

Ref. No: SUIET/ADMN/23/04

Date: 07/01/2023

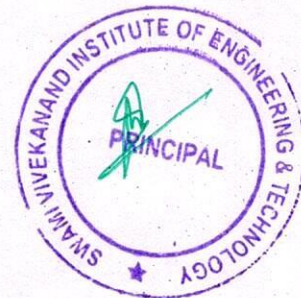
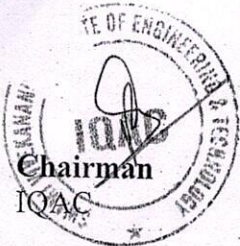
CIRCULAR

This is to intimate to all the members of the Internal Quality Assurance Cell, that the 21st meeting of the IQAC is scheduled will be held on 18th January 2023 in the Board Room at 11:00 am.

Agendas for discussion:

- Action Taken Report of 20th Meeting.
- Regarding conduct of ICTA 2023.
- Strengthening IQAC.
- Regarding infrastructure development.
- Regarding Extension Activities.
- Regarding Skill development sessions.

All the members are hereby notified to reach the venue on time.



INTERNAL QUALITY ASSURANCE CELL (IQAC)

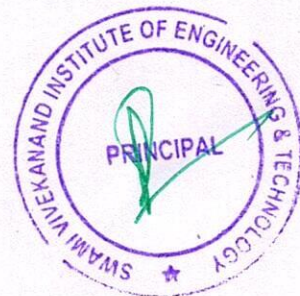
Minutes of 21st Meeting held on 18 January, 2023

The 21st Meeting of the Internal Quality Assurance Cell was held on 18 January, 2023 at 11:00 AM in the board room (Admin Block) of Swami Vivekanand Institute of Engineering & Technology.

Following members have attended the same:

Chairman	Dr. Pertik Garg (Principal-SVIET)
Administrative officers	Mr. Ankur Gupta (Director Finance)
Faculty Representative	Dr. Meena Thakur Dr. Indu Batra Ms. Navdeesh Ms. Shivani Ms. Tanika Thakur
Management Representative	Er. Vishal Garg (Director Admin & Secretarial)
Nominees from local society, Students and Alumni	Ms. Pooja (Society Representative) Mr. Monarchdeep Singh Chahal (Alumni) Ronit Jair Parkash (Student Representative) Anam Rashid (Student Representative)
Nominees from Employers, Industrialists, Stakeholders	Mr. Varun Garg (CEO, S-Digital Solutions) Mr. Tarun Singla (MD, ENERGOS TECH)
Coordinator of the IQAC/ Director of the IQAC	Ms. Nisha

All the above mentioned members have attended the meeting.



Minutes of 21st Meeting of IQAC, 18 January, 2023

21.1: Welcome Address and Introduction

Dr. Pertik Garg, the Chairman of IQAC welcomed all the members of the committee and permitted to start the proceedings of the meeting.

21.2: Action Taken Report of the Minutes of 20th meeting of IQAC

Noted. The points were circulated among the members.

21.3: Conducting ICTA 2023.

The upcoming international conference preparations were discussed. The Chairman advised all the participating committees to prepare well in advance for the same.

21.4: Strengthening of IQAC.

IQAC shall be made the nodal point for discussing and adopting all quality initiatives in the institute. An annual review of each department/ section shall be done to understand their aspirations and achievements. More qualified members to be added to the IQAC for the smooth conduct of the future operations.

21.5: Infra Development.

Mr. Ankur Gupta informed that as part of infrastructure enhancement, Leg Press machine was installed in the gym; a grass mowing machine was also purchased for the beautification of the college lawns and new blinds were purchased for the offices of the Dean, the administrative staff, Steno, and also for Mass Communication Lab, and Conference room.

21.6: Regarding Extension Activities.

Ms. Navdeesh raised the agenda to increase the extension and outreach activities in the current session so as to implement the Teaching Learning process successfully. The agenda was noted by the chair for the further action.

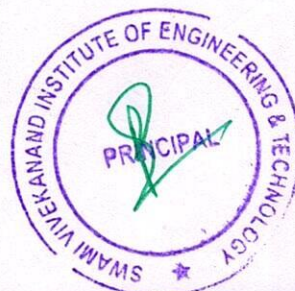
21.7: Regarding skills development sessions.

Er. Vishal Garg proposed the skills development sessions for the passing out students. He further elaborated that the counseling sessions must be impactful enough to counsel the students for either take up the higher study program or to take up the job. Counseling is also required for those having the backlogs. The point was noted and applauded.

21.7: Regarding preparation for Admissions 2023

Admission teams have been distributed area wise for the same. Strategies have been developed regarding counseling for the new programs.

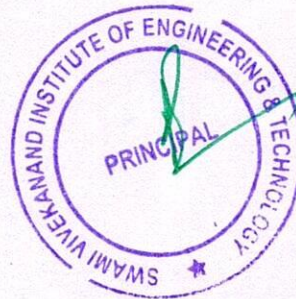
Since there was no other item to be discussed, the meeting ended with a vote of thanks to the Chair.

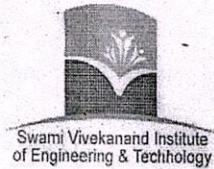


INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report for the minutes of the 21th Meet of IQAC held on 18 January, 2023

Sr. No.	Reference in minutes	Action Related to	Action to be taken by	Status
1	21.2	Confirmation of the minutes of the 20 th meeting of IQAC	All members of IQAC	All the members were directed to send their comments and feedback for the minutes of 20 th meet for the further action.
2	21.3	Conducting ICTA 2023	Mr. Vishal Garg	The instructions related to the same and duty delegation was done.
3	21.4	Strengthening the IQAC	Chairman-IQAC	IQAC shall be made the nodal point.
4	21.5	Infrastructure Development	Director Finance	Layout and budget allocation was done.
5	21.6	Regarding Extension Activities	NSS/NCC	The plan was charted out.
6	21.7	Regarding Skills Development session	Placement Cell	The sessions were arranged.





