**Ref No GNIT/IQAC/Minutes/2024/02** **Date: 25 June 2024**

# Minutes of Meeting

**Date: 24 June 2024**
**Time: 11:30 a.m.** **Venue: GNIT**

**A meeting of IQAC was held on 24 June 2024**

**The following Agenda were discussed:**

**Agenda 1: To confirm and approve the minutes of the last IQAC meeting held on 20th December 2023**

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

**Agenda 3: Analysis of the feedback from stakeholder**

**Agenda 4: Result analysis**

**Agenda 5: Review of Research & Developmental activities**

**a: Proposal submission for organising Seminar/workshop/conference on emerging topics to funding agencies.**

**b: Publications of faculty and Students (January 2024- May 2024).**

**c: Awards and Appreciation for quality publications through JIS Innovation award.**

**Agenda 6: Proposal for conduction of a one week Faculty Development Program at department level.**

**Agenda 7. Reporting of Industry-Institute Interaction through Membership & MoU's in Even semester 2024.**

**Agenda 8. Internship opportunity availed by the students of each department.**

**Agenda 9. Implementation of Autonomy Curriculum (R23) from 3rd sem with BOS and observations if any.**

**Agenda 10. CSR activity till date (AY 23-24).**

**Agenda 11. Review the status and audits on Eco-friendly measures include steps to reduce consumptions of electrical energy**

**Agenda 12. Analysis of Students Satisfaction Survey (SSS) 2022-2023**

**Agenda 13. Any other matter with the permission of the chair.**

**Agenda 14: Miscellaneous**

**Members present:**

| Sl. | Name of the members | Department | Designation in IQAC |
|---|---|---|---|
| **1.** | Prof.(Dr) Swarup Kr. Mitra | Principal | Chairperson |
| **2.** | Dr. Sunipa Roy | ECE | Coordinator |
| **3.** | Mr. Simarpreet Singh | Management | Member |
| **4.** | Mr. Tapas Sen | Industry | External member |
| **5.** | Mr.Chiranjib Dutta | CA | Member |
| 6. | Prof.(Dr.) Suparna Biswas | COE | 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.Santana Das | ECS | Member |
| **13.** | Suparna Karmakar | IT | Member |
| **14.** | Mrs. Anurima Majumdar | ECE | Member |
| **15.** | Dr.Sucharita Chakraborty | ASH | Member |
| **16.** | Dr. Mahamuda Sultana | CSE | Member |
| **17.** | Mr.Saumyadeep Bhattacharyya | ECE | Student Member |
| **18.** | Mr. Saurav Saha | Admin | Invitee Member |

## Resolution:

**Agenda 1: To confirm and approve the minutes of the last IQAC meeting held on 20th December 2023**

The IQAC discussed and considered the minutes of the last meeting held on 22 Dec , 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: Curriculum development and Implementation | NEP 2020 guided curriculum implementation was in the order | Implemented |
| Agenda4: Internship Status | Collected from all department | Presented |
| Agenda 5: Feedback | Collected from all department | Presented |
| Agenda 6: Teaching-Learning process (TLP) | Collected from all department | Presented |
| Agenda 7: Result Analysis | Collected from all department | Presented |
| Agenda 8: Research & Facilities | Collected from all department | Presented |
| Agenda 9: Department level Outreach/Extension Activity | Collected from all department | Presented |
| Agenda 10: Involvement in NSS / Outreach activity by faculty members. Student involvement in NSS activity from all departments | Collected from all department | Presented |
| Agenda 11: Activity Club: Activity of different clubs | Collected from all the clubs | Presented |
| Agenda 12: On the job training status | Collected from all department | Presented |
| Agenda 13: Status of Total number of Collaborative activities per sem | Collected from all department | Presented |
| Agenda 14: MoU status of different departments | Collected from all department | Presented |
| Agenda 15: Students qualification in different State/National / International level examination like GATE/NET/CLAT/TOEFL etc | Collected from all department | Presented |

| | | |
|---|---|---|
| Agenda 16: online/ face-to-face Faculty Development Programmes (FDP) (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course) | All departments were suggested to go for it | EE, CSE,FT,ECS department already organized. Rest of the department will arrange |

**Agenda 3: Analysis of the feedback from stakeholder**

The feedback analysis presented in the meeting and expert opined to put it in department level to observe the departmental status/progress. Committee accepted his view point.

