

**Sant Longowal Institute of Engineering & Technology, Longowal
(Deemed-to-be-University)**

**19th Minutes of Meeting
Internal Quality Assurance Cell (IQAC)**



Date : 17.12.2024
Time : 3:00 P.M. Onwards
Venue : Committee Room, 1st Floor, Administrative Block,
SLIET, Longowal & Online

Minutes of Meeting

The Minutes of 19th Meeting of Internal Quality Assurance Cell (IQAC) which was scheduled for 17.12.2024 at 3:00 P.M. on dual mode (Online and Offline mode). All the IQAC members attended the meeting except the following Dr. Diljinder Singh, Dr. Prithvi Singh, Prof. Manmohan Singh, Mr. Deepak Jindal, and Mr. Satyam Gupta. The agenda items along with the supporting documents were circulated through email for the information and consideration of the IQAC members well before the scheduled meeting. The previous meetings (17th & 18th) were mainly focused on the improvement of Criteria 3: Research, Innovation, and Extensions and Criteria 5: Student Support and Progression. Efforts taken in this direction were presented to the esteemed members of the IQAC, SLIET, Longowal. The minutes of the meetings (MoM) were also made available to our IQAC members for information. All the members were requested to go through the same and suggestions invited on any other aspects even for further improving this aspect.

Member secretary and Coordinator, Internal Quality Assurance Cell (IQAC) appraised the significant improvements with the efforts of IQAC and team members and needed efforts by different sections and the departments to further improve the NACC criteria mentioned above. The formal agenda items of the 19th meeting with the decisions taken are compiled hereunder:

AGENDA ITEM NO. 19.01	
ACTION TAKEN REPORT ON THE MINUTES OF MEETING OF 18TH IQAC HELD ON 17.12.2024	
Resolution No. 16.08	SETUP OF SKILL DEVELOPMENT CENTRE Dean (Academics) requested vide Letter No. SLIET/IQAC/111 Dated 02.05.2024 to take necessary action and further requested vide Letter No. SLIET/IQAC/153 Dated 11.12.2024 to provide status report. Submitted for kind information, please.
	Noted. Further, the Dean (Academics) has assured the house to come up with a proposal in the next IQAC meeting.

Resolution No. 16.09	<p>AGENDA ITEM REGARDING COURSE FILE AUDIT AND ACTION PLAN FOR ACADEMIC, RESEARCH AND EXTENSION ACTIVITIES FOR FORTHCOMING IQAC MEETING-REGARDING</p> <p>Dean (Academics) requested vide Letter No. SLIET/IQAC/111 Dated 02.05.2024 to take further necessary action and requested vide Letter No. SLIET/IQAC/153 Dated 11.12.2024 to provide status report.</p> <p>Submitted for kind information, please.</p>
	Noted. Further, the Dean (Academics) has assured the house to come up with a proposal in the next IQAC meeting.
Resolution No. 17.4	<p>REGARDING FILLING OF VACANT SANCTIONED POSTS AND CONDUCT OF PROMOTIONS</p> <p>IQAC resolution was notified No. SLIET/IQAC/113 dated 02/05/2024 and Ref. No. SLIET/IQAC/154 dated 11/12/2024 to Registrar.</p> <p>Submitted for kind information, please.</p>
	Noted, The Dy Registrar (Admn.) has intimated the house that the initiative in this regard has already been taken.
Resolution No. 17.5	<p>FINALISATION ACADEMIC IDENTITY AD REGULAR UPDATING OF RECORDS BY THE FACULTY MEMBERS OF ERP PORTAL AND INSTITTE WEB PAGE</p> <p>IQAC resolution was notified No. SLIET/IQAC/115 dated 02/05/2024 to the Librarian & No. SLIET/IQAC/116 dated 02/05/2024 to All HODs. Further to get the update a letter vide Ref. No. SLIET/IQAC/155 dated 11/12/2024 was issued.</p>
	Noted
Resolution No.17.6	<p>ENHANCING THE MOU WITH INDUSTRY AND STRENGTHENING OF ACTIVITIES UNDER EXISTING MOU (S)</p> <p>IQAC resolution was notified vide Letter No. SLIET/IQAC/112 Dated 02.05.2024 to Dean (R&C) & No. SLIET/IQAC/114 dated 02.05.2024 to Dean (A&IR). Further to get the update from Dean (R&C), a letter vide Ref. No. SLIET/IQAC/156 dated 11/12/2024 was issued.</p> <p>The office of Dean (A&IR) vide Ref. No. SLIET/Dean(A&IR)/2024/161 dated 01/07/2024 informed about the signed MoUs with Industries (Annexure-I).</p> <p>Submitted for kind information, please.</p>
	Noted. The original records of MoUs and conducted activities under respective MoUs shall be kept in the custody of either Dean (R&C) or Dean (A&IR). The same may be regularly updated to IQAC for displaying on the website

