



JIS GROUP
Educational Initiatives

Greater Kolkata College of Engineering and Management

Minutes of the 8th 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. Mr. Rajarshi Chakraborty, HOD- ME - Member
5. Mr. Pijush Dutta, HOD- ECE– Member
6. Mr. Subhojit Chattaraj, AP-CE - Member
7. Dr. Sk. Tanbir Islam, AP-ME – Member

Invitee Present:

1. Mr. Sourav Chatterjee, Asst. Registrar
2. Ms. Nibedita Shee, Asst. Librarian, GKCEM
3. Mr. Tapas Naskar – TA- CSE, GKCEM
4. Ms. Preetha Mukherjee, AP-English, GKCEM

Venue: Principal Room

Date and time: 23.06.2022, 3:00 P.M.

Agenda:

- 8.1. Faculty Development Program on Research Methodology
- 8.2. Curricular Planning and Implementation.
- 8.3. Review of R & D activity.
 - i. Research Facilities,
 - ii. Consultancy,
 - iii. Grants,
 - iv. Patents,
 - v. Publication.
- 8.4. Finalization of R & D goals for the forthcoming Academic session.
- 8.5. Analysis of the performance of all statutory committees.
- 8.6. Report on the Best Practice developed by the institute.
- 8.7. 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 26.04.2022:

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

It was reported in the meeting that the final report based on the review of Extra-curricular, co-curricular, social services, extension and student club activities have been prepared but preparation of laboratory development report are still pending. An issue on behalf of the students raised in the meeting. Due to linguistic problem, some students are facing problem to communicate. But it was stated by the principal that the lectures should be thoroughly in English. If required, the lectures might be translated as per needs.

Furthermore, it was reported that the activities related to Robotics Club are yet to be done. 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.

In the earlier meeting it was decided that at least 2 laboratory classes per semester must be done but it was observed that laboratory classes are lagging behind in terms of adequate conduction.

❖ **Review of MoU:**

It was reported in the meeting that about 17 Industrial MoU have been successfully done so far. The upcoming MoU signing will be held on Month of August,2022.

❖ **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. Library Department was also requested to submit requisition of all the requirements ASAP.

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

8.1. Faculty Development Program on Research Methodology:

The meeting commenced with the discussion on workshop of Faculty Development Program on Research Methodology. The program will embark from 4th July 2022 to 8th July 2022. The workshop shall be organized through Zoom platform and it may further broadcast through YouTube. But the members reported in the meeting that they have observed some issues while conducting events through Zoom Platform. Therefore, Google Meet Platform will be the ultimate alternative if the problem is not fixed. The chairman requested to keep the video "ON" while anchoring. The inaugural part of the workshop may be conducted in an offline mode. The last date for FDP Flyer distribution shall be 30th June 2022. The details of responsibilities for FDP are attached with the minutes herewith for your ready reference.

8.2. Curricular Planning and Implementation:

Report on Curricular Planning and Implementation was submitted to the Principal by Mr. Pijush Dutta, Academic coordinator. A brief discussion was done on the aforesaid point. Faculties were requested to take initiative to organize FDP of an interval of every 3 months. Attention must be given on Industrial visits as well. Conduction of Remedial classes and make-up classes are necessary as per the requirement. Priority must be given on Students' Attendance as attendant in a classroom is a powerful determinant of student achievement. Daily activity report should be updated on a regular basis.

8.3. Review of R & D activity:

Report on R & D Activities was submitted to the Principal by Mr. Pijush Dutta, Academic coordinator. In order to oversee the smooth and efficient coordination of **research and development activities** in the Institute, initiative should be taken on behalf of R&D Cell. Special emphasis must be given on Patents and Publications (Student Publication as well as Faculty Publication). Faculty should avail the scope of publishing work with student in the upcoming NCEATS-2022.

ACHIEVEMENT OF THE YEAR:

- No. of Guest Lecture delivered by faculty: 5
- No. of Publication of faculty: 3
- No. of ongoing Research Project: 1
- No. of PG student guided by the faculty: 2
- No. of Copyright: 1
- No. of Departmental Webinar: 4
- No. of FDP organized: 1

8.4. Finalization of R & D goals for the forthcoming academic Session:

The members of R & D cell were requested to intensely look after the research and development activities of GKCEM. Focus must be given to improve the number of Student Publication as well as Faculty Publication.

8.5. Analysis of the performance of all statutory and non statutory committees:

- **Students' publications:** It was reported in the meeting that very few publications were published on behalf of the students. Therefore, all the faculties were requested to pay heed on it. (Target for next meeting)
- **MOOCs/ NPTEL:** As per the discussion, Registration for NPTEL must be done and mentors were requested to put effort so that number of students' registration increases. Students' registration date must be fixed and notified as early as possible. Furthermore, all the faculties were requested to take NPTEL training.

8.6. Report on the Best Practice developed by the institute:

SWOT and Best Practices are the best possible ways that a person uses to conduct their activities more efficiently and smoothly. Therefore, all the departments were requested to submit departmental SWOT and Best Practices by 14th September, 2022.

8.7. Miscellaneous:

- **Board of Study (BOS):** As directed by JIS-HO, all the departments were requested to prepare the BOS. Soft copies related to BOS must be kept ready.

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
05/07/22
Ms. Arjama Ghosh Chakraborty
Secretary to Principal, GKCEM

Checked by:

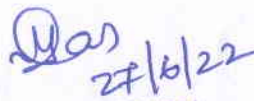
Almondal
05/07/2022
Dr. Anubrata Mondal
Coordinator - IQAC

Approved by:

Das
5/7/22
Prof. Mahuya Das
Chairperson - IQAC
PRINCIPAL
Greater Kolkata College of
Engineering & Management

Responsibilities of FDP

	Date	Department
Program Hosting and Sharing Feedback	04.07.2022	Bsc. & Hu
	05.07.2022	CSE
	06.07.2022	ECE
	07.07.2022	EE
	08.07.2022	CE
Participants Invitation		Dr. Anubrata Mondal
Topic Collection from Speaker End	All day	Mr. Pijush Datta & Mr. Rajarshi Chakraborty
Program Anchoring	04.07.2022	Off line: Ms. Preetha Mukherjee, Mr. Rajarshi chakraborty
	05.07.2022	Mr. Subhasish Saha, Ms. Amrita Dhar
	06.07.2022	Ms. Preetha Mukherjee, Mr. Rajarshi chakraborty
	07.07.2022	Mr. Subhasish Saha, Ms. Amrita Dhar
	08.07.2022	Ms. Preetha Mukherjee, Mr. Rajarshi Chakraborty
Program Recording	All day	Tapas Naskar
		Prasenjit Singha
		Kalisadhan Mondal
		Rohit Das
Flyer & Brochure Making	NA	Niladri Sekhar Paul
		Shantanu Naskar
		Rajarshi Chakraborty
Program Registration & Meeting Link Creation	All Day	Mr. Gopal Chakraborty
Offline YouTube live and Photo Session	04.07.2022	Mr. Sandeepan Saha Mr. Raghunath Majhi
Vote of Thanks	08.07.2022	Dr. Anubrata Mondal
Certificate Creation	All day	Mr. Peeraj Majumder Mr. Dibyendu Mondal


 27/6/22
PRINCIPAL
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