Greater Kolkata College of Engineering and Management

Minutes of the 5th Meeting of IQAC (Internal Quality Assurance Cell)

Members present:

1. Prof. Mahuya Das –Principal and Chairperson
2. Dr. Anubrata Mondal, AP- EE, and Coordinator
3. Mr. Gour Gopal Jana - AP & HOD ECE - Member
4. Ms. Madhumita Ray - AP -CSE - Member
5. Mr. Gopal Chakraborty– TIC & AP -BS & HU - Member
6. Mr. Niladri Sekhar Paul - AP CSE– Member
7. Mr. Rajarshi Chakraborty, HOD ME - Member
8. Mr. Dibyendu Mondal - AP ME – Member
9. Mr. SubhasisSaha, AP – BS & HU – Member
10. Mr. Subradeep Banerjee- Office Assistant- Placement- Member
11. Mr. Arindam Sadhu, AP- ECE, Member
12. Dr. Sumanta Bhattacharyya, AP- ECE, Member
13. Mr. Biswarup Bhattacharjee - TPO - Member

Invitee Present:

1. Mr. Sourav Chaterjee, Asst. Registrar

Members Absent:

1. Dr. Dipankar Das – AP-BS & HU – Member
2. Mr. Sukamal Kanta Ghosh – AP CE - Member

Venue: Principal's Office

Date and time: 01.10.2021, 4:00 P.M.

Agenda:

1. Review of the last meeting
2. Analysis of the feedback from stakeholder for even semester
3. Result analysis for even semester
4. Review of requirements- Building, Laboratories,Library, Faculty and Staff
5. Review of Extra Curricular, Co Curricular, Social Services, Extension and Student Club activities
5. Analysis of Admission status
6. Review of Alumni Activity, Conduction of Alumni Meet
7. Review of FDP/International Seminar/National Seminar Workshop organized by the institute
8. Miscellaneous

Prof. Mahuya Das, Principal and Chairperson of the cell chaired the meeting.

The agenda items were taken up for discussion with the permission of the chair and all the members have unanimously agreed with the following points.

Proceedings:

Attainment's Resolution of Previous Agenda

- **Restructure of IQAC:**
  - **Selection of New Coordinator:** It was unanimously decided in the meeting that Dr. Anubrata Mondal, Head of the Department of Electrical Engineering, GKCEM, will take the responsibility of the Coordinator of IQAC, GKCEM as the previous coordinator has retired. In this regard Dr. Anubrata Mondal accepted the responsibilities of being the Coordinator of IQAC, GKCEM in the meeting and vowed to act as per the norms and conditions of IQAC, GKCEM.
  - **Selection of New Member:** It was also decided in the meeting that Mr. Gopal Chakraborty, AP & TIC-BS & HU and Mr. Arindom Sadhu, AP-ECE of GKCEM will act as the member of IQAC, GKCEM.
- **Review of FDP**:
  - It was notified in the meeting that review of FDP will be in process before Puja Holiday.
  - All the Faculties were suggested to implement the learning outcome of FDP in their classes tohone students' skill and knowledge.

As per today's Agendas the following points were discussed:

- **Academic Process**:
  - Session Plan should be done on basis of per class per week.
  - Lesson Plan and schedule of classes should be planned and prepared before the class starts and should be circulated among students. Tentative date of the classes is to be mentioned in the lesion plan.
  - A good fraction of questions for different types of continuous assessment of the students should address higher order thinking skill following Bloom's Taxonomy. In this context, Dean Academic suggested the faculties to write the

level of Bloom's Taxonomy in internal question paper rather than COs as an initial approach.

- Student's learning outcome should be evaluated in the class by proper means. In each semester, steps should be taken by the faculty members to upgrade student's learning procedure.
- Industrial training of faculty is a necessity as required in CII survey by AICTE.
- Collaboration between Small Industries and Faculties is a sign of success to initiate.
- Small industries should be approached soon and in this regard Mr. Biswarup Bhattacharjee shouldered the responsibility to look after it.
- Student Learning Club- Students must be encouraged to participate and the entire program should be coordinate by them.

