

**Minutes of the 15<sup>th</sup> meeting of the Internal Quality Assurance Cell (IQAC) held on 29.11.2022 (Tuesday) from 3:30 p.m. onwards (through offline/ online mode) in the Committee Room, 1<sup>st</sup> 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.	Prof. A.S. Dhaliwal, Dean (R&C), SLIET, Longowal
3.	Dr. Avinash Thakur, Associated Dean (P&D) - Nominee of Dean (P&D), SLIET, Longowal
4.	Prof. Rajesh Kumar, Dean (Student Welfare), SLIET, Longowal
5.	Registrar, SLIET, Longowal
6.	Prof. R.K. Saxena, Head, Training & Placement, SLIET, Longowal
7.	Prof. Sanjay Marwaha, Deptt. of Electrical & Instrumentation Engg., SLIET, Longowal
8.	Prof. J.S. Ubhi, Deptt. of Electronics & Communication Engg., SLIET, Longowal
9.	Prof. Manpreet Kaur, Deptt. of Electrical & Instrumentation Engg., SLIET, Longowal
10.	Prof. Kamlesh Prasad, SLIET, Longowal
11.	Dr. Sunil Kumar, Assistant Professor (Mech. Engg.), 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.	Ashish Shivhare, CR, GCT-2019, SLIET, Longowal
15.	Pranjal Chauha, CR, GIN-2019, SLIET, Longowal
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. Navdeep Jindal, Associated Dean (Academics) - Nominee of Dean (Academics), SLIET, Longowal
20.	Prof. Sushma Gupta, Deptt. of Mathematics, SLIET, Longowal
21.	Mr. Davinder Mittal, General Manager - Refinery Operations, HPCL- Mittal Energy Ltd., Bathinda, Punjab



The following could not attend the meeting:

Sr. No.	Name & Designation
1.	Ms. Poonam Sharma, SMC Corporation, Noida
2.	Sh. Manish Gautam, Joint Managing Director, RPJ Group,
3.	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 15<sup>th</sup> 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 3<sup>rd</sup> phase, and to set coordination among the departments/ sections to arrange data/documents, Co-coordinator, IQAC, Departmental IQAC Coordinators are appointed.

It was discussed and resolved that Co-Coordinator, IQAC will be the member of IQAC meetings by default.

In view of above and for some urgent issues, the Institute has convened three meetings, with the approval of Chairman, IQAC, which were reported in the 14<sup>th</sup> IQAC meeting held on 30.09.2022.

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

AGENDA ITEM NO. 15.01	
<b>ACTION TAKEN REPORT ON THE MINUTES OF MEETING OF 14<sup>TH</sup> IQAC MEETING HELD ON 30.09.2022</b>	
The Action Taken Report (ATR) on the minutes of 14 <sup>th</sup> meeting of IQAC held on 30.09.2022 are confirmed.	
Resolution No. 14.1	<b>ACTION TAKEN REPORT ON THE MINUTES OF MEETING OF 13<sup>TH</sup> IQAC MEETING HELD ON 15.06.2022</b>
	Noted
Resolution No. 14.2	<b>NIRF RANKING OF THE INSTITUTE</b>
	Noted
Resolution No. 14.3	<b>START OF PROCESS REGARDING COLLECTION OF FEEDBACK PROFORMAS FROM ALL THE STAKEHOLDERS FOR THE ACADEMIC YEAR 2021-22</b>
	Noted
Resolution No. 14.4	<b>START OF PROCESS REGARDING ACADEMIC AND ADMINISTRATIVE AUDIT OF INSTITUTE FOR THE ACADEMIC YEAR 2021-22</b>
	Noted
Resolution No. 14.5	<b>APPOINTMENT OF DEPARTMENTAL COORDINATOR FOR IQAC IN MECH. ENGG. DEPARTMENT</b>
	Noted



Resolution No. 14.6	<b>FILLING OF AQAR REPORT ON THE PORTAL OF NAAC FOR THE ACADEMIC YEAR 2020-21</b>
	Noted
Resolution No. 14.7	<b>FILLING OF AQAR REPORT ON THE PORTAL OF NAAC FOR THE ACADEMIC YEAR 2021-22</b>
	Noted
Resolution No. 14.8	<b>IQAC ACTIVITY CALENDAR</b>
	Noted.
Resolution No. 14.9	<b>ENGAGEMENT OF PART-TIME SPORTS COACHES, MUSIC TRAINER AND ARTS &amp; CRAFT TRAINER IN SLIET, LONGOWAL</b>
	Noted with appreciation
Resolution No. 14.10	<b>ANALYSIS OF QUALITY PARAMETERS AND COURSE FILES - A QUALITY INITIATIVE IN ACADEMICS</b>
	Noted
Resolution No. 14.11	<b>FEEDBACK ANALYSIS &amp; ACTION TAKEN</b>
	Noted
Resolution No. 14.12.1	<b>ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR INCREASE IN NUMBER OF MEETINGS OF BOARD OF STUDIES</b>
	Noted

