DAV INSTITUTE OF ENGINEERING AND TECHNOLOGY
KABIR NAGAR, JALANDHAR

Ref. No. DAVIET: 2021-22/.1280......　　　　　　Dated:- 29/09/2021

MINUTES OF MEETING

A meeting of Dean(s)/HoD(s)/NAAC Departmental Coordinator(s) was held on **25/08/2021** at **3 PM** in the **Seminar Hall**.

Members Present:-

1)	Dr. Manoj Kumar	: (in the Chair)
2)	Dr. Sudha Sharma	: Assoc. Prof. & Head (EE)
3)	Dr. (Mrs.) Neeru Malhotra	: Assoc. Prof. & Head (ECE)
4)	Dr. Dinesh Kumar	: Assoc. Prof. & Head (IT)
5)	Dr. (Mrs.) Harpreet Kaur Bajaj	: Assoc. Prof. & Head (CSE)
6)	Dr. Sanjeev Naval	: Assoc. Prof. & Head (CE)
7)	Dr. Jagroop Singh	: Assoc. Prof. (ECE)
8)	Dr. Gaurav Dhuria	: Assoc. Prof. & Head (ME)
9)	Dr. Anil Soni	: Assoc. Prof. & Head (BM)
10)	Dr. K.L. Singh	: Assoc. Prof. & Head (AS)
11)	Dr. Parveen Kakkar	: Asstt. Prof. (CSE)
12)	Ms. Shivani Mehta	: Asstt. Prof. (EE)
13)	Dr. Vinay Chopra	: Asstt. Prof. & Head (CA)
14)	Dr. Sanjeev Saini	: Asstt. Supdt. W/Shop
15)	Dr. Kiran Ahuja	: Asstt. Prof. (ECE)
16)	Ms. Suman Arora	: Asstt. Prof. (AS)
17)	Dr. Shivani Vij	: Asstt. Prof. (AS)
18)	Dr. Payal Sharma	: Asstt. Prof. (AS)
19)	Dr. Poonam Sethi	: Asstt. Prof. (ECE)
20)	Dr. Hari Singh	: Asstt. Prof. (ECE)
21)	Ms. Sunaina	: Asstt. Prof. (HMCT)

Agenda Points/Resolutions:-

1. **To prepare Action Plan to improve such metrics of 'Criterion I to VII' of AQAR (2019-20) in which departments have provided "NIL" information:-**

   It was resolved that the departmental Heads and departmental NAAC Coordinators will prepare 'Action Plan' in discussion with Dr. Jagroop Singh to improve such metrics of 'Criterion I to VII' of AQAR (2019-20) in which departments have provided "**NIL**" information.

2. **To assign faculty to assist for 'Criterion-I to VII':-**

   It was resolved that the following faculty members are assigned the responsibility of 'Criteria In-charges' for Criteria 2, 3, 4 & 5 at the Institute level:-

Criteria No. & Name	Faculty Incharge
2. Teaching Learning and Evaluation-II	1. Dr. Kiran Ahuja, Asstt. Prof. (ECE) 2. Mr. Sudhir Jala, Asstt. Prof. (CE) 3. Mr. Gagan Kumar, Asstt. Prof. (IT)
3. Research Innovation and Extension-III	1. Mr. Parveen Kakkar, Asstt. Prof. (CSE) 2. Mr. Kamal Kishore, Asstt. Prof. (AS)
3. Infrastructure and learning Resources-IV	1. Dr. Sanjay Goel, Asstt. Prof. (CE) 2. Dr. Sunil Sachdeva, Asstt. Prof. (AS) 3. Dr. Amit Arora, Asstt. Prof. (ECE)
4. Student Support and Progression-V	1. Mr. Jaswinder Singh Dhillon, Asstt. Prof. (IT) 2. Mr. Gobind Khurana, Asstt. Prof. (CE)

3. **To divide the 'Criterion - I to VII' amongst faculty members of various departments (assign the responsibility of Criterion Incharges for 'Criterion-I to VII' at the department level):-**

    It was resolved that it will be left to the departmental Heads and departmental NAAC Coordinators whether to divide 'Criterion I to VII' amongst faculty members of their respective departments.

4. **To ensure the timely submission of the soft/hard copy of the supporting documents of information under different metrics of 'Criterion I to VII' of the respective departments (soft copy of the supporting documents should be submitted in the form of a PDF file with perfect resolution):-**
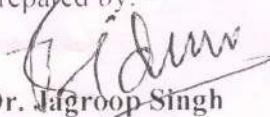
    Dr. Jagroop Singh Sidhu (Dean College Accreditation) requested all HoDs to ensure the timely submission of the soft/hard copy of the supporting documents of the information under different metrics of 'Criterion I to VII' of the respective departments (soft copy of the supporting documents should be submitted in the form of a PDF file with perfect resolution).

