

**Minutes of the 10th meeting of the Internal Quality Assurance Cell (IQAC)
held on 30.11.2021 at 3:00 p.m. in the Committee Room, 1st Floor,
Administrative Block, SLIET, Longowal**

The following attended the meeting in person :-

- | Sr. No. | Name & Designation |
|---------|--|
| 1. | Prof. (Dr.) Shailendra Jain, Director, SLIET-cum-Chairman, IQAC, SLIET, Longowal |
| 2. | Dean (Academics), SLIET, Longowal |
| 3. | Dean (R&C), SLIET, Longowal |
| 4. | Dean (P&D), SLIET, Longowal |
| 5. | Dean (Student Welfare), SLIET, Longowal |
| 6. | Prof. Kamlesh Prasad, SLIET, Longowal |
| 7. | Prof. Surita Maini, Nominee of Registrar, SLIET, Longowal |
| 8. | Prof. Sushma Gupta, Deptt. of Mathematics, SLIET, Longowal |
| 9. | Prof. M.B. Bera, Deptt. of Food Engineering & Technology, SLIET, Longowal |
| 10. | Prof. Pushpa Jha, Deptt. of Chemical Engineering, SLIET, Longowal |
| 11. | Dr. Gurjinder Kaur, Associate Professor (CSE), SLIET, Longowal |
| 12. | Dr. Vivek Kumar, Assistant Professor (Mech. Engg.), SLIET, Longowal |
| 13. | Er. Lalit Ahuja, Assistant Professor (Mech. Engg.), SLIET, Longowal |
| 14. | Sh. Nitish Bhardwaj, CR, GCT-2019, SLIET |
| 15. | Prof. A.S. Arora, Coordinator-cum-Member Secretary, IQAC, SLIET, Longowal |

The following attended the meeting through online mode:-

- | Sr. No. | Name & Designation |
|---------|---|
| 16. | Prof. R.K. Goyal, Punjabi University, Patiala-147002 |
| 17. | Prof. Ajay Batish, TIET, Patiala (through online mode) |
| 18. | Prof. Sukhwinder Singh, UCOE, PU, Chandigarh (through online mode) |
| 19. | Sh. Damandeep Singh, IOL Chemicals and Pharmaceuticals Ltd., Barnala-148101 |
| 20. | Dr. Navdeep Jindal, Associate Professor (FET), SLIET, Longowal |

The following could not attend the meeting:

1. Ms. Poonam Sharma, SMC Corporation, Noida
2. Sh. Manish Gautam, Joint Managing Director, RPJ Group,
3. Sh. Abhishek Wadva, AM, Swaraj Division, Mahindra & Mahindra Ltd., Mohali
4. Sh. Rajneesh Bhardwaj, AGM-HR (Corp.), Kangaro Industries Limited, Ludhiana
5. CR, GIN-2019
6. Principal, KV, SLIET, Longowal



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 10th meeting. He introduced newly added members to the IQAC.

The Chairman, IQAC conveyed his sincere thanks to Prof. J.S. Dhillon, who has been relieved from the additional duties of Coordinator, IQAC after heading this Cell for more than six years. The house acknowledged the sincere efforts of Prof. Dhillon with big hands and introduced Prof. A.S. Arora, Dean (FSW), who has been assigned the additional duties of Coordinator, IQAC Cell along with his normal duties. Thereafter, the Agenda of the Meeting was taken up and following decisions were taken unanimously:

AGENDA ITEM NO. 10.01	
ACTION TAKEN REPORT ON THE MINUTES OF MEETING OF 9TH IQAC MEETING HELD ON 16.02.2021	
The Action Taken Report (ATR) on the minutes of 9 th meeting of IQAC held on 16.02.2021	
Resolution No. 9.1 (i)	Health Register for the overall development of Departmental laboratories
	Noted. The Chairman desired that all the HODs should ensure that health registers may be maintained in true spirit.
Resolution No. 9.1 (ii)	Academic & Administrative Audit of SLIET for the Academic Year 2019-20
	Noted. The Chairman informed the house that for the Academic Audit 2020-21, one external member in each audit team was included.
Resolution No. 9.1 (iii)	AQAR for the Academic Year 2019-20
	Noted

AGENDA ITEM NO. 10.02
LECTURES OF ALUMNI IN THE DEPARTMENTS ON MONTHLY BASIS
The house acknowledged it as a good initiative and desired to conduct at least one or two lectures by alumni in student orientation programme.
It is further decided to hold a series of lectures by alumni in every department in consultation with Chairman, Alumni Cell, HOD (Concerned) and HOD (T&P).
External Member Prof. Sukhwinder Singh said that such activities will be much beneficial, if these are planned in an offline mode. He also

stressed upon to introduce visitors' book for alumni to have their feedback, whenever they visit the Institute for continuous improvement.

