



SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS

MOGA ROAD, FEROZEPUR-152004

Diary No 2982
24/1/2020

Proceedings of the 9th Meeting of Internal Quality Assurance Cell (IQAC) of Shaheed Bhagat Singh State Technical Campus, Ferozepur held on 23-01-2020 at 11.30 am in the Conference Hall, Block-D of the Institute under the chairmanship of Dr. T. S. Sidhu, Director, SBSSTC, Ferozepur.

The following members were present:

1. Dr. T S Sidhu, Director, SBSSTC Ferozepur
2. Dr. Lalit Sharma, Associate Director (EW), SBSSTC Fzr
3. Dr. A. K. Tyagi, Professor DASH, SBSSTC, Fzr
4. Mr. Anil Bansal, Head Computer Center, SBSSTC Fzr
5. Mr. Sukhwant Singh, Head ME, SBSSTC Fzr
6. Dr. Rajiv Arora, Head CHE, SBSSTC Fzr
7. Dr. Sangeeta Sharma, Head DASH, SBSSTC Fzr
8. Mrs. Navneet Kaur, Head EE, SBSSTC Fzr
9. Dr. Rajni, Head ECE, SBSSTC Fzr
10. Mr. Japinder Singh, Head CSE, SBSSTC Fzr
11. Mr. Deepinderdeep Singh, Head CE, SBSSTC Fzr
12. Mr. Bohar Singh, Head, B.Arch. SBSSTC Fzr
13. Dr. Kultardeep Singh, Dean Accreditation and Autonomy, SBSSTC Fzr
14. Dr. Ajay Kumar, Dean PG Studies, SBSSTC Fzr
15. Dr. Amit Arora, Dean Student Welfare, SBSSTC Fzr
16. Dr. Rajiv Garg, Controller of Examinations, SBSSTC Fzr
17. Dr. Kiranjeet Kaur, Dy. CoE, SBSSTC, Ferozepur
18. Mrs. Vaishali, Dy. CoE, SBSSTC, Ferozepur
19. Mr. Harinderpal Singh, Principal (PW)
20. Dr. Sunny Behal, Dean Academics, SBSSTC Fzr

At the outset, Dr. Sunny Behal, Dean Academics-cum-Member Secretary welcomed the Hon'ble Chairman and other members to the 9th meeting of Internal Quality Assurance Cell (IQAC) of the institute. Thereafter, with the permission of the Hon'ble Chairman, the agenda items were deliberated upon and the following decisions were taken unanimously:

Item No. 9.1 Confirmation of the proceedings of 8th meeting of IQAC

Decision: The proceedings of the 9th meeting of IQAC were confirmed as no comments have been received from any member of IQAC.

Item No. 9.2 To report action taken on the decisions of the 8th meeting of the IQAC

Decision: The action taken report was approved as proposed.

Item No. 9.3 Ratification of Minutes of meetings of Department Quality Assurance Committee (DQAC) of different departments

Decision: The Minutes of meetings of Department Quality Assurance Committee (DQAC) of all the departments were ratified.

Item No. 9.4 Admission Data for the Academic Session 2019-20

Decision: All members of the IQAC including Chairman shown the concern over decline in Admissions for the Academic Session 2019-20 in all the branches except Computer Science and Engineering. The Chairman requested all the HoD's to take necessary steps and actions in advance to boost up the admissions in all the branches for the Academic Session 2020-21.



SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS

MOGA ROAD, FEROZEPUR-152004

Item No. 9.5 Regarding approval of Student Feedback Proforma

Decision: The modified Students Feedback Proforma was approved and shall be applicable from the current session i.e. from Jan-May 2020 Session. Further, it was decided that every practical work in the Lab will be given marks out of 30 and thereafter, average marks will be calculated. Further, practical should also be performed during final viva voce exam.

Item No. 9.6 Regarding approval of Rubrics for the Subject Mentoring and Professional Development

Decision: The item was approved as proposed.

Item No. 9.7 Regarding approval of the marks distribution of Non-credit courses for both Internal and External evaluation.

Decision: The item was approved as proposed. Further, wherever the marks distribution information is not available in the Study Scheme for other similar Non-Credit courses for both Internal and External evaluation in other semesters, the same distribution of marks as proposed shall be applicable.

Item No. 9.8 Introduction to Paperless Communication in Offices – Regarding

Decision: The item was approved as proposed.