SWAMI VIVEKANAND INSTITUTE OF ENGINEERING & TECHNOLOGY

Affiliated to IKGPTU, Jalandhar & Approved by AICTE, New Delhi

Ref. No. SVIET/ADMIN/23/106

Date 03/05/2023

CIRCULAR

This is to intimate to all the members of the Internal Quality Assurance Cell, that the 22nd meeting of the IQAC is scheduled will be held on 21st May 2023 in the Board Room at 11:00 am.

Agendas for discussion:

- Action Taken Report of 21st Meeting.
- Regarding outcome of research related measures.
- Regarding submission of IIQA and SSR.
- Regarding quality assurance in the hostel mess.
- Outcome of the hostel committee meeting.

All the members are hereby notified to reach the venue on time.



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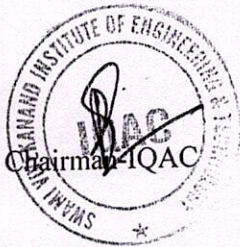
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of 22nd Meeting held on 21 May, 2023

The 22nd Meeting of the - Internal Quality Assurance Cell was held on 21 May 2023 at 11:00 AM in the Board room (Admin Block) of Swami Vivekanand Institute of Engineering & Technology.

Following members have attended the same:

Chairman	Dr. Pertik Garg (Principal-SVIET)
Administrative officers	Mr. Ankur Gupta (Director Finance)
Faculty Representative	Dr. Meena Thakur Dr. Indu Batra Ms. Navdeesh Ms. Shivani Ms. Tanika Thakur
Management Representative	Er. Vishal Garg (Director Admin & Secretarial)
Nominees from local society, Students and Alumni	Ms. Pooja (Society Representative) Mr. Monarchdeep Singh Chahal (Alumni) Ronit Jai Parkash (Student Representative) Anam Rashid (Student Representative)
Nominees from Employers, Industrialists, Stakeholders	Mr. Varun Garg (CEO, S-Digital Solutions) Mr. Tarun Singla (MD, ENERGOS TECH)
Coordinator of the IQAC/ Director of the IQAC	Ms. Nisha



Minutes of 22nd Meeting of IQAC, 21 May, 2023

22.1: Welcome Address and Introduction

Dr. Pertik Garg, the Chairman of IQAC welcomed all the members of the committee and permitted to start the proceedings of the meeting.

22.2: Action Taken Report of the Minutes of 21st meeting of IQAC

Noted. The points were circulated among the members.

22.3: Regarding outcome of Research related measures.

Efforts were applauded. Dr. Indu Batra informed that the number of research papers and book chapters were plummeted after ICTA and other measures and motivation taken by the Research cell & IIC.

22.4: Regarding Internal Assessment.

Dr. Meena Thakur raised the point to include the presentation skills and overall behavior in the ongoing Internal Assessment. The point was noted.

22.5: Regarding quality assurance in the hostel mess and to analyse the outcome of the hostel committee meeting.

Mr. Manraj Daksh presented the overall report of the hostel facilities. The report was held to analyse the quality delivered. The outcome of the hostel committee meetings was also analysed for the further action.

22.5: Regarding conducting ICTA 2023.

The Chairman apprised all the executives who were involved in conducting the ICTA 2023 for its success.

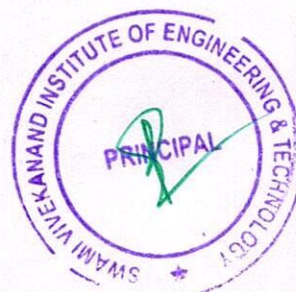
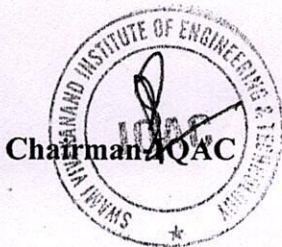
22.6: Regarding strengthening the IQAC.

Noted. The efforts were applauded.

22.7: Regarding submission of IIQA and SSR to NAAC for the final inspection.

There was a discussion to finalise the date for the submission of the SSR and IIQA. But, after the long session of brain storming, the committee has unanimously decided to submit the IIQA and SSR thereafter in the month of November, 2023. The point was marked important.

Since there was no other item to be discussed, the meeting ended with a vote of thanks to the Chair.



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report for the minutes of the 22nd Meet of IQAC held on 21 May, 2023

Sr. No.	Reference in minutes	Action Related to	Action to be taken by	Status
1	22.2	Confirmation of the minutes of the 21 th meeting of IQAC	All members of IQAC	All the members were directed to send their comments and feedback for the minutes of 21 th meet for the further action.
2	22.3	Regarding outcome of research related measures	Research Head	Efforts were applauded. The practice will continue in future.
3	22.4	Regarding Internal Assessment	Academic Council	The agenda was noted for the further action.
4	22.5	Regarding Quality assurance in the hostel related issue.	Hostel Warden	The agendas were noted for the further action.
5	22.6	Successful completion of ICTA 2023	Chairman-IQAC	The efforts were highly appreciated. The practice will continue in future.
6	22.7	Regarding strengthening the IQAC	Chairman-IQAC	The efforts were appreciated.
7	22.8	Regarding submission of IQA and SSR	IQAC	The agendas were noted for the further action.

