



Greater Kolkata College of Engineering and Management

Minutes of the 14th 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. Mr. Sandip Sarkar, AP-CE-Member
8. Mr. Subhradeep Banerje, T&P Cell - Member
9. Mr. Gour Gopal Jana, AP-ECE-Member
10. Dr. Arindam Sadhu, AP-ECE-Member
11. Mr. Raghunath Majhi, AP-CSE-Member
12. Mr. Rajarshi Chakraborty, AP-ME – Member

Member Absent:

1. Mr. Rakesh Naskar, Director, Sam Solar Solution Pvt. Ltd.
2. Mr. Sujoy Sarkar, Director, Sircon Engineering Services
3. Ms. Jhumpa Ghosh, Director, Change Initiatives
4. Mr. Subhasish Saha, AP-BS & HU – Member
5. Mr. Biswajit Gayen, AP- BS & HU- Member
6. Ms. Saheli Das, AP-CSE-Member

Permanent Invitee Present:

1. Mr. Sourav Chatterjee, Asst. Registrar
2. Ms. Nibedita Shee, Asst. Librarian, GKCEM

Venue: Principal Room

Date and time: 20.12.2023, 3:00 P.M.

Agenda:

- 14.1. Curricular Planning and Implementation
- 14.2. Review of R&D activity
- 14.3. Result analysis for even semester
 - (i) Research Facilities,
 - (ii) Consultancy,



(iii) Grants,

(iv) Patent,

(v) Publication

14.4. Analysis of placement status (Placement/Higher Education/ Entrepreneurship)

14.5. Analysis of Student satisfaction Survey

14.6. Discussion on Progress of work done under NIRF or any other ranking agencies

14.7. Discussion on Academic and Administrative Audit

14.8. 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:

1. Review of the last meeting:

❖ **To confirm the minutes of meeting of 13thIQAC meeting held on 26.09.2023:**

The proceedings were taken as confirmed.

❖ **Action taken report of 12thIQAC meeting held on 26.09.2022:**

The action taken report was taken as confirmed

14.1. Curricular Planning and Implementation:

- New Class Conduction Format will be introduced by Principal Madam
- Faculty Development Program (FDP) should be conducted by EE dept. and ECE dept.
- Faculty Development Program (FDP) also should be conducted by IQAC, BS & HU dept. and IIC dept.
- The National Conference will be tentatively held on April, 2024.
- Robotics Workshop should be organized.
- Logo of CSI Chapter.
- As per BoS, Illumination in Engineering (EE dept.) Topic will be shared by Dr. Anubrata Mondal, HoD-EE dept.
- Beyond curriculum courses (may be by BCT Training, MOOCs, SWYAM, NPTEL) are another opportunity for students to meet the present scenario of Industry.

14.2. Review of R&D activity:

- i. Patent: 01 CSE Dept.
- ii. Journal: 09 ECE Dept., 01 EE Dept.
- iii. Book Chapter: 02 EE Dept., 03 CE Dept., 05 CSE Dept., 02 ME Dept., 05 ECE Dept.
- iv. Conference: 12 CE Dept., 02 ECE Dept., 01 CSE Dept., 01 BS & HU Dept.

14.3. Analysis of placement status (Placement/Higher Education/ Entrepreneurship):

According to the Training and Placement report, a total of 39 companies were approached out of which 2 results were published and 15 others remain unpublished. As per the report provided by the Training and placement cell, only one student was placed. As this cell is an integral part of the institution, hence, Principal Madam suggested paying more emphasis.

14.4. Analysis of Student satisfaction Survey:

A thorough discussion was done on the Students' Feedback. The nature of the feedback from stakeholders for Odd Semester states that improvement on the part of Academics and Infrastructure is absolutely necessary. According to the student's suggestion to improve academics, a greater number of Real Time Practical Applications and Skill Development courses should be included. Principal Madam suggested maintaining good communication with the students. Perhaps a Departmental meeting should be conducted at a regular interval of time.

14.5. Discussion on Progress of work done under NIRF or any other ranking agencies:

As per the discussion in the meeting, it was informed that the responsibilities were shared by respective members and NIRF documentation is in process. Within 2nd January 2024 the documents should be submitted by Dean Academic as on 5th January 2024 the documents will be forwarded to the competent authority.

14.6. Discussion on Academic and Administrative Audit:

- i. Academic Audit: The purpose of an academic audit is to encourage departments or programs to evaluate their education quality processes. It was decided that the academic audit will be held on the 24th of January 2024 for the ECE and EE departments, the 29th of January 2024 for the CE and CSE departments, and the 30th of January 2024 for the ME department.
- ii. Alumni Meet: It was decided that the Alumni Meet will be conducted on 3rd February 2024 from 3.30 P.M. onwards.
- iii. Departmental Student Meeting: It was confirmed by all the departmental heads that the Departmental Students Meeting was successfully conducted.

14.7. Miscellaneous:

❖ As per Makaut, Even Semester B.Tech class will commence from 2nd January 2024.

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

Minuted by:

Arjama Ghosh
Ms. Arjama Ghosh 24/01/24
Secretary to Principal, GKCEM

Checked by:

A Mondal
24/01/24
Dr. Anubrata Mondal
Coordinator - IQAC

Approved by:

Das
24/1/24
Prof. Mahuya Das
Chairperson - IQAC

PRINCIPAL
Greater Kolkata College of
Engineering & Management





GREATER KOLKATA COLLEGE OF ENGINEERING & MANAGEMENT
(JIS Group)



(Approved by AICTE and affiliated to MAKAUT (formerly WBUT) and WBSCTE)

Action Taken Report of 13th IQAC Meeting dtd: 26.09.2023

Item no	Item Decision	Action taken	Remarks (If required)
13.1	Analysis of the feedback from stakeholder for even semester	Report attached	Analysed to take necessary action <ul style="list-style-type: none">• Student Counselling• Peer Teaching
13.2	Result analysis for even semester	Report attached	Analysed to take necessary action <ul style="list-style-type: none">• Remedial Class
13.3	Review of requirements- Building, Laboratories, Library, Faculty and Staff	Implemented and to be continued	Lab. Equipment installed in CE and EE under process for ME.
13.4	Review of Extra Curricular, Co-Curricular, Social Services, Extension and Student Club activities	Implemented	Number of participants increased.
13.5	Review of Alumni Activity, Conduction of Alumni Meet	Under process	To be completed within the month of December
13.6	Review of FDP/International Seminar/National Seminar Workshop organized by the institute	Implemented	Report Published

Minuted by:

Checked by:

Approved by:

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24/01/24
Ms. Arjama Ghosh Chakraborty
Secretary to Principal, GKCEM

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