The Chairman, IQAC desired HODs to mark the activity in Department's Activity Calendar and take up these assignments in consultation with Dean (Student Welfare).

AGENDA ITEM NO. 10.03

INCREASE OF NUMBER OF INDUSTRIAL VISITS OF STUDENTS, AT LEAST TWO PER DEPARTMENT, PER SEMESTER

This proposal is approved with atleast two industrial visits per department. The HODs may adopt the following methodology:

1. Plan visit to the Industry, keeping in view academic schedule
2. Introduce industry to the students before going to visit
3. Obtain feedback after return and analyze it
4. Report may be submitted to Dean (Academics)
5. Make further improvements, if require and record may be kept in the department.

In view of submissions by Dean (Academics), it is also approved that HODs must ensure that no academic loss arises to the students due to these visits.

Director, SLIET-cum-Chairman, IQAC informed the house that one faculty namely Er. Divansh Bharti, along with 10 students from Mech. Engg. Deptt. are going to study tour of Atal Tunnel. Director, SLIET-cum-Chairman, IQAC further informed that Institute has already made allocations of budget to Departments under this activity.

AGENDA ITEM NO. 10.04

RESTRUCTURING OF ICD PROGRAMME/SYLLABUS

The Director, SLIET-cum-Chairman, IQAC informed the house that restructuring of ICD is a part of 'Vision SLIET-2030' and efforts re already going on in this direction.

AGENDA ITEM NO. 10.05

INDUSTRIAL COLLABORATION

In view of importance of this point in an engineering institute in today's era and after having suggestions from external expert Prof. Sukhwinder Singh, it is decided that every department will take atleast one module related to industrial collaboration and arrange lectures from industry people. All the HODs are requested to take up this issue with the HOD (T&P) to contact the industries of nearby areas, like Microsoft in Chandigarh, who was interested to give lectures/ training

to SLIET students, before COVID-19.

The Chairman, IQAC desired all the HODs to include industrial collaboration related activities in the departmental activity calendar. Industry sponsored labs may be developed, where training may be given to the industry, staff.

The Chairman, IQAC also desired the Training & Placement Cell to reach Board of Apprenticship Training, Kanpur to enhance the activities.

AGENDA ITEM NO. 10.06

DEVELOPMENT OF 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)

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 faculty for the same.

AGENDA ITEM NO. 10.07

CREATION OF SHORT VIDEOS ON CONCEPTUAL TOPICS FOR THE BENEFITS OF THE STUDENTS.

This item was discussed in detail and the work done by Prof. Harish Kumar Chopra, Deptt. of Chemistry, Prof. R.K. Mishra, Deptt. of Mathematics, Prof. K.S. Kahlon, Deptt. of Physics and Dr. Amrik Singh, AsP, Deptt. of Mech. Engg. are acknowledged.

It is further stressed upon that HODs may fix target of atleast two short videos on conceptual topics each year. They may be requested through Dean (Academics) to motivate all the departmental faculty to devise short video lectures on conceptual topics upload these on the Institute website for the benefits of the students.

AGENDA ITEM NO. 10.08

CREATION OF DIGITAL LECTURE RECORDING STUDIO

The house is of the opinion that a digital lecture recording studio may be created in the Institute at the earliest. Prof. A.S. Shahi, be requested to take up the matter with Dean (P&D) for completing this task in a time bound manner.

AGENDA ITEM NO. 10.09**AQAR FOR THE ACADEMIC YEAR 2020-21**

The efforts made by IQAC Cell to collect the information are acknowledged. However as the last date to submit AQAR for the Academic year 2020-21 is coming closure, it is suggested to constitute a committee with the approval of Chairman, IQAC, SLIET, Longowal to compile the information for this report and collect the data/information, not received yet, so that the report may be submitted timely.

Since the ERP system is functioning well in the institute, it is suggested to device the proforma in the ERP as per AQAR prescribed proformas, so that after updating the required information by the concerned faculty / department/section, the same may be collected through the ERP. Dr. Gurjinder Kaur, ASP (CSE) may take up this matter with the ERP team for compliance of this decision.