The Chairman informed the members that the college is already in the process of purchasing eFile System for implementing official paperless communication. Further, it was decided that all Office Bearers and faculty members should be motivated to use official Email-ID's only on the college domain, i.e. on www.sbsstc.ac.in, for all official communications. All HoD's were requested to generate such official Email-IDs by sending request to Mr. Amardeep Chopra, Assistant Professor, CC.

Item No. 9.9 Motivation to Faculty, Staff and Students for promoting ONE DAY as Vehicle Free and Light Free Day – Regarding

Decision: The item was approved as proposed. It was decided that institute shall observe every WEDNESDAY of the week as Vehicle Free and Light Free Day.

Item No. 9.10 Regarding representation of B.Sc. (Agriculture) 1st year students for giving grace marks in the End Term examination of the Subject Elementary Maths (BCAG-106-19)

Decision: The item was discussed in detail. It was decided that to solve this issue, the following Moderation committee is constituted:

1. CoE, Chairman
2. Dean Academics, Member
3. HoD-DASH, Member
4. HoD-BSc(Agriculture), Member
5. Concerned Teacher of the Subject



SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS

MOGA ROAD, FERROZEPUR-152004

Item No. 9.11 Any other item with the approval of Director-cum-Chairman IQAC

a) **Under this Item, the issue of starting New Courses in the Institute was discussed in detail. The item was put up by Dr. Kultardeep Singh, Dean, Affiliation and Approvals.**

Decision: It was decided that in the view of attracting more number of admissions, the Institute should apply for the following new AICTE and Non-AICTE courses for the Academic Session 2020-21.

1. B.Tech in Big Data Analytics
2. B.Tech in Cloud Computing
3. B.Com
4. Post Graduate Diploma in Digital Marketing
5. Post Graduate Diploma in Automobile Engineering
6. Post Graduate Diploma in Big Data Analytics, If nomenclature of the B.Tech course is not available/found on the AICTE portal.

However, it was insisted that the departments shall not request recruitment of new faculty to start these new courses.

b) **Further, the issues of Seat surrender and closure of existing courses were discussed in detail.**

Decision: It was decided that the seats of B.Tech ME should not be reduced and the seats of M.Tech in (EE, ECE, ME) should not be surrendered. The departments shall make more efforts to admit more students in these courses. Further, it was decided that in case, the number of admitted students are less than 50% in the various courses of M.Tech., the load of teaching these courses shall not be counted in the total teaching load of the faculty member.

c) **One issue was raised by Dean Academics regarding the representation of one of the staff member, Mr. Naveen Chand, Technician (Grade-II) of the Institute vide his letter no. SBS/FZR/CSE/74, dated: 15-01-2020.**

Mr. Naveen Pathak s/o Sh. Naveen Chand had taken admission in CSE branch in 2019 under CMSS Scholarship scheme. Later on, after the End term examinations, he reported that his son has got one Re-appear in the Math subject. Because of which he has now deprived of the benefits of CMSS Scholarship. He has requested that he should be given the benefit under Staff Quota scheme of the Institute instead of CMSS.

Decision: The matter was discussed in detail. It was decided that only one time choice should be given to a student to switch the scholarship benefits from one scheme to another. However, if a student wants to switch from CMSS to any other scholarship scheme, he/she has to deposit the full fee to the institute as received from the other scholarship agency.



SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS

MOGA ROAD, FEROZEPUR-152004

d) **Disposing off the Old Records – Regarding**


The item was discussed in detail with reference to “Swatch Bharat Abhiyan” of Govt. of India.

Decision: It was decided that the institute should disposed off the old record as per the College Bye-Laws / University Rules. The institute had earlier disposed off the old record during FY 2015-16. The following committee is constituted to dispose off the old records of the Institute:

1. Registrar, Chairman
2. Associate Director
3. CoE
4. Dean Academics
5. Concerned HoD/Section Incharge

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

Dated: 23-01-2020


Dean Academics-cum-Member Secretary of IQAC,
Shaheed Bhagat Singh State Technical Campus, Ferozepur

Approved / Not Approved


Hon'ble Director-cum-Chairman IQAC,
Shaheed Bhagat Singh State Technical Campus, Ferozepur

No. 4543 Date 24-01-2020
Dean Academic
Shaheed Bhagat Singh
State Technical Campus
Ferozepur