



1st Meeting of Internal Quality Assurance Cell
Minutes of Meeting

1st Meeting of IQAC was held in the Office of Director on 14/01/2019 at 3.30 PM.

1.1 Agenda Items

1. Welcome address Chairman IQAC & Introduction of the members.
2. Grant of Leave of Absence, if any
3. Conforming the Roles and responsibilities of IQAC
4. Discussion on Academic & Administrative matters of Shivalik College of Engineering
5. Any other matter with the permission of chair.

1.2 The following members were present

1. Dr. D.P. Gupta – Director & Chairperson IQAC
2. Mr. R.S Bhandari -- Registrar
3. Mr. Surmadhur Pant, Dean SW
4. Dr. U.C. Gupta, Dean SIPS & COE
5. Dr. Anjana Rajput, HOD CE
6. Mr. Ajay Verma, HOD ME
7. Mr. Ashutosh Bhatt, HOD CSE
8. Mrs. Pragya Pant, HOD ECE
9. Mr. Ayushman Srivastav -- Coordinator IQAC
10. Mr. Vipin Chand Bhatt-- COD EEE & Coordinator IQAC
11. Mr. Abhishek Sarkar, Dean T&D (External Invitee)
12. Ms. Nidhi Srivastava, Asst. Prof. Management (External Invitee)

1.3 Grant of Leave of Absence, if any

Dr. Anoop Badoni –Dean Agriculture could not attend the meeting and was granted leave of absence by the chair.

1.4 Conforming the Roles and responsibilities of IQAC

The members agreed to the following Roles and responsibility and frequency of meeting of IQAC

1. The IQAC will ensure:

- Timely, efficient and progressive performance of academic, administrative tasks.
- The relevance and quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures
- The adequacy, maintenance and functioning of the support structure and services
- Research sharing and networking with other institutions in India and abroad.

2. The members IQAC will meet once in every quarter or as decided by the Chairperson IQAC to review the various aspects of institutional functioning.

1.5 The following on Academic & Administrative matters of Shivalik College of Engineering were discussed:

- Review report on Academic manual was tabled discussed and approved after minor changes
- Subject load should be distributed with maximum three subjects for each faculty. Total load should be 20hrs to 24 hrs including practical.
- Critical subject should be taken by Senior Faculty for 2nd, 3rd and 4th year for B.Tech classes.
- All HODS and Deans should not take the First period so that they can manage their department and make a round of the gate, hostel and other sides.
- Language lab was not mentioned in the subject load. It should be included for 1st year B.Tech and Diploma students.
- It has been discussed and decided that first year Diploma should be divided in three sections only.
- Teacher must be present for practical and field work at the time of practical classes.
- Bus will be arranged for pick-up and drop from college to practical places for Agriculture students.
- List of Debar students of Diploma and B.Tech should be displayed on the notice boards as per the policy of 75% attendance all HODs are required to submit the list of debar students to Controller of Examination well in advance before examination.
- Any extra-curriculum activity should be conducted on Saturday and also Second half of the Saturday should be free for the students for library, registrar office and other work.
- Value Added course for even semester should be arranged for IVth and VIth semester students and submit the list of value added course to the undersigned office.
- From even semester recording of critical lectures will be recorded by Senior Faculty in Seminar Hall – I.
- It has been decided and agreed that we should proceed for NAAC. Mr. Ayushman Srivastava (Coordinator IQAC) will coordinate for the same.

The meeting concluded with a vote of thanks to the Chair

(Ayushman Srivastav)
Coordinator IQAC