AGENDA ITEM NO. 10.10**INITIATION OF GREEN CAMPUS INITIATIVES IN VIEW OF AQAR REQUIREMENT VIDE POINT NO. 7.1.5.1 (BAN OF USE OF PLASTIC, USE OF BI-CYCLES/BATTERY-POWERED VEHICLES, RESTRICTED ENTRY OF AUTOMOBILES)****(i) Ban on Use of Plastic**

To aware the students, faculty, staff and residents of the Institute, it is approved to celebrate awareness day under the banner of NCC/NSS at regular intervals. A rally for the people of nearby areas/villages may also be planned by NCC/NSS Cell to aware them about the hazards of plastic to the environment and avoid the use of plastic to the maximum extent.

(ii) Use of Bi-cycles

Noted with appreciation

(iii) Battery Powered Vehicle

Controller Vehicle may devise some mechanism so that this battery powered three-wheeler may ply within the academic area for the help of needy persons.

(iv) Restriction on Entry of Vehicles

The issue regarding extending restriction on entering of vehicle in academic from every Friday to all working day is discussed and approved due to development of three parking sites near the academic area near new EIE/ECE Block, Backside Library, New EDP Block.

AGENDA ITEM NO. 10.11

INITIATIVES TO PRESERVE AND IMPROVE THE ENVIRONMENT AND HARNESS ENERGY IN VIEW OF AQAR REQUIREMENT VIDE POINT NO. 7.1.6.1. (GREEN AUDIT , ENERGY AUDIT, ENVIRONMENT AUDIT, CLEAN AND GREEN CAMPUS RECOGNITIONS/AWARDS, BEYOND THE CAMPUS ENVIRONMENTAL PROMOTIONAL ACTIVITIES)

The work done by the committee is appreciated and the report is approved.

All the members are requested to go through the Audit Reports and give their suggestions for further improvement in the next **GREEN AUDIT, ENERGY AUDIT, ENVIRONMENT AUDITS.**

It is also desired that HOD (ECE) may install some instrument/ display board near the Academic area, informing the Air Quality Index of the Institute.

AGENDA ITEM NO. 10.12

CONSTITUTION OF A COMMITTEE TO PREPARE PROFESSIONAL ETHICS & CODE OF CONDUCT IN VIEW THE REQUIREMENT OF ANNUAL QUALITY ASSURANCE REPORT FOR THE ACADEMIC YEAR 2020-21 (POINT NOS. 1.3.1, 3.4.1 & 7.1.10)

The work done by the committee is appreciated and the report is approved with following suggestions:

- i) It may be made bi-lingual
- ii) further enhance the report with some activities in the Institute.

AGENDA ITEM NO. 10.13

SLIET BAGGED 'OUTSTANDING INSTITUTION AWARD (ENGINEERING COLLEGE CATEGORY) FOR THE YEAR 2020-21'

Noted with appreciation.

The Director, SLIET-cum-Chairman, IQAC believed that with sincere efforts of faculty/staff, Institute will achieve new heights in future.

AGENDA ITEM NO. 10.14

TRAINING PROGRAMME FOR INSTITUTE STAFF

Noted.

It is decided that Dean (FSW) and Registrar, SLIET will organize such type of trainings on regular intervals for the institute employees, minimum two each year, out of which one may be from external experts.

AGENDA ITEM NO. 10.15**IQAC ACTIVITY CALENDAR**

Noted

AGENDA ITEM NO. 10.16**IMPORTANT DAY TO BE CELEBRATED BY INSTITUTE**


Efforts made by Dean (Student Welfare) to prepare a calendar for important events/days to be organized/celebrated in the Institute is acknowledged. It was desired to circulate the same after obtaining approval of Director, SLIET-cum-Chairman, IQAC, with suggested modifications.

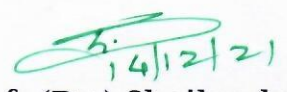
AGENDA ITEM NO. 10.17.1**ANY OTHER ITEM - WITH THE PERMISSION OF THE CHAIR****Academic & Administrative Audit for the Academic Year 2020-21**

The academic audit reports for the Academic year 2020-21, submitted by the departments have been acknowledge by the House.

It is further approved to make a detailed analysis by IQAC Cell and put up its analysis in the next IQAC meeting.

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


[Prof. (Dr.) A.S. Arora]
Member Secretary, IQAC,
SLIET, Longowal


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