

Minutes of the 14th meeting of the Internal Quality Assurance Cell (IQAC) held on 30.09.2022 (Friday) from 3:30 p.m. onwards (through offline/online mode) in the Committee Room, 1st Floor, Administration Building, SLIET, Longowal

The following members attended the meeting through offline mode:

Sr. No.	Name & Designation
1.	Prof. (Dr.) Shailendra Jain, Director, SLIET-cum-Chairman, IQAC, SLIET, Longowal
2.	Dean (Academics), SLIET, Longowal
3.	Dean (P&D), SLIET, Longowal
4.	Dean (Student Welfare), SLIET, Longowal
5.	Registrar, SLIET, Longowal
6.	Head, Training & Placement, SLIET, Longowal
7.	Prof. Sanjay Marwaha, Deptt. of Electrical & Instrumentation Engg., SLIET, Longowal
8.	Prof. Sushma Gupta, Deptt. of Mathematics, SLIET, Longowal
9.	Prof. J.S. Ubhi, Deptt. of Electronics & Communication Engg., SLIET, Longowal
10.	Prof. Manpreet Kaur, Deptt. of Electrical & Instrumentation Engg., SLIET, Longowal
11.	Prof. Kamlesh Prasad, SLIET, Longowal
12.	Dr. Tajinder Singh, Assistant Professor (CSE), SLIET, Longowal
13.	Prof. Shankar Singh, Deptt. of Mech. Engg. & Co-coordinator, IQAC, SLIET, Longowal - Special Invitee
14.	CR, GCT-2019, SLIET
15.	CR, GIN-2019
16.	Prof. A.S. Arora, Coordinator-cum-Member Secretary, IQAC, SLIET, Longowal

The following members attended the meeting through online mode:

Sr. No.	Name & Designation
17.	Prof. Savina Bansal, GZS CET, MRSPTU, Bathinda
18.	Sh. Damandeep Singh, IOL Chemicals and Pharmaceuticals Ltd., Barnala-148101
19.	Dr. Sunil Kumar, Assistant Professor (Mech. Engg.), SLIET, Longowal

The following could not attend the meeting:

Sr. No.	Name & Designation
1.	Dean (R&C), SLIET, Longowal
2.	Ms. Poonam Sharma, SMC Corporation, Noida
3.	Sh. Manish Gautam, Joint Managing Director, RPJ Group,
4.	Mr. Davinder Mittal, General Manager - Refinery Operations, HPCL- Mittal Energy Ltd., Bathinda, Punjab
5.	Principal, KV, SLIET, Longowal

At the outset, the Member Secretary, Internal Quality Assurance Cell (IQAC) welcomed the Chairman and all members of the IQAC to the 14th meeting.

He further informed all the members of the house that since 2020-21, the AQAR proforma is revised, which is to be submitted in online mode. Due to Covid-19, deadline of filing of AQAR Report for the year 2020-21 on the NAAC portal was extended three times. To address the issues to initiate the NAAC Accreditation for 3rd phase, which is falling due in October, 2022 and to set coordination among the departments/sections to arrange data/documents, appointing of Co-coordinator, IQAC, Departmental IQAC Coordinators arised

In view of above and for some urgent issues, the Institute has convened three meetings, with the approval of Chairman, IQAC, as listed below:

Sr. No.	IQAC Meeting	Date of meeting
1	11th meeting	03.01.2022
2	12th meeting	05.04.2022
3	13th meeting	15.06.2022

All the members of IQAC agreed with the decisions taken by the Chairman, IQAC and ratified the Minutes of these three IQAC meetings.

Thereafter, the Agenda of the Meeting was taken up and following decisions were taken unanimously.

