

**MINUTES OF THE THIRD MEETING OF THE INTERNAL QUALITY ASSURANCE CELL  
(IQAC) HELD ON 14.06.2017 AT 11.00 A.M. IN THE COMMITTEE ROOM,  
ADMINISTRATIVE BLOCK OF THE INSTITUTE TO DISCUSS URGENT AND  
IMPORTANT ACADEMIC RELATED MATTERS.**

The following were present:

1. Dr. V. K. Jain, Professor (EIE) & Director, SLIET	In the chair
2. Dr. V. K. Rattan, Professor (Chemical Engg), PU, Chandigarh	Member
3. Dr. T.S. Sidhu, Director, SBS Technical Campus, Ferozepur	Member
4. Dr. M. B. Bera, Professor (FET) & Dean (Academics)	Member
5. Dr. P.K. Singh, Professor (ME) & Dean (R&C)	Member
6. Dr. Harish Chopra, Professor (Chemistry) & Dean (P&D)	Member
7. Dr. A. S. Arora, Professor (EIE) & Dean (SFW)	Member
8. Dr. Sanjiv Bansal, Registrar	Member
9. Dr. A.S. Dhaliwal, Professor (Physics),	Member
10. Dr. Dhiraj Sud, Professor (Chemistry)	Member
11. Dr. J.S. Dhillon, Professor & HOD (EIE)	Member Secretary

At the outset, the Director-cum-Chairman, Internal Quality Assurance Cell (IQAC) of the Institute, Professor V.K. Jain welcomed all the internal as well as external members present during the third meeting of the Cell. Thereafter, he invited the Member Secretary, IQAC, SLIET Longowal, Dr. J. S. Dhillon, to start the proceedings.

The Member Secretary, IQAC, made a brief presentation about the programmes and mandate of the Institute viz-a-viz agenda points circulated for the meeting.

The decisions were taken on the agenda points, as detailed below:

1. The minutes of the first meeting of the IQAC held on 08.09.2017 were confirmed.
2. Action taken on the best practices undertaken were discussed in detail and resolved as under:
  - (a) To extend Central Computing facility and to make it available for students and staff for 24x7 with biometric entry, the work is in progress. Dean (P & D) is taking necessary action to expedite in consultation with the Head of Department (Computer Science and Engineering).
  - (b) To implement total quality management (TQM) in laboratories, appropriate person be deputed to take the necessary action to co-ordinate so that implementation be expedited.
  - (c) Innovation Centre is already in existence but there is need to strengthen and maintain documentation of the activities
  - (d) For mentoring and counseling, weekly one hour slot on Wednesday, 3.30 pm-4.30 pm may be fixed in time table so that class counsellors can interact with their respective classes to extend counselling and mentoring. Behavioral male and female consultant may also be engaged to visit the campus weekly for needy male and female students and staff, respectively.

(e) The conduct of online admission test has been taken up by SET-Chairman- 2017- cum - Dean (P&D) along-with Head of department (computer Science & Engineering). satisfactory.

3. Upgradation of the class rooms, phase-wise, Dean (P&D) explained the status of the work is in progress.

4.(A) Best practice in existence are given below in tabular form:

S.No.	Best practice in existence
1	All time access to academic and research resources, to all students, research scholars, faculty and staff
2	Annual student satisfactory survey
3	Assessment and evaluation committee
4	Career guidance and placement cell
5	Cell for equal opportunity for women
6	Conduct of academic quality audit by an external agency
7	Continuous revision of Laboratory experiments
8	Course file with various plans and evidence
9	Curriculum development committee
10	Entrepreneurship Centre
11	Grievance Redressal system
12	Industry Institute Collaborative research
13	Industry Institute interaction cell
14	Interdisciplinary electives
15	Internal quality assurance cell (IQAC)
16	Introduction of credit based system
17	Introduction of LIN (Local Integrated Network)
18	Lateral entry admission
19	Mentoring and counselling Centre
20	Mentoring of students by Alumni
21	Periodic objective/ surprise test
22	Professional societies centers such as IEEE, ASME etc.
23	Research and Development Cell
24	Students feedback survey for each course
25	Use of renewable energy in the campus
26	Wi-Fi enabled network facility

(B) Identified Best practices in the process of implementation are given below

S.No.	Best practice in the process of implementation
1	Centralized computer Centre operational for 24×7 with biometric entry
2	Continuous improvement cell
3	Online examination in different courses and online evaluation of practical examination
4	Implementation of total quality management (TQM) students in laboratory
5	Innovation Centre
6	Integrated Institute automation system
7	Online admission test

(C) Identified Best Practices to be followed in phased manner are given below

S.No.	Best practice to be followed
1	Best department prize, best academician and best researcher award
2	Component/ equipment manufacturing facility for industries
3	Conduct of course practical work at industry
4	Cost sharing book bank scheme
5	Department / program advisory board (D/PAB)
6	Earn while learn scheme
7	Eklavya Technology channel
8	Faculty Development Centre
9	Flexibility in the pace of learning
10	Health, safety and environment department
11	In house development of laboratory kits
12	Incubation Centre for different technologies in fostering entrepreneurship
13	Industry Institute Academic Programs
14	Intellectual property management (IPM) cell
15	Introduction of smart cards
16	OBEA booklets distribution to all stakeholders
17	Online faculty assessment by students
18	Portfolio of evidence of each course
19	Programme assessment committee (PAC)
20	Skill development Centre
21	Smart Campus
22	Survey Collection Centre
23	Teaching and learning development Centre
24	Technical project on community services as part of curriculum

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

*J. S. Dhillon*  
14.06.2017  
(Dr. J. S. Dhillon),  
Prof & MS, IQAC.

*JK*  
14/6/17  
Director & Chairman,  
IQAC.

All HODs

SLET/20AC/14/03  
15.06.2017