



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/2018-19/02

Date: 13.11.2018

NOTICE

IQAC

This is to inform all the members that a meeting of Internal Quality Assurance Cell of GNIT will be held on 23rd November, 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 24/08/2018.
2. To note and ratify the action taken report (ATR) of the last IQAC meeting.
3. To confirm and approve the last Annual Quality Assurance Report 2017-18
4. Inclusion of New Members in IQAC
5. Review of Departmental Activities Related to IQAC & Institutional Activities Related to IQAC
6. Road Map for Preparation of next AQAR for 2018-2019
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

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. Moley 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



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MINUTES OF THE IQAC MEETING

NOVEMBER 2018

A meeting was held on 23rd November, 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 24/08/2018.
2. To note and ratify the action taken report (ATR) of the last IQAC meeting.
3. To confirm and approve the last Annual Quality Assurance Report 2017-18
4. Inclusion of New Members in IQAC
5. Review of Departmental Activities Related to IQAC & Institutional Activities Related to IQAC
6. Road Map for Preparation of next AQAR for 2018-2019
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 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. Basudeb Dey	Managing Director	Bentron Power System, Kolkata	External Member
Mr. Animesh Kar	Asst. Professor	MCA	Member
Mr. R.S. Bhattacharyya	Chief Area Manager	Indian Oil Corporation	External Member



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The following members were absent:

Name	Designation and Department		
Dr. Prabal Deb	Professor	EE	Member
Mr. Moloy Dhar	Asst. Professor	CSE	Member

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 24th August, 2018 copy of which was circulated to the members. No Comments were received in writing.

Resolution: The draft minutes of the meeting held on 24th August 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 o 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 24 th August, 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.	Report approved
Agenda 3 Introduction of Soft skill development course to focus on employability/ entrepreneurship/ skill development	Training and placement cell arranged the Soft skill development course for the final and pre final year B. Tech students to focus on employability and skill development.	Each department took initiative to make it successful.
Agenda 4 Establishment of Cyber Security and Digital Forensic Laboratory.	IT Department established the Cyber Security and Digital Forensic Laboratory.	Responsibilities given to IT HoD
Agenda 5 Introduction of ICT based teaching with Learning Management Systems (LMS) and E-learning resources	Learning Management Systems (LMS) is introduced in the library.	Librarian took charge of it.
Agenda 6 Assistance given to participate in various technical competitions at state/ national/ international levels	<ul style="list-style-type: none"> • 4 nos. of Chatra Viswakarma Awards have been won at 1st and 2nd level • 4 nos. of awards have been won in FOSET • 1st prize won in Smart India Hackathon-2019 • 3rd prize won in ACM-ICPC2018 	Appreciated

❖ **Agenda 3: To confirm and approve the last Annual Quality Assurance Report 2017-18**

Resolution:

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 4: Inclusion of New Members in IQAC**

Resolution:

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 5: Review of Departmental Activities Related to IQAC & Institutional Activities Related to IQAC

Resolution:

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 Chatterjee 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.



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- 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 6: Road Map for Preparation of next AQAR for 2018-2019**

Resolution:

It was decided that the draft AQAR for 2018-19 to be prepared within February 2019.

❖ **Agenda 7: Miscellaneous**

Resolution:

- Mr. Somnath Chatterjee advocated the need for stressing on the engagement of industry adjunct faculties in more frequent manner particularly for Tutorial 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.

Dr. Arun Kumar Mondal
Coordinator, IQAC, GNIT

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

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