5. **To verify the information duly filled-in (e.g. publication detail; whether uge/scopus/sci etc.) and supporting documents provided for each metric under different criterion before submitting it to Dean (College Accreditation & NAAC Coordinator):-**

    It was resolved that the information duly filled-in (e.g. publication detail whether uge/scopus/sci etc.) and supporting documents provided for each metric under different criterion should be cross verified by the respective departmental Heads and NAAC Coordinators before submitting it to Dean (College Accreditation & NACC Coordinator) or concerned Criterion Incharges.

The meeting ended with vote of thanks to the chair.

Prepared by:-

Dr. Jagroop Singh
(Dean College Accreditation)

Approved by:-

Dr. Manoj Kumar
(Principal)

Ref. No. DAVIET/2021-22/Naac-02   **Dated: 12.10.2021**

MINUTES OF MEETING

A meeting of Institute level Criterion Incharges was held on in office of Dr. Jagroop Singh Sidhu to discuss about the planning regarding collection and uploading of information & supporting documents as per the required NAAC format pertaining to different metrics of criterion-II, III, IV and V.

The following members were present in the meeting:

1. Dr. Kiran Ahuja. Asstt. Prof. (ECE) 2. Mr. Sudhir Jala. Asstt. Prof. (CE)	Criterion Incharges-II
3. Dr. Parveen Kakkar. Asstt. Prof. (CSE) 4. Mr. Kamal Kishore. Asstt. Prof. (AS)	Criterion Incharges-III
5. Dr. Sanjay Goel Asstt. Prof. (CE) 6. Dr. Sunil Sachdeva Asstt. Prof. (AS) 7. Dr. Amit Arora Asstt. Prof. (ECE)	Criterion Incharges-IV
8. Mr. Jaswinder Singh dhillon Asstt. Prof. (IT) 9. Mr. Gobind Khurana Asstt. Prof. (CE)	Criterion Incharges-V

- Mr. Gagan Kumar. Asstt. Prof. (IT) (was on Leave)

Agenda Points/ Resolutions:-

1. It was resolved that the Institute level Criterion Incharges (II, III, IV & V) will collect data/information along with their supporting documents (soft copy) under different metrics of their respective criterion from the department heads as per the required NAAC format/ reference files. The supporting documents/proofs for each metric under different criterion should be collected in the form of pdf file for each metric separately.

2. It was resolved that the Institute level Criterion Incharges (II, III, IV & V) will check and ensure that the information and supporting documents provided by different department for each metric is as per the required NAAC format/reference files.

3. It was resolved that the Institute level Criterion Incharges (II, III, IV & V) will arrange/combine/merge the pdf files of each metric received from different departments in the same order as the data filled in Excel sheet for different department for each metric.

4. It was resolved that the Institute level Criterion Incharges (II, III, IV & V) will upload the information/data/supporting documents/proof files of different metrics of their respective criterion on the AQAR, SSR web. Portal of the NAAC.

Dr. Kiran Ahuja. Asstt. Prof. (ECE)   Mr. Sudhir Jala. Asstt. Prof. (CE)   Mr. Gagan Kumar. Asstt. Prof. (IT)

Dr. Parveen Kakkar. Asstt. Prof. (CSE)   Mr. Kamal Kishore. Asstt. Prof. (AS)

Dr. Sanjay Goel Asstt. Prof. (CE)   Dr. Sunil Sachdeva Asstt. Prof. (AS)   Dr. Amit Arora Asstt. Prof. (ECE)

Mr. Jaswinder Singh dhillon Asstt. Prof. (IT)   Mr. Gobind Khurana Asstt. Prof. (CE)

Dr. Jagroop Singh Sidhu
'Dean College Accreditation'

Approved By:-

Dr. Manoj Kumar
(Principal)

DAV Institute of Engineering & Technology Jalandhar

Ref. No. 2657

Dated:- 25/03/22

MINUTES OF MEETING

A meeting of all Dean(s)/HODs/institute level criterion in charges (I to VII) was held in the 'Conference Hall at 3.30pm on 17/03/22 (Thursday) to discuss the following agenda points regarding NAAC accreditation:

1. **Framing common policy/procedure regarding attainment of program outcomes, program specific outcomes and course outcomes from all departments.**
   It was resolved that all the departments should decide/set their own threshold level for the attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes. All the departments are required to submit the soft copy of the attainment of program outcomes, program specific outcomes and course outcomes of all the courses for the last two semesters to Dr. Kiran Ahuja, latest by 31/03/22.

