



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/2019/01

Date: 10.08.2019

NOTICE

IQAC

This is to inform all the members that a meeting of Internal Quality Assurance Cell of GNIT will be held on 20th August, 2019 at 2.30 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 17/04/2019.**
2. **To note and ratify the action taken report (ATR) of the last IQAC meeting.**
3. **To Plan the Action towards the Quality Enhancement for this academy year.**

All members are requested to be present.

With regards and thanks,

Paramita Banerjee

Dr. Paramita Banerjee
Coordinator
IQAC,GNIT

Copy to:

1. Principal, GNIT
2. All HODs
3. Registrar/Deans
4. All IQAC cell members



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18	Mr. Sayantan Saha	Entrepreneur	Founder, Medera Healthcare Technologies	External Member	Alumni
19	Dr.Kakali Bandyopadhyay	FT	HODofFT	Member	Teacher
20	Dr.Barnali Kundu	EE	HODofEE	Member	Teacher
21	Dr.SangeetaBhattacharya	CSE	HODofCSE	Member	Teacher
22	Dr.Sucharita Chakraborty	ASH	HODofASH	Member	Teacher
23	Mr.SudipGhosh	IT	HODofIT	Member	Teacher
24	Ms.Bapita Roy	AEIE	HODofAEIE	Member	Teacher
25	Ms.Debashruti Ganguly	BHM	HOD ofBHM	Member	Teacher
26	Mr.Chiranjib Dutta	CA	HODofCA	Member	Teacher
27	Mr.Simarpreet Singh	JISGroup	Director	Member	Management Representative
28	Mr.Saswata Mukhopadhyay	CurrentStudent	Student	Member	Student Member
29	Ms.Saurjaynee Biswas	CurrentStudent	Student	Member	Student Member
30	Mr.Kallol Pal	Accounts	Accounts Officer	Member	Accounts



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19	Dr.Kakali Bandyopadhyay	FT	HOD of FT	Member	Teacher
20	Dr.Barnali Kundu	EE	HODof EE	Member	Teacher
21	Dr.SangeetaBhattacharya	CSE	HODof CSE	Member	Teacher
22	Dr.SucharitaChakraborty	ASH	HOD of ASH	Member	Teacher
23	Mr.SudipGhosh	IT	HOD of IT	Member	Teacher
24	Ms.BapitaRoy	AEIE	HOD of AEIE	Member	Teacher
25	Ms.Debashruti Ganguly	BHM	HOD of BHM	Member	Teacher
26	Mr.ChiranjibDutta	CA	HOD of CA	Member	Teacher
27	Mr.Simarpreet Singh	JIS Group	Director	Member	Management Representative
28	Mr.Saswata Mukhopadyay	Current Student	Student	Member	Student Member
29	Ms.Saurjaynee Biswas	Current Student	Student	Member	Student Member
30	Mr KallolPal	Accounts	Accounts Officer	Member	Accounts

MINUTES OF THE IQAC MEETING**AUGUST 2019**

A meeting was held on 20th August, 2019 at the Conference Room of GNIT. The following agenda were discussed:

4. To confirm and approve the minutes of the last IQAC meeting held on 17/04/2019.
5. To note and ratify the action taken report (ATR) of the last IQAC meeting.
6. To Plan the Action towards the Quality Enhancement for this academy year.

❖ Members Present:

Sl. No.	Name	Designation	IQAC Designation
1	Prof. (Dr)Santanu Kr. Sen	Principal	Chairperson
2	Dr.SunipaRoy	HODofECE	ViceChairperson
3	Dr. ParamitaBanerjee	AssociateProfessor	Coordinator
4	Dr. Sisir Kumar Das	Professor	Member
5	Dr. Sekhar Ranjan Bhadra Chowdhury	Professor	Member
6	Dr. Vir Singh	Professor	ASHU
7	Prof. (Dr.) Shyamal Kumar Ghosh	EE	Member
8	Dr. Annapurna Das	Professor	Member
9	Prof. (Dr.) Subir Ray	Professor	Member
10	Dr. Sucharita Bhattacharyya	Dean Student Affairs	Member
11	Mrs.Srabani Kundu	AssistantProfessor	Member
12	Mr.Indranil Roy Chowdhury	CTS	ExternalMember

