Minutes of the Meeting

The General Meeting of Internal Quality Assurance Cell (IQAC), GNIT was held on 26th November, 2019 at the Conference Room of GNIT. The following agenda were discussed:

Agenda of the meeting:

1. Re-structure of present Committee inclusion of new members.

2. Review IQAC activities for Departmental and Institutional Level.

3. Intimation about **Annual Quality Assurance Report (AQAR)** 2017-18

4. Preparation and suggestion for AQAR for 2018-2019.

5. Miscellaneous

❖ **Members Present:**

Sl. No	Name	Department	Designation
1	Dr.Santanu Kr.Sen	Admin	Principal
2	Dr Annapurna Das	Admin	Director
3	Dr Paramita Banerjee	AEIE	Coordinator of IQAC
4	Dr Arun Mondol	Admin	COE
5	Dr S K Das	Admin	Dean
6	Dr. Kakali Bhattacharya	FT	HOD
7	Mrs.Srabani Kundu	CSE	Asst. Professor
8	Dr Indrajit Bose	ASHU	Asst. Professor
9	Dr Sunipa Roy	ECE	HOD
10	Dr kakali Bandhopadhyaya	FT	Asst. Professor
11	Ms Bapita Roy	EIE	Asst. Professor
12	Mrs. Ipsita Saha	CSE	HOD

Email: iqac_gnit@jisgroup.org; Website: www.gnit.ac.in; Facebook: www.facebook.com/gnit157/F, Nilgunj Road, Panihati, Sodepur, Kolkata-700114; Phone: +91-33-25633900; Fax: +91-33-2563-3957

Page 4

Proceedings:

1. The Meeting started with the welcome address by the Chairman, IQAC, GNIT, Prof (Dr) Santanu Kumar Sen. He extended a hearty welcome to all members and focused on the role and responsibilities of IQAC and requested the Coordinator, IQAC to start the meeting.
2. Prof (Dr) Arun Kumar Mondol presented the activities of IQAC, basic tenets of the Cell and the agenda of the meeting. In his exhaustive presentation Dr Mondol portrayed the entire gamut of activities of IQAC during 2017-18.
3. The Coordinator conducted a point wise discussion on the agenda. Following resolutions were made:

Resolutions

❖ **Agenda 1: To confirm and approve the last Annual Quality Assurance Report 2018-19**

The coordinator presented the summary of the AQAR 2017-18 and the copies of AQAR submitted to all members prior to the meeting, the IQAC approved the report.

❖ **Agenda 2: Inclusion of New Members in IQAC**

In view of the following members of the previous committee who left the organization during 2017-18 the committee decided to take new members.

The members left the Institution
• Dr. Jiban Krishna Das
• Mr. Utpal Mandal

Following names were proposed as new member and the same has been accepted unanimously considering their excellent credentials as new members.

New Members nominated to be inducted:
• Dr. Sangita Bhattacharyya   Assistant Professor, CSE
• Mr. Sayan Roy Chaudhuri - Assistant Professor , ECE
    The Chairman advised to take member from the electrical Engineering Department to maintain all departmental representation and proposed the name of Mr Sisir Mazumder, Senior Faculty, EE and the same has been accepted unanimously.

❖ **Agenda 3: Review of Departmental Activities Related to IQAC &**

Email: iqac_gnit@jisgroup.org; **Website:** www.gnit.ac.in; **Facebook:** www.facebook.com/gnit157/F, **Nilgunj Road, Panihati, Sodepur, Kolkata-700114; Phone: +91-33-25633900; Fax: +91-33-2563-3957**

Page 5

Institutional Activities Related to IQAC

The Coordinator presented the summary report to IQAC on:

Curricular Aspects:

- Curriculum has been modified according to the recent trend and approved by Board of Studies and Academic Council by a Committee headed by the Director, GNIT.
- Online Courseware made and uploaded in college website (up to 4th Semester)
- Teaching Learning Process is modified by introducing proper lesson plan PO, CO and mapping as required in Outcome Based Education.
- Regular classes, Attendance, Unit Test, Discipline is being continuously monitoring and found as per requisite standards

Research activity

The IQAC expressed satisfaction over the research activities but also advised to augment the publication in quality journals, to put stress on IPR and Sponsored projects.

Institutional Activities

All Institutional Activities were presented and reviewed and the committee expressed satisfaction on the activities.
Mr Somnath Chattrejee advocated the need for fixation of policy and modus operandi of Academic Audit, its plan. And it was decided that the planning shall be done within the month of December 2018.
It was also proposed that the audit shall be done in two phases. First the IQAC will conduct the internal audit and in the subsequent phase external experts shall be engaged for audit.

❖ Agenda 4: Road Map for Preparation of next AQAR for 2019-2020

It was decided that the draft AQAR for 2019-20 to be prepared within February 2020.

❖ Agenda 5: Miscellaneous

Email: iqac_gnit@jisgroup.org; Website: www.gnit.ac.in; Facebook: www.facebook.com/gnit157/F, Nilgunj Road, Panihati, Sodepur, Kolkata-700114; Phone: +91-33-25633900; Fax: +91-33-2563-3957

Page 6

Mr Somnath Chatterjee advocated the need for stressing on the engagement of industry adjunct faculties in more frequent manner particularly for Tutirial Practical Classes. The model of Lecture-Tutorial-Practical to be strengthened.

Focus to be given on the Faculty Quality Enhancement and up gradation.

Both the points were accepted by the committee and it was decided to be placed to Academic Council for implementation.

Meeting ended with vote of thanks by the Principal.

Email: iqac_gnit@jisgroup.org; Website: www.gnit.ac.in; Facebook: www.facebook.com/gnit157/F, Nilgunj Road, Panihati, Sodepur, Kolkata-700114; Phone: +91-33-25633900; Fax: +91-33-2563-3957

Page 7