

**Minutes of the 8th meeting of the Internal Quality Assurance Cell (IQAC)
held on 13.03.2020 at 3:00 p.m. in the Committee Room, 1st Floor,
Administrative Block, SLIET, Longowal**

The following attended the meeting :-

- | Sr. No. | Name & Designation |
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| 1. | Prof. (Dr.) Shailendra Jain, Director, SLIET-cum-Chairman, IQAC, SLIET, Longowal |
| 2. | Prof. R.K. Goyal, Punjabi University, Patiala-147002 |
| 3. | Dean (Academics), SLIET, Longowal |
| 4. | Dean (R&C), SLIET, Longowal |
| 5. | Prof. S.S. Dhaliwal, Nominee of Dean (P&D), SLIET, Longowal |
| 6. | Dean (Student Welfare), SLIET, Longowal |
| 7. | Prof. P.S. Panesar, SLIET, Longowal |
| 8. | Sh. Mohanakrishnan C, Nominee of Registrar, SLIET, Longowal |
| 9. | Prof. S.S. Dhaliwal, Nominee of Prof. Harish Chopra, Deptt. of Chemistry, SLIET, Longowal |
| 10. | Prof. M.B. Bera, Deptt. of Food Engineering & Technology, SLIET, Longowal |
| 11. | Prof. Pushpa Jha, Deptt. of Chemical Engineering, SLIET, Longowal |
| 12. | Dr. Navdeep Jindal, Associate Professor (FET), SLIET, Longowal |
| 13. | Dr. Gurjinder Kaur, Associate Professor (CSE), SLIET, Longowal |
| 14. | Dr. Vivek Kumar, Assistant Professor (Mech. Engg.), SLIET, Longowal |
| 15. | Er. Lalit Ahuja, Assistant Professor (Mech. Engg.), SLIET, Longowal |
| 16. | Prof. J.S. Dhillon, Coordinator-cum-Member Secretary, IQAC, SLIET, Longowal |

The following could not attend the meeting:

1. Mr. V.K. Khurana, Sr. Vice President, Ralson India Ltd., Ludhiana
2. Mr. Ankur Kapoor, Principal Consultant, Infosys Ltd., Panchkula-134107
3. Prof. Sukhvinder Singh, Department of CSE, University Institute of Engineering and Technology, Panjab University, Sector 25, Chandigarh
4. Prof. Ajay Batish, Deptt. of Mechanical Engg., Thapar Institute of Engineering & Technology, Patiala-147004
5. Sh. Abhishek Wadva, AM, Swaraj Division, Mahindra & Mahindra Ltd., Mohali
6. Sh. Rajneesh Bhardwaj, AGM-HR (Corp.), Kangaro Industries Limited, Ludhiana
7. Sh. Amar Kumar Podar, CR, GCS-2016
8. Sh. Ashish Kumar, CR, GWT-2016

At the outset, the Member Secretary, Internal Quality Assurance Cell (IQAC) of the Institute welcomed the Chairman and all members of the IQAC to the 8th meeting. He introduced newly added members to the IQAC and paid thanks to the IQAC members, who had completed their two years tenure to the IQAC SLIET, Longowal. Thereafter, the Agenda of the Meeting was taken up and following decisions were taken unanimously:

