GNIT

Internal Quality Assurance Cell
Guru Nanak Institute of Technology
157/F, Nilgunj Road, Panihati, Kolkata-700114
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Ref:GNIT/IQAC/2018-19/01

Date: 13.08.2018

NOTICE

IQAC

This is to inform all the members that a meeting of Internal Quality Assurance Cell of GNIT will be held on 24th August, 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 20/04/2018.**
2. **To note and ratify the action taken report (ATR) of the last IQAC meeting.**
3. **Introduction of Soft skill development course to focus on employability/ entrepreneurship/ skill development**
4. **Establishment of Cyber Security and Digital Forensic Laboratory.**
5. **Introduction of ICT based teaching with Learning Management Systems (LMS) and E-learning resources**
6. **Development of E-contents**

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

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 R & D	Admin	Member
5	Prof. (Dr.) Anil Kumar Ghoshal	Professor	AEIE	Member
6	Prof. (Dr.) Shyamal Kumar Ghosh	Professor	EE	Member
7	Prof. (Dr.) Subir Ray	Professor	EE	Member
8	Prof. (Dr.) Vir Singh	Professor	ASHU	Member
9	Dr. Kakali Bandyopadhyay	Professor	FT	Member
10	Dr. Sunipa Roy	Associate Professor	ECE	Member
11	Prof. (Dr.) Indrajit Bose	Professor	ASH	Member
12	Dr. Prabal Deb	Professor	EE	Member
13	Mr. Animesh Kar	Asst. Professor	MCA	Member
14	Mr. Moloy Dhar	Asst. Professor	CSE	Member
15	Mr. R.S. Bhattacharyya	Chief Area Manager,	Indian Oil Corporation	External Member
16	Mr. Basudeb Dey	Managing Director	Bentron Power System, Kolkata	External Member

MINUTES OF THE IQAC MEETING

AUGUST 2018

A meeting was held on 24th August, 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 20/04/2018.
2. To note and ratify the action taken report (ATR) of the last IQAC meeting.
3. Introduction of Soft skill development course to focus on employability/ entrepreneurship/ skill development
4. Establishment of Cyber Security and Digital Forensic Laboratory.
5. Introduction of ICT based teaching with Learning Management Systems (LMS) and E-learning resources
6. Development of E-contents

Members Present:

Name	Designation and Department		
Dr. Annapurna Das	Director	Admin	Advisor
Dr. Santanu Kumar Sen	Principal	Admin	Chairman
Dr. Sisir Kumar Das	Dean R & D	Admin	Member
Dr. Arun Kumar Mondal	HOD, Professor	ECE	Convenor
Prof. (Dr.) Anil Kumar Ghoshal	Professor	AEIE	Member
Prof. (Dr.) Shyamal Kumar Ghosh	Professor	EE	Member
Prof. (Dr.) Subir Ray	Professor	EE	Member
Prof. (Dr.) Vir Singh	Professor	ASHU	Member
Dr. Kakali Bandyopadhyay	Professor	FT	Member
Dr. Sunipa Roy	Associate Professor	ECE	Member
Mr. Moloy Dhar	Asst. Professor	CSE	Member
Mr. Animesh Kar	Asst. Professor	MCA	Member
Dr. Prabal Deb	Professor	EE	Member
Mr. R.S. Bhattacharyya	Chief Area Manager	Indian Oil Corporation	External Member
Mr. Basudeb Dey	Managing Director	Bentron Power System, Kolkata	External Member
Dr. Indrajit Bose	Professor	ASH	Member

The following members were absent:

* All the members were present

The following members were added:

S. No.	Name	Designation and Department		
1	Prof. (Dr.) Shyamal Kumar Ghosh	Professor	EE	Member

❖ **Agenda 1:** To confirm and approve the minutes of the last IQAC meeting held on 20/04/2018.

The IQAC discussed and considered the minutes of the last meeting held on 20th April, 2018 copy of which was circulated to the members. No Comments were received in writing.

Resolution: The draft minutes of the meeting held on 20th April, 2018 was confirmed.

❖ **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
Agenda 1 To confirm and approve the minutes of the last IQAC meeting held on 20/04/2018.	The IQAC discussed and considered the minutes of the last meeting held on 20thApril, 2018 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.	Approved
Agenda 3 Encourage R & D activities among Faculty and Student through the conduction of Seminars/Conference.	International Conference FOSET was organized for encouraging the R & D activities among Faculty and Student. The institute is subscribing ELSEVIER Engg. & CS from 2018. Its orientation is exclusively for engineering. Student's can browse /download more than 276 nos. of online E-Journals.	Initiative taken by each department to conduct various research-oriented events.
Agenda 4 Sensitization of institutional policy against cultural and gender discrimination	Gender sensitization related subject to be included in revised curriculum	Noted
Agenda 5 Increasing the volume of E-Book repository	Addition of 10,000 e-books in the E-book repository in Library	Budget prepared and forwarded to accounts department.
Agenda 6 Introduction of Library management system for fully automated Library	Library management system has been introduced Library	ILMS implemented
Agenda 7 Arrangement of need based tutorial sessions arranged on GATE, GRE, MAT, CAT, Civil Service Examinations etc.	GATE class was arranged for the final and pre final year students	Routine prepared by each department to conduct classes.

❖ **Agenda 3:** **Introduction of Soft skill development course to focus on employability/ entrepreneurship/ skill development**

Resolution: Training and placement cell will arrange the Soft skill development course for the final and pre final year B. Tech students to focus on employability/ entrepreneurship/ skill development

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❖ **Agenda 4:** **Establishment of Cyber Security and Digital Forensic Laboratory**

Resolution: IT Department will establish the Cyber Security and Digital Forensic Laboratory.

❖ **Agenda 5:** **Introduction of ICT based teaching with Learning Management Systems (LMS) and E-learning resources**

Resolution: ICT based teaching with Learning Management Systems (LMS) and E-learning resources will be formed for the betterment of the students.

❖ **Agenda 6:** **Assistance given to participate in various technical competitions at state/ national/ international levels**

Resolution: E-contents will be developed in the Library.

Meeting ended with vote of thanks by the Principal.

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Dr. Arun Kumar Mondal
Coordinator, IQAC, GNIT

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

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