

**11<sup>th</sup> Meeting of the  
Internal Quality Assurance Cell**

**On 06<sup>th</sup> April 2023**

**At 02:00 hrs. Conference Room,**

**At**



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



## 11<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC)

### Minutes of Meeting 6<sup>th</sup> April 2023

(Session 2022-23)

11<sup>th</sup> IQAC meeting was convened on 06 April 2023 (Thursday) at 14:00 Hrs. in Conference Room, Block – C, Shivalik College of Engineering, Dehradun and discussed the agenda points under the Chairmanship of Dr. Prahlad Singh, Director (SCE) and Chairperson (IQAC), SCE.

The Coordinator IQAC Dr. Kuldeep Panwar welcomed all the honorable members of the Internal Quality Assurance Committee for sparing valuable time for this meeting. The meeting was started under the chair of Chairperson IQAC Dr. Prahlad Singh.

#### IQAC.11.01 Agenda Items

- 1) Grant of leave of absence, if any
- 2) action taken report of the minutes of the previous IQAC meeting
- 3) Discussion on Academic Administrative matters of SCE

#### IQAC.11.02 Internal Quality Assurance Cell Members Present

Sr. No.	NAME	DESIGNATION	Role
1.	Dr. Prahlad Singh	Director	Chairperson (IQAC)
2.	Dr. Kuldeep Panwar	Associate Professor	Coordinator (IQAC)
3.	Dr. Abhishek Jha	Assistant Professor	Co-Coordinator (IQAC)
	Mr. R.S. Bhandari	Registrar	Member
4.	Dr. U.C. Gupta	Associate Professor & Controller of Examination	Member
5.	Mr. Surmadhur Pnt	Dean DSW	Member
6.	Dr. Santosh Joshi	Dean Research & Monitoring	Member
7.	Dr. Dinesh Yadav	Training & Placement Officer	Member
8.	Mr. Ajay Verma	HOD-MED	Member
9	Dr. Sneha Das	HOD-CE	Member
	Mr. Ashish Gupta	HOD-ECE	Member
10	Diwesh Pandey	R&D Engineer, IBM	Invitee Member Industry
11	Mr. Harish Dhani	Alumni Batch Research Scholar, IISC, Bangalore	Member
12	Mr. Hitesh Pant	CEO, AHS3D Engineering Services	Invitee Member Industry
13	Mr. Manish Bhatt	IT Administrator	Member
14	Aditi Singh	B. Tech 3 <sup>rd</sup> Year	Student Member

**IQAC.11.03 Grant of leave of absence, if any**

All members present

**IQAC.18.04.** IQAC coordinator outlined the agenda for the IQAC meeting held on 10<sup>th</sup> December 2023 and the action plan for each point was identified.

**1. Preparation for NAAC visit**

Action Plan- Preparation for NAAC visit and submission of annexures.

**2. Student feedback Action Plan-** Student feedbacks for semester have been collected and analyzed. Feedbacks for the present semester have been collected and need to be analyzed.

**3. Budgets Action Plan-** Budgets for the in between activities which were not planned u have been called for from all the departments.

**4. Extension activities**

Action Plan-All activity reports conducted in the academic year 2022-23 need to be properly documented and the reports need to be kept ready for website updates.

**5. Placements and internships**

Action Plan-Efforts for placements and internships to be enhanced.

**6. Workshops/Seminars conducted for faculty.**

Members had a discussion on the category on which workshops and seminars could be arranged for faculty.

**7. Centre of Excellence at Computer department train faculty, students, internships.** Discussion on activities conducted at Computer department under centre of excellence. Discussion on training sessions conducted for faculty and students was done. Also review of no. of students who opted internships were noted.

**8. Infrastructure and Maintenance:** Review of Infrastructure and maintenance at department level were discussed.

**IQAC.11.05. Topic Discussed**

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

- On the onset of Academic Year 2022-23 following points were decided to be implemented during 2022-23 Even 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 April-28-2023 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 Alumni Data base and establish a connect with alumni. He will also Conduct Alumni 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. Prahlad Singh (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 halls 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.
  - Head Training and Placement 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

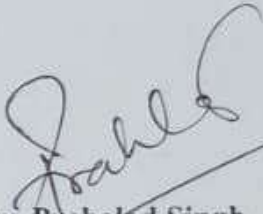
**IQAC.11.06 Date for the Next Meeting.**

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

  
Dr. Kuldeep Panwar  
Coordinator- IQAC



  
Dr. Prahalad Singh  
Director SCE &  
Chairperson -IQAC