AGENDA ITEM NO. 14.01	
ACTION TAKEN REPORT ON THE MINUTES OF MEETING OF 13TH IQAC MEETING HELD ON 15.06.2022	
The Action Taken Report (ATR) on the minutes of 13 th meeting of IQAC held on 15.06.2022	
Resolution No. 13.1	ACTION TAKEN REPORT ON THE MINUTES OF MEETING OF 12TH IQAC MEETING HELD ON 05.04.2022
	Noted
Resolution No. 13.2	FILLING OF AQAR REPORT ON THE PORTAL OF NAAC FOR THE ACADEMIC YEAR 2020-21
	Noted
Resolution No. 13.3	INCORPORATION OF PREPAREDNESS FOR NEP 2020 IN THE AQAR GUIDELINES FROM THE ACADEMIC YEAR 2021-22
	The Director informed all the members that NEP cell is created as per guidelines of UGC under the Chairmanship of Dean (Academics) vide Office Order No. SLIET/Dean (A)/2021-1564 dt. 6th December 2021 for effective and fruitful implementation of the initiatives mandated by the Govt. of India. The

	<p>policy envisages broad based, multi-disciplinary, holistic Under Graduate education with flexible curricula, creative combinations of subjects, integration of vocational education and multiple entry and exit points with appropriate certification. The Institute is already working on restructuring of Integrated Certificate Diploma Programme (ICD). Moreover the Institute is working with a very friendly curricula and pedagogy for holistic development of learners by paying special attention in skill development, reduction in curricular content to enhance essential learning and critical thinking and greater focus on experiential learning.</p> <p><i>As per guidelines the agenda item on this point is taken up in every Board Meeting, as special agenda item.</i></p>
Resolution No. 13.4	APPOINTMENT OF DEPARTMENTAL COORDINATORS OF IQAC
	Noted
Resolution No. 13.5	START OF PROCESS REGARDING COLLECTION OF FEEDBACK PROFORMAS FROM ALL THE STAKEHOLDERS FOR THE ACADEMIC YEAR 2021-22
	Noted
Resolution No. 13.6	START OF PROCESS REGARDING ACADEMIC AND ADMINISTRATIVE AUDIT OF INSTITUTE FOR THE ACADEMIC YEAR 2021-22
	Noted

AGENDA ITEM NO. 14.02

Resolution No. 14.02	NIRF RANKING OF THE INSTITUTE
	<p>The graphical representation of score under different parameters is discussed in detail in the house, where it is noticed that the Institute has improved the total score in NIRF ranking in the year 2022 as compared in the year 2019, however the rank has gone down. The Chairman, IQAC informed the house that there are numerous reasons for getting lower ranks as compared to last year, despite improving our scores. One of them may be increase of participating institutes. Long term election duty of staff during data collection period also put constrains for timely action.</p> <p>To promote research and its standards, the Institute has taken following decisions:</p> <p>(i) Publication of two WoS/Scopus indexed research papers for Ph.D. submission since 2018</p>

	<p>(ii) Initiation of SLIET Quality Publication Award (for 3rd publication) and SLIET Research Project Award since 2018-19, conferred on public functions i.e. Republic Day and Independence Day</p> <p>Due to this a steep increase is noticed in quality publications. The Institute has conducted approximately 25 FDPs during Covid period and we were able to fetch approximately 1500 participations across the country during these FDPs.</p> <p>The IQAC was of the opinion that the Institute has to work more hard to improve its perception. The Chairman, IQAC informed the house that the Institute has established Skill Development Cell, Personality Development Cell and working on other activities for improvement of its students, placement etc.</p> <p>HOD (Training & Placement) informed the house that the Institute is conducting Personality Development Training for its 2nd year students, classes for communication skill, aptitude, coding etc. in addition to normal classes, during weekend. The placement and number of companies visited has increased in A.Y. 2021-22. This will help in improving Graduation Outcome.</p> <p>The Chairman, IQAC informed the house that number of project submitted to outside agencies has increased and SLIET has appointed two multidisciplinary Ph.Ds during an academic year.</p> <p>External expert Dr. Savina Bansal suggested to work more hard to improve its NIRF ranking, as it is expected from SLIET due to its infrastructure, experienced faculty and ambiance.</p> <p>Another external member, Sh. Damandeep Singh, suggested the Institute to restrict its all-social media platforms (especially LinkedIn) to one or maximum two and all the information relating to Institute, activity may be uploaded/updated on these platforms at regular intervals to increase its following.</p> <p>Dean (Student Welfare) to initiate necessary action for the same.</p>
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AGENDA ITEM NO. 14.03	
Resolution No. 14.03	<p>START OF PROCESS REGARDING COLLECTION OF FEEDBACK PROFORMAS FROM ALL THE STAKEHOLDERS FOR THE ACADEMIC YEAR 2021-22</p> <p>The IQAC noted the progress regarding collection of feedback proformas in electronic form and further desired to complete its activity within time.</p> <p>The process proposed for feedback collection and analysis was appreciated and approved by House. It was also suggested to align the process with IQAC calendar.</p>