| Agenda Item No. | Subject | | | | | | | | | | | | | |
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| 8.1 | Action Taken Report on the Minutes of Meeting of 7th IQAC held on 27.09.2019 | | | | | | | | | | | | | |
| | <p>Agenda Item No.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> | <p>Subject</p> <p>Action Taken Report on the Minutes of Meeting of 6th IQAC held on 24.04.2019</p> <p>The IQAC noted the action taken on this Item.</p> <p>Admissions during the Academic Year 2019-20</p> <p>The IQAC noted the action taken on this Item.</p> <p>AQAR for the Academic Year 2018-19</p> <p>The IQAC noted the action taken on this Item.</p> <p>Status Report regarding Implementation of ERP</p> <p>The IQAC noted the action taken on this Item.</p> <p>Awareness towards saving of electricity and Need to use solar energy in terms of Point No. 7.1.2 regarding Environmental Consciousness and Sustainability/ Alternate Energy initiatives of AQAR</p> <table border="1" data-bbox="536 1077 1453 2112"> <tbody> <tr> <td data-bbox="536 1077 571 1485">i)</td> <td data-bbox="571 1077 991 1485">Motivation to Faculty, Staff and students to make the campus Plastic Free</td> <td data-bbox="991 1077 1453 1485">The IQAC acknowledge the action taken with regard to this point. The Chairman, IQAC desired more efforts may be made by the concerned departments by constituting teams of students to aware the people of nearby areas about the hazards of plastic and to minimize its use.</td> </tr> <tr> <td data-bbox="536 1485 571 1783">ii)</td> <td data-bbox="571 1485 991 1783">Guidelines to Departmental/ Section Heads for sending communication/ office orders/ circulars via email rather than sending hardcopies to save time, paper etc.</td> <td data-bbox="991 1485 1453 1783">The IQAC noted the action taken on this Item.</td> </tr> <tr> <td data-bbox="536 1783 571 1973">iii)</td> <td data-bbox="571 1783 991 1973">Awareness about cleanliness, social evils, water and energy conservation, stonewall painting etc.</td> <td data-bbox="991 1783 1453 1973">The IQAC noted the action taken on this Item. More efforts to be taken through student clubs [Action : Dean (SW)]</td> </tr> <tr> <td data-bbox="536 1973 571 2112">iv)</td> <td data-bbox="571 1973 991 2112">Motivational programmes for faculty, staff and students to save electricity and water</td> <td data-bbox="991 1973 1453 2112">The IQAC noted the action taken on this Item.</td> </tr> </tbody> </table> | i) | Motivation to Faculty, Staff and students to make the campus Plastic Free | The IQAC acknowledge the action taken with regard to this point. The Chairman, IQAC desired more efforts may be made by the concerned departments by constituting teams of students to aware the people of nearby areas about the hazards of plastic and to minimize its use. | ii) | Guidelines to Departmental/ Section Heads for sending communication/ office orders/ circulars via email rather than sending hardcopies to save time, paper etc. | The IQAC noted the action taken on this Item. | iii) | Awareness about cleanliness, social evils, water and energy conservation, stonewall painting etc. | The IQAC noted the action taken on this Item. More efforts to be taken through student clubs [Action : Dean (SW)] | iv) | Motivational programmes for faculty, staff and students to save electricity and water | The IQAC noted the action taken on this Item. |
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| ii) | Guidelines to Departmental/ Section Heads for sending communication/ office orders/ circulars via email rather than sending hardcopies to save time, paper etc. | The IQAC noted the action taken on this Item. | | | | | | | | | | | | |
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| | | v) Use of Solar Energy in the Institute | The IQAC noted institute's efforts with EESL, Chandigarh, to install 1 MW Solar PV power project on roof top at SLIET, Longowal under resco mode. [Action : F.I. (Electrical)] |
| | 7.6 | Students participating in extension activities with Government Organizations, Non-Government Organizations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year in terms of Point No. 3.6.3 of AQAR Report | |
| | | i) Awareness programme on digital initiatives such as promotion of BHIM, Digi Locker, UMANG, Cashless transaction etc. | <p>The IQAC noted the actions taken on this point to aware its students/faculty/staff to use digital initiatives such as promotion of BHIM, Digi Locker, UMANG, Cashless transaction etc.</p> <p>The IQAC suggest to constitute teams of students "Digi Volunteers" from departments of CSE/EIE/ECE to increase the awareness among the students, staff and people of nearby villages for promotion of digital initiatives. [Action : HOD (CSE/EIE/ECE/ME)]</p> <p>Considering the status report of D.R (Academics) & D.R. (Accounts), the IQAC has noted that there are issues with the use of PoS machines.</p> <p>The IQAC decided the following:</p> <ol style="list-style-type: none"> 1. Academic Section may have the provisions in the ERP of Academic Section to accept miscellaneous fee from students/ alumni using online module, whose link may be given on Institute website. 2. Accounts Section to activate PoS machines, immediately and accept all types of miscellaneous fee from the students/ alumni via PoS machines. 3. The challans to deposit miscellaneous fee in the bank may be made available in all the departments/Academic and accounts section. |
| | | ii) Provision of | The IQAC noted the action taken on this |

