

Minutes of Meeting

Date: 20 December 2023

Time: 3:00 p.m.

Venue: GNIT

A meeting of IQAC cell was held on 20 December 2023. The following Agenda were discussed:

- Agenda 1: To confirm and approve the minutes of the last IQAC meeting held on 08 June 2023
- Agenda 2: To note and ratify the action taken report (ATR) of the last IQAC meeting.
- Agenda 3: Curriculum development and Implementation
- Agenda 4: Internship Status
- Agenda 5: Feedback
- Agenda 6: Teaching-Learning process (TLP)
- Agenda 7: Result Analysis
- Agenda 8: Research & Facilities
- Agenda 9: Department level Outreach/Extension Activity
- Agenda 10: Involvement in NSS / Outreach activity by faculty members. Student involvement in NSS activity from all departments
- Agenda 11: Activity Club: Activity of different clubs
- Agenda 12: On the job training status
- Agenda 13: Status of Total number of Collaborative activities per sem
- Agenda 14: MoU status of different departments
- Agenda 15: Students qualification in different State/National / International level examination like GATE/NET/CLAT/TOEFL etc
- Agenda 16: online/ face-to-face Faculty Development Programmes (FDP) (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)
- Agenda 17: Miscellaneous

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Members Present:

Sl.	Name of the members	Department	Designation in IQAC
1.	Prof.(Dr) Swarup Kr. Mitra	Principal, Admin	Chairperson
2.	Dr. Sunipa Roy	ECE	Coordinator
3.	Mr. Simarpreet Singh	Admin	Member
4.	Dr. Adish Kumar Chakraborty	Administration	Member
5.	Prof.(Dr.)Amalendu Ghosh	IEST	External Member
6.	Prof.(Dr.) Arun Kumar Mondal	ECE	Member
7.	Mr. Avisek Choudhury	Tata Consultancy Services	External Member
8.	Dr.Kakali Bandyopadhyay	FT	Member
9.	Mrs.SrabaniKundu	CSE	Member
10.	Dr.Barnali Kundu	EE	Member
11.	Dr.Suman Bhattacharya	CSE	Member
12.	Mrs.Bapita Roy	ECS	Member
13.	Mr.Chiranjib Dutta	CA	Member
14.	Suparna Karmakar	IT	Member
15.	Mrs. Anurima Majumdar	ECE	Member
16.	Dr.Sucharita Chakraborty	ASH	Member
17.	Dr. Mahamuda Sultana	CSE	Member
18.	Mr.Saumyadeep Bhattacharyya	ECE	Student Member

Agenda1: To confirm and approve the minutes of the last IQAC meeting held on 08 June 2023
Resolution:

The IQAC discussed and considered the minutes of the last meeting held on 8th June, 2023 copy of which was circulated to the members. No Comments were received in writing.

❖ **Agenda 2: To note and ratify the action taken report (ATR) of the last IQAC meeting.**

Resolution: The action taken report was presented before IQAC members.

Item	Resolution	Action Taken
Agenda3: Proposal to conduct NBA Awareness program by June 2023	It was suggested by the management to conduct before NBA visit.	FDP organized on OBE in July 2023
Agenda4: Proposal submission for organising Seminar/workshop/conference on emerging topics to funding agencies.	Members encouraged the same	Initiative taken by ECE, CSE dept.
Agenda5: Proposal to conduct one week Faculty Development programme	Members encouraged the same	NBA Awareness program conducted by all
Agenda6: Review of Research & Developmental activities of faculty and Students (January 2023- May 2023)	Members encouraged the same	Research directory updated.
Agenda 7 : MOU signed/renewed or Industry visit by the departments in Even semester 2023	External Members encouraged the same	MOU signed by most of the departments. ECE, IT, ECS, FT
Agenda 8: Discussion on completion status of faculty and students in MOOCs courses.	The completion status of MOOCs courses has been revised as committee members are advised.	It was presented in the meeting and committee noticed.
Agenda 10: Revision of Autonomy Curriculum (R23) and Implementation of NEP 2020.	Status Updated	Implementation partly complete and rest is going on.
Agenda 11: Achievements (student/faculty) during AY 2022-23	Status presented	Annual Achievement book to be prepared, approved by BOG.

