Ref: GNIT/IQAC/2019/03   Date: 09.04.2020

NOTICE

IQAC

This is to inform all the members that a meeting of Internal Quality Assurance Cell of GNIT will be held on 21st April, 2020 at 11 am 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 26/11/2019.
2.   To note and ratify the action taken report (ATR) of the last IQAC meeting.
3.   Re-structure of present Committee inclusion of new members.
4.   Review IQAC activities for Departmental and Institutional Level.
5.   Intimation about Annual Quality Assurance Report (AQAR) 2017-18
6.   Preparation and suggestion for AQAR for 2018-2019.
7.   Miscellaneous

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

GNIT

Internal Quality Assurance Cell
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Email: iqac@gnit.ac.in **Website:** www.gnit.ac.in

MEMBERS OF IQAC CELL:

Sl. No.	Name	Department/ Work Status	Designation	IQAC Designation	Representation As Per Norms
1	Prof. (Dr) Santanu Kr. Sen	Administration	Principal	Chairperson	Head of the Institute
2	Dr. Paramita Banerjee	AEIE	Associate Professor	Coordinator	Coordinator
3	Dr. Sisir Kumar Das	ECE	Dean R & D	Member	Teacher
4	Dr. Sekhar Ranjan Bhadra Chowdhury	ECE	Professor	Member	Teacher
5	Dr. Sunipa Roy	ECE	HOD of ECE	Member	Teacher
6	Dr. Annapurna Das	ECE	EMERITUS PROFESSOR	Member	Teacher
7	Prof. (Dr.) Subir Ray	EE	Professor	Member	Teacher
8	Prof. (Dr.) Shyamal Kumar Ghosh	Professor	EE	Member	Teacher
9	Prof. (Dr.) Vir Singh	Professor	ASHU	Member	Teacher
10	Dr. Sucharita Bhattacharyya	ASHU	Dean Student Affairs	Member	Teacher
11	Mrs. Srabani Kundu	CSE	Assistant Professor	Member	Teacher
12	Mr. Indranil Roy Chowdhury	Sr. Manager – AI/ML & Cognitive	CTS	Member	Employer/ Industrialist
13	Mr. Tapas Sen	CEO	TNS Consultancy Services	Member	Employer/ Industrialist
14	Prof. (Dr.) Amalendu Ghosh	IIEST	Professor (Retd)	External Member	External Expert
15	Prof. Achintya Das	Kalyani Govt. Engineering College	Professor	External Member	External Expert
16	Mr Adish Kumar Chakraborty	Administration	Registrar	Member	Senior Administrative Officers
17	Mr. Avisek Choudhury	Tata Consultancy Services	IT Analyst	External Member	Alumni
18	Mr. Sayantan Saha	Entrepreneur	Founder, Medera Healthcare Technologies	External Member	Alumni

19	Dr. Kakali Bandyopadhyay	FT	HOD of FT	Member	Teacher
20	Dr. Barnali Kundu	EE	HOD of EE	Member	Teacher
21	Dr. Sangeeta Bhattacharya	CSE	HOD of CSE	Member	Teacher
22	Dr. Sucharita Chakraborty	ASH	HOD of ASH	Member	Teacher
23	Mr. Sudip Ghosh	IT	HOD of IT	Member	Teacher
24	Ms. Bapita Roy	AEIE	HOD of AEIE	Member	Teacher
25	Ms. Debashruti Ganguly	BHM	HOD of BHM	Member	Teacher
26	Mr. Chiranjib Dutta	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 Kallol Pal	Accounts	Accounts Officer	Member	Accounts

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MINUTES OF THE IQAC MEETING

APRIL 2020

A meeting was held on **21st April, 2020** at the Conference Room of GNIT. The following agenda were discussed:

Agenda:

1. To confirm and approve the minutes of the last IQAC meeting held on 26/11/2019.
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. Discussion on preparation of AQAR.
6. Miscellaneous

❖ Members Present:

