

**Agenda**  
**of**  
**3<sup>rd</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: 09.02.2017 at 11.00 AM**

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**CONSITUTION OF IQAC**

<b>S. No.</b>	<b>Nomenclature</b>	<b>Designation</b>
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.	Dr Kultardeep Singh, 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.	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. Amit Arora, Dean Affiliation and Approvals	Ex-Officio
16.	Dr. Anila Gupta, 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. 3.1 Confirmation of the proceedings of 2<sup>nd</sup> meeting of IQAC**

The approved proceedings of the 2<sup>nd</sup> Meeting of the IQAC held on 27-07-2016 were circulated to its members for information and comments if any (Annexure – I page no. 16-18). No comments have been received

**The approved proceedings of 2<sup>nd</sup> Meeting of IQAC are placed for confirmation.**

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**Item No. 3.2 To report action taken on the decisions of the 2<sup>nd</sup> meeting of the IQAC**

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

**Decision:**

**Decision:** The proceedings of the 1st 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. 2.2 To report action taken on the decisions of the 1st meeting of the IQAC**

**Decision:** The action taken was approved by IQAC.

**Item No 1.4 :** The revised agenda item regarding credit allocation will be put by COE in the forth coming Academic Council meeting schedule in the first week of August 2016.

**Item No. 1.5 :** Revised agenda will be put up COE in Academic Council meeting.

**Item No. 1.8:** Store Incharge and HOD's will ensure the installation of projectors in Lecture halls .

**Item No 1.11:** It was decided that the Electronics seats will be reduced from 90 to 60 and evening shift of mechanical shift should be closed.

**Action:** Action already taken

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

**Decision:** The item was considered and it is decided that grace marks should be given as per existing rules.

**Action:** Decision implemented.

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

**Decision:** It was decided that all departments will take immediate actions to remove the deficiencies pointed out by MRSPTU, Bathinda inspection team. Further it was decided that the Mechanical department will make a purchase of Pelton turbine and small

robotic arm. Mechanical department will get on robot from the computer department.

**Action:** Action already taken

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

**Decision:** It was decided that every year HOD will send the requirements of the books of their department to the library. 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:** Action already taken

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

**Decision:** It was decided that all the faculty, staff and students will mark their attendance once in a day through biometric system. Machines will be installed on each floor of every department.

**Action:** Action already taken

**Item No. 2.7 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:** Action already taken

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

**Decision:** The item was approved as proposed subject to the condition that soft skill classes will be considered under value added course.

**Action:** Decision implemented.

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

As the academic calendar is circulated every year by the affiliating University for the teaching and ministerial staff, so it is proposed that from now onwards the academic calendar of the MRSPTU, Bathinda will be followed in the institute.

**The agenda item is being put up before IQAC for consideration, approval.**

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

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. This item was put up in the 2nd meeting of IQAC vide agenda item no. 2.5 and it was decided that every year HOD will send the requirements of the books of their department to the library. 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.

The matter is again put up before the IQAC for further strengthening the departmental libraries and central library in terms of number of volumes and number of titles.



**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.**

A meeting of Admission committee was held on 19/01/2017 under the chairmanship of Dr. Lalit Sharma to enhance the admission for the session of 2017-18 as most of the seats i.e. 50% (approx) could not be filled in the academic year 2016-17. The Minutes of meeting is attached as Annexure –II, page no. 19.

In the meeting, it was decided to organize a Technical Education Awareness cum Mock test Program on 7th Feb, 2017 in the campus. The objectives of this program were as follows:

To aware the Engineering aspirants of border and rural areas of Ferozpur

To make them familiar about how to perform in the Joint Entrance Examination (JEE) Test for Engineering by conducting a Mock Test

To increase the footfall of Engineering aspirants in the campus to aware them about the achievements of our institute

Further, it was decided in the meeting to award the toppers of this MOCK test to motivate and support such students of border and rural areas of Ferozpur. The detail of such award is as follows:

First 5 Toppers	5000/ Each
Next 10 Toppers	2000/ Each
Next 10 Toppers	1000/ Each

Furthermore, it was also decided in the meeting to provide Transportation facility for the participants of the above said program from different schools along with the refreshment.

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

**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.**

In the previous practice, the institute had sent a number of teams to advertise about the different Engineering courses running in our institute to motivate the students to take admission in our institute. The team members, those visited in the other states for the admission purpose, have submitted the feedback that they had to meet the consultants for the admission purpose attached as Annexure B. They have also informed that without the help of the consultants, it was very difficult to enhance the admission. Also, it caused a lot of time-consumption along with financial loss and the output was not as per expectations. Depending upon the feedback submitted by such teams, it has been decided by the admission committee to appoint the active consultants through an open advertisement. This practice is found to be inexpensive and may be more fruitful.

Therefore, it is also proposed to appoint the consultants through an open advertisement in the side of Bihar, New Delhi, Jharkhand, UP, Rajasthan, Haryana, Uttrakhand and nearby areas of Eastern-part of India to enhance the admission.

The matter is placed before the IQAC for appropriate decision.

**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**

A meeting of HOD,s was held in the office of Director on 14/12/2016 (Annexure –III, page no. 20 )and following decisions were taken:

1. The issues related to monitoring of classes was discussed and Hon’ble Director shared that from next semester their shall be two fold monitoring of classes; on one hand, HODs will be ensuring the commencement of classes at department level, on the other hand, there shall be centralized monitoring through CCTV network.
2. In relation to the coming admission 2017, it was recommended that the meritorious students may be given the concession in tuition fee based upon their marks in 10+2, as given below:

(Marks in 10+2)	(Concession in Tuition fee)
>90%	50%
>85%	30%
>80%	20%
>75%	10%

It is further recommended that the students admitted to institute who have JEE (main) ranks less than 100000 may also be given a concession of 25% in tuition fee irrespective of their marks in 10+2 class. Only one type of concession can be claimed by a student (which ever is greater). This is being recommended in order to attract quality students I the institute.

3. In the coming semester the classes will be held in the time slot from 9 a.m to 5p.m and if required it should be extended upto 6p.m.

Preferably practical, advisory lectures and value added lectures should be held between 5.00 p.m to 6.00 p.m.

**The item is being put up before IQAC for consideration and approval please.**

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

This item was put up in the 2nd meeting of IQAC vide agenda item no. 2.7 and 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.

But it has been observed that some faculty members are still not preparing the slides and using the projectors.

**The agenda item is put up before IQAC members for their commitment for the successful implementation of teaching methodologies through ppt slides.**

**ItemNo. 3.9 To consider the registration of students in 4<sup>th</sup> Semester who are having SPI score of less than 6 in 1st year**

As per the notice SBS/FZR/ODA/981 dated 2/2/2017, almost 46 students are not allowed to register in 4th semester as they have not scored SPI of 6 in the first year (Annexure IV, page no. 21-22) 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. They have requested that they may please be allowed to register this time in 4<sup>th</sup> semester as it is the question of their carrier.

**The item is put before the IQAC meeting for consideration and approval.**

**ItemNo. 3.10 Ratification of Minutes of meetings of Department Quality Assurance Committee (DQAC) of different departments.**

The 3<sup>rd</sup> meeting of Department Quality Assurance Committee (DQAC) of EE, ECE, ME, CA/Mgt, CE, CHE, B. Arch and CSE departments was held in the month of January, 2017. The minutes of meetings of Department Quality Assurance Committee (DQAC) of these departments are placed at Annexure-V , page no.23-51.

The minutes of 3<sup>rd</sup> meeting of Department Quality Assurance Committee (DQAC) of all the departments are placed before IQAC Committee for consideration and Ratification please.