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13	Mr.TapasSen	TNS Consultancy Services	Member
14	Prof. (Dr.)Amalendu Ghosh	Professor (Retd)	External Member
15	Prof. Achintya Das	Professor	External Member
16	Mr Adish Kumar Chakraborty	Registrar	Member
17	Mr. Avisek Choudhury	ITAnalyst	External Member
18	Mr.Sayantan Saha	Founder, Medera Healthcare Technologies	External Member
19	Dr.Kakali Bandyopadhyay	HOD of FT	Ex-Officio Member
20	Dr.Barnali Kundu	HOD of EE	Ex-Officio Member
21	Dr.SangeetaBhattacharya	HOD of CSE	Ex-Officio Member
22	Dr.Sucharita Chakraborty	HOD of ASH	Ex-Officio Member
23	Mr.SudipGhosh	HOD of IT	Ex-Officio Member
24	Ms.Bapita Roy	HOD of AEIE	Ex-Officio Member
25	Ms.Debashruti Ganguly	HOD of BHM	Ex-Officio Member
26	Mr.Chiranjib Dutta	HOD of CA	Ex-Officio Member

The following members were absent in the meeting:

Name	Designation	IQAC Designation
Mr Simarpreet Singh	Director	Member
Mr.Saswata Mukhopadyay	Student (CSE-2017-21)	Member
Ms.Saurjaynee Biswas	Student (FT-2017-21)	Member
Mr Kallol Pai	Accounts Officer	Member

The following members were added in the meeting:

Sl. No.	Name	Designation	IQAC Designation
1	Dr.Barnali Kundu	EE	Member
2	Dr.SangeetaBhattacharya	CSE	Member
3	Dr.Sucharita Chakraborty	ASH	Member
4	Mr.SudipGhosh	IT	Member
5	Ms.Bapita Roy	AEIE	Member
6	Ms.Debashruti Ganguly	BHM	Member
7	Mr.Chiranjib Dutta	CA	Member
8	Mr.Saswata Mukhopadhyay	Student (CSE-2017-21)	Member
9	Ms.Saurjaynee Biswas	Student (FT-2017-21)	Member
10	Mr Kallol Pal	AccountsOfficer	Member
11	Mr. Avisek Choudhury	ITAnalyst	ExternalMember
12	Mr.Sayantana Saha	Founder, Medera Healthcare Technologies	ExternalMember
13	Dr. Sucharita Bhattacharyya	Dean Student Affairs	Member
14	Prof. Achintya Das	Professor	ExternalMember

AGENDA 1: To confirm and approve the minutes of the last IQAC meeting held on 17/04/2019

The IQAC discussed and considered the minutes of the last meeting held on 17th April, 2020 copy of which was circulated to the members. No Comments were received in writing.

Resolution: The draft minutes of the meeting held on 17th April, 2020 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.



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ITEM	RESSOLUTION	ACTION TAKEN
Agenda 1: To confirm and approve the minutes of the last IQAC meeting held on 17/04/2019.	It was resolved that the IQAC shall be reformed as per a new member 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.	Noted
AGENDA 2: To note and ratify the action taken report (ATR) of the last IQAC meeting.	Action taken report of the last meeting was discussed in detail by the members present and was approved.	Noted
AGENDA 3: Reformation of IQAC	It was resolved that the IQAC shall be reformed as per a new members to be included as per the new guidelines. 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.	Reformed
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.	IOM sent to FC. the initiation for organizing internal audit has already been taken by IQAC.
AGENDA 5: Discussion on preparation of AQAR	AQAR Format and IQAC documents to be sent to all staff members of GNIT by the Principal for mass awareness.	Mass awareness executed.



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AGENDA 6:
Miscellaneous

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.

Comparative study prepared and presented in the committee.

AGENDA 3: To Plan the Action towards the Quality Enhancement for this academy year.

Resolution:

Upgrading Smart Classrooms:

Principal, GNIT advised to increase the ICT facilities in each Smart Classroom.

Installation of WI-Fi :

Committee has decided more Wi-Fi needs to be installed for better connectivity.

Ensuring quality in education through Outcome Based Learning under Autonomous Structure

To improve the quality of outcome based education, different quality initiative programs should be arranged.

Installation of CCTV

To improve the surveillance of the entire campus, CCTV needs to be installed. Registrar will take the action.

Organization of conference, seminar workshop

Departments will organize conference, seminar, and workshop for the betterment of employees.

Coding Competition

Department will organize coding competition for students.

Beyond curriculum Program



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Beyond curriculum Programs need to be organized to bridge the gap between industry and academics. HODs are advised to take this initiative.

Entrepreneurship Initiatives

Institutewillorganizeentrepreneurshiptalksorprogramstoincreasetheentrepreneurshipawareness. Institution innovation council coordinator was advised to report the IQAC cell about the activities done in last academic year and come out with necessary plan of action for next semester.

Establishment of Laboratory incorporating recent trends in Technology

IQAC cell will take the initiative to set up the laboratory

Meeting ended with vote of thanks by the Principal

Paramita Banerjee

Dr. Paramita Banerjee
Coordinator, IQAC, GNIT

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

Internal Quality Assurance Cell (IQAC)
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