

**07th Meeting of the
Internal Quality Assurance Cell**

On July 16, 2020

At 02:30 hrs Conference Room,

At



**Sihniwala, Shimla By Pass,
Dehradun-248 197 (Uttarakhand)**



07th Meeting of Internal Quality Assurance Cell (IQAC)
Minutes of Meeting 16th July, 2020
(Session 2020-21)

07.01 Agenda Items

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04	Confirmation and approval of Minutes of Meeting of Academic Advisory Committee (AAC) conducted on 13 th July 2020	05
05	Academic policy for Academic Session 2020-21	05
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14	Target Date for filing of NAAC-IIQA, and preparedness review of NAAC activities.	07
15	Conduct of Different on line webinars during COVOD-19 Era.	07
16	Status of Environment Clearance / Compliance Report	07
17	TEQIP-III Funded project Status	07
18	ISO Re certification and Issue of New Certificate	07
19	TEQIP-III Approval of FDP and SDP for session 2020-21 (Odd Sem)	07

20	Conduct of different activities ,NSS/NCC/CSR	07
21	Any other matter which will be brought to the notice of IQAC for consideration	NA
22	Date for the Next Meeting	08
23	Annexures	

07.02 Internal Quality Assurance Cell Members Present

Sr.No	Name	Designation	Affiliation
1	Dr. Sandip Vijay	Director and Chairperson (IQAC)	SCE, Dehradun
2	Dr. S.P Srivastava	Invitee, (Retd.) Professor IIT-Roorkee	IIT-Roorkee
3	Dr. Ganesh Bhatt	Principal- COP	College of Pharmacy, Dehradun
4	Mr.S.C.Mittal	Industrial Representative	CEO-Instrumentations and Systems
5	Mr. Sanjay Sharma	Dean Academics &Head of Department ME	SCE, Dehradun
6	Dr.U.C.Gupta	Associate Professor& Controller Of Examination & Nominated Member of BOG	SCE,Dehradun
7	Dr.Ranit Kishore	Dean Administration	SCE,Dehradun
8	Mr. Surmadhur Pant	DSW &Head of Department EEE	SCE,Dehradun
9	Mr. Abhishek Sarkar	Dean Training & Development	SCE,Dehradun
10	Mr.R.S. Bhandari	Registrar	SCE,Dehradun
11	Mr. Ayushman Srivastav	Asst. Prof (ME) Co-Ordinator (IQAC)	SCE,Dehradun
12	Mr. Shailendra Pundir	Training & Placement Officer	SCE,Dehradun
13	Mr. Ashutosh Bhatt	Head of Department CSE	SCE,Dehradun
14	Dr. Sujeet Kumar	Head of Department CE	SCE,Dehradun
15	Mr.Mohit Payal	Head of Department ECE	SCE,Dehradun
16	Mr. Kuldeep Rawat	Coordinator Diploma Courses	SCE,Dehradun
17	Er. R.P.Jamloki	Educationist (Member of Local Society)- Through ICT Mode	Past Chairman, The Institute of Engineers (India) Uttarakhand State Centre , Dehradun

18	Mr.Harish Dhami	Alumni SCE (Batch 2014)- Through ICT Mode	Research Scholar, IISC ,Bangluru
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PART A: STATUTORY ITEMS

07.03 Grant of Leave of Absence, if any

Mr.S.C.Mittal (Industrial Representative) and Ms Meenakshi Rawat Singh -Alumni SCE (Batch 2014) could not attend the meeting and was granted leave of absence

07.04 Minutes of the 06th Meeting of Internal Quality Assurance Cell (IQAC), Shivalik College of Engineering, Dehradun held on May 9, 2020

The Minutes of the 06th Meeting were perused by IQAC and approved.

07.5 Follow up Action on the Minutes of 06th & Previous Meetings of the IQAC

S No	Action Points	Action Taken
1	Induction Of New members to IQAC to elaborate the scope of IQAC for Academic Year-2020-21	IQAC For academic Year 2020-21 constructed and new members from Industry ,Society included (Ref:SCE/IQAC/2020-21/03)
2	Revision Of Academic Policy Manual	Issue 03.of Academic Policy Manual tabled at AAC dt 14.07.20
3	Plan and Conduct of FDP and SDP for session 2020-21 (Odd Sem)	Student Development Program Planed from 20.07.2020 Faculty Development Program Planned in 1 st week of August 2020
4	Green and Energy Audit to be conducted for SCE campus	Conducted for Academic Year 2019-20 and uploaded on SCE website
5	Environment ,Energy and Green Campus policy to be revisited to take holistic view of SCE Campus	Complied with.
6	Central Committee to be set up for CO, and PO-CO mapping moderation and to increase the awareness about OBE among Departments	<ul style="list-style-type: none"> A Google Class room has been made sharing the videos and Lectures on making of Cos and mapping of COs to POs Mentor faculty allotted to hand hold the department with respect to OBE related Issues. (Ref: SCE/IQAC/2020-21/04) <ul style="list-style-type: none"> Committee to moderate CO & CO-PO moping was set under the chairman ship of Hon Director -SCE, the activity was conducted from 25th to 30th June 2020 (Ref: SCE/IQAC/2020-21/01)
7	Review of NAAC Accreditation Preparedness activities	NAAC readiness assessment presentation given to all Faculty and Criteria in-charges in presence of Hon. Director SCE
8	The Chair advised that a copy of all publications should be kept at one central place, and the faculty should be encouraged to publish more in quality research journals	Complied with.

9	Coordinator –IQAC was tasked to fill the ranking surveys of different publishing houses	Complied with, Report Tabled in current meeting
10	Renewal of Delnet subscription to be done	Payment done
11	It was suggested that our website should have pages showing all the Grievance cell(s) Information.	Complied with.
12	Conduct Of UTU Even semester Examinations	UTU guide lines are awaited.

