

Minutes of Meeting

Date: 22 December 2022

Time: 11:30 a.m.

Venue: Online Platform

A meeting of IQAC cell was held on 22 December 2022. The following Agenda were discussed:

1. To confirm and approve the minutes of the last IQAC meeting held on 18/08/2022
2. To note and ratify the action taken report (ATR) of the last IQAC meeting.
3. New members added
4. Result Analysis for Odd semester 2022.
5. Proposal to conduct NBA Awareness program by January 2023
6. Proposal submission for organizing Seminar/workshop/conference on emerging topic to funding agencies
7. Submission in SERB- Power transition grant and SERB power mobility grant to promote research opportunity for women
8. Proposal for conduction of One week Faculty Development Program in department level
9. Review of Research & Developmental activities of faculty and Students (September. 2022- December 2022)
10. MOU signed/renewed or Industry visit by the departments in Odd semester 2022.
11. Discussion on completion status of faculty and students in MOOCs courses
12. Renovation/developmental activity of physical facilities (including infrastructure, Laboratories, Library etc.) for upcoming NBA visit
13. Follow up of the Best Practices at the institute.
14. Student feedback on facilities.
15. Upcoming NBA SAR submission by 1st week of January for the dept. of ECE ,CSE,FT and EE
16. Miscellaneous

Members Present:

Sl.	Name of the members	Designation	Department	Designation in IQAC
1.	Prof.(Dr) Santanu Kr. Sen	Principal	Admin	Chairperson
2.	Dr. Sunipa Roy	Associate Professor & HoD	ECE	Coordinator
3.	Mr. Simarpreet Singh	Director of JIS group	Admin	Member
4.	Mr. Tapas Sen	CEO	TNS Consultancy Services	External Member
5.	Prof.(Dr.)Amalendu Ghosh	Professor (Retd.)	IEST	External Member
6.	Dr. Adish Kumar Chakraborty	Registrar	Administration	Member

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7.	Mr.Avisek Choudhury	IT Analyst	Tata Consultancy Services	External Member
8.	Dr. Mahamuda Sultana			
9.	Dr.Kakali Bandyopadhyay	Professor & HoD	FT	Member
10.	Dr.Barnali Kundu	Associate Professor	EE	Member
11.	Dr.Sangeeta Bhattacharya	Associate Professor	CSE	Member
12.	Mrs.Bapita Roy	Assistant Professor	ECS	Member
13.	Mr.Chiranjib Dutta	Assistant Professor	CA	Member
14.	Mr.Saumyadeep Bhattacharyya	Current Student	ECE	Student Member
15.	Mr.Soumyadipta Basu	Alumni	IT	Student Member
16.	Mrs. Anurima Majumdar	Assistant Professor	ECE	Member
17.	Dr.Sucharita Chakraborty	Associate Professor & HoD	ASH	Member
18.	Ms. Shreyasree Sarkar	Current Student	CSE	Student Member

The following members were absent:

Sl.	Nameofthemembers	Designation	Department	Designation in IQAC
1	Mrs.Srabani Kundu	Assistant Professor	CSE	Member
2.	Mr Kallol Pal	Accountant	Accounts	Member
3.	Dr.Moumita Das	Assistant Professor	IT	Member
4.	Mr.Sayantana Saha	Entrepreneur - Founder	Medera Healthcare Technologies	External Member
5.	Mr.Indranil Roy Chowdhury	Consultant	TCS	External Member
6.	Prof.(Dr.) Arun Kumar Mondal	Professor & COE, GNIT	ECE	Member

❖ **Agenda1: To confirm and approve the minutes of the last IQAC meeting held on 18/08/2022**

Resolution:

The IQAC discussed and considered the minutes of the last meeting held on 28thSeptember, 2022 copy of which was circulated to the members. No Comments were received in writing.

❖ **Agenda2: 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
Agenda3: Analysis of the feedback on curriculum from stakeholders for AY 2021-2022.	Feedbacks from faculties, students, alumni and employer have been taken as Stakeholder and were presented to the members and they were quite satisfied with the analysis.	HOI asked all heads to take necessary measures(if any)
Agenda4: Result analysis for odd semester 2021.	The result analysis for the odd semester 2021-22, for all the departments, was presented to the members and also the action taken for the students who secured poor marks have been explained..	Members were satisfied with the analysis.
Agenda5: Review of Research & Developmental activities of faculty and Students (1 st Jan. 2022–31 st July 2022).	The institutional research facilities, paper published by faculty members and students, grants received and applied for, consultancy received, and the patents filed were presented in the meeting. Though Mr. Avishek suggested to increase the number of publications for IT and CSE departments.	Experts comment noted
Agenda6: Finalization of R&D goals for the forthcoming Academic Session.	The R&D goals for the forthcoming Academic Session, July-Dec 2022 for all the faculty members were shown in the meeting and the members have advised to try to fulfil the goals within the allotted time.	Noted

