



Greater Kolkata College of Engineering and Management

Minutes of the 13th 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. Dr. Pijush Dutta, HOD- ECE– Member
6. Mr. Subhojit Chattaraj, HoD-CE – Member
7. Ms. Saheli Das, AP-CSE-Member
8. Dr. Biswajit Gayen, AP- BS & HU- Member
9. Mr. Subhradeep Banerjee, T&P Cell - Member
10. Mr. Gour Gopal Jana, AP-ECE-Member
11. Mr. Raghunath Majhi, AP-CSE-Member
12. Mr. Rajarshi Chakraborty, AP-ME – Member

Member Absent:

1. Mr. Rakesh Naskar, Director, Sarn Solar Solution Pvt. Ltd.
2. Mr. Sujoy Sarkar, Director, Sircon Engineering Services
3. Ms. Jhumpa Ghosh, Director, Change Initiatives
4. Mr. Arindam Sadhu, AP-ECE-Member
5. Mr. Subhasish Saha, AP-BS & HU – Member
6. Mr. Sandip Sarkar, AP-CE-Member

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: 26.09.2023, 3:30 P.M.

Agenda:

- 13.1. Review of the last meeting
- 13.2. Analysis of the feedback from stakeholder for even semester
- 13.3. Result analysis for even semester

- 13.4. Review of requirements- Building, Laboratories, Library, Faculty and Staff
- 13.5. Review of Extra Curricular, Co-Curricular, Social Services, Extension and Student/ Club activities
- 13.6. Analysis of Admission status
- 13.7. Review of Alumni Activity, Conduction of Alumni Meet
- 13.8. Review of FDP/International Seminar/National Seminar Workshop organized by the Institute
- 13.9. 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:

13.1 Review of the last meeting:

- ❖ **To confirm the minutes of meeting of 12th IQAC meeting held on 23.06.2023:**
The proceedings were taken as confirmed.
- ❖ **Action taken report of 11th IQAC meeting held on 23.06.2023:**
The action taken report was taken as confirmed

13.2. Analysis of the feedback from stakeholder for even semester:

- As per the nature of the feedback from stakeholder for Even Semester reflects some more improvement is required in the part of Academic and Infrastructure. Students have appealed for Real Time Practical Applications, Skill Development courses in their syllabus. They have also asked for more no of doubt clearing session through Online Platform. Alumni of GKCEM mentioned about Special Aptitude classes, Internship which are already ongoing.
- As an affiliating Institute GKCEM, does not have the rights to change its curriculum. But for the student say we can send our BOS recommendation to the Registrar of MAKAUT for incorporation of new courses in the existing syllabus. According to the last IQAC meeting the departmental BOS meeting has already been done and the recommended modification is to be sent to the affiliating University.

13.3. Result analysis for even semester

- 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 Electronics & Communication dept. is good but rests of the departments 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 should be done more actively. 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

13.4. Review of requirements- Building, Laboratories, Library, Faculty and Staff

- The non-performing experimental set up (upcoming ODD Semester) of all departmental laboratories was identified and further steps for necessary repairing.
- HODS of EE have requested Principal GKCEM place the requirement of new faculty as the no of Intake in B.Tech Electrical has been increased.

13.5. Review of Extra Curricular, Co-Curricular, Social Services, Extension and Student Club activities

- The data shows that, with the initial lag, the clubs and committees have organized Co- Curricular and extra-curricular activities as per the given criteria.
- The conveners of the different 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 of some committee's and club's involving more hands on training like EDC, IPR cell. workshop may be beneficial for the students to acquire knowledge on both software and hardware.

13.6. 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 admission.

13.7. Review of Alumni Activity, Conduction of Alumni Meet

As per the discussion in the meeting, from now Mr. Rajarshi Chakraborty will collect the data of all alumni from every Department Heads and a continuous communication must be done the conduction of the next Alumni Meet and any further process.

13.8. Review of FDP/International Seminar/National Seminar Workshop organized by the institute

It was discussed in the meeting that for the conduction of hybrid mode events, audio mixers and DSLR or mirrorless camera (with USB and HDMI connectivity) and secondary camera are required. The hybrid mode is the best way to increase the participation for an event locally and globally.

13.9 Miscellaneous:

Selection of New Member:

- It was decided in the meeting that Mrs. Saheli Das, AP-CSE will act as the member of IQAC, GKCEM. Mrs. Jhumpa Ghosh, Director, Change Initiatives will act as Community member of IQAC, GKCEM.
- It was also decided in the meeting Mr. Pintu Dey will act as Parent member of IQAC, GKCEM and Ms Olivia Guha Roy will act as Alumni member of IQAC, 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
10/10/2023
Ms. Arjama Ghosh
Secretary to Principal, GKCEM

Checked by:

A. Mondal
10/10/23
Dr. Anubrata Mondal
Coordinator - IQAC

Approved by:

M. Das
10/10/23
Prof. Mahuya Das
Chairperson - IQAC

PRINCIPAL
Greater Kolkata College of
Engineering & Management