07.6 Minutes of the 21st Meeting of the Internal Quality Assurance Cell (IQAC), Shivalik College of Engineering, Dehradun held on July 16, 2020.

PART B: APPROVALS/REVIEW ITEMS

1. The Dean Academics and Convener of AAC gave overview of the minutes of Academic Advisory Committee held on 13th July 2020 covering all the following aspects:

- Review of DAC MOM of various Departments
- Discussion on planned activities for the forthcoming semester
- 10 days Student Development Programme for all the departments
- Activities of DIY cell ,research activity cell ,Women cell and Sports
- Academic Manual
- Academic Calendar preparation and implementation
- Course File Preparation
- Feedback Format
- Functioning of Lab equipments

Minutes of AAC was Placed, pursued and noted.

2. Academic policy for Academic Session 2020-21

Members deliberated on the various points of Academic policy Manual Issue 3.0 already persuaded and approved in AAC. The efforts of AAC in forming the student oriented and OBE based polices were appreciated. Policy was adopted and forwarded to BoG for approval and implementation from Academic year 2020-21

3. Academic Calendar 2020-21 (Odd Semester)

Academic Calendar 2020-21(Odd Semester) presented to the members of IQAC, It was advised that, all the approved Co-Curricular (Seminar/ Workshop/ Industrial Visits/ Orientation) , Extra-Curricular (Sports / Cultural/ Clubs) activities are to be placed in Academic Calendar and referred for the forth coming semester,

4. Administrative policies for academic session 2020-21

Under mentioned Draft policy documents were presented by Dean Administration, deliberated and approved for Academic session 2020-21

- SOP of Maintenance Of Discipline in Campus
- Faculty Code Of Conduct
- SOP Purchase & Approvals
- SOP Vehicles Movement And Management
- Environment and Energy Usage policy
- Human Values and Ethics

It was advised that a formal notification of approved polices to be circulated from the office of Dean Administration and the same should be incorporated in the establishment manual of Shivalik College of Engineering.

5. Departmental Budget for Academic Year 2020-21

Departmental budget for academic year 2020-21 as approved from AAC was Placed, pursued and was send to BOG for approval.

6. IQAC module in New ERP, with on line PO/PEO/PSO/CO and respective mapping

The proposal was deliberated and approved for implementation, this will be a level up in the implementation of OBE in SCE

7. Faculty Appraisal Format for Academic Year 2020-21

The draft Faculty Appraisal Format for Academic Year 2020-21 deliberated and approved for implementation, with minor changes.

PART C: INFORMATION ITEMS

8. Allotment of “Margdarshak” under Margdarshak Scheme of AICTE

Members were informed that with respect to our application under “Margdarshak” scheme, AICTE in its letter dated 15.06.2020 appointed Dr. Shyam Pandey (Prof. UPES) as “Margdarshak” to SCE. He will be helping us in aligning our systems towards OBE and will guide us for accreditation process

9. Online-Virtual World Conference on Innovations in Management Science and Engineering” (WCISE), 22nd -23rd August -2020

Members reviewed the preparedness of Online-Virtual World Conference on Innovations in Management Science and Engineering” (WCISE), 22nd -23rd August -2020, and found it satisfactory

10. Extension of Approval (EOA) for Academic Year 2020-21

Registrar –SCE informed the members that Extension of Approval (EOA) from AICTE for Academic Year 2020-21 has been received and the following points are to be noted.

- Information Technology branch which was pending for closure has been formally closed by AICTE
- Diploma Program which was running in 2nd shift , is now shifted to 1st shift.

11. Target Date for filing of NAAC-IIQA, and preparedness review of NAAC activities

Members reviewed the preparedness of NAAC activities and found it satisfactory. It has been decided that the NAAC-IIQA will be filed in the last week of August 2020

12. Conduct of Different on line webinars during COVID-19 Era.

Members were informed about different online Conference /Workshops and seminars conducted during Lockdown of COVID-19 Era to engage the students

13. Status of Environment Clearance / Compliance Report

Registrar –SCE informed the members that Environment Clearance / Compliance Report will be filed to the competent department by first week of August 2020

14. TEQIP-III Funded project Status

Members reviewed the TEQIP-III Funded Research project, It was advised to all the PIs through their Head of departments to complete their projects in the time limits of TEQIP-III, Members also appreciated the work done in various projects and asked the investigators to publish SCI papers out of their work,

Director- SCE informed that he has filed two patents in recent months.

15. ISO Re certification and Issue of New Certificate

ISO Rectification audit is to be conducted in the in the last week of July- 2020, for the issue of new certificate

16. TEQIP-III Approval of FDP and SDP for session 2020-21 (Odd Sem)

Hon. Chair informed that the TEQIP-III Approval of Student Development Program planed from 20 July 2020 has been received but the Faculty development program planed from 1st week of August 2020 , is expected in August 2020.

17. Conduct of different activities ,NSS/NCC/CSR

Tree plantation activity conducted by NSS, in and around college. Prof. N.S.Chaudhary (V.C – Uttarakhand Technical University) was Chief Guest to the NSS Activity



Tree Plantation in nearby village by Hon. Vice Chancellor UTU



Tree Plantation by Sh. Ajay Kumar Hon. Vice Chairman (SCE)

18. Date for the Next Meeting.

It was agreed that the date of the next meeting will be fixed in consultation with all the members of IQAC and with the permission of chair.

The meeting concluded with a vote of thanks to the Chair

Ayushman Srivastav
Coordinator- IQAC



Dr. Sandip Vijay
Director SCE &
Chairperson -IQAC

Photographs of IQAC Meeting conducted on 16th July 2020



