

IQAC Minutes of Meeting

2015-16

SSM COLLEGE OF ENGINEERING, PATTAN



SSM COLLEGE OF ENGINEERING

Internal Quality Assurance Cell (IQAC)

Academic Year 2015-2016

Meeting -1

Date: 01-08-2015

Time: 01:30pm

Venue: Committee Room

The following were present in the meeting:

1. Principal.
2. Director (M&C)
3. Dean Development
4. Controller of Examination
5. HOD Computer Engineering.
6. HOD Civil Engineering
7. HOD Electronics & Communication Engineering
8. HOD Electrical Engineering
9. HOD Mechanical Engineering
10. HOD MBA
11. HOD MCA

Record note of the 1st IQAC meeting for the academic year 2015-16 held on 01-08-2015 and following issues were discussed and decisions arrived at:-

1. Confirmation of minutes of previous IQAC meeting and review of progress made.
2. Action plan for the academic year 2015-2016.
3. To follow the deadline of installation of CCTV facility for campus security
4. Wi-Fi Facility.
5. Academic Record Book design (CRC files).
6. Feedback analysis.
7. Guidelines for administrative audit:-
 - Stock verification of various Departments
 - Application of leave rules – CCL, Medical Leave, Leave Encashment
 - Attendance records
 - PF norms
 - Service Book completion
 - Procedures of Record Keeping
 - Automation/Use of IT/ Computerization of M.I.S.
 - Purchase procedures of various science departments
 - Audit of accounts



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Agenda 1:

The minutes of previous meeting of IQAC held on 11-07-2015 were confirmed.

Agenda 2:

Action plan for academic year was discussed and priorities fixed for its effective implementation keeping in view the academic calendar.

Agenda 3:

The committee was informed that it has been decided to have in place an effective mechanism of monitoring the security of the campus by installation of CCTV network for which a deadline has been set up. The committee decided for following up the completion process as was the deadline set for the purpose.

Agenda 4:

In order to have access to the internet facility in the campus it was decided to enable the Wi-Fi facility in the e commerce network for the benefit of the students and the faculty.

Agenda 5:

To strengthen the documentation process of departments it was decided to have uniform academic process book design (CRC files) devised by director IQAC to have uniform pattern of documentation in the subject.

Agenda 7:

Administrative issues discussed regarding bringing guidelines for administrative audit departments with stress on

- Stock verification of various Departments
- Application of leave rules – CCL, Medical Leave, Leave Encashment
- Attendance records
- PF norms
- Service Book completion
- Procedures of Record Keeping
- Automation/Use of IT/ Computerization of M.I.S.
- Purchase procedures of various science departments
- Audit of accounts.

Nashah

Principal



SSM COLLEGE OF ENGINEERING

Internal Quality Assurance Cell (IQAC)

Academic Year 2015-2016

Meeting -2

Date: 13-11-2015

Time: 01:30pm

Venue: Committee Room

The following were present in the meeting:

1. Principal.
2. Dean Development
3. Controller of Examination
4. HOD Computer Engineering.
5. HOD Civil Engineering
6. HOD Electrical Engineering
7. HOD Mechanical Engineering
8. HOD MCA

Agenda Items:

1. Confirmation of minutes of previous IQAC meeting.
2. Collaboration for Industry-Institute partnership for trainings, industrial visits.
3. Syllabi updation for Undergraduate courses.
4. Position with regard to Examinations
5. ICT Infrastructure on the campus needs to be strengthened and upgraded to avoid its obsolescence & meet the 21st-century expectations of faculty/students

Agenda 1:

The minutes of previous meeting of IQAC held on 01-08-2015 were confirmed.

Agenda 2:

Industry institute partnership is essential for the growth of both as it compliments each other's needs and as such it was felt to have frequent industry visits and trainings in the areas of mutual benefit and upgradation of level of skill/concentration.

Agenda 3:

In view of changing trends and demand for specific areas of interest it was proposed that the committee to have review of existing syllabus and go for its upgradation in respect of UG engineering courses in consultation with the affiliating University.



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Internal Quality Assurance Cell (IQAC)

Academic Year 2015-2016

Meeting - 3

Date: 01-03-2016

Time: 03:00pm

Venue: Committee Room

The following were present in the meeting:

1. Principal.
2. Director (M&C).
3. HOD Computer Engineering.
4. HOD Civil Engineering.
5. HOD Electronics & Communication Engineering.
6. HOD Electrical Engineering.
7. HOD Mechanical Engineering.
8. HOD MBA.
9. HOD MCA.

Agenda Items:

1. Confirmation of minutes of previous IQAC meeting.
2. Remedial classes
3. SOP for slow and fast learners
4. Target to faculty members to publish at-least 2 research articles in reputed journals
5. Introduction of Choice Based/ Elective curriculum.

Agenda 1:

The committee confirmed the minutes of meeting of IQAC held on 13-11-2015

Agenda 2:

The issue regarding conducting of remedial classes for slow learners and the students who missed classes owing to some unforeseen circumstances was discussed and it was resolved that the HOD's shall arrange classes for such students after regular classes are over.

Agenda 3:

Standard operating procedures (SOP's) need to be devised and documented for reference of all the concerned and for effective delivery of classes.



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Agenda 4:

Regarding the initiation of mini projects and research activities it was decided to fix a target of at least two research projects for each faculty member during academic year.

Agenda 5:

As far as CBCS and elective courses are concerned it was decided to adopt the system in correlation with the affiliating University.

Nashad.
Principal



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Internal Quality Assurance Cell (IQAC)

Academic Year 2015-2016

Meeting – 4

Date: 15-06-2016

Venue: Committee Room

Time: 1:30pm

The following were present in the meeting:

1. Principal.
2. Director (M&C)
3. Dean Development.
4. HOD Computer Engineering.
5. HOD Civil Engineering.
6. HOD Electronics & Communication Engineering.
7. HOD Electrical Engineering.
8. HOD MBA.

Agenda Items:

1. Approval of agenda items.
2. Confirmation of minutes of previous IQAC meeting.
3. Academic Calendar for the next semester
4. Felicitation to award Academic Toppers
5. Participation of Students in social development activities.
6. Feedback analysis

Agenda 1:

The agenda items for the current meeting were put forth before the committee for process and approval

Agenda 2:

The committee confirmed the minutes of meeting of IQAC held on 01-03-/2016

Agenda 3:

The meeting discussed the proposed academic calendar for the next semester and suggested certain improvements in it for better delivery of academic matters in relation to practical work in labs.



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Agenda 4:

It was decided by the committee that to facilitate the academic toppers of all programs during the annual graduation day in order to encourage the students.

Agenda 5:

The issue related to the CSR was discussed and it was found appropriate to involve students in social development activities like helping poor, cleanliness drives etc. in order to inculcate in them social values and responsibility towards community.

Agenda 6:

Based on the feedback from all the stake holders certain corrective measures are suggested by the HOD's include strict monitoring of attendance, encouragement to participate in extracurricular activities, improvements in the lab facility.

Nashah
Principal