

**Agenda
Of
8th Meeting of Internal Quality Assurance Committee**



**SHAHEED BHAGAT SINGH
STATE TECHNICAL CAMPUS, FEROZEPUR**

(NBA Accredited courses, NAAC Accredited, UGC Autonomous Institute Established by Govt. of Punjab)

VENUE : Committee Room, Block-D, SBSSTC Campus

DATE & TIME : 26.07.2019 at 11.30 AM

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CONSITUTION OF IQAC

S. No.	Nomenclature	Designation
1.	Dr T S Sidhu, Director, SBSSTC Ferozepur	Chairman
2.	Dr. Lalit Sharma, Associate Director (EW), SBSSTC Fzr	Ex-Officio
3.	Mr. Anil Bansal, Head Computer Center, SBSSTC Fzr	Ex-Officio
4.	Mr Sukhwant Singh, Head ME, SBSSTC Fzr	Ex-Officio
5.	Dr Rajiv Arora, Head CHE, SBSSTC Fzr	Ex-Officio
6.	Dr Sangeeta Sharma, Head DASH, SBSSTC Fzr	Ex-Officio
7.	Dr Rajiv Arora, Head EE, SBSSTC Fzr	Ex-Officio
8.	Dr Vishal Sharma, Head ECE, SBSSTC Fzr	Ex-Officio
9.	Mrs Daljeet Kaur, Head CSE, SBSSTC Fzr	Ex-Officio
10.	Mr Gurpreet Singh, Head CE, SBSSTC Fzr	Ex-Officio
11.	Ar. Avinash Singh, Head Arch, SBSSTC Fzr	Ex-Officio
12.	Mr. GazalPreet Singh, TPO, SBSSTC Fzr	Member
13.	Dr. Manjinder Singh, Dean Academics, SBSSTC Fzr	Ex-Officio
14.	Dr. Tejeet Singh, Dean Accreditation and Autonomy, SBSSTC Fzr	Ex-Officio
15.	Dr. Kultardeep Singh, Dean Affiliation and Approvals	Ex-Officio
16.	Dr. Ajay Kumar, Dean PG Studies, SBSSTC Fzr	Ex-Officio
17.	Dr. Amit Arora, Dean Student Welfare, SBSSTC Fzr	Ex-Officio
18.	Dr. Rajiv Garg, Controller of Examinations, SBSSTC Fzr	Ex-Officio
19.	Mr Harinderpal Singh, Principal (PW)	Ex-Officio
20.	Dr. Manjinder Singh, Dean Academics, SBSSTC Fzr	Member Secretary

Item No. 8.1 Confirmation of the proceedings of 7th meeting of IQAC

The approved proceedings of the 7th Meeting of the IQAC held on 09-01-19 were circulated to its members for information and comments if any (Annexure – I page no. 11-13). No comments have been received

The approved proceedings of 7th Meeting of IQAC are placed for confirmation.

Item No. 8.2 To report action taken on the decisions of the 7th meeting of the IQAC

Item No. 7.1 Confirmation of the proceedings of 6th meeting of IQAC

Decision: The proceedings of the 6th meeting of IQAC were confirmed as no Comments have been received from any member of the IQAC .

Item No. 7.2 To report action taken on the decisions of the 6th meeting of the IQAC

Decision: The action was approved by the IQAC.

Item 7.3 To review the Question paper of BCA 5th Sem Engineering economics and management (BBADO-F94).

Decision: It was decided that the above said question paper should be get evaluated by Dr R P Singh Associate Professor(Management) as expert. If both the parts of the question are out of syllabus as per expert opinion then 30% of the total question marks which are out of syllabus should be given as grace marks to those students who either didn't attempted such questions or who attempted but got less marks than proposed (i.e 30% of marks).

Action: The decision was implemented

Item 7.4 Any other item

Under this item various issues related to the governing of the institute were discussed and following decisions were taken:

(a) Only those teachers should be allowed to set the question papers who have taught that subject at least two times. Further, the Chairman of Board of Studies of every department will give the list of examiners to the Controller of Examination for approval within 20 days of the start of the semester.

(b) The HOD should not allocate the subject to the teacher who have taught that subject for the last five years. This is done to encourage more creativity in the teaching.

- (c) It was observed that the result declaration get delayed due to the late submission of the reappear marks by the teachers and subsequently the registration date of next semester get delayed. Therefore, for those subjects whose reappear marks are not submitted by the teacher after the deadline their result will be calculated on the basis of μ, σ obtained from the marks of the regular students and whatever μ, σ is calculated the same will be implemented on the reappear students for the calculation of their result in that subject.
- (d) It was observed that some of the teachers do delay in submission of results without any genuine reasons. For such teachers strict action will be taken and it was decided to deduct their salary for the same number of days by which they are late in submitting their results.
- (e) Correction in DMC's of 2015 batch: Despite repeated request to the MRSPTU, Bathinda, they are not releasing the DMC's of 2015 batch students. Even the DMC's that had been issued by them have mistakes in CGPA and SGPA. Therefore, it was decided to send COE and DA to MRSPTU and pursue the cases of DMC's of the students.
- (f) It was also decided to enhance the registration date of 1st year students and 2nd year students to 14th Jan 2019. This is done due to insufficient time for the calculation of result and subsequently for the calculation of fees for each and every student on the basis of CMSS.
- (g) It was also decided to conduct three MST's for all the batches. Two MST's will be conducted in centralized manner and third will be conducted at the department level.