		at one place for the benefits of the institute and stakeholders thereof.
Resolution No.17.7		<p>STRENGTHENING OF STUDENTS COUNSELLING, TGS AND SMS IN THE INSTITUTE</p> <p>IQAC requested Dean (Academics) vide Letter No. SLIET/IQAC/111 Dated 02.05.2024 to take necessary action and further demanded vide Letter No. SLIET/IQAC/153 Dated 11.12.2024 to provide status report.</p> <p>Submitted for kind information, please.</p>
		Noted. The Dean (SW) along with other Deans will review and come up with consolidated proposal for strengthening the counselling system in the institute.
Resolution No. 18.03		<p>START OF PROCESS REGARDING ACADEMIC AND ADMINISTRATIVE AUDIT OF THE INSTITUTE FOR THE A/Y 2023-24</p> <p>It has been taken as a separate agenda vide item no. 19.03.</p> <p>Submitted for kind information, please.</p>
		Noted.
Resolution No. 18.04		<p>STATUS OF FEEDBACK FROM THE STAKEHOLDERS FOR THE A/Y YEAR 2023-24</p> <p>Vide office letter No. SLIET/IQAC/127 dt. 14.06.2024, all the heads of teaching departments along with Head (T&P) were requested to collect the feedback from the stakeholders and provide the same to Chairman (DAC). Further, vide office letter no. SLIET/IQAC/157 dt. 11.12.2024, the Chairman (DAC) was requested to suggest the actions to be taken on the Feedback from various stake holders for AY 2023-24.</p> <p>Submitted for kind information, please.</p>
		Noted

AGENDA ITEM NO. 19.02

UPDATING THE RECORDS BY FACULTY MEMBERS ON VIDWAN PORTAL AND CONFIRMATION TO INSTITUTE AUTHORITY

With the consistent efforts of the Coordinator (IQAC), Nodal Officer (Vidwan) and team members, the Vidwan IDs of all faculty members are created. The faculty members are regularly

	<p>persuaded to update the pertaining data. As a result, the publications and citation score of the institute on the (https://sliet.irins.org/) Indian Research Information Network System portal has significantly improved i.e. almost more than five times. The Coordinator (IQAC) is personally monitoring the progress. Further it is proposed that it may be made mandatory for all the faculty members to update their data on Vidwan and ERP portal of the institute regularly and an entry of the same may be incorporated in the APAR proforma for its confirmed implementation.</p> <p>Submitted for kind information and approval, please.</p>
	<p>Noted and approved. IQAC appreciated the efforts put up by the Coordinator, IQAC and entire team.</p>

AGENDA ITEM NO. 19.03

STATUS REPORT REGARDING ACADEMIC AND ADMINISTRATIVE AUDIT OF THE INSTITUTE FOR THE AY 2023-24.

The status of academic and administrative audit is attached as an annexure.

This is for the information, please.

	<p>Noted.</p>
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AGENDA ITEM NO. 19.04

IDENTIFICATION, FORMULATION AND UPDATION OF DIFFERENT STANDARD OPERATING PROCEDURES (SOPs)

While going through the institute website and the available records, it was observed that the SOPs of various activities under the control of various sections need to be updated. Further, the departments and sections of the institute are required to identify and formulate the SOPs for the activities which are not implemented.

Submitted for information and approval, please.

	<p>Noted and approved.</p>
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AGENDA ITEM No.19.05

MANDATORY USE OF INSTITUTE EMAIL (XXXX@SLIET.AC.IN) FOR THE INTERNAL COMMUNICATION IN OFFICIAL USE AND VERIFICATION OF GOOGLE SCHOLAR ACCOUNT.

In order to improve effective communication among the SLIET officials, it is proposed to use institute email for all internal official purposes. Further, all the faculty members may be directed to verify their google scholar account using institute email Id.

Submitted for information and approval, please.

Noted and approved.

AGENDA ITEM NO. 19.06

STATUS FOR AQAR FOR THE AY 2023-24.

The office of IQAC has sent the request letters to concerned sections and departments for the data pertaining to the AQAR, many of the same are still awaited.

Submitted for information, please.

Noted. IQAC emphasized speeding up the process.

AGENDA ITEM NO. 19.07

ANY OTHER ITEM - WITH THE PERMISSION OF THE CHAIR

No other item on record was discussed.



19/12/24

Prof. (Dr) K Prasad
Dean (FSW) cum Coordinator IQAC
SLIET, Longowal



19/12/24

Prof. (Dr) Mani Kant Paswan
Director SLIET cum Chairman IQAC
SLIET, Longowal