

# Greater Kolkata College of Engineering and Management

## Minutes of the 6<sup>th</sup> 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. Subhasis Saha, 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
14. Dr. Dipankar Das – AP-BS & HU – Member
15. Mr. Subhojit Chattaraj, AP-CE - Member

### Invitee Present:

1. Mr. Sourav Chatterjee, Asst. Registrar

### Members Absent:

1. Mr. Sandeepan Saha-HOD CE- Member

**Venue:** Google Meet Platform

**Date and time:** 22.01.2022, 6:30 P.M.

### Agenda:

1. Curricular Planning and Implementation
2. Review of R&D activity-
  - i) Research Facilities,
  - ii) Consultancy,
  - iii) Grants,
  - iv) Patent,
  - v) Publication
3. Analysis of placement status (Placement/Higher Education/ Entrepreneurship)
4. Analysis of Student Satisfaction Survey

5. Discussion on Academic and Administrative Audit
6. 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**

##### **❖ Review of FDP:**

- The meeting commenced with the discussion on Review of FDP which has been already discussed in the previous IQAC meeting. With the consent of all the members it was notified in the meeting that review of FDP on Learning Outcome shall be in process before 2021 Puja Holiday but it was observed in the meeting that it has not yet reviewed.

##### **❖ Academic Process:**

- Academic Session Plan: All the HoDs were requested to submit their departmental Academic Session Plan to Dr. Sumanta Bhattacharyya, Dean Academic, GKCEM at any specific Academic Committee Meeting. Rest of the discussion will be held on upcoming Academic Committee Meeting.
- Lesson Plan and Class Completion: In the meeting, all the faculties were requested to submit their individual Lesson Plan and Class Completion data to their respected HODs and at the same time, the HODs were instructed to submit their departmental Lesson Plan and Class Completion data to the Dean Academic which must be further forwarded to the Principal. Course Objective and Course Outcome should be induced from upcoming Even Semester. For Lesson Plan a format shall be forwarded from Principal Office.

##### **❖ Result analysis of Odd semester:**

- Continuous Assessment (CA): A proposal was made by Mr. Gour Gopal Jana, HOD-ECE, GKCEM that an issue is occurring on the conduction of CA-3 assignment which is a Project Based Assignment and so, whether it is possible to change the procedure of conduction of CA-3 assignment. The proposal was accepted by the members in the meeting and the Principal briefly illustrates the

procedure of CA-3 conduction which may be a PPT presentation or a Group discussion or any other suitable way and the topic must resemblance higher order thinking skill.

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

Discussion on the aforesaid context shall be proceeding in the upcoming Academic Committee Meeting. Action Taken Report (ATR) on Alumni must be prepared soon.

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

- An issue rose in the meeting that according to the syllabus whether there are enough laboratory instruments in the laboratory. In this context, Principal suggested to submit a requisition consisting of all requirements in the upcoming Academic Committee Meeting.

❖ **Analysis of Admission status:**

A brief discussion was done on the current admission status and it was stated in the meeting that the current admission is steadily going on. In order to increase the number of admissions, more improvement from departmental end is required.

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

❖ **Curricular Planning and Implementation:**

- Any planned decision taken in the meeting is extremely significant. Therefore, all the members were requested not to change or disobey the decision in any way.
- IQAC members should take initiative to organize Faculty Development Programme.
- The Principal requested that if the students are given an assignment based on a virtual laboratory experiment then it might hone their higher order thinking skill. There should be beyond curriculum experiment in laboratory which may be from virtual mode. When assignment or lab will be given the attainment of higher order thinking skill should be achieved. Inclusion of BCE does not mean deficiency in regular lab experiment. Dr. Sumanta Bhattacharyya, Dean Academic, GKCEM requested to incorporate Laboratory Plan in Lesson Plan. Beside Tutorial Classes, Remedial Classes must be taken on a regular basis in order to ameliorate the slow learner.

