



2nd Meeting of Internal Quality Assurance Cell (IQAC)
Minutes of Meeting 29th May, 2019

2.1 Agenda Points

- 1) Grant of leave of absence, if any
- 2) Review Follow up action on the Minutes of Meeting of 1st IQAC conducted on 14th January 2019
- 3) Discussion on Academic & Administrative matters of Shivalik College of Engineering
- 4) Any other matter with the permission of chair.

2.2 A meeting of members of IQAC was conducted on 29.05.2019 in the conference at 2.30 PM.
Following members were present:

Sr.No	NAME	DESIGNATION	AFFILIATION
1.	Dr. Sandip Vijay	Director and Chairperson (IQAC)	SCE, Dehradun
2.	Mr. Ajay Kumar	Vice Chairman, SCE & Secretary, Rijan Educational Society	SCE, Dehradun
3.	Dr. U.C. Gupta	Associate Professor & Controller Of Examination	SCE, Dehradun
4.	Mr. R.S. Bhandari	Registrar	SCE, Dehradun
5.	Mr. M.Rawat	Accounts Officer	SCE, Dehradun
6.	Mr. D.N Joshi	Librarian	SCE, Dehradun
7.	Mr. Ayushman Srivastav	Asst. Prof (ME) Co-Ordinator (IQAC)	SCE, Dehradun
8.	Mr. Vipin Chandra Bhatt	Asst. Prof (EEE) MR (ISO 9001:2015)	SCE, Dehradun
9.	Mr. Ajay Verma	Head of Department ME	SCE, Dehradun
10.	Mr. Ashutosh Bhatt	Head of Department CSE	SCE, Dehradun
11.	Mr. Mohit Payal	Head of Department ECE	SCE, Dehradun
12.	Mr. Surmadhur Pant	DSW & Head of Department EEE	SCE, Dehradun
13.	Mr. Gaurav Kashyap	Head of Department CE	SCE, Dehradun
14.	Mr. Vipin Uniyal	Alumini SCE (Pass out Batch 2012)	Northern Institute of Management studies

2.3 Grant of leave of absence, if any

Mr. Ashish Dhasmana (Alumini SCE (Batch 2013-17) Mr. Ashok Kumar (Industrial Representative of ERDPL) Dr. Kuldeep Panwar (Member from Local Society) could not attend the meeting due to prior engagement and were granted leave of absence.

2.4 Follow up action on the Minutes of Meeting of 1st IQAC conducted on 14th January 2019

S No	Action Points	Action Taken
1	Subject load should be distributed with As Per the guide lines of AICTE/UGC and as per cadre of faculty	For session 2019-20 starting from July 2019 the faculty load is distributed as per

		the guide lines of AICTE/UGC and as per cadre of faculty
2	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.	It has been specially taken care by the Time Table coordinator that No HOD/Dean is assigned with 1st lecture
3	Language lab was not mentioned in the subject load. It should be included for 1st year B.Tech and Diploma students.	Language lab has been introduced for 1st year B.Tech and Diploma students. An a slot has been reserved in their time table
4	It has been discussed and decided that first year Diploma should be divided in three sections only	Three sections of Diploma is been made
5	List of Debar students of Diploma and B.Tech should be displayed on the notice boards as per the policy discussed in the last meeting and all HODs are required to submit the list of debar students to Controller of Examination well in advance before examination	Attendance is displayed on the student notice board every 15 days, List of Debar students of Diploma and B.Tech is prepared from the ERP and displayed on the notice bard
6	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.	Academic calendar has been devised in such a manner that all the activity falls on Saturday and is preferably conducted on second half
7	ERP should be checked by HODs and all the faculty members on daily basis for attendance, syllabus completion, two calls per day etc. Report of the same should be submitted to Director Office once in a week	HODs are checking ERP on daily basis and report is submitted on weekly basis
8	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	Value added courses introduced IVth and VIth semester students for all branches
9	From even semester recording of critical lectures will be recorded by Senior Faculty in Seminar Hall – I	A seminar hall occupancy time table has been made by Dean Academics, to ensure of critical lectures are recorded by Senior Faculty

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

- It has been decided in the IQAC that that SCE will go for NAAC Accreditation process in the November – December 2019 cycle
- On the onset of Academic Year 2019-20 following points were decided to be implemented during 2019-20 Odd Semester
 - All Head Of Departments are advised to forward the budgetary provisions of their departments which should include the
 - Up gradation of existing facility
 - Provision for Workshops /Guest Lectures/ Industrial Trips /Fun Trips
 - Provision for Consumable items of the department
 - Provision for installation of new facility (Lab/ICT facility/machines.etc)
 - It has been decided to conduct work shop on Outcome Based Education in the month of July-19 to facilitate the faculty of Shivalik college of Engineering understand “ Program Outcome, Program Educational Outcome, Course Out Come and Rubrics”
 - Mr. Abhishek Sarkar (Dean Training & Development) will be given additional Charge of Dean Alumni. He will be responsible for creating Alumini Data base and establish a connect with alumni. He will also Conduct Alumini meet in the month of November
 - Institute Innovation Cell & DIY lab will be established for promotion of research and Innovation
 - Department wise Industry oriented Value Added courses to be introduced apart from regular curriculum to make student Industry ready.
 - Course files to be prepared as per the formats circulated based on Outcome Based Education system (OBE)
- Citing the changes in the academic scenario management has decided to review the Vision and mission of Shivalik College of engineering for this a task force under the guidance of Dr. Sandip Vijay (Director-SCE) has been constituted which Includes following Members.
 - Dean Academics
 - Heads of Department (Engineering)
 - Coordinator –IQAC
 - Dean Student Welfare
 - Dean Training & Placement
- Chairperson IQAC informed members that Institution has installed lecture recording facility in two seminar hall for the benefit of students. Dean Academic was tasked to make schedule for the senior faculty lectures in the seminar hall which can be recorded and given to the students for future referral through ERP.

- As proposed by the chairman IQAC (Internal Quality Assurance Cell) and further agreed by all the members hence forth IQAC will be part of IQAS (Internal Quality Assurance System).
- It was decided to make a committee which will handle the individual criteria of SSR that Criteria committee will meet every alternate day to review the progress of SSR The meeting will be supported with the attendance sheet and Minutes of meeting.
- Dean Training and Development shared the Training and COCUBES evaluation data. Chairperson advised him to make module which are more company specific for better placement results
- HODs will also be responsible for collection of following
 - ✓ Lab Manuals in 8 + 2 format (8 university practical + 2 industry oriented practical)
 - ✓ 5 best project files of their dept.
 - ✓ Time Tables (Odd + Even)

5 best practical files of respective practical subject

Meeting concluded with vote of thanks to the chair.



(Ayushman Srivastava)
Coordinator IQAC

