

**Minutes of the 4<sup>th</sup> meeting of the Internal Quality Assurance Cell (IQAC)**

**held on 12.02.2018 at 3.00 p.m. in the Committee Room**

The following attended the meeting :-

Professor S. K. Jain, Director cum Chairman IQAC  
Professor V. K. Rattan, Vice-Chancellor, GNA University, Phagwara  
Professor Manjeet Singh Patterh, Electronics and Comm. Engg Deptt., Punjabi University, Patiala  
Dr. Sunil Kumar Singla, Associate Professor, Thapar University, Patiala  
Professor M.B. Bera, Dean (Academics)  
Professor A.S. Arora, Dean (Student and Faculty Welfare)  
Professor H.K. Chopra, Dean (Planning and Development)  
Professor A.P. Singh, Electronics and Communication Engineering Department  
Professor A.S. Dhaliwal, Physics Department  
Professor Dhiraj Sud, Chemistry Department  
Professor H.R. Ghatak, Chemical Engineering Department  
Professor J.S. Dhillon, MS, IQAC

The following could not attend the meeting: -

Professor T.S. Sidhu, Director, SBSCET, Ferozepur  
Mr. D. N. Mishra, Head (T&P), ISGEC, Yamuna Nagar  
Professor P.K. Singh, Dean (Research and Consultancy)  
Professor R.K. Saxena, Mechanical Engineering Department  
Er. Amrik Singh, Associate Professor, Mechanical Engineering Department

At the outset, the Member Secretary, Internal Quality Assurance Cell (IQAC) of the Institute welcomed the Chairman and all other members (external as well as internal) of the IQAC to the 4<sup>th</sup> meeting. He presented the feedback proforma given by the Peer Team of the National Assessment & Accreditation Council (NAAC) during its visit to SLIET during 14<sup>th</sup> to 16<sup>th</sup> September, 2017. He brought out that the Institute has got B+ Grade. He also informed the house that the report covers four sections, with certain areas having strengths and certain areas having weaknesses, which are discussed and resolved hereunder: -

**1. Curricular Aspects:**

- a) One or two student members of final year UG and PG Programmes be associated before conduct of the Board of Studies (BOS) by the respective departments for their feedback and suggestions. However, they will not be nominated members of this Body. The students feedback proforma may be redesigned in such a way that the changes required in the curriculum, if any, could be carried out.
- b) It was suggested that the BOS should have two-three academicians, two-three experts from the industry and alumnus for curriculum design. The BOS should notify more number of open electives so that students can opt through SWAYAM. The duration of external members of the BOS shall be two years.
- c) It was suggested to extend the electives as well as open electives as per the list of courses available under SWAYAM.
- d) A Committee has already been constituted to study the model curriculum 2018 for UG and PG programmes of All India Council for Technical Education (AICTE).
- e) It was resolved that sample question papers should be sent to the external experts for comments and suggestions, for improvement. However, possibility be explored for evaluation by the internal committees of the respective departments also, in a positive spirit for self-analysis.
- f) Syllabus, curriculum and question paper and academic audit / analysis will be carried out by inviting at least three external experts.
- g) Some external members suggested that teachers feedback, course feedback by the students before the examination be also obtained.

**2. Teaching – Learning Evaluation**

- a) Regarding filling up of the vacant sanctioned posts, SLIET Administration may take initiatives.

- b) The ERP solution for the Institute is under process of implementation. To start with, computerization of the academics shall be taken up, on priority basis.
- (c) Every department should send question papers to the IQAC Cell for evaluation. Dean (Academics) informed that a circular in this regard has already been issued a long time back.

### **2.3 Research, Consultancy and Extension**

- a) It was emphasized that every faculty member be motivated to get external funded Research and Development projects. Budget plan for grant under research head shall be included in the budget for next financial year.
- b) It was resolved to analyze the issues in a holistic manner, specially, activities such as; startup grants and seed money for research, facility for research, central research facility and inter-disciplinary research etc. and submit the input.
- c) Collaborations and enhancement of research facilities in the Institute by interacting with Institutes/ Universities of repute In India and abroad will be further strengthened.
- d) The Institute is in the process of finalizing the policy / guidelines for consultancy work and revenue sharing procedure etc and same will be placed before Senate for approval.
- e) A possibility be explored for collaborative research under faculty exchange programs with national, international bodies like SLIET faculty should teach in other universities, especially foreign country and external faculty should teach in .SLIET. It was resolved that all the departments should take initiative in this regard. It was also agreed that a letter be sent to Dr. M.P. Poonia, Vice-Chairman, AICTE, to know the modalities in this regard.