Action:

The decisions were implemented but in point (e) the DMC's of all the students of 2015 batch has not been released by the University. The revised list was mailed to the university. Mr

Balkaran Singh was deputed to collect the DMC's. But the university has not given the DMC's of all the students of 2015 batch. Some of the students who need it urgently are going to university at their own level after getting the approval letter from the department HOD and Dean Academics. Therefore all the HOD's are requested to maintain the record of DMC's of such students who are collecting the DMC's at their own level.

Item No:8.3 Regarding re-evaluation of answer sheets of the subject BTCE-811A by external examiner in May 2019 session

As per the academic provisions, a student can approach COE/Director in case he/she is not satisfied with the evaluation. In May 2019 session, the examination cell received a representation from Mr.Harsahij Singh Roll No. 15110510 of B. Tech Civil Engineering, regarding being unsatisfied with the evaluation of his answer sheet of the subject Elements of Earthquake Engineering (BTCE-811A). The examination cell forwarded his case to HOD CE for getting the sheet re-checked. After re-checking there was a huge change in awards without any justifiable reason(copy attached). The further actions are listed below:

1. This matter had been discussed with HODs in the meeting on 10/6/19. In this meeting, it had been pointed out that the student had been awarded 2 marks by the evaluator. Further, on basis of complaint from the student, the sheet was re-checked by another evaluator and the marks increased to 32. Subsequently, as per IKGPTU norms, in case the change in marks is more than 25% evaluation by third evaluator is to be done. Hence, the answer sheet of the concerned student had been evaluated by an evaluator external to the institute, with the approval of Director. It was found that the evaluation by external evaluator (33.5) matched with the awards given in the second evaluation (copy attached).
2. In the meeting of HODs on 10/6/19, it had been decided that a sample using 20% answer sheets may be evaluated by a committee consisting of HOD CE and Mr Bohar Singh. On discussion with the Hon'ble Director on 5/7/19, it was observed that this sample may not cover all types of discrepancies. Hence it was decided that all the answer sheets of this subject should be evaluated by an external evaluator (copy attached). Even Mrs Parampreet Kaur, Assistant Prof CE (the concerned faculty who evaluated the answer sheets initially) had requested that the answer sheet should be evaluated by external evaluator (copy attached).
3. Subsequently, the examination cell directly contacted faculty of civil engineering from other institutes, without any involvement of CE department of the institute. Finally, after obtaining consent from one of the faculty contacted and approval by the Hon'ble Director, all the answer sheets had been evaluated by a faculty, external to the institute.
4. The data after re-evaluation has been compiled by the examination cell and presented in the HODs meeting held on 23/7/19. It was observed that the variation in awards is very wide as compared to the first evaluation (copy attached). Further, 10% answer sheets had been evaluated by the head examiner during regular evaluation. As per the data, it is observed that there are minor changes in marks in 10 out of 11 answer sheets evaluated by head examiner. However, in case of one answer sheet the change in marks is from 18 to 26.
5. In the meeting on 23/7/19, it was decided that in view of the interest of students of B Tech CE 8th semester, the result must be declared without any

further delay(copy attached). As the evaluation by the external evaluator is un-biased, it had been decided that the awards given by the external evaluator should be used to declare the result of B Tech CE 8th semester. HOD CE had been requested to upload the said awards in his ID on examination website.

6. The matter is very serious in view of the changes in the awards reported. This kind of evaluation may be perceived not only unfair and leading to resentment among students but also adversely affect the career prospects of the students. Further, the students of passing out batch had to face undue hardship because of non-availability of the provisional result of 8th semester. Also, the process has been time consuming, so the result is delayed. A lot of effort and man-hours of examination cell have been consumed unduly in this activity. Hence the matter is placed before IQAC for some suitable action such that this type of problem is not encountered in future.

The matter is presented before the IQAC for ratification and consideration please.

ItemNo. 8.4 Ratification of Minutes of meetings of Department Quality Assurance Committee (DQAC) of different departments.

The 7th meeting of Department Quality Assurance Committee (DQAC) of various departments was held in the month of June, 2019. The minutes of meetings of Department Quality Assurance Committee (DQAC) of DASH, ECE, CSE, and EE departments are placed at (Annexure-VI , page no 14-22).

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The minutes of Department Quality Assurance Committee (DQAC) of all the departments are placed before IQAC Committee for consideration and approval.