❖ **Agenda 3: Curriculum development and Implementation**

Resolution: NEP 2020 based R23 curriculum has been implemented in July 2023 with the approval of affiliating university. As per UGC guideline the credit kept 163 across the departments. One semester successfully completed with this new curriculum.

❖ **Agenda 4: Internship Status**

Resolution: Internship status presented in the meeting. Mostly 2 weeks duration internship found. Committee suggested to make it 3 weeks at least from next semester for minimum 70% student.

❖ **Agenda 5: Feedback**

Resolution:

External member has suggested to give emphasis on two parameters 'course completion on time' and suggested to add course content parts also. It was also asked to present the Bar Chart in a different and better way. Committee agreed.

❖ **Agenda 6: Teaching-Learning process (TLP)**

Resolution:

The entire semester innovative teaching learning processes were presented in the meeting. Committee observed and no further suggestion received.

❖ **Agenda 7: Result Analysis**

Resolution:

Result analysis was presented by the coordinator to the committee. The committee has suggested to take some initiatives to improve the result of 4th semester student.

❖ **Agenda 8: Research & Facilities**

Resolution:

The R &D activities of the duration July 2023- December 2023 of each department has been presented in the meeting which include research journals (International/National), patents, conferences/symposiums (international/national), book chapters etc. Committee has suggested to submit the grant as much as possible.

❖ **Agenda 9: Department level Outreach/Extension Activity**

Resolution:

Committee noticed.

Committee also encouraged to collaborate with some other organizations.

❖ **Agenda 10: Involvement in NSS / Outreach activity by faculty members. Student involvement in NSS activity from all departments**

It was presented in the meeting and committee observed the activity list .

❖ **Agenda 11: Activity Club: Activity of different clubs**

Different club activity presented and noticed by the committee.

❖ **Agenda 12: On the job training status**

It was presented in the meeting.

❖ **Agenda 13: Status of Total number of Collaborative activities per sem**

Committee noticed. Committee also encouraged to collaborate with some other organizations.

❖ **Agenda 14: MoU status of different departments**

Committee observed and appreciated.

❖ **Agenda 15: Students qualification in different State/National / International level examination like GATE/NET/CLAT/TOEFL etc**

The point kept pending for next semester as the frequency of these exams are found in even semesters only generally.

❖ **Agenda 16: online/ face-to-face Faculty Development Programmes (FDP) (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)**

As per the suggestion of last meeting, all the departments organized at least one FDP (5 days) in the respective department in this semester. Committee has also suggested giving emphasis on interdisciplinary topic and conducting the program jointly among the departments. As per the suggestion National level FDP are encouraged with some technical sponsorship. As per the suggestion, institute organized the NBA Awareness program in July 2023.

❖ **Agenda 17: Miscellaneous**

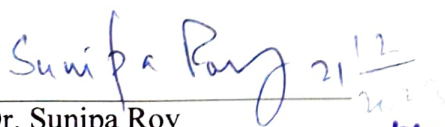
Three departments are EE.CSE, ECE, and FT awarded with NBA accreditation and all the external members congratulated the team worked behind it.

AQAR 2022-23 DATA Preparation initiated by IQAC Cell.

National Seminar is going to be organized On 9 January 2024 by ECE dept with IEEE CAS Kolkata section.

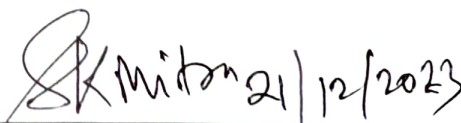
As desired by PMO, Amrit Kaal Vimarsh Vikasit Bharat @2047 is going to be organized on 9 January 2024 at Institute level.

The Meeting ended with vote of thanks


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