Sl. No.	Name	Designation	IQAC Designation
1	Prof. (Dr) Santanu Kr. Sen	Principal	Chairperson
2	Mr Simarpreet Singh	Director	Member
3	Dr. Sunipa Roy	HOD of ECE	Vice Chairperson
4	Dr. Paramita Banerjee	Associate Professor	Coordinator
5	Dr. Sisir Kumar Das	Professor	Member
6	Dr. Sekhar Ranjan Bhadra Chowdhury	Professor	Member
7	Dr. Vir Singh	Professor	ASHU
8	Prof. (Dr.) Shyamal Kumar Ghosh	EE	Member
9	Dr. Annapurna Das	Professor	Member
10	Prof. (Dr.) Subir Ray	Professor	Member
11	Dr. Sucharita Bhattacharyya	Dean Student Affairs	Member

Sl No	Name	Designation	IQAC Designation
12		Assistant Professor	Member
13	Mr. Indranil Roy Chowdhury	CTS	External Member
14	Mr. Tapas Sen	TNS Consultancy Services	Member
15	Prof. (Dr.) Amalendu Ghosh	Professor(Retd)	External Member
16	Prof. Achintya Das	Professor	External Member
17	Mr Adish Kumar Chakraborty	Registrar	Member
18	Mr. Avisek Choudhury	IT Analyst	External Member
19	Mr. Sayantan Saha	Founder, Medera Healthcare Technologies	External Member
20	Dr. Kakali Bandyopadhyay	HOD of FT	Member
21	Dr. Barnali Kundu	HOD of EE	Member
22	Dr. Sangeeta Bhattacharya	HOD of CSE	Member
23	Dr. Sucharita Chakraborty	HOD of ASH	Member
24	Ms. Bapita Roy	HOD of AEIE	Member
25	Ms. Debashruti Ganguly	HOD of BHM	Member
26	Mr. Saswata Mukhopadyay	Student(CSE-2017-21)	Member
27	Mr Kallol Pal	Accountant	Member
28	Mr. Sudip Ghosh	HOD IT	Member

The following members were absent in the meeting:

Name	Designation	IQAC Designation
Mr. Chiranjib Dutta	HOD of CA	Member
Ms. Saurjaynee Biswas	Student(FT-2017-21)	Member

The following members were added in the meeting:

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

Agenda 1: To confirm and approve the minutes of the last IQAC meeting held on 26/11/2019. The IQAC discussed and considered the minutes of the last meeting held on 26thNovember, 2019 copy of which was circulated to the members. No Comments were received in writing.

Resolution: The draft minutes of the meeting held on 26thNovember, 2019 was confirmed.

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Agenda 2: To note and ratify the action taken report (ATR) of the last IQAC meeting.

ITEM	RESSOLUTION	ACTION TAKEN
Agenda 1: To confirm and approve the minutes of the last IQAC meeting held on 26/11/2020.	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. It was further decided that members from local societies and Management is to be incorporated.	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: Re-structure of present Committee inclusion of new members	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.	Reformed
AGENDA 4: Review IQAC activities for Departmental and Institutional Level.	In view of the following members of the previous committee who left the organization during 2017-18	Review done

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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 acceptedunanimously 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: Intimation about Annual Quality Assurance Report (AQAR) 2017-18	Curricular Aspects Research activity Institutional Activities	Summary report presented

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AGENDA 6: Preparation and suggestion for AQAR for 2018-2019.	It was decided that the draft AQAR for 2019-20 to be prepared within February 2020.	Initiated
AGENDA 7: Miscellaneous	Mr Somnath Chatterjee advocated the need for stressing on the engagement of industry adjunct faculties in more frequent manner particularly for Tutirial 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.	Industry adjunct faculty tutorial incorporated

Resolution: The action taken report was presented before IQAC members

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.

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.

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It was resolved that Alumni and Stakeholders meeting to be conducted.

Agenda 4: To discuss the different aspects of IQAC & AQAR as perthe 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 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.

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.

Meeting ended with vote of thanks by the Principal.

Dr. Paramita Banerjee
Coordinator, IQAC, GNIT

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

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