



Greater Kolkata College of Engineering and Management

Minutes of the 12th 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. Swapna Halder, HoD-CSE-Member
8. Mr. Biswajit Gayen, AP- BS & HU- Member
9. Mr. Arindam Mukherjee, T&P Cell - Member
10. Mr. Subhradeep Banerje, T&P Cell - Member
11. Mr. Gour Gopal Jana, AP-ECE-Member
12. Mr. Niladri Sekhar Pal, AP-CSE-Member
13. Mr. Arindam Sadhu, AP-ECE-Member
14. 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. Mr. Raghunath Majhi, AP-CSE-Member
4. Mr. Rajarshi Chakraborty, AP-ME – 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: 20.06.2023, 10:30 A.M.

Agenda:

- 12.1. Review of last meeting

- 12.2. Faculty Development Program
- 12.3. Curricular Planning and Implementation
- 12.4. Review of R & D activity.
 - i. Research Facilities,
 - ii. Consultancy,
 - iii. Grants,
 - iv. Patents,
 - v. Publication.
- 12.5. Finalization of R & D goals for the forthcoming Academic session
- 12.6. Analysis of the performance of all statutory committees
- 12.7. Report on the Best Practice developed by the institute
- 12.8. 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:

12.1. Review of the last meeting:

- ❖ **To confirm the minutes of meeting of Tenth IQAC meeting held on 15.03.2023:**
The proceedings were taken as confirmed.
- ❖ **Action taken report of Tenth IQAC meeting held on 15.03.2023:**
The action taken report was taken as confirmed.

12.2. Faculty Development Program (FDP)

- It was decided in the meeting that Faculty Development Program (FDP) will be held from 10th July 2023 to 14th July 2023. Both Dr. Anubrata Mondal and Mr. Subhojit Chattaraj will act as the joint conveners of the upcoming FDP.
- The FDP responsibilities were distributed among the faculty members. The responsibilities are attached herewith with the minutes for reference.
- All the faculties were suggested to implement the learning outcome of FDP in their classes to hone students' skill and knowledge.

12.3. Curricular Planning and Implementation

- Lecture Method: Teaching Lecture should be in English. But as per the students' requirement the teaching lecture may be delivered in regional language.
- Remedial classes: Remedial Education is extremely necessary for academically weak students to solidify their core academic skills. Students must be well counseled so that they eagerly accept to take Remedial

classes. Remedial classes on presentation should be inculcated so that students facing problems while presenting on certain topics may be benefited.

- **Bridge course:** It was suggested by the principal to induce Bridge course for 1st year B.Tech students. The bridge courses will cover typical weakness areas of students. An aptitude test may be administered at the end of the course.
- **Marking Rubric:** As per Marking Rubric, grading of assignments must be done throughout the session.
- **Extra class:** If any teacher wants to take extra classes then he/she may take as per the requirement.
- **Board of Study (BOS):** It is recommended to conduct at least One BoS meeting by each department per semester. Therefore, all the members were requested to conduct One BoS meeting during the upcoming semester.

12.4. Review of R&D activity:

ACHIEVEMENT OF THE YEAR:

- ❖ No. of Guest Lecture delivered by faculty: 03
- ❖ No. of Publication of faculty: 06
- ❖ No. of ongoing Research Project: 01
- ❖ No. of PG student guided by the faculty: 01
- ❖ No. of Copyright/Patent: 04
- ❖ No. of Departmental Webinar: 08
- ❖ No. of FDP organized: 01

12.5. Finalization of R & D goals for the forthcoming Academic session:

- Initiatives should be taken on behalf of R&D Cell as the motto of this cell is to oversee the smooth and efficient coordination of **research and development activities** in the Institute, thus fostering overall growth.
- 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.
- As per guidelines, R & D goals for upcoming semester must be set and progressed accordingly.
- Another goal need to be achieved according is that each faculty must published a minimum number of 1 publication during an academic year.

12.6. Analysis of the performance of all statutory committees

- All the club and committee conveners were requested to submit the required minutes within 30th June 2023 for uploading the same in Monthly Activity Portal.
- It was reported that all the event reports were submitted.

12.7. Miscellaneous

- **Inclusion of New Member:**

Mr. Sandip Sarkar AP-CE has been nominated as a new member in the IQAC, GKCEM and henceforth, he will act accordingly.

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

Minuted by:

Arjama Ghosh
07/08/23
Ms. Arjama Ghosh
Secretary to Principal, GKCEM

Checked by:

A Mondal
07/08/23
Dr. Anubrata Mondal
Coordinator - IQAC

Approved by:

M Das
7/8/23
Prof. Mahuya Das
Chairperson - IQAC