11.	Mrs Parampreet Kaur, Head CE, SBSSTC Fzr	Ex-Officio
12.	Ar. Aninash Kumar, 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

5th IQAC Meeting

Item No. 5.1   Confirmation of the proceedings of 4th meeting of IQAC

The approved proceedings of the 4th Meeting of the IQAC held on 23-06-17 were circulated to its members for information and comments if any (Annexure – I page no. 12-14). No comments have been received

The approved proceedings of 4th Meeting of IQAC are placed for confirmation.

Item No. 5.2   To report action taken on the decisions of the 4th meeting of the IQAC

Item No. 4.1   **Confirmation of the proceedings of 4th meeting of IQAC**

Decision: The proceedings of the 3rd 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. 4.2   **To report action taken on the decisions of the 3rd meeting of the IQAC**

Decision: The action taken was approved by IQAC.

Action: No Action is called for

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

Decision: The following decisions were taken:

(i) It was decided that HODs will ensure that respective lab incharge will give more exposure to students in practical classes. Details instruction should be given to the students for performing the experiments.

(ii) All HODS will also ensure that lab incharge will prepare a list of experiments to be performed and minor projects to be done in each practical class.

(iii) It has been observed that still some of the faculty members are not using PPTs in there lectures. So they should be encouraged to use slides in their teaching schedules.

(iv) All HODs must also ensure the use of audio-visual aids to make the theory classes more interactive, instructive and revealing.

Action: Decision implemented

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

Decision: It was decided 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.

Action: Decision implemented

Item No. 4.5   Grace marks in Question paper of "Embedded Systems (BTEC-701) (Reappear Paper) in MAY 2017 examination.

Decision: It was decided that 4 grace marks should be given to the students subject to the condition that if the student has scored less than 4 marks in this question then accordingly grace marks would be given to make a score of 4 marks and if the student has scored 4 or more than 4 marks then no grace marks would be given.

Action: Decision implemented

Item No. 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)

Decision: It was decided that Dean PGR would write a letter to the University to resolve this issue.

Action: No Action is called for

Item No. 4.7   Regarding Question paper of Architectural Drawing –II in 2nd Sem B. Arch.

Decision: It was decided not to give any grace marks to the B,Arch students in the subject "Architectural Drawing –II".

Action: Decision implemented

Item No. 4.8   Ratification of Minutes of meetings of Department Quality Assurance Committee (DQAC) of different departments.

Decision: The proceedings of 4th meeting of Department Quality Assurance Committee (DQAC) of EE, ECE, ME, CA/Mgt, CE, B. Arch and CSE departments held in the month of June, 2017 were ratified as proposed.

Action: No Action is called for.

Item No. 5.3 Affiliation with IKGPTU, Jalandhar-regarding

Initially Shaheed Bhagat Singh State Technical Campus, Ferozepur, was affiliated with IKGPTU, Jalandhar. However, after the formation of Maharaja Ranjit Singh State Technical University (MRSSTU), Bathinda in the year 2015, the affiliation of Shaheed Bhagat Singh State Technical Campus, Ferozepur was shifted to MRSSTU Bathinda. Consequently, students of SBSSTC, Ferozepur and other colleges opposed this decision of Punjab govt. and sought affiliation with IKGPTU, Jalandhar. Subsequently, Punjab Govt. has changed the name of MRSSTU, Bathinda as Maharaja Ranjit Singh Punjab Technical University, Bathinda.

In the month of November-2018, Punjab Govt has changed the act of University and all affiliated colleges of MRSPTU, Bathinda have given the one time choice, if they want to shift their affiliation from MRSPTU, Bathinda to IKGPTU, Jalandhar. Subsequently, based on the memo No. 108-109 dated 22.01.2018 issued by the office of Director Technical Education and Industrial Training, Punjab, the IKGPTU, Jalandhar has issued a letter No IKGPTU/Reg/4121 dated 25.01.2018 vide which it sought the consent of colleges if they want affiliation of IKGPTU Jalandhar (Annexure—II, page no.15-16).

Consequently, a meeting of Institute Development Committee of SBSSTC consisting of Director, Associate Directors, all HODs, all Deans, Principal Poly Wing and Registrar was held on 23.01.2018 to discuss the issue of affiliation of Shaheed Bhagat Singh State Technical Campus, Ferozepur. In this meeting, it was unanimously decided that SBSSTC Ferozepur must give its choice of affiliation with IKGPTU Jalandhar (Annexure—III, page no.17). Association of non-teaching employees also demanded that SBSSTC, Ferozepur must give its choice for affiliation with IKGPTU, Jalandhar (Annexure-IV, page no.18).

5th   IQAC Meeting

Here it is worth to inform here that IKGPTU, Jalandhar has approved the Autonomous Status of SBSSTC, Ferozepur vide letter No IKGPTU/Reg/10075 dated 19.08.2015 (Annexure—V, Page no.19), But MRSPTU, Bathinda till date didn't approve it.

Based on the decision of HODs/Deans Meeting and demand of association, it is proposed that Shaheed Bhagat Singh State Technical Campus Ferozepur should apply to IKGPTU, Jalandhar for getting affiliation from IKGPTU.

The above said proposal is placed before the IQAC for consideration and approval.

Item No. 5.4   **Adoption of syllabus proposed by AICTE for colleges w.e.f 2018 – regarding.**

AICTE has prepared the syllabus of all the courses for the students to be admitted in the year 2018. It is proposed that the institute may also implement the syllabus prepared by the AICTE for 2018 batch onwards. Since our institute is having academic autonomy, therefore, if the department wants some modifications in the syllabus due to some local conditions then they can implement that with the approval from the Board of Studies (BoS) of their department, subsequently, duly approved by academic council.

The matter is placed before the IQAC for consideration and approval.

Item 5.5   **Regarding the submission of five self imposed objectives by the staff members.**

It is proposed that all the staff members must submit five self imposed objectives for the betterment of efficiency and effectiveness of the institute. There must be some self regulation for all the employees to know their performance, therefore, it is proposed that every employee must set 5 objectives at his/her own level for the financial year 2018-19, which can be included in the ACR for self appraisal. The objective should be as per the following format for the teachers.

1.   Result of the students
2.   Evaluation in time
3.   Percentage of class engagement.

The above 3 objective should be quantitative and the staff can select other two objectives as qualitative.

Similarly, the non teaching employees should also have 3 quantitative and two qualitative objectives which have to be reviewed by the respective HOD/ Section in charges of their departments.

The matter is placed before the IQAC for consideration and approval.

ItemNo. 5.6   **Ratification of Minutes of meetings of Department Quality Assurance Committee (DQAC) of different departments.**

The 5th meeting of Department Quality Assurance Committee (DQAC) of EE, ECE,CA/Mgt, Chem.,CE and CSE departments was held in the month of Jan, 2018. The minutes of meetings of Department Quality Assurance Committee (DQAC) of these departments are placed at (Annexure-VI , page no 20-29).
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The minutes of 4th meeting of Department Quality Assurance Committee (DQAC) of all the departments are placed before IQAC Committee for consideration and approval.