**Agenda 4: Result analysis**

Result analysis for all the odd semester presented. External expert suggested to put all data batchwise to note the improvement happening in the same batch. Committee opined that the data could be put batchwise but as the agenda was for only semester basis, that's why it was avoided. The same could be maintained in NBA file by the departments.

**Agenda 5: Review of Research & Developmental activities**

**a: Proposal submission for organising Seminar/workshop/conference on emerging topics to funding agencies.**

**b: Publications of faculty and Students (January 2024- May 2024).**

**c: Awards and Appreciation for quality publications through JIS Innovation award.**

**Agenda 6: Proposal for conduction of a one week Faculty Development Program at department level.**

Committee suggested minimum 02 International conferences and 02 National conferences will be covered up by the year 2024.

AICTE VAANI grant received by the ECE department and the seminar will be conducted on November 2024.

As decided in the meeting, one international conference will be organized jointly by CSE and EE department by November 2024.

Another international conference will be organized by other depts. E.g. ASHU, single/jointly (or else) as decided in the meeting.

The outcome of these conferences will be SCOPUS indexed journal publications as decided in the meeting. HOI has given the consent for doing all necessary formalities.

All the departments have come forward to conduct FDPs by 2024. One FDP, already completed, set by FT and ECS department. Another international FDP already completed by EE and CSE department.

Next will be conducted by CSE/IT/MCA department by September 2024. ECE dept has decided to conduct either Student development programme or faculty development programme in collaboration with I\EEE CASS.

It is suggested in the meeting to conduct this entire programme under the technical/financial sponsorship of renowned brand.

**Agenda 7. Reporting of Industry-Institute Interaction through Membership & MoU's in Even semester 2024.**

All the MOU presented and industry-institute interaction activity also presented in the meeting. Committee appreciated.

**Agenda 8. Internship opportunity availed by the students of each department.**

It was advised to mention whether this opportunity is arranged by the department or the student themselves arrange it or by placement cell. It was also suggested to the data at percentage level in department wise.

**Agenda 9. Implementation of Autonomy Curriculum (R23) from 3rd sem with BOS and observations if any.**

The committee noticed the framing of the curriculum as per UGC guideline and no comments received.

**Agenda 10. CSR activity till date (AY 23-24).**

Distribution of Kit to local traffic police personnel to be conducted by 30th June 2024 as a part of CSR activity of the institute.

**Agenda 11. Review the status and audits on Eco-friendly measures include steps to reduce consumptions of electrical energy**

For the new session 2024, the audits need to be conducted. After discussion with two vendors, the price comparative chart for Energy Audit, Environment Audit and Green Audit has been submitted to principal for getting the Management approval.

(i) To reduce consumptions of electrical energy, the old Air conditioners have to be replacing with Energy efficient AC.

(ii) The Grid connected solar system replacement is necessary on an urgent basis.

**Agenda 12. Analysis of Students Satisfaction Survey (SSS) 2022-2023**

This survey is taken from all students and alumni. The same was presented in front of the committee. Mr Tapas Sen identified Q19 where students given less weightage and the area to be taken care of. The question was ICT based teaching and he suggested to make student aware the meaning of ICT that a faculty always follow. Lack of awareness led to the low score. Committee appreciated his judgment and Awareness to be done in near future. It was also suggested to correlate this analysis with the Exit survey .

**Agenda 13. Any other matter with the permission of the chair.**

As declared by HOI, New courses introduced – B.Tech in CSE (Cybersecurity) , B.Tech in CSE (AI/ML), M.Tech in FT, B.Tech for working professional and Business Administration

**Agenda 14: Miscellaneous**

Revised AQAR 2022-23 submitted

AICTE-QIP-PGCP for faculty development – Nomination submitted from GNIT.

In accordance with last BOG meeting held on 22nd June 2024, the IQAC committee has been revised and the revised list has been approved by the BOG.

*The Meeting ended with vote of thanks by convener.*

Sunipa Roy

Dr. Sunipa Roy
Coordinator, IQAC, GNIT

Prof(Dr.) Swarup Kumar Mitra

PRINCIPAL
GURUNANAK INSTITUTE OF TECHNOLOGY