

**10th Meeting of the
Internal Quality Assurance Cell**

On 10th December 2022

At 02:30 hrs. Conference Room,

At



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



10th Meeting of Internal Quality Assurance Cell (IQAC)

Minutes of Meeting 10th December 2022

(Session 2022-23)

IQAC.10.01 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.17.02 Internal Quality Assurance Cell Members Present

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

IQAC.10.03 Grant of leave of absence, if any

Mr. Diwesh Pandey, R& D Engineer, IBM Could not attend the meeting due to prior engagement and were granted leave of absence.

IQAC.10.04. IQAC coordinator explained the action taken report of the minutes of the previous IQAC meeting held on 10 March 2022

- 1. Preparation for NAAC visit**
Action Plan- Preparation for NAAC visit and submission of annexures.
- 2. Academic Audit**
Discussion- Academic Audit conducted and reports submitted.
- 3. Activities for non-teaching**
Discussion- All the planned activities were submitted by the departments.
- 4. Planning of extra and co-curricular activities**
Discussion- Activities planned and budget submitted.
- 5. Discussion on academic and activity planner.**
Discussion- The academic and activity calendar for the second semester was followed with minimal discrepancy and activities were implemented according to the schedule proposed in the calendar.
- 6. Collaboration with industry/agencies.**
Discussion- Agencies and different companies were identified in order to establish a strong collaboration so that our students get benefited by the same.
- 7. Review of all infrastructure facilities and their maintenance**
Discussion- Maintenance work for the institute level infrastructure is reviewed. Additional requirements from the departments have been submitted.
- 8. Library**
Discussion- eBooks for students and faculty were added to the central and departmental libraries.

IQAC.10.05. IQAC coordinator outlined the agenda for the IQAC meeting held on 10th December 2022 and the action plan for each point was identified.

- a) It was advised that Blood Donation camp as part of CSR activity under Social Club should be organised
- b) Chair advised to the Dean academics faculty development program and student development program should be organised under TEQIP-III program
- c) Chair asked the register to present Status of Registration and Renewal of scholarship application under social welfare department.
- d) Chair advised Coordinator IQAC to Conduct of Academic Administrative Audit for Year 2022-23
- e) Placement activities was presented by Training & Placement officer, he also shared the calendar of placement activates for rest of the semester.

IQAC.10.6. Following Academic Administrative matters of Shivalik College of Engineering were discussed

9. Preparation for NAAC visit

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

10. 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.

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

12. 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.

13. Web site update

Action Plan- The website coordinator presented the updates that have been done to the website. Also, the data updated on the website was reviewed in the meeting.

14. Placements and internships

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

15. Workshops/Seminars conducted for faculty.

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

16. 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.

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

IQAC.10.07 Date for the Next Meeting.

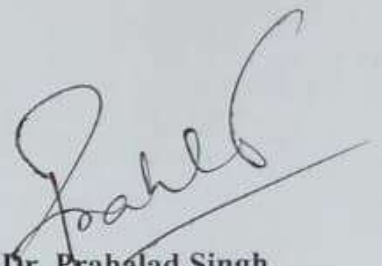
It was agreed that the date of the next meeting will be fixed in consultation with all the members of IQAC and with the permission of chair.

The meeting concluded with a vote of thanks to the Chair



Dr. Kuldeep Panwar

Coordinator- IQAC



Dr. Prahalad Singh

**Director SCE &
Chairperson -IQAC**