



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/2018-19/03

Date: 05.04.2019

NOTICE

IQAC

This is to inform all the members that a meeting of Internal Quality Assurance Cell of GNIT will be held on 17th April, 2019 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 23/11/2018.**
2. **To note and ratify the action taken report (ATR) of the last IQAC meeting.**
3. **Reformation of IQAC**
4. **To discuss the different aspects of IQAC & AQAR as per the new guidelines**
5. **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 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. BasudebDey	Managing Director	Bentron Power System, Kolkata	External Member

MINUTES OF THE IQAC MEETING

APRIL 2019

A meeting was held on 17th April 2019 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 23/11/2018.
2. To note and ratify the action taken report (ATR) of the last IQAC meeting.
3. Reformation of IQAC
4. To discuss the different aspects of IQAC & AQAR as per the new guidelines.
5. 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. Moloy Dhar	Asst. Professor	CSE	Member
Mr. Animesh Kar	Asst. Professor	MCA	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



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The following members were absent:

Name	Designation and Department		
Dr. Prabal Deb	Professor	EE	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 23/11/2018.

The IQAC discussed and considered the minutes of the last meeting held on 23rd November, 2018 copy of which was circulated to the members. No Comments were received in writing.

Resolution: The draft minutes of the meeting held on 23rd November, 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 23/11/2018.	The draft minutes of the meeting held on 23 rd November 2018 was confirmed	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 Re-structure of present Committee inclusion of new members.	New Members nominated to be inducted: <ul style="list-style-type: none"> • Dr. Sangeeta Bhattacharyya Assistant Professor, CSE. • Mr. Sayan Roy Chaudhuri - Assistant Professor, ECE. • Mr. Sisir Mazumder, Senior Assistant Professor, EE. 	Noted
Agenda 4 Review of Departmental Activities Related to IQAC & Institutional Activities Related to IQAC	<ul style="list-style-type: none"> • 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. <p>Regular classes, Attendance, Unit Test, Discipline is being continuously monitoring and found as per requisite standards</p>	Modification done and noted.
Agenda 5 Preparation and suggestion for AQAR for 2018-2019.	Draft AQAR for 2018-19 was prepared.	Drafting checked and instructed to implement.
Agenda 6 Miscellaneous	<ul style="list-style-type: none"> • Mr. Somnath Chatterjee advocated the need for stressing on the engagement of industry adjunct faculties in more frequent manner 	Noted



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	<p>particularly for Tutorial Practical Classes. The model of Lecture-Tutorial-Practical to be strengthened.</p> <ul style="list-style-type: none">• Focus to be given on the Faculty Quality Enhancement and up gradation. <p>Both the points were accepted by the committee and it was decided to be placed to Academic Council for implementation.</p>	
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❖ Agenda 3: Reformation of IQAC

Resolutions

- It was resolved that the IQAC shall be reformed as per a new members to be included as per the new guidelines.
- Principal, GNIT advised that the new committee to be finalized within one week from the date of the meeting.
- It was further decided that members from local societies and Management is to be incorporated.
- It was resolved that Alumni and Stakeholders meeting to be conducted.

❖ Agenda 4: To discuss the different aspects of IQAC & AQAR as per the new guidelines

- Point wise different aspects were discussed of the AQAR and the entire system was reviewed, and it was decided that for preparation of AQAR a separate meeting shall be convened.
- It was resolved that all members of IQAC shall spread the awareness about the IQAC among the staff members and sensitize them about allied activities
- It is proposed that IQAC shall conduct the internal audit annually and accepted unanimously.
- Agenda 3: Discussion on preparation of AQAR.

Resolutions

- AQAR Format and IQAC documents to be sent to all staff members of GNIT by the Principal for mass awareness.

❖ Agenda 5: Miscellaneous

Resolutions

- It was decided that a PowerPoint presentation to be made depicting the comparative study of different provisions of IQAC and AQAR as in the older version against the new version.



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Meeting ended with vote of thanks by the Principal.

Dr. Arun Kumar Mondal
Coordinator, IQAC, GNIT

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

Internal Quality Assurance Cell (IQAC)
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