### **2.4 Infrastructure and Learning Resources**


- a) Efforts are required to augment the fully computerization of library facilities. Nearby Libraries (Panjab University, Chandigarh and Punjabi University, Patiala), may be visited in this regard.
- b) Smart class rooms are coming up, SWAYAM Prabha Channels are being installed. The Director apprised that students of the Institute have developed an APP for putting up notices / circulars online which was appreciated by all the members.
- c) Programme specific laboratories are to be established/ upgraded in the departments such as Integrated Certificate and Diploma (ICD), Under Graduate (UG) and Post-Graduate (PG) Laboratories separately. DPR needed to be developed by the respective department in this regard for its discussion at the Institute level.
- d) A report from all the Laboratory In-charge / Technicians be obtained every month regarding functional status of equipment / machinery for remedial action.
- e) Dean (Academics) suggested for inter-departmental check list of equipment and machinery installed in the labs of the departments. The concept of Equipment Health Register was also discussed, and it was decided that Dean (Academics) shall visit the Laboratories periodically to check the same.

### **2.5 Student Support and Progression**

- a) Departments will take appropriate steps to undertake classes for training to the students for GATE/ UPSC/ CAT/ GRE and other competitive exams shortly. The possibility of payment of honorarium from the "students activity fund" was also discussed. Dean's committee will work out the modalities in this regard, such as funds from IRG from the next financial year.

### **2.6 Governance, Leadership and Management**

- a) Institute is already working on long term, short term and perspective plan of the Institute through Planning and Monitoring Board.
- b) Grievance redressal mechanism have already been in place and has been reactivated.
- c) The IQAC has been reconstituted as per the new NAAC guidelines and this meeting (12.02.2018) is being held as per the new constitution.

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- d) Academic and Administration Section should maintain records and rules & regulations in a binding booklet form.
- e) It was suggested that academic and administrative audit shall be carried out with the help of external experts, for bringing transparency in the system. Dean (Academics) and Dean (Planning and Development) were requested to initiate further action at the earliest.

### 2.7 Innovative Practices

- a) Institute is already in the process to implement the solar system in the Institute as per guidelines of Govt. of India.
- b) The Director informed that he has requested Head of Department (Management and Humanities) to arrange a training programme for the faculty in the form of motivational lectures and teaching pedagogy.
- c) The Science Week is being arranged during the month of February 2018 where one day will be celebrated as "Research Scholar Day" where all M.Tech. and Ph.D. students to present their research work.
- d) Dean (Research and Consultancy) was requested to form research groups for better utilization of the research facilities.

### Section III (Overall Analysis)

It was agreed and decided to speed up action related to;

All the vacant positions be filled up at the earliest, funded extramural projects and consultancy activities, enhancement of enrolment in some PG Programmes, linkages with international and national institutions of repute, scope for interdisciplinary research with the available resources, appointment and retention of faculty, industry-institution interaction and attracting good quality students, for fulfil the mandated vision and mission of the Institute in the larger public interest.

### Section IV (Recommendations for Quality Enhancement of the Institute)

It was agreed, after discussing all the areas of strengths and weaknesses, that the recommendations of the Peer Team of the NAAC, should be taken as a step forward in true and positive spirit, for getting accreditation of the Institute for further five-year period.

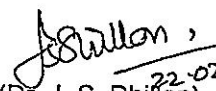
It was suggested that every department should organize a brainstorming session to identify the areas which are required to be strengthened more.


**The report of the Peer Team of the NAAC has already been circulated to all the Head of Departments (HOD) / Sections In-charge, for their information, and further necessary actions.**

Further, all the Head of Departments (HODs) shall be requested to circulate the NAAC report in their respective departments for information to all faculty / Staff for their comments and suggestions which may forwarded IQAC cell for further deliberation during next meeting.

In the end, the Director extended his heartiest appreciation to all the members, especially the external members, who have taken time out from their busy schedule to attend the meeting (first meeting of the reconstituted IQAC). The suggestions of the external members were welcomed and appreciated by the Institute.

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

  
22.02.2018  
(Dr. J. S. Dhilon)  
Member Secretary, IQAQC

  
23/2/18  
(Dr. S.K. Jain)  
Director cum Chairman IQAC