AGENDA ITEM NO. 14.04	
Resolution No. 14.04	START OF PROCESS REGARDING ACADEMIC AND ADMINISTRATIVE AUDIT OF INSTITUTE FOR THE ACADEMIC YEAR 2021-22
	Noted with satisfaction.

AGENDA ITEM NO. 14.05	
Resolution No. 14.05	APPOINTMENT OF DEPARTMENTAL COORDINATOR FOR IQAC IN MECH. ENGG. DEPARTMENT
	Noted.

AGENDA ITEM NO. 14.06	
Resolution No. 14.06	FILLING OF AQAR REPORT ON THE PORTAL OF NAAC FOR THE ACADEMIC YEAR 2020-21
	Noted with satisfaction.

AGENDA ITEM NO. 14.07	
Resolution No. 14.07	FILLING OF AQAR REPORT ON THE PORTAL OF NAAC FOR THE ACADEMIC YEAR 2021-22
	Resolved that IQAC Cell is required to fill AQAR Report for Academic Year 2021-22 well before the last date by collecting data from all the concerned departments through department IQAC Co-coordinators.

AGENDA ITEM NO. 14.08	
Resolution No. 14.08	IQAC ACTIVITY CALENDAR
	Members appreciated the efforts for drafting the IQAC Calendar. The calendar was approved in principle. It was further resolved to make corrections (if any) by the IQAC Coordinator in consultation with Chairman, IQAC.

AGENDA ITEM NO. 14.09	
Resolution No. 14.09	ENGAGEMENT OF PART-TIME SPORTS COACHES, MUSIC TRAINER AND ARTS & CRAFT TRAINER IN SLIET, LONGOWAL
	Noted

AGENDA ITEM NO. 14.10	
Resolution No. 14.10	ANALYSIS OF QUALITY PARAMETERS AND COURSE FILES - A QUALITY INITIATIVE IN ACADEMICS
	Dean (Academics) & Coordinator, IQAC were requested to formulate guidelines and proforma for standardization of

	question papers and course files in view of OBE pattern, and suggest time to time updations. The output in this regard may be put to the IQAC in its forthcoming meeting.
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AGENDA ITEM NO. 14.11

Resolution No. 14.11	FEEDBACK ANALYSIS & ACTION TAKEN
	<p>The IQAC noted that at present the Feedback analysis (feedback by students) is forwarded to HOD concerned for communicating the same to concerned teacher for improvement, as necessary.</p> <p>In view of NAAC requirement regarding uploading of approved action taken report, Data Analysis and Feedback on the institute website, it was suggested to follow the process proposed at Item No. 14.03 and the action taken reports on Feedback may be displayed on institute website in a transparent manner.</p> <p>It was also decided to complete this Feedback process at the earliest and the output may be placed before the IQAC in its forthcoming meeting.</p>

ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR

AGENDA ITEM NO. 14.12

Resolution No. 14.12.1	INCREASE IN NUMBER OF MEETINGS OF BOARD OF STUDIES
	<p>Prof. Sanjay Marwaha drawn kind attention of the house to arrange at least one Board of Studies meeting per semester (at least two per year) so that the need of students in studies, course material etc. may be met at regular interval.</p> <p>Further while involving in the healthy discussion another member Prof. J.S. Ubhi desired to introduce some templates to standardize the purpose of Board of Studies meeting.</p> <p>The IQAC requested Dean (Academics) to devise a framework and put up in the forthcoming meeting of IQAC. The IQAC also desired to make some provisions so that all the minutes of meetings may be available on website of concerned department for future reference.</p>

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