**AGENDA ITEM NO. 15.02**

Resolution No. 15.02	<b>FEEDBACK ANALYSIS &amp; ACTION TAKEN</b>
	The Coordinator, IQAC presented the Student Satisfaction Survey & Analysis Report (SSS-Analysis Report) -cum- Exit Survey Report for the Academic Year 2021-22, done by Data Analytics Committee (DAC).
	It was noted with appreciation that: <ul style="list-style-type: none"> <li>• SSS &amp; Exit Survey is collected through ERP (earlier collected through google form)</li> <li>• Analysis Report is prepared on feedback from 100% students.</li> </ul>
	Further the observations raised by the DAC were discussed and it was decided that about exit survey for the Academic Year 2021-22, the HODs be requested to work upon the 'reasons' of low grading in the exit survey for possible improvement.

**AGENDA ITEM NO. 15.03**

Resolution No. 15.03	<b>ADMISSION DATA ANALYSIS FOR THE ACADEMIC YEAR 2021-22</b>
	On the request of IQAC, the Data Analytics Committee, SLIET had done admission data analysis for the A/Y 2021-22 by taking into considering the data from the last 08 Academic years i.e. 2014-15 to 2021-22 for all the programs i.e. ICD, B.E. & PG programs. The IQAC discussed this analysis in detail and following is decided:





I	<p><b>For improving admissions in ICD programmes</b></p> <p>1 More focus on skill development practices as per industry requirement, is needed, which is already under consideration through re-structuring of ICD programme in line with NSQF under SLIET Vision-2030.</p> <p>2 Focus on effective teaching is needed as most of the ICD students are from Hindi or Punjabi backgrounds. Thus the teaching of these students requires special attention for their better understanding. The faculty be requested to prepare course material in trilingual (English, Hindi and Punjabi) for easy understanding and grasping knowledge of the students.</p> <p>3 The Librarian, SLIET may also be requested to arrange workshops for ICD students, educating them to read e-books in the language of their wish.</p> <p>4 Transportation facility for students from surrounding areas (within 30 Kms) may be explored. Hopefully it will boost the admission and it will also reduce the load on the hostel system of the Institute.</p> <p>5 Arrange in-house training and industry-based internships to give practical training as per industry needs.</p>
II	<p><b>For UG Students</b></p> <p>1 Overall admission percentage (AY 2021-22) through JEE Mains is 77.49% which also need to be improved using Strategic marketing/advertisement/publicity on social media platforms.</p> <p>2 The institute should initiate the advertisement and publicity of the programs of the B.E. Courses of SLIET on various digital platforms. The numerous pages of various sections/clubs/societies of the SLIET should come under single umbrella for improving the number of followers and posts under one roof.</p> <p>3 HOD (T&amp;P) and Dr. Tajinder Singh, A.P. (CSE) will identify the admins of social media platforms, running under the names of SLIET and arrange a meeting with Director, SLIET so that these social media platforms may be merged into one. Dean (SW) and Chairman, Media &amp; Publicity Prof. Ajay Pal Singh may also be invited to this meeting.</p> <p>4 It is further decided that all the HODs must ensure that their departmental activities must be posted on these social media platforms from time to time and increase page following of these social medical platforms.</p> <p>5 More emphasis should be laid for improving the communication and personality development of the degree students with a view to improve the chances of employability.</p>
III	<p><b>For improving the admission percentage in PG courses</b></p> <p>1 it is suggested to start new integrated Ph.D. programs for bridging the gap between the M. Tech and Ph.D. admissions.</p>



<b>AGENDA ITEM NO. 15.04</b>	
Resolution No. 15.04	<p><b>ACADEMIC AND ADMINISTRATIVE AUDIT OF INSTITUTE FOR THE ACADEMIC YEAR 2021-22</b></p> <p>The IQAC Cell considered the Academic and administrative audit reports of the Institute and placed on record that this time the institute has done very exhaustive exercise by doing Academic and administrative audit of the Institute. It is also noted that one external member outside the Institute is also included in the academic and administrative audit of all the departments.</p> <p>The committee further feels that some departments have shown their strengths only but not the weaknesses. The main purpose to conduct this audit is regular improvisation. So, it is suggested to attach substantial evidence (documentation) to prove the strength in particular aspect and try to enlist out the weaknesses, so as to improve these in a periodic manner.</p> <p>If need arises, the Audit Proforma, may be incorporated by the same committee, who had designed it earlier.</p> <p>It is also noted that following two departments, have not submitted their Audit Reports, yet. They are required to submit these reports at the earliest:</p> <ol style="list-style-type: none"> <li>1. Department of Mechanical Engineering</li> <li>2. Department of Chemical Engineering</li> </ol>

