



## Greater Kolkata College of Engineering and Management

### Minutes of the 11<sup>th</sup> 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. Gopal Chakraborty– TIC & AP -BS & HU - Member
4. Dr. Sk Tanbir Islam, HOD- ME - Member
5. Mr. Pijush Dutta, HOD- ECE– Member
6. Mr. Subhojit Chattaraj, HoD-CE – Member
7. Mr. Swapna Halder, HoD-CSE-Member
8. Mr. Rajarshi Chakraborty, AP-ME – Member
9. Mr. Biswajit Gayen, AP- BS & HU- Member
10. Mr. Arindam Mukherjee, T&P Cell - Member
11. Mr. Subhradeep Banerje, T&P Cell - Member
12. Mr. Gour Gopal Jana, AP-ECE-Member
13. Mr. Niladri Sekhar Pal, AP-CSE-Member
14. Mr. Raghunath Majhi, AP-CSE-Member
15. Mr. Arindam Sadhu, AP-ECE-Member
16. Mr. Subhasish Saha, AP- BS & HU – Member

#### Member Absent:

1. Mr. Rakesh Naskar, Director, Sam Solar Solution Pvt. Ltd.
2. Mr. Sujoy Sarkar, Director, Sircon Engineering Services
- 3.

#### Permanent Invitee Present:

1. Mr. Sourav Chatterjee, Asst. Registrar

#### Permanent Invitee Absent:

1. Ms. Nibedita Shee, Asst. Librarian, GKCEM

Venue: Principal Room

Date and time: 15.03.2023, 3:00 P.M.

**Agenda:**

- 11.1. Review of the last meeting
- 11.2. Analysis of the feedback from stakeholders for odd semesters
- 11.3. Result Analysis for Odd Semester
- 11.4. Review of requirement- Building, Laboratories, Library, Faculty & Staff Research Facilities
- 11.5. Review of Extra Curricular, Co-Curricular, Social Services, extension and Student Club activities
- 11.6. Review of MOU (New & Existing)
- 11.7. Discussion and approval of proposal for FDP/International Seminar/National Seminar Workshop to be organized by the institute for the forthcoming Academic year
- 10.8. SWOT of the institution with reference to Audit conducted
- 10.9. 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:****As per today's Agendas the following points were discussed:****11.1 Review of the last meeting:**

- ❖ **To confirm the minutes of meeting of Tenth IQAC meeting held on 07.12.2022:**  
The proceedings were taken as confirmed.
- ❖ **Action taken report of Tenth IQAC meeting held on 07.12.2022:**  
The action taken report was taken as confirmed.

**11.2. Analysis of the feedback from stakeholders for odd semesters**

- The nature of the feedback from stakeholder for ODD Semester states that improvement on the part of Academic and Infrastructure is absolutely necessary. According to the student's suggestion to improve academics, a greater number of Industrial Visits, Real Time Practical Applications, Skill Development courses should be included. They also demand "Online guidance" to fill various scholarship through HR section. According to the suggestions of Alumni, Internship project is required compulsorily which should be involve in the curriculum. From students end,
- Steps should be taken to improve the curriculum of our institution. As we don't have academic autonomy BOS meeting is required from each and every departmental end. After BOS meeting a letter should be

issued to MAKAUT for introducing some new emerging subjects in our course curricular as per the present industrial trend.

- Beyond curriculum courses (may be by BCT Training, MOOCs, SWYAM, NPTEL) are another opportunity for students to meet the present scenario of Industry. To aware of latest technology, workshops & hands on training will be organized on regular basis by industry person. Acknowledgement from students, parents and alumni 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.
- It was also informed that the feedback will be submitted to the higher authority.

### **11.3. Result Analysis for Odd Semester**

All the departments have successfully submitted the data based on Result Analysis.

- While going through the status of student's result it may be analyzed that the performance of the students is moderate. According to the data, result of Civil and Computer science dept. is good but rest department are not up to the mark.
- Students must be well counseled in order to ameliorate their academic performance. Remedial classes should be conducted in a well-documented manner.
- Identification between advance learner and slow learner is important. Extra care must be given to the slow learner as well as advanced learners should be motivated for higher studies.
- 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.
- A point arose in the meeting regarding the mismatch of theoretical and practical marks in some departments. 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.

### **11.4. Review of requirement- Building, Laboratories, Library, Faculty & Staff Research Facilities**

- An issue rose after online MAKAUT visit, on the availability of enough Laboratory, Laboratory instruments and Computers in Computer Science Dept. and Civil dept. as per syllabus. Hence, the Principal suggested submitting a requisition consisting of all the requirements.
- The non-performing experimental set up (coming ODD Semester) of all departmental laboratories was identified and further steps are already taken by HOI to make them working within next Semester.
- HOD of EE requested to the Principal for the requirement of new faculties respectively on an immediate basis. In this context, the Principal agreed to communicate with the competent authority and take necessary action.

### **11.5. Review of Extra Curricular, Co-Curricular, Social Services, extension and Student Club activities:**

- The data shows that, with the initial lag, the club have started organizing more co- Curricular and extra-curricular activities.
- The conveners of the entire student's clubs of GKCEM were requested to perform their responsibilities diligently and events should be organized involving institutional and local school students.

- The Principal insisted upon more effective engagement as the Robotics workshop may be beneficial for the students to acquire knowledge on both software and hardware.

#### 11.6. Review of MOU (New & Existing)

- It was reported in the meeting that 12 Industrial MoU have been successfully done in 2022-2023 Academic session.
- 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.

#### 11.7. Discussion and approval of proposal for FDP/International Seminar/National Seminar Workshop to be organized by the institute for the forthcoming Academic year

- An initiative of National workshop/ FDP must be taken by the IQAC Cell and R & D cell of GKCEM within 2<sup>nd</sup> Week of July, 2023.

#### 11.8. SWOT of the institution with reference to Audit conducted

- It was decided in the meeting that the Academic Audit of Odd Semester need to be completed within April, 2023.

#### 11.9. Miscellaneous

- **Review Meeting of FDP (16.01.2023 to 20.01.2023):** Overall satisfaction with faculty development programs was high. Participants consistently found programs acceptable, useful and relevant to their objectives.

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

Minuted by:

*Arjama Ghosh*  
12.06.23  
Ms. Arjama Ghosh Chakraborty  
Secretary to Principal, GKCEM

Checked by:

*Anubrata Mondal*  
12/06/23  
Dr. Anubrata Mondal  
Coordinator - IQAC

Approved by:

*Mahuya Das*  
12/6/23  
Prof. Mahuya Das  
Chairperson - IQAC  
PRINCIPAL  
Greater Kolkata College of  
Engineering & Management