2. **To obtain & submit feedback on the syllabus and its transaction at the institute from the 1) Students 2) Teachers 3) Employers 4) Alumni (Feedback collected, analyzed and action taken and feedback available on website).**
   It was resolved that the department Heads should submit feedback on the syllabus and its transaction at the institute from the 1) Students 2) Teachers 3) Employers 4) Alumni (Feedback collected, analyzed and action taken report should be submitted to the Dean College Accreditation as per the Proforma mailed to them latest by 31/03/22.

3. **Identification of slow/fast learner for all departments and action taken report thereof.**
   It was decided that in addition to other parameters (Tutorials/assignments/Technical quiz/previous semester result) the threshold limit to identify slow and advanced learner in MSTs will be as given below in table:-

   | Slow learner | $\leq 40\%$ marks in the MSTs |
   | Advanced learner | $\geq 80\%$ marks in the MSTs |

4. **Student progress report by each department:-**
   It was decided that the departments should submit the pending student progress report of their respective departments to Dr. Kiran Ahuja (Institute level criterion Incharge II) latest by 31/03/22.

5. **Assignments and tutorials mapping report with COs and Bloom's taxonomy levels by each department:-**
   It was resolved that the department heads should submit the assignments and tutorials of their respective departments mapped with COs and Bloom's taxonomy levels along with the mapping of lab experiments with COs and Bloom's taxonomy levels to Dr. Kiran Ahuja (Institute level criterion Incharge II) latest by 31/03/22.

6. **To improve the data provided by Departments for metrics 5.2.2 & 5.2.3 under criterion-V (5.2.2 Average percentage of students progressing to higher education) (5.2.3 Average percentage of students qualifying in state/national/international level examinations during the last five years.**

   It was decided that the data as received under the metrics 5.2.2 & 5.2.3 will be uploaded to the NAAC portal.

7. **Submission of supporting documents for each metric under different criterion (I to VII) by each department with head of department seal.**

   It was resolved that the Department Heads should submit the supporting documents of different metrics under criterion (I to VII) of the respective department with head of department seal.

8. **Regarding data/information for the tenure i.e. (Jan-Jun 2020, Jul-Dec 2020, Jan-Jun 2021 sessions) in terms of extra classes, special tests, induction program, action taken report, etc.**

   It was decided that the departments should submit the assignment and tutorials (where ever applicable) for the period (Jan-Jun 2020, Jul-Dec 2020, Jan-Jun 2021 sessions) to Dr. Kiran Ahuja (Institute level criterion Incharge II) latest by 31/03/22.

9. **Submission of queries handled by the mentors with the proper supporting documents by each department.**

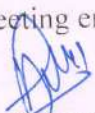   Criterion Incharge-II apprised that the data received under this metric is satisfactory

10. **To submit the pending information under different metrics of CRITERION-I to VII latest by 23/03/22.**
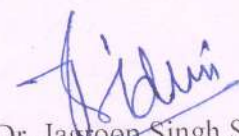
    It was decided that all the departments should submit the pending information/data under different metrics of criterion I to VII of their respective departments at the earliest for timely submission of AQAR (2020-21) and Self Study Report.

11. **Subscription for e-Journals.**

    It was resolved that the matter related to subscription of e-Journals will be decided separately in the meeting with HODs/Librarian.

The meeting ended with vote of thanks to the chair.

Dr. Anil Soni
(IQAC Director)

Dr. Jagroop Singh Sidhu
(Dean College Accreditation)

Approved By:

Dr. Manoj Kumar
Principal

DAV Institute of Engineering & Technology Jalandhar

Ref. No. 2022-23/165

Dated:- 28/04/2022

Minutes of meeting held on 30th March 2022 in the Office of Dean (Accreditation) regarding "Requirements for better grading of Criteria 7- Institutional Values and Best Practices"

The flowing points were discussed in the meeting related to

- **NAAC Criteria 7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures**
    1. Number of LED tubes/lamps needs to be maximized,
        It was proposed that the fluorescent (conventional) lighting of all the offices and classrooms should be replaced with the LED tubes based lighting.
    2. Biogas plant: Not available
    3. Wheeling to the Grid: Not Feasible
    4. Sensor-based energy conservation:
        Department of EE was entrusted with the responsibility to develop sensor-based energy conservation measures and devices. For this task the following committee is hereby constituted:-
        - Ms. Shivani Mehta,
        - Sh. Baljit Singh
        - Sh. Rajesh Kumar
        - Sh. K. K. Lamba
    5. Solar energy: Number of Solar Panels needs to be increased in phased manner

- **NAAC Criteria 7.1.3 - Describe the facilities in the Institution for the management of the degradable and non-degradable waste**
    1. Dr. Sanjeev Naval presented the policy documents on "waste management policy" of DAVIET duly approved by the competent authority (copy attached).
    2. E-waste management: Dr. M. K. Kaushik presented agreement document for "E-waste management" with K.J Recycler, Jalandhar (external service providing agency) and all committee members agreed to the same.