❖ **Review of R&D activity:**

Initiatives should be taken on behalf of R&D Cell as the motto of this cell is to oversee the smooth and efficient coordination of **research and development activities** in the

Institute, thus fostering overall growth. The Principal also insisted upon more effective engagement of the faculties regarding patents and publications. Faculty should avail the scope of publishing work with student in the upcoming NCEATS-2022.

❖ **Analysis of Placement Status (Placement/ Higher Education/ Entrepreneurship):**

- Placements hold great importance for students and educational institutions. It helps a student to build a strong foundation for the professional career ahead as well as a good placement record gives a competitive edge to a college/university in the education market. Therefore, in this regard advice was sought from the placement cell on how to further improve. Placement cell advised to focus more on GD communication and coding. More or less every department presented their status of Industrial Training in the meeting.
- Placement Cell was requested to create a whatsapp group in order to convey messages to the students on training and placement.
- According to the Placement Cell, a very good number of students have received placement at renowned company this year.
- The issue of conducting Industrial Training of students through virtual mode has been discussed in the meeting.
- A grooming class for the students should be conducted for the purpose of Industrial Training.
- A proposal was placed in the meeting by Mr. Gopal Chakraborty, TIC- BS & HU, GKCEM and Ms. Madhumita Ray, AP-CSE, GKCEM that it would be great if we could organize a "Talk". And it was accepted and acknowledged by all the members in the meeting.
- Internshala: It was reported in the meeting that our college have successfully achieved a good ranking in Internshala. The Principal states that departments should take initiative to inform the students about Inetrnshala and the students must be well counseled to enroll their name in Internshala registration. It was requested by all the members in the meeting that if the registration date would have extended in lieu of 23<sup>rd</sup> Jan, 2022 to 25<sup>th</sup> January, 2022.
- NPTEL: All the members were requested to pay emphasis on NPTEL.

❖ **Routine Committee:**

Routine for the upcoming Even Semester must have been prepared before the Semester starts. Soft skill and Aptitude must be added in the upcoming Even Semester Routine. The Routine should be approved and published in the upcoming Academic Committee meeting.

❖ **Analysis of student satisfaction survey (SSS):**

- Student Satisfaction Survey (SSS) that results from **evaluation of students' experience** with the facilities and support they received in the college is very important. It is a valid and reliable tool to understand the key areas for future

developments. Several issues and requisition were observed while going through the Student Satisfaction Survey (SSS) questionnaire, such as- Better Laboratory, more study materials, more industrial visits, teachers may include digital board, lecture note, etc.

- The Principal suggested in taking necessary actions based on the Student Satisfaction Survey (SSS) of ODD Semester 2021 in order to improve the overall teaching learning experience of all the stakeholders.
- Event Calendar must be shared with the students, in order to smoothing the conduction of events.
- In order to meet the students' satisfaction, a department meeting must be conducted before next IQAC meeting. In this context, students must be communicated through any suitable means.

#### **Discussion on Academic and Administrative Audit:**

The discussion on Academic Audit shall be proceeding in the Academic Committee Meeting. The Administrative Audit should be discussed and prepared soon. Asset Register needs to be prepared as early as possible.

#### **❖ Miscellaneous:**

It was decided in the meeting that Dr. Dipankar Das, AP-BS & HU, GKCEM shall act as a coordinator of both - SIP and R&D Cell of GKCEM.

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

Minuted by:

Checked by:

Approved by:

*Arjama Ghosh Chakraborty*  
15/02/22

Ms. Arjama Ghosh Chakraborty  
Secretary to Principal, GKCEM

*A Mondal*  
15/02/22

Dr. Anubrata Mondal  
Coordinator - IQAC

*M Das*  
15/2/22

Prof. Mahuya Das  
Chairperson - IQAC

**PRINCIPAL**  
**Greater Kolkata College of**  
**Engineering & Management**