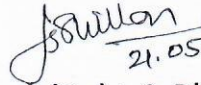
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| | | Sports/Fitness and awareness about | Item. |
| | iii) | Conduction of training programmes for Mess, Horticulture, Sanitation workers etc. | <p>IQAC noted the constitution of committees vide Notice No. SLIET/BH-01/236-237 dt. 31.01.2020 to conduct training programs for Mess workers, Horticulture and Sanitation Works.</p> <p>It is further desired that Dean (SW) may ensure regular checks to continue progression in this direction.</p> |
| | iv) | Precision agriculture and organic farming. | <p>The IQAC feels that the efforts may be made to bring projects on precision agriculture and organic farming with the help of Horticulture department. A place may be identified for his purpose and the cooperation of the nearby Universities/ institute like PAU may be taken, if required to promote organic farming in the nearby areas.</p> <p>Horticulture wing may be requested to promote lemongrass, Stevia and other herbal plants by distributing these plant among the residents of the Campus.</p> |
| 8.2 | Report of Data Analysis Committee regarding Admissions during the Academic Year 2019-20 | | |
| | The IQAC noted the action taken on this Item. However, the IQAC is of the view that Integrated MBA/M.Tech. with B.E. may be started in the Institute. Dean (Academics) & HOD (M&H) are requested to see the feasibility of this idea and a detailed report may be placed before the Director-cum-Chairman, IQAC for taking further action, accordingly. | | |
| 8.3 | Annual Quality Assurance Report (AQAR) for the Academic Year 2018-19 – Email of NAAC regarding Mandatory Submission of AQAR of IQAC by HEs Annually | | |
| | <p>The IQAC noted the action taken on this Item.</p> <p>The Director-cum-Chairman, IQAC informed the house about the best practice, being started by the Institute during the ongoing Academic Session i.e. War Room Concept.</p> | | |
| 8.4 | Status Report regarding Implementation of ERP | | |
| | Status Report on the implementation of ERP is noted. It is desired that requisite provisions/ additions may be made by the ERP Team in the ongoing ERP module like acceptance of all fee using digital/online module, timely submission of Feedback forms by the students etc. | | |

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| 8.5 | Health Register for the overall development of Departmental laboratories |
| | The IQAC noted the action taken on this Item. However, it is desired that a committee consisting of two faculty members of another department(s) may be constituted, which will verify that the Health Registers have become operational in the respective department(s). The improvements in the functioning of the departmental laboratories, after introduction of these Health Registers, may also be asked by these committees from the departments. This exercise must be completed by 30 th June, 2020 and further Store & Purchase section to take necessary measures for printing of Health Registers. |
| 8.6 | Sending of Communication/ Office Orders/ Circulars via email rather than sending Hardcopies to save time, paper etc. |
| | <p>Keeping in view the replies received from various departments of the Institute, it is decided that following documents may be sent via email to various offices/departments of the Institute:</p> <ol style="list-style-type: none"> a) All types of office orders, notices, circulars, copies of letters for information to all departments/sections, invitation letters b) The HOD/Section Incharge may ensure minimum use of paper within the department and may send hardcopies of the letters or any other documents, wherever it is very necessary, but ensure that copy must be sent via email only. c) Faculty Incharge, Administrative Computer Services System (ACSS) is requested to design a window on the name of Circular/Office Order/Notice on the Institute website for information of all the concerned and replace them after a certain period of time. d) Some application modules may be developed for the ease of all the stakeholders like Complain Registration App for Estate Office, Leave Application Aap, Vehicle Allotment Aap., etc. e) The HOD/Section Incharge may review the need of sending documents/information via hard copy/soft copy at their own level time to time, to avoid any hindrance in departmental activities. f) ACSS to plan to allot email ID to every student of the Institute. |
| 8.7 | Filling of Feedback Proforma |
| | In view of IQAC guidelines with regard to Feedback proforma, all the concerned departments/sections, mentioned in Column No. 03 of below mentioned table should get these proformas filled at departmental level from the students/faculty/ |

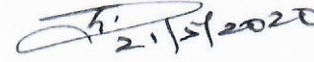
| | <p>Parents/Alumni/ employers before the end of every semester:</p> <table border="1"> <thead> <tr> <th data-bbox="411 219 459 286">Sr. No.</th> <th data-bbox="507 219 847 253">Feedback proforma Name</th> <th data-bbox="938 219 1358 253">Concerned Department/Section</th> </tr> </thead> <tbody> <tr> <td data-bbox="411 297 435 320">1.</td> <td data-bbox="507 297 762 331">Students' Feedback</td> <td data-bbox="938 297 1050 331">All HODs</td> </tr> <tr> <td data-bbox="411 342 435 365">2.</td> <td data-bbox="507 342 762 376">Teachers' Feedback</td> <td data-bbox="938 342 1050 376">All HODs</td> </tr> <tr> <td data-bbox="411 387 435 409">3.</td> <td data-bbox="507 387 799 454">Students' Feedback on Industrial Training</td> <td data-bbox="938 387 1465 421">All HODs Through Training Coordinators</td> </tr> <tr> <td data-bbox="411 465 435 488">4.</td> <td data-bbox="507 465 799 533">Students' Feedback on Industrial Visit</td> <td data-bbox="938 465 1465 499">All HODs Through Training Coordinators</td> </tr> <tr> <td data-bbox="411 544 435 566">5.</td> <td data-bbox="507 544 746 577">Parents' Feedback</td> <td data-bbox="938 544 1145 577">Chief Counselor</td> </tr> <tr> <td data-bbox="411 589 435 611">6.</td> <td data-bbox="507 589 778 622">Employers' Feedback</td> <td data-bbox="938 589 1305 622">HoD (Training & Placement)</td> </tr> <tr> <td data-bbox="411 633 435 656">7.</td> <td data-bbox="507 633 778 701">Employers' Feedback (Mapping with POs)</td> <td data-bbox="938 633 1497 723">HoD (Training & Placement) in coordination with HOD of respective department</td> </tr> <tr> <td data-bbox="411 734 435 757">8.</td> <td data-bbox="507 734 906 768">Exit Survey by PG/UG Students</td> <td data-bbox="938 734 1241 768">Dean (Student Welfare)</td> </tr> <tr> <td data-bbox="411 779 435 801">9.</td> <td data-bbox="507 779 730 813">Alumni Feedback</td> <td data-bbox="938 779 1321 813">Chairman, Alumni Association</td> </tr> <tr> <td data-bbox="411 824 459 846">10.</td> <td data-bbox="507 824 879 891">Short Term Training Program Feedback</td> <td data-bbox="938 824 1481 891">All HODs (as and when short-term course is organized)</td> </tr> </tbody> </table> <p data-bbox="395 925 1517 1037">With regard to Feedback proforms from students, it is decided that concerned department/ section will give NO DUE CERTIFICATE to the student only when he/she has submitted Feed Back Proforma with the concerned Department/Section.</p> <p data-bbox="395 1059 1517 1216">Parents Feedback may be taken via email/hardcopy, as the case may be by Chief Counsellor. Chief Counsellor is also requested to devise some mechanism so that Parents feedback may be taken. This activity related to Feed back proforma may be completed within the dates mentioned in the Academic Calendar of the Institute.</p> <p data-bbox="395 1238 1517 1417">Dean (Academics) is requested to ask ERP team to make arrangements for students Feedback in the ongoing ERP system. He is also requested to ask them for provisions related to 360 degree Feedback in the ongoing ERP. If there is no scope as per agreement, then AICTE may be contacted with regard to 360 degree Feedback approved vendors.</p> <p data-bbox="395 1462 1517 1597">It is also decided that after completion of this Feedback related work, the final data for each semester, may be supplied to the Data Analytic Committee for analysis. which will submit its report through Coordinator, IQAC to Director, SLIET-cum-Chairman, IQAC for consideration.</p> | Sr. No. | Feedback proforma Name | Concerned Department/Section | 1. | Students' Feedback | All HODs | 2. | Teachers' Feedback | All HODs | 3. | Students' Feedback on Industrial Training | All HODs Through Training Coordinators | 4. | Students' Feedback on Industrial Visit | All HODs Through Training Coordinators | 5. | Parents' Feedback | Chief Counselor | 6. | Employers' Feedback | HoD (Training & Placement) | 7. | Employers' Feedback (Mapping with POs) | HoD (Training & Placement) in coordination with HOD of respective department | 8. | Exit Survey by PG/UG Students | Dean (Student Welfare) | 9. | Alumni Feedback | Chairman, Alumni Association | 10. | Short Term Training Program Feedback | All HODs (as and when short-term course is organized) |
|---------|--|--|------------------------|------------------------------|----|--------------------|----------|----|--------------------|----------|----|---|--|----|--|--|----|-------------------|-----------------|----|---------------------|----------------------------|----|--|--|----|-------------------------------|------------------------|----|-----------------|------------------------------|-----|--------------------------------------|---|
| Sr. No. | Feedback proforma Name | Concerned Department/Section | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | Students' Feedback | All HODs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | Teachers' Feedback | All HODs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | Students' Feedback on Industrial Training | All HODs Through Training Coordinators | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | Students' Feedback on Industrial Visit | All HODs Through Training Coordinators | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | Parents' Feedback | Chief Counselor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | Employers' Feedback | HoD (Training & Placement) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 8. | Exit Survey by PG/UG Students | Dean (Student Welfare) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. | Alumni Feedback | Chairman, Alumni Association | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. | Short Term Training Program Feedback | All HODs (as and when short-term course is organized) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.8 | Academic & Administrative Audit of SLIET | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p data-bbox="395 1709 1517 2045">In view of NAAC guidelines for academic as well as administrative areas, It is decided that Academic & Administrative Audit of all the departments/sections for the Academic year 2019-20 may be started in the last week of April, 2020 and completed before the 1st week of May, 2020. The committees as well as schedule for this academic and administrative audit may be finalized by Dean (Academics) & Registrar, SLIET, Longowal by including at least one external member for this purpose, with the due approval of Director, SLIET-cum-Chairman, IQAC. The Audit teams, so constituted, will also take care of Academic & Audit Report, of previous year, to see the improvements.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 8.9 | Strengthen of Data Analytics Committee constituted vide Office Order No. SLIET/Dir/2520 dt. 29.01.2019 |
| | The issue regarding strengthening of Data Analytics Committee, SLIET, Longowal was also discussed in depth and it is decided that keeping in view of additional duties assigned to Dr. Raj Kumar, A.P (EIE) as F.I. (Electrical), Dean (Academics) may be requested to reconstitute DAC with the due approval of Competent Authority, SLIET. |

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


21.05.2020

[Prof. (Dr.) J. S. Dhillon]
Member Secretary, IQAC,
SLIET, Longowal


21/5/2020

[Prof. (Dr.) Shailendra Jain]
Director, SLIET-cum-Chairman, IQAC,
SLIET, Longowal