- **NAAC Criteria 7.1.4 - Water conservation facilities available in the Institution:**
    1. Rain water harvesting: It was proposed that Dr. M. K. Kaushik should take in to account the existing total "Open Uncovered Green Area" of the institute as rain water harvesting area while calculating the amount of water conserved, in addition to the amount of water conserved by the existing facility available in the institute.
    2. Construction of tanks and bunds: Not possible

- **NAAC Criteria 7.1.5 - Green campus initiatives include:**
    1. Restricted entry of automobiles: Policy document needs to be prepared on the restricted entry of the visitors vehicles.
        Following committee is hereby constituted to develop/prepare policy document:-
        - Dr Sudhir Sharma- Dean Academics
        - Dr. M K Kaushik - Assistant Professor (CE)
        - Mr. Gobind Khurana- Assistant Professor (CE)
    2. Use of Bicycles/ Battery powered vehicles: It was discussed and resolved that the use of Bicycles/ Battery powered vehicles is not feasible due to small campus size.
    3. Pedestrian Friendly pathways: It was discussed that "as our institute campus is of small size the corridors connecting the different blocks/departments are used as

pedestrian pathways. No separate requirements of the pedestrian friendly pathways exist as such.

4. Ban on use of Plastic: Policy document on the ban of plastic littering inside campus needs to be prepared and displayed on prominent locations.

Following committee is hereby constituted to develop/prepare policy document:-
- Dr Sanjeev Naval- Dean Student Affairs
- Dr K L Singh- Associate Professor & Head (AS)
- Mr. M.S. Bedi, - Assistant Professor (CE)
- Dr. M K Kaushik - Assistant Professor (CE)

- **NAAC Criteria - 7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:**

1. Green audit: Following committee is hereby constituted for green audit:-
   - Dr. Ashok Kumar – Associate Professor (Chemistry) & NSS officer
   - Mr. M.S. Bedi, - Assistant Professor (CE)
   - Dr. M K Kaushik - Assistant Professor (CE)
   - Dr. Bhupinder Singh - Assistant Professor (Chemistry)

2. Energy audit: Audit by the external agency is required; Electrical Engineering department of our institute needs to find suitable external agency for the same.

Following committee is hereby constituted for energy audit:-
   - Dr. Chintu Rza
   - Sh. Mani Bansal
   - Sh. Tejinder Singh

3. Environment audit: Following committee is hereby constituted for environment audit:-
   - Dr. Ashok Kumar – Associate Professor (Chemistry) & NSS officer
   - Mr. M.S. Bedi, - Assistant Professor (CE)
   - Dr. M K Kaushik - Assistant Professor (CE)
   - Dr. Bhupinder Singh - Assistant Professor (Chemistry)

- **NAAC Criteria 7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

1. It was decided that the existing Code of Conduct as such will be displayed on the institute website.
2. There is a committee to monitor adherence to the Code of Conduct:

Following committee is hereby constituted to monitor adherence to the Code of Conduct:-
   - Dr. Manoj Kumar - (Principal)
   - Dr. Sudhir Sharma - (Dean Academics)
   - Dr Sanjeev Naval- (Dean Student Affairs)
   - Dr Jagjit Malhotra- Dean (RIC)
   - Dr. Devinder Priyadarshi - (COE)

- **NAAC Criteria 7.2 - Best Practices**

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

BEST PRACTICES-I

1. Title of the Practice:

2. Objectives of the Practice
3. The Context
4. Practice
5. Evidence of Success
6. Problems Encountered and Resources Required

BEST PRACTICES - II
1. Title of the Practice
2. Goal/Objective of the Practice
3. The Context
4. The Practice:
5. Evidence of Success
6. Problems Encountered and Resources Required:

It was decided that Dr. Sanjeev Naval will provide all the necessary information/details & supporting documents for the two best practices as given below successfully implemented by the institute latest by 28/04/22.

