



**SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS**  
MOGA ROAD, FEROZEPUR - 152004

Diary No. 3603  
Date 14-01-16  
SBSSTC Ferozepur

Proceedings of the 1<sup>st</sup> Meeting of Internal Quality Assurance Committee of Shaheed Bhagat Singh State Technical Campus, Ferozepur, held on 13.01.2016 at 11.30 AM in the Conference Room, Block-D of the Institute under the Chairmanship of Dr. T.S. Sidhu, Director, SBSSTC Ferozepur.

The following were present:

1. Dr T S Sidhu, Director, SBSSTC Ferozepur
2. Dr. A.K. Tyagi, Associate Director (EW), SBSSTC Fzr
3. Mr. Anil Bansal, Associate Director (MCA), SBSSTC Fzr
4. Dr M.K. Kushwaha, Head ME, SBSSTC Fzr
5. Dr Rajiv Arora, Head CHE, SBSSTC Fzr
6. Dr Lalit Sharma, Head DASH, SBSSTC Fzr
7. Dr Kultardeep Singh, Head EE, SBSSTC Fzr
8. Mr Japinder Singh, Head CSE, SBSSTC Fzr
9. Mr Bohar Singh, Head CE, SBSSTC Fzr
10. Dr. Sanjeev Dewra, TPO, SBSSTC Fzr
11. Dr. Manjinder Singh, Dean Academics, SBSSTC Fzr
12. Dr. Rakesh Kumar, Dean Accreditation and Autonomy, SBSSTC Fzr
13. Dr. Vishal Sharma, Dean Affiliation and Approvals
14. Dr. N K Grover, Dean PG Studies, SBSSTC Fzr
15. Mrs. Navneet Kaur, Dean Student Welfare, SBSSTC Fzr
16. Dr. Rajiv Garg, Controller of Examinations, SBSSTC Fzr
17. Mr. Gazalpreet Singh, Principal (PW)
18. Dr. Manjinder Singh, Dean Academics, SBSSTC Fzr

**Members Absent:** (1) Dr. R.P. Singh, Associate Director MBA (2) Dr Satvir Singh, Head ECE

At the outset, Dr. Manjinder Singh, Dean Academics-cum-Member Secretary welcomed the Hon'ble Chairman and other members to the 1<sup>st</sup> meeting of Internal Quality Assurance Committee 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. 1.1** Approval of academic Calendar for the even semester of the Academic year 2015-16.

**Decision:** The Registration Schedule was approved as proposed. However, the academic calendar was approved as below:

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SN	Event	Dates
01	Start of Even Sem for 3 <sup>rd</sup> and 4 <sup>th</sup> Year	06/01/2016
02	Start of Even Sem for 2 <sup>nd</sup> year	05/01/2016
03	Start of Even Semester for 1 <sup>st</sup> year	12 /01/2016
04	1st MST	25/02/2016 to 27/02/2016
05	2 <sup>nd</sup> MST	02/05/2016 to 04/05/2016
06	End Term Examination	10/05/2016 onwards
07	External Practical Examination	After the end term exams

Further it was decided to observe the Public and Restricted holidays as declared by MRSSTU Bathinda.

**Item No. 1.2 Adjustment of fees of students against whom UMC cases have been registered-regarding**

**Decision:** The item was approved as proposed provided it is not in contradiction with IKGPTU rules.

**Item No. 1.3 Approval to award grace marks in end semester theory examinations-regarding**

**Decision:** The following decisions were taken:

- (1) Head Examiner (CSE) should get the answer sheet of 7th semester students rechecked, wherever required.
- (2) CSE 7th semester students are awarded 10 Grace marks in the subject Artificial Intelligence, BTCS-701.
- (3) CSE 5th semester students are awarded 02 Grace marks in the subject Computer Networks-II, BTCS-501.
- (4) CHE 5th semester students are awarded 10 Grace marks in the subject Polymer Science & Engineering, BTCH-521.
- (5) Grace marks for CHE students for Engineering Mathematics-III, BTAM201 was not approved.
- (6) DASH students are awarded 06 grace marks in Chemistry.
- (7) ME 3<sup>rd</sup> semester students are awarded 07 grace marks in the subject TOM-I.
- (8) Head Examiner (ME) should get the answer sheets rechecked for the subject of Machine Drawing for 3rd Semester.

**Item No. 1.4 Approval for credit allocation to students admitted during August 2015 (first year)**

**Decision:** The item was approved with a decision to calculate the average marks considering all the students in a given group/class. The grade C should be allocated to students whose marks fall in the range  $\text{average marks} \pm \text{standard deviation}/3$ , rounded off to the nearest integer. The allocation of grades should be done group wise instead of class wise for better justification. In addition, grade A will be allocated to maximum of 5% of total strength of a group. However it may exceed the limit of 5% in case of tie as explained in the following example.