❖ **Analysis of the feedback from stakeholder for even semester:**

- The nature of the feedback from stakeholder for Even Semester states that improvement on the part of Academic is absolutely necessary.
- Feedback on syllabus covered is below the par.
- Steps should be taken to improve the curriculum of our institution. As we don't have academic autonomy there is a need for introduction of some beyond curriculum courses may be by MOOCs as per the present industrial trend.
- Acknowledgement from students and parents is very important in order to check the status of our college. Therefore, at the end of each semester stake holder's feedback should be taken.
- A proposal was made by Mr. Gopal Chakraborty, TIC- BS & HU, GKCEM that beside the students' feedback from IQAC, feedback should be collected from every departmental end. The proposal was accepted in the meeting.
- It was also informed that the feedback will be submitted to the higher authority.

❖ **Review of Extra-curricular, Co-curricular, Societal activities, etc:**

- Students should be informed regarding the importance of NAAC accreditation which is the institutional quality enhancement process that gives confidence to students.Hence, the involvement of student in the institutional quality enhancement process is crucial and invaluable. Therefore, the students must be motivated and follow the academic guideline of the Institute religiously.
- Department should take initiative to inform the students about Inetrnshala and the students must be well counseled to enroll their name in Internshala registration.
- The conveners of the entirestudent's clubs of GKCEM were requested to perform their responsibilities diligently and events should be organized involving institutional and local school students.
- It was reported in the meeting that all the club activities were unsuccessful in involving local schools.

❖ **Result analysis of even semester:**

1. While going through the status of student's result it may be analyzed that the performance of the students is lagging behind.
2. Students must be well counseled in order to ameliorate their academic performance. Remedial classes should be conducted in a well documented manner.
3. Identification between advance learner and slow learner is important.Extra care must be given to the slow learneras well as advanced learners should be motivated for higher studies.
4. Proper guidance should be given to the students on Laboratory work and Project work.Open ended projects are to be given to students after finishing the scheduled lab experiments for innovative idea generation.
5. Laboratory copy of the student result analysis must be kept. Evaluation of result must be done properly.
6. Conduction of CS 802-E-commerce class must be done properly.
7. A point arose in the meeting regarding the mismatch of theoretical and practical marks in PCC CS-402 and PCC CS-492 (LAB).

❖ **Review of Alumni Activity, Conduction of Alumni Meet:**

A brief discussion was done in the meeting regarding Alumni meetheld on 13th June, 2021. As per the discussion in the meeting, the review of the Alumni must focus on the amelioration of the college. Necessary correction is to be made for the next alumni meet.

❖ **Review of requirements- Building, Laboratories, Library, Faculty & Staff:**

1. The Principal, GKCEM suggested that the non-performing experimental set up should be identified in all departmental laboratories and further steps should be taken by the department to make them working within this Semester. All the members in the meeting agreed to act accordingly.
2. HODs of CE, CSE and BS & HU (English) requested to the Principal for the requirement of new facultiesrespectively on an immediate basis. In this context, the principal agreed to communicate with the competent authority and take necessary action.
3. In the issue, Innovation cell coordination mentioned that though and Innovation cell if there at GKCEM but it should be renovated as per the guideline of IIC.

❖ **Analysis of Admission status:**

A brief discussion was done on the current admission status and it was revealed that the current admission status is not satisfactory. In order to overcome this situation and to increase the number of admissions, more improvement from departmental end is required. According to Quality Assurance, we should approach in a systematic way

before the determination of the strategy of data generation. As accreditation is a must for the institute.

Since no other points were raised for the discussion the meeting ended with a vote of thanks to the chair.

Minuted by

Anubrata Mondal 26/11/21
Arjama Ghosh Chakraborty

Ms. Arjama Ghosh Chakraborty 26/11/21
PA to Principal
Dr. Anubrata Mondal
Coordinator - IQAC

Approved by

26/11/21

Prof. Mahuya Das
Chairperson - IQAC