1. Solid waste management
2. Earn while learn

- **NAAC Criteria 7.3 - Institutional Distinctiveness**
  7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

It was decided that Dr. Anil Soni will provide all the necessary documents/details regarding the above metric 7.3.1 under criterion-VII latest by 28/04/22.

The meeting ended with vote of thanks to the chair.

Dr. Anil Soni
(IQAC Director)

Dr. Jagroop Singh Sidhu
(Dean College Accreditation)

Approved By:

Dr. Manoj Kumar
Principal

DAV Institute of Engineering & Technology Jalandhar

Ref. No. DAVIET/NAAC-05   Dated:- 09/07/22

MINUTES OF MEETING

A meeting of all institute level criterion incharges (I to VII) was held on 09/07/22 in the office of Dr. Jagroop Singh Sidhu to discuss the following agenda points regarding NAAC accreditation (SSR uploading):

1. **Uploading of information & supporting documents under different metrics of criterion-(I to VII) of Self Study Report (SSR) as per the required NAAC format and SOP.**

   It was resolved that all the institute level criterion incharges (I to VII) will upload the information & supporting documents under different metrics of criterion-(I to VII) of Self Study Report (SSR) as per the required NAAC format and SOP before/latest by the dead line fixed by the respective criterion incharge.

2. **The standard format to be used/adopted for uploading information & supporting documents under different metrics of criterion-(I to VII) [when file size is <5MB, file size is >5MB, and for metrics having predefined formulas/calculations]**

   It was resolved that the institute level criterion incharges (I to VII) will adopt the standard format as briefed to them by the 'Dean College Accreditation' in the meeting regarding uploading of information & supporting documents under different metrics of criterion-(I to VII) [when file size is <5MB, file size is >5MB, and for metrics having predefined formula/calculations]

3. **The deadline to be fixed for uploading information & supporting documents under different metrics of criterion-(I to VII) of Self Study Report (SSR).**

   It was decided that information & supporting documents under different metrics of criterion-(I to VII) of Self Study Report (SSR) will be uploaded before 15/08/22. The information & supporting documents under different metrics of criterion-(I to VII) of Self Study Report (SSR) will be uploaded by the respective criterion incharges as per the consent given by them in the attached file.

Dr. Anil Soni   Dr. Jagroop Singh Sidhu
(IQAC Director)   (Dean College Accreditation)

Approved By:

Dr. Manoj Kumar
Principal

CONTRIBUTIONS MADE BY IQAC AND ACTION TAKEN REPORT (2021-22)

Sr. No.	Item/Title of the Quality initiative by 'IQAC'	Beneficiaries
1	To submit/publish research papers in the journals notified on UGC website, chapters in edited volumes/books published and papers in national/international conferences.	Faculty, PG and final year UG students
2.	Timely submission of Annual Quality assurance Report (AQAR) 2020-21	All stakeholders
3.	Constant Encouragement and inspiration to organize gender equity promotion programmes and to celebrate national and international commemorative days, events and festivals.	All stakeholders
4.	Collection, analysis of feedback from all stake holders and action taken for improvement	All stakeholders
5	Best Practices viz. Green, Clean and plastic free campus, Rain Water Harvesting, Solid Waste and E-Waste Management and Earn while you learn scheme.	All stakeholders
6	To Introduce Novel teaching learning pedagogies to improve the teaching learning process.	All stakeholders
7	Orientation of faculty members /administrative staff regarding revised Accreditation Framework of NAAC Conducted by Dean College Accreditation and NAAC Coordinator	All Faculty & Staff

ACTION TAKEN:-

Submitted/Published research papers in the journals notified on UGC/Scopus/SCI indexed Journals, chapters in edited volumes/books published and papers in national/international conferences.	Faculty of different departments published good number of papers in the journals notified on UGC/Scopus/SCI indexed Journals.
Submission of Annual Quality assurance Report (AQAR) 2020-21.	Annual Quality assurance Report (AQAR) 2020-21 submitted timely on 30/06/22
Organized gender equity promotion programmes and celebrated national and international commemorative days, events and festivals.	Gender equity promotion programmes and national and international commemorative days, events and festivals are effectively organized/ celebrated by the departments.
Arranged/organized extra classes for the slow learners.	Different departments effectively arranged the extra classes for slow learners
Policy/procedure regarding attainment of program outcomes, program specific outcomes and course outcomes has been devised by all departments.	Departments decided /set their own threshold level for the attainment of program outcomes, program specific outcomes and course outcomes
Activity based learning workshop conducted by Principal for all faculty members.	Faculty successfully conducted activity based learning to enhance the learning level of the students.

IQAC Coordinator

IQAC Chairman