

# Greater Kolkata College of Engineering and Management

## Minutes of the 17<sup>th</sup> Meeting of IQAC (Internal Quality Assurance Cell)

Date: 1st October, 2024

Time: 3.30 PM

Venue: Principal's Room

The following members were present:

Sl No.	Name	Designation
1	Prof. Mahuya Das	Principal and Chairperson
2	Dr. Anubrata Mondal	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. Subhrojit Chattaraj	HoD-CE – Member
7	Ms. Antara Ghosh	TIC-CSE-Member
8	Mr. Sandip Sarkar	AP-CE – Member
9	Dr. Biswajit Gayen	AP- BS & HU- Member
10	Mrs. Sujata Dutta	TPO, T&P Cell - Member
11	Mr. Subhradeep Banerjee	T&P Cell - Member
12	Mr. Rajarshi Chakraborty	AP-ME – Member
13	Dr. Somdatta Pal	AP-ECE-Member
14	Mr. Subhasish Saha	AP-BS & HU – Member
15	Mr. Gour Gopal Jana	AP-ECE-Member

### Member Absent:

Sl No.	Name	Designation
1	Mr. Rakesh Naskar	Sarn Solar Solution Pvt. Ltd.
2	Mr. Sujoy Sarkar	Sircon Engineering Services

### Permanent Invitee Present:

Sl No.	Name	Designation
1	Mr. Sourav Chatterjee	Asst. Registrar,
2	Ms. Nibedita Shee	Asst. Librarian

The 17<sup>th</sup> IQAC (Internal Quality Assurance Cell) started with the Hon'ble Chairperson welcoming all the members of the IQAC.

Narration about the Meeting in brief:

The meeting was held on notice regarding the proposed Internal Quality Assurance of college for the Odd semester, 2024-2025 academic year.

After that, the agenda items were discussed elaborately before the members by the Secretary/Convenor:

**Agenda:**

17.1. Analysis of the feedback from stakeholders for Even semesters- Academic Session 2023-24

(i) Student Feedback Form

(ii) Parents Feedback Form

(iii) Alumni Feedback Form

(iv) Employer Feedback Form: By Training and Placement Cell

17.2. Result Analysis for Even Semester 2024

17.3. Review of requirement- Building, Laboratories, Library, Faculty & Staff

17.4. Review of Extra Curricular, Co Curricular, Social Services, extension and Student Club activities

17.5 Analysis of Admission Status

17.6 Review of Alumni Activity & Next Conduction of Alumni Meet

17.7 Review of FDP/International Seminar/National Seminar Workshop organised by the institute

17.8 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:**

**Agenda 01**

**Confirmation of the Minutes of Fifteenth IQAC meeting held on 16.04.2024:**

The minutes of the Fifteenth IQAC meeting held on 16.04.2024, circulated earlier to all the members, were unanimously accepted and