<b>AGENDA ITEM NO. 15.05</b>	
Resolution No. 15.05	<p><b>FILLING OF AQAR REPORT ON THE PORTAL OF NAAC FOR THE ACADEMIC YEAR 2021-22</b></p> <p>The house agreed with the proposal, as the information required in NAAC report is same as of AQAR Report, except the period as NAAC report is of five years and AQAR report is of one year i.e. 2021-22.</p> <p>The Coordinator, IQAC is authorized to fill the AQAR report for the Academic year 2021-22 with the approval of Chairman, IQAC by using NAAC Report data, but before the last date of filing of AQAR Data i.e. 31<sup>st</sup> December of this year.</p>

<b>AGENDA ITEM NO. 15.06</b>	
Resolution No. 15.06	<p><b>CONSTITUTION OF STUDENT COUNCIL IN THE INSTITUTE</b></p> <p>The proposal submitted by Dean (Student Welfare) for constitution of Student Council in the Institute, already approved by the Director, SLIET and Dean's Committee,</p>





	<p>SLIET, in its meeting held on 15.10.2022 was noted with appreciation.</p> <p>It is further added that time to time updation may be made with the approval of Chairman, IQAC to work for the welfare of students and making SLIET a 'Centre of Excellence'.</p>
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#### AGENDA ITEM NO. 15.07

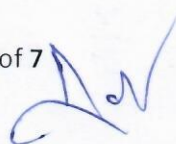
Resolution No. 15.07	<p><b>PREPARATION/SUBMISSION OF SSR FOR NAAC ACCREDITATION (3<sup>RD</sup> CYCLE)</b></p> <p>A detailed discussion took place on this item. Prof. Sanjay Marwaha, overall coordinator, NAAC informed the house that the Institute has to file SSR before 23.12.2022, however we will be in a position to file SSR well before this day and 10<sup>th</sup> December 2022 has been fixed as deadline to finalize the SSR.</p> <p>External Member Dr. Savina Bansal congratulated the Institute for sincere efforts being made by the Institute to achieve higher grades from NAAC. She also added that most of the institute in the region have yet to proceed for NAAC accreditation whereas SLIET is going for 3<sup>rd</sup> cycle Accreditation.</p>
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#### AGENDA ITEM NO. 15.08

Resolution No. 15.08	<p><b>SHIFTING OF IQAC CELL TO ADMINISTRATIVE BLOCK AT 1<sup>ST</sup> FLOOR, SLIET, LONGOWAL</b></p> <p>The house noted with appreciation the shifting of IQAC Cell to newly renovated office in the Administration Block from Library Building of the Institute.</p>
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#### AGENDA ITEM NO. 15.09

Resolution No. 15.09	<p><b>INSTALLATION OF SAFETY-FAN-RODS IN THE HOSTELS AS EXTRA SAFETY MEASURES TO MINIMISE THE ACCIDENTS OF SUICIDES IN THE INSTITUTE</b></p> <p>The house paid its condolence on the unfortunate incidents happened in the Institute recently as two students took the extreme step due to personal/ family related issues.</p> <p>The concern of Institute towards the safety of its students is praiseworthy as the Institute is engaging its students in constructive activities along with academic activities by arranging personality development programmes, cultural programmes, sports meet etc. from time to time.</p> <p>The house acknowledged the appointment of 08 sports coaches recently to enhance sports activities in the Institute.</p>
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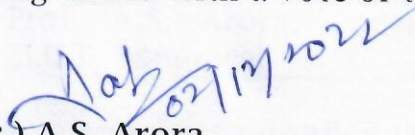





	The initiative taken by the institute for installation of Safety-fan-rods in hostels as extra safety measures is a very good step. Dean (P&D) is requested to get this done in a time bound manner in consultation with Dean (SW) to avoid any fatal accident in future and ensure that these safety fan rods are replace with the existing fan rods at the earliest.
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AGENDA ITEM NO. 15.10	
Resolution No. 15.10	<b>SETTING OF QUESTION PAPERS AS PER NAAC/NBA GUIDELINES</b>
	<p>The Director, SLIET apprised the house that in past the Institute has devised certain formats for preparing question papers keeping in view AICTE guidelines and circulated the same.</p> <p>To bring the uniformity and standardization in preparing question papers, Dean (Academics) is requested to again circulate these guidelines for true compliance and randomly check on the quality and formatting of question papers.</p> <p>Following committee is constituted for the purpose:</p> <ol style="list-style-type: none"><li>1. Co-coordinator, IQAC</li><li>2. Association Dean (Academic Planning)</li><li>3. Association Dean (Academics)</li><li>4. Dr. Sunil Kumar, Assistant Professor (Mech. Engg.)</li></ol> <p>HODs be requested to monitor the compliance of these guidelines.</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