For example in a group of 80 students, the students scoring marks higher than 85% are 10 and have obtained following marks. Student-A 90marks, B 89, C 89, D 87, E 87, F 87, G 87, H 86, I 86, J 86

In this case, 5% students amount to 4. However due to the above exception rule, 7 students (A to G) are being awarded A Grade as students D, E, F and G have obtained same marks (i.e. 87).

- Item No. 1.5 Moderation of mid semester awards for the first year students**  
**Decision:** The item was considered and it is decided that the moderation of mid semester marks for students of 2015 batch onwards should be continued as per the existing practice being followed for students studying under IGPTU Jalandhar.
- Item No. 1.6 Up-gradation of Departmental Libraries and Strengthening of Central Libraries.**  
**Decision:** In the meeting, all HODs have given the assurance that they will develop the departmental libraries with requisite titles and volumes by 15<sup>th</sup> March 2016. Further, it was also decided that central library should also be equipped with more titles and volumes.
- Item No. 1.7 Education Quality Improvement through Propagation of "Outcome Based Education (OBE)" as advocated by NBA**  
**Decision:** In the meeting it was decided that:  
a) DQAC Meetings will be held regularly, at-least once in every month.  
b) Students will be made aware of its COs (Course Outcomes) before starting teaching the course as well during the teaching of course.  
c) HOD will ensure that classes are engaged regularly with teaching focus on COs  
d) Continuous evaluation of the students (through MSTs, Assignments, Quizes, Seminars, Viva etc) will be done strictly adhering to schedule.  
e) Students will be shown their evaluated MST copies within a week of conduct of MSTs  
f) HOD will ensure that all teachers must maintain the course files  
g) Experiments will be conducted strictly as per the guidelines given in Academic Regulations.
- Item No. 1.8 Education Quality Improvement through teaching of courses (Theory and Practical) using ppt slides.**  
**Decision:** It was decided that all faculty members should make the use of PPT slides for delivering lecture during theory and practical classes in addition to traditional method of blackboard and chalk. HODs will ensure effective implementation of this decision.
- Item No. 1.9 Marking of Student Attendance on ERP system**  
**Decision:** It was decided that the student attendance will be marked everyday by the respective teachers on the ERP system and no attendance register will be issued to the faculty. HODs will ensure effective implementation of this decision.

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**Item No. 1.10 Implementation of BOG decision regarding Academic Audit and PPT presentation in BOG Meetings**

**Decision:** The item was approved as proposed. It was decided that HODs will ensure the progress of their departments on the following 18 criteria for giving presentations in the BOG Meeting. Performance of HOD will be measured against these 18 criteria.

- (i) Vision and Mission of the department
- (ii) Achievement of Vision and Mission of the Department
- (iii) Proposed modifications in Vision and Mission
- (iv) Research Publication by each faculty of the department in Referred Journal with Impact Factor, SCI and Scopus cited during current academic year.
- (v) Sponsored projects got by each Faculty member in the current academic Year
- (vi) Patent of each faculty/department
- (vii) Sanctioned intake and students admitted
- (viii) Faculty wise results
- (ix) Transition rate of the Department
- (x) Student Campus Placement Percentage of the Department.
- (xi) New facilities created in the department
- (xii) New experiment set up added in the department
- (xiii) Professional Awards to faculty/staff
- (xiv) Awards to students
- (xv) FDPs/Conferences organized in the Department
- (xvi) Books published by the faculty
- (xvii) Activities organized by Departmental Societies
- (xviii) Students conference organized in the Department

**Item No. 1.11 Feasibility review of existing courses and start of new courses from academic year 2016-17**

**Decision:** It was decided that maximum efforts should be made to fill all the existing sanctioned seats and concerned HOD will be responsible for filling the seats of their departments.

Further, it was observed that most of the departments are putting senior most faculty members for teaching of MTech. In this regard it was decided that the senior most faculty shall be given at least one theory subject of B.Tech. course.

**Item No. 1.12 Ratification of Minutes of meetings of Department Quality Assurance Committee (DQAC) of different departments**

**Decision:** It has been observed that most of the agenda items are sent for putting up in the IQAC meeting without discussing and examining them in the DQAC. Therefore, it was decided that all the items to be put in the IQAC meeting should first be examined in the DQAC.

At the end of the meeting, it was desired that all HODs should acquaint themselves with academic rules enshrined in the academic regulations of the Institute for effective implementation of Academic Autonomy.

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

Dated: 14.01.2016

*Manjinder B*  
19/1/16  
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

*J. Indal*  
14/01/2016

*Dean Academics*