

Greater Kolkata College of Engineering and Management

Minutes of the 7th Meeting of IQAC (Internal Quality Assurance Cell)

Members present:

1. Prof. Mahuya Das –Principal and Chairperson
2. Dr. Anubrata Mondal, AP & HOD- 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. Subhasis Saha, AP – BS & HU – Member
9. Mr. Subhojit Chattaraj, AP-CE - Member
10. Mr. Arindam Sadhu, AP- ECE, Member
11. Mr. Anindya Kr. Biswas, AP-CSE, Member
13. Dr. Sk. Tanbir Islam, AP-ME - Member

Invitee Present:

1. Mr. Sourav Chaterjee, Asst. Registrar

Members Absent:

1. Mr. Sandeepan Saha-HOD CE- Member
2. Mr. Subradeep Banerjee- Office Assistant- Placement- Member
3. Mr. Biswarup Bhattacharjee - TPO – Member
4. Dr. Dipankar Das – AP-BS & HU – Member

Venue: Principal Room

Date and time: 22.04.2022, 2:00 P.M.

Agenda:

1. Result Analysis for Odd Semester.
2. Review of requirement- Building, Laboratory, Library, Faculty and Staff.
3. Review of Extra-curricular, Co-curricular, Social services, extension and Student Club activities.
4. Review of MoU (New and Existing).
5. Discussion and approval of proposal for FDP/ International Seminar/ National Seminar Workshop to be organized by the Institute for the forth coming Academic year.
6. SWOT of the Institution with reference to Audit conducted.

7. Student Continuous Assessment Format.
8. Various Quality Initiations.
9. 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 Meeting held on 22.12.2021:

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

An issue rose in the earlier meeting on the availability of enough laboratory instruments in the laboratory as per syllabus. Hence, the Principal suggested submitting a requisition consisting of all the requirements. The requisite items such as, notice board, white board, etc have been already stored in the store room and all the faculties were requested to collect whatever is necessary. An issue rose in the meeting regarding proper functioning of Laboratory machines. In this context, the Principal states that the requisition for laboratory needs should be given from the Departmental end.

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

❖ Result Analysis for Odd Semester:

The meeting commenced with the discussion on Result analysis. All the departments have successfully submitted the data based on Result Analysis. Going through the same, the Principal expressed her opinion that the faculties need to be rigorous in terms of marking the assignments and marks discrimination between slow learner and advanced learner must be done diligently. Punctilious marking on Laboratory Practical should be done (O, E, A). It is necessary for the HoDs to check the marking of the departmental Subject Teacher.

❖ Review of Extra-curricular, co-curricular, social services, extension and student club activities:

The report based on the review of Extra-curricular, co-curricular, social services, extension and student club activities have been presented before the Principal in the meeting. A brief discussion was done on the same. An issue regarding the low participation and involvement of students in various programs conducted by the college was reported. It was decided that the participation of the students in various

college programs conducted by the college should be encouraged to engage them in various co-curricular and extra-curricular activities.

❖ **Review of MoU (New and Existing):**

It was reported in the meeting that 7 Industrial MoU have been successfully done so far. All the members were insisted upon more effective engagement so that we can sign up with more Industrial MoU in future which in turn will provide professional training and development to the students. And it was also decided that a MoU signing ceremony will be celebrated. The targeted date for Industrial MoU shall be on 12th May, 2022.

❖ **Discussion and approval of proposal for FDP/ International Seminar/ National Seminar Workshop to be organized by the institute for the forthcoming Academic year:**

- A workshop must be conducted by the UHV (Universal Human Values) Cell of GKCEM within May, 2022.
- Initiatives must be taken to organize FDP within June, 2022.

❖ **SWOT of the institution with reference to Audit conducted:**

It was decided in the meeting that after the completion of NAAC Course File, the Academic Audit need to be completed ASAP.

❖ **Student Continuous Assessment Format:**

The format for Students' Continuous Assessment (CA) shall be forwarded soon to all the HODs via mail.

Event Format and Data Analysis Format has been forwarded to all the HODs via mail.

❖ **Various Quality Initiation:**

All the Departmental HODs were requested to submit their Departmental Course File related to NAAC in the upcoming HOD Meeting on 6th May, 2022.

❖ **Miscellaneous:**

• **Restructure of IQAC:**

- Selection of New member: It was unanimously decided in the meeting that from now Dr. Sk. Tanbir Islam AP-ME, GKCEM will act as a member of the **Internal Quality Assurance Cell (IQAC)** in place of Mr. Dibyendu Mondal, AP-ME, GKCEM.

- Inclusion of New Member: It was also decided in the meeting that from now on Mr. Anindya Kr. Biswas, AP- CSE, GKCEM will act as a member of the IQAC of GKCEM.

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

Minuted by:

Arjama Ghosh Chakraborty
20/6/22
Ms. Arjama Ghosh Chakraborty
Secretary to Principal, GKCEM

Checked by:

Anubrata Mondal
20/6/22
Dr. Anubrata Mondal
Coordinator - IQAC

Approved by:

Das
20/6/22
Prof. Mahuya Das
Chairperson - IQAC
PRINCIPAL
Greater Kolkata College of
Engineering & Management