GNIT

Internal Quality Assurance Cell
Guru Nanak Institute of Technology
157/F, Nilgunj Road, Panihati, Kolkata-700114
Email: iqac@gnit.ac.in **Website:** www.gnit.ac.in

Ref:GNIT/IQAC/2017/03

Date: 09.04.2018

NOTICE

IQAC

This is to inform all the members that a meeting of Internal Quality Assurance Cell of GNIT will be held on 20th April, 2018 at 2.00 p.m. at conference Hall.

The agenda of the meeting is given below.

1. To confirm and approve the minutes of the last IQAC meeting held on **22/12/2017.**
2. To note and ratify the action taken report (ATR) of the last IQAC meeting.
3. To encourage R & D activities among Faculty and Student through the conduction of Seminars/Conference.
4. Sensitization of institutional policy against cultural and gender discrimination.
5. Increasing the volume of E-Book repository.
6. Upgrading Smart Classrooms
7. Miscellaneous

All members are requested to be present.

With regards and thanks,

Dr. Arun Kumar Mondal

Coordinator

IQAC,GNIT

Copy to:

1. Principal, GNIT

2. All HODs

3. Registrar/Deans

4. All IQAC cell members

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MEMBERS OF IQAC CELL:

S. No.	Name	Designation and Department		IQAC Designation
1	Prof.(Dr.)Santanu Kr. Sen, Principal	Principal	Admin	Chairman
2	Prof.(Dr.) Arun Kumar Mondal	Professor	HOD ECE	Coordinator
3	Prof.(Dr.) Annapurna Das	Director	Admin	Advisor
4	Prof.(Dr.) Sisir Kumar Das	Dean	Admin	Member
5	Prof. (Dr.) Shyamal Kumar Ghosh	Professor	EE	Member
6	Prof. (Dr.) Parimal Chattopadhyay	Professor	FT	Member
7	Prof. (Dr.) Subir Ray	Professor	EE	Member
8	Prof. (Dr.) Indrajit Bose	Professor	ASH	Member
9	Dr. Kakali Bandyopadhyay	Associate Professor	FT	Member
10	Dr. Sunipa Roy	Associate Professor	ECE	Member
11	Dr. Prabal Deb	Professor	EE	Member
12	Mr. Animesh Kar	Asst. Professor	MCA	Member
13	Mr. Moloy Dhar	Asst. Professor	CSE	Member
14	Mr. R.S. Bhattacharyya	Chief Area Manager,	Indian Oil Corporation	External Member
15	Mr. Basudeb Dey	Managing Director	Bentron Power System, Kolkata	External Member

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MINUTES OF THE IQAC MEETING

AUGUST 2018

A meeting was held on 20th April, 2018 at the Conference Room of GNIT. The following agenda were discussed:

1. To confirm and approve the minutes of the last IQAC meeting held on **22/12/2017.**
2. To note and ratify the action taken report (ATR) of the last IQAC meeting.
3. To encourage R & D activities among Faculty and Student through the conduction of Seminars/Conference.

4. Sensitization of institutional policy against cultural and gender discrimination.

5. Increasing the volume of E-Book repository.

6. Upgrading Smart Classrooms

7. Miscellaneous

Members Present:

Name	Designation and Department		
Dr. Annapurna Das	Director	Admin	Advisor
Dr. Santanu Kumar Sen	Principal	Admin	Chairman
Dr. Sisir Kumar Das	Dean	Admin	Member
Dr. Arun Kumar Mondal	HOD, Professor	ECE	Convenor
Dr. Shyamal Kumar Ghosh	Professor	EE	Member
Dr. Parimal Chattopadhyay	Professor	FT	Member
Dr. Subir Ray	Professor	EE	Member
Dr. Indrajit Bose	Professor	ASH	Member
Dr. Kakali Bandyopadhyay	Associate Professor	FT	Member
Dr. Sunipa Roy	Associate Professor	ECE	Member
Mr. BasudebDey	Managing Director	Bentron Power System, Kolkata	External Member
Dr. Prabal Deb	Professor	EE	Member
Mr. R.S. Bhattacharyya	Chief Area Manager,	Indian Oil Corporation	External Member

The following members were absent:

*All the members were present

➢ <u>Agenda 1:</u> **To confirm and approve the minutes of the last IQAC meeting held on 13/04/2017.**
The IQAC discussed and considered the minutes of the last meeting held on 22nd December, 2017 copy of which was circulated to the members. No Comments were received in writing.

Resolution: The draft minutes of the meeting held on 22nd December, 2017 was confirmed.

➢ <u>Agenda 2:</u> **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
Agenda 1 To confirm and approve the minutes of the last IQAC meeting held on 22/12/2017.	The IQAC discussed and considered the minutes of the last meeting held on 22nd December, 2017 copy of which was circulated to the members. No Comments were received in writing.	Confirmed
Agenda 2 To note and ratify the action taken report (ATR) of the last IQAC meeting.	The action taken report was presented before IQAC members.	Report accepted
Agenda 3 Continuation of AICTE MODROB-RPS, UGC minor projects.	Project coordinators are encouraged by the HOI to continue their received project and it has been ensured to provide all kind of required supports.	Noted
Agenda 4 Installation of Security Cameras	Budget prepared to buy CCTV cameras with the support of the management to ensure more security inside the campus.	FC approved budget.
Agenda 5 Arrangement of need-based tutorial sessions	Each department prepared routine for conducting the need-based classes based on the subject interest of faculty members and students who registered for those courses are asked to attend those classes mandatorily.	Planned and managed by the department.
Agenda 6 Making the campus a Green Zone by incorporating E-Waste management, Water and Energy saving schemes etc.	The institute has taken initiative to make campus green zone by planting a greater number of trees. Policy is also designed for E-Waste management, Water and Energy saving scheme.	Policy prepared and circulated.
Agenda 7 Organizing 1 month student Exchange program in AIT, Bangkok.	As an excursion tour, institute in collaboration with the management organized that tour and students gave high feedback after completion of it.	Tour organized with success.
Agenda 8 Miscellaneous.	Digital communication has been established as decided in the meeting.	Noted

> **Agenda 3:** To encourage R & D activities among Faculty and Student through the conduction of Seminars/Conference.

Resolution:
Experts suggested to increase the R&D activities for both faculty and students. No. of published journals should be more by maintaining their quality whereas faculties should submit more proposal for getting funded projects from renowned organizations.

➤ **Agenda 4:** Sensitization of institutional policy against cultural and gender discrimination.

Resolution:
Experts suggested to form separate institutional policies for cultural as well as gender discrimination so that neither student nor faculty of different gender get victimized.

➤ **Agenda 5:** Increasing the volume of E-Book repository.

Resolution:
It has been decided that the greater number of E-books of different domains should be kept in the repository of library so that students can avail facilities of self-studying.

➤ **Agenda 6:** Upgrading Smart Classrooms

Resolution:
Experts suggested to establish at least one Smart class room in each UG departments which will be fully functional.

➤ **Agenda 7:** Miscellaneous

Resolution:
Aptitude/Communication and Soft Skills training, both in-house and also by External Subject Matter for Campus Recruitment and Implementation of Complete online marking system have also been proposed.

Meeting ended with vote of thanks by the Principal.

Dr. Arun Kumar Mondal
Coordinator, IQAC, GNIT

Prof. (Dr.) Santanu Kr. Sen
Chairman, IQAC, GNIT

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