Agenda7:Faculty empowerment strategy like FDP attended, SEED grant received etc.	The committee observed the initiative taken by the management in terms of seed grant	As per the comments of external members, some departments were asked to increase their Seed grant.
Agenda9:Development of Innovation ecosystem at the institute	Renovation/developmental activity of physical facilities (including infrastructure, Laboratories, Library etc.)	IIC activity will be increased with self-driven, celebration, MIC and all. EDC Cell taken the initiative.
Analysis of SSS (Student satisfaction survey) with action taken report.	The committee observed with a suggestion to do the gap analysis.	Initiative taken
Incorporation of teacher's training and I & E policy.	Committee noted.	It is uploaded on the website.

❖ **Agenda 3: New members added**

Resolution:

IQAC member list has been revised. Two more members are added Dr. Mahamuda Sultana of CSE and Ms. Anurima Majumdar from ECE department. Committee has welcomed the members.

❖ **Agenda 4: Result Analysis for Odd semester 2022.**

Resolution:

Result analysis was presented by the coordinator to the committee. The committee has suggested to take some initiatives to improve the result of 4th semester student.

❖ **Agenda 5: Proposal to conduct NBA Awareness program by January 2023**

Resolution:

As per the policy of NBA, Committee agreed the proposal of conducting the NBA Awareness program by January 2023. Four departments like EE.CSE, ECE, and FT should conduct the programs.

❖ **Agenda 6: Proposal submission for organizing Seminar/workshop/conference on emerging topic to funding agencies**

Resolution:

As suggested by the committee, all departments should actively submit the proposal for organizing seminar/workshop etc. to the funding agency as there is more scope that is coming up.

❖ **Agenda 7: Submission in SERB- Power transition grant and SERB power mobility grant to promote research opportunity for women**

Resolution:

Committee has suggested to submit this type of grant as much as possible. Committee also encouraged to collaborate with some other organizations.

❖ **Agenda 8: Proposal for conduction of One week Faculty Development Program in department level**

Resolution:

As per the decision of the committee, all departments should organize at least one FDP (3-5 days) in the respective department in the coming semester. Committee has also suggested to give emphasis on interdisciplinary topic and conduct the program jointly among the departments. As per the suggestion National level FDP are encouraged with some technical sponsorship.

❖ **Agenda 9: Review of Research & Developmental activities of faculty and Students (September. 2022- December 2022)**

Resolution:

The R & D activities of the duration September 2022- December 2022 of each department has been presented in the meeting which include research journals (International/National), patents, conferences/symposiums (international/national), book chapters etc. Committee noticed.

Mr. Tapas Sen suggested to place patent details department wise for proper understanding.

❖ **Agenda 10: MOU signed/renewed or Industry visit by the departments in Odd semester 2022**

It was presented in the meeting and committee noticed.

❖ **Agenda 11: Discussion on completion status of faculty and students in MOOCs courses**

The completion status of MOOCs courses has been revised as committee members are advised.

❖ **Agenda 12: Renovation/developmental activity of physical facilities (including infrastructure).**

It was presented in the meeting.

❖ **Agenda 13: Laboratories, Library etc. for upcoming NBA visit**

The up gradation of facilities has been taken care of for upcoming visit.

❖ **Agenda 14: Follow up of the Best Practices at the institute**

Committee observed and accepted.

❖ **Agenda 15: Student feedback on facilities**

External member has suggested to give emphasis on two parameters 'course completion on time' and suggested to add course content parts also. It was also asked to present the Bar Chart in a different and better way. Committee agreed.

❖ **Agenda 16: Upcoming NBA SAR submission by 1st week of January for the dept. of ECE ,CSE,FT and EE**

Institute is going to submit eNBA SAR for the dept. of ECE, CSE, FT and EE by 15th Jan'23. Committee noticed the same.

❖ **Agenda 17: Miscellaneous**

One more Agenda has been added and the justification given by the coordinator.



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The institute is awarded with NAAC A+ and all the external members congratulated the team worked behind it.

AQAR 2021-22 to be submitted in stipulated time as prescribed by NAAC.

The Meeting ended with vote of thanks

Dr. Sunipa Roy
Coordinator, IQAC, GNIT

Prof(Dr.) Santanu Kr.Sen

PRINCIPAL
GURUNANAK INSTITUTE OF TECHNOLOGY