

**Minutes of the 9th meeting of the Internal Quality Assurance Cell (IQAC)
held on 16.02.2021 at 3:00 p.m. in the Committee Room, 1st Floor,
Administrative Block, SLIET, Longowal**

The following attended the meeting :-

Sr. No.	Name & Designation
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.	Dean (P&D), SLIET, Longowal
6.	Dean (Student Welfare), SLIET, Longowal
7.	Prof. Kamlesh Prasad, SLIET, Longowal
8.	Sh. Mohanakrishnan C, Nominee of Registrar, SLIET, Longowal
9.	Prof. Sushma Gupta, Deptt. of Mathematics, 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.	Sh. Hanuman Singh, Nominee of Principal, KV, SLIET, Longowal
17.	Prof. Ajay Batish, TIET, Patiala (through online mode)
18.	Prof. Sukhwinder Singh, UCOE, PU, Chandigarh (through online mode)
19.	Sh. Kumar Nitish Anand, CR, GFT-2017, SLIET (through online mode)
20.	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. Sh. Abhishek Wadva, AM, Swaraj Division, Mahindra & Mahindra Ltd., Mohali
4. Sh. Rajneesh Bhardwaj, AGM-HR (Corp.), Kangaro Industries Limited, Ludhiana
5. CR, GEE-2017

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 9th meeting. He introduced newly added members to the IQAC. Thereafter, the Agenda of the Meeting was taken up and following decisions were taken unanimously:

<u>Item No.</u>	<u>AGENDA</u>
9.1	Action Taken Report on the Minutes of Meeting of 8th IQAC held on 13.03.2020
(i)	Health Register for the overall development of Departmental laboratories
	The committee has noted the reports of the committees, constituted to verify the operationalization of health registers in all the departments of the Institute.
	The committee is of the opinion that keeping in view the suggestions, given by the

	various committees, constituted to verify operationalization of health registers, necessary modifications/additions may be made in the proposed health registers and the same may be got printed by the store and purchase section of the institute, to implement in future.
(ii)	Academic & Administrative Audit of SLIET for the Academic Year 2019-20
	The committee noted the administrative audit report, for the academic year 2019-20. The progress made by all the sections is quite evident and deserve appreciation. The committee is of the opinion that still there are miles to go in the area of record keeping, record retention/weeding out and office automation. Dean (Academics) presented newly designed academic audit assessment proforma, which was approved for implementation. Dean (Academics) was requested to complete the academic audit at the earliest, as per the new proforma. If need arises, the academic reports may be evaluated by a committee of three members, out of which one member may be outside the institute. The committee may be constituted by the Director-cum-Chairman, IQAC on the recommendations of Dean (Academics)/Coordinator, IQAC.
(iii)	AQAR for the Academic Year 2019-20
	The committee has gone through the presentation given by Coordinator, IQAC and resolved to finalize the AQAR for the Academic year 2019-20, and upload it on the NAAC website within stipulated time.
9.2	Admissions for Academic Year 2020-21
	During the academic year 2020-21, the Institute made 468 admissions in ICD programme against 473 sanctioned seats. All the sanctioned 435 seats are filled in B.E. (Lateral Entry). In B.E. (4 Years), 255 admissions are made against the sanctioned 311 seats. With regard to M. Tech. admissions, 43 students have taken admissions against the sanctioned strength of 138 seats. 45 seats have been filled against the sanctioned strength of 75 in M.Sc. Programmes. Details of the admissions, made during the academic year 2020-21 are placed at Flag-D, for perusal, please.
	The IQAC noted the presentation given by Coordinator, IQAC and acknowledged the improvement in admissions for the ICD, B.E (4 years) & B.E. (LEET). Less admission in M.Tech. & M.Sc. programs was a point of concern. Status related to PG admissions was shared by external experts in their respective institutions. After a healthy discussion, it was unanimously agreed that Institute may consider to split the PG admission through CCMA/CCMN and SET Exam. SET Core committee is to take necessary actions with the approval of Competent Authority for earlier capturing of willing students for admissions to PG programmes at SLIET, Longowal. Chairman, SET, in consultation with Dean (Academics) shall take necessary steps with the approval of competent authority so that admissions in M.Tech./M.Sc. courses may be improved in the Academic year 2021-22 onwards.
9.3	Significant contributions to be made by IQAC during the current year 2020-21 (Point No. 11 of AQAR Report for 2020-21)
	During the discussion on this point, Director, SLIET-cum-Chairman, IQAC apprised the members that SLIET is in a process of registration with Boards of Apprenticeship Training/ Practical Training (BOAT) , Ministry of Education, Govt. of India, as their Training Centre at SLIET, Longowal for National apprenticeship Training. The

	<p>apprentices are placed for training at Central, State and Private organizations which have excellent training facilities. This scheme is one of the flagship programmes of Government of India for Skilling Indian Youth.</p> <p>To address this point, following efforts may be made during the Academic year 2021-22:</p> <ul style="list-style-type: none"> • Increase of number of industrial visits of students, at least two per department, per semester. • Minimum two workshops/FDPs/Seminars for the faculty in each department in every academic year. • Minimum two workshops/FDPs/Seminars for the students in each department in every academic year. • Efforts be made to work on ATAL Courses. • Organize training programmes for the development of supporting/non-teaching staff • To organize workshops/seminars on social problems/environmental consciousness like Swachata Abhayan, Plastic free campus etc.
9.4	<p>Plan of action chalked out by the IQAC in the beginning of the Academic year 2020-21 towards Quality Enhancement and the outcome achieved by the end of the Academic year (Point No. 12 of AQAR Report)</p> <p>With regard to this point, the information filled on the AQAR Report for the academic years 2018-19 & 2019-20 are placed at Flag-H & I, respectively.</p> <p>Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement may be decided please, so that the same may be achieved by the end of the ongoing Academic year i.e. 2020-21 (Flag – G).</p> <p>Dean (Academics) informed that following targets are achieved:</p> <ul style="list-style-type: none"> - Fee Collection through ERP - Issue of No Dues/Other documents through ERP <p>Proposed Plan of Action</p> <ul style="list-style-type: none"> - Revision of ICD syllabus - Industrial collaboration - Creation of Digital Lecture Recording Studio. Professor A.S. Sahi, Department of Mech. Engg. will take necessary steps to create this facility at SLIET at the earliest. - Every department has to develop atleast two E-contents such as e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under-Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS), each year. Dean (Academics) will request all the HODs to motivate its faculty for the same. - Minimum two, 4-5 minutes video may be made by the faculty of each department on conceptual topics for the benefits of the students. - Fee collection using online module - Making provisions for Feedback Proformas, No Due Certificate in the ERP meant for the students, leaving the Institute after completing their Degree - Organizing Health Awareness Camps - Collection of all fee, fine, document charges through online mode to promote digital transactions
9.5	<p>Quality initiatives by IQAC during the year 2020-21 for promoting quality culture (Point</p>

	<p>No. 6.5.7 of AQAR)</p> <p>In view of IQAC guidelines, IQAC is requested to take necessary action with regard to following:</p> <ul style="list-style-type: none"> • Academic and Administrative Audit (AAA) may be done with follow up action. • To promote Collaborative quality initiatives with other institution(s) -every department has to undertake at least one quality initiative, every year. • Orientation programme on quality issues for teachers and student(s) may be conducted. • Participation in NIRF
<p>9.6</p>	<p>Any other item with the Permission of Chair – Optimum Utilization of Equipment lying in Departmental Labs</p>
	<p>Prof. Kamlesh Prasad, Member (BoM Nominee) & HOD (FET) with the kind permission of Director-cum-Chairman, IQAC informed the house that some equipment, lying in another departments/laboratories, are not accessible to all the students of the Institute for research work and requested the committee to consider the use of Instruments under Institute Central Facility.</p> <p>The Director-cum-Chairman, IQAC taken a note of the point raised and further informed the IQAC that with a view to achieve optimum utilization of the laboratory equipment in the Centrally funded instituted, the Govt. of India has already asked the Centrally funded institutes to list their scientific/ technical/ analytical/ research equipment/ facilities on the I-STEM. Dr. Vinod Kumar Verma, Assistant Professor (CSE) has been nominated as Nodal Officer of the Institute to upload the equipment and related data of the Institute on the National Web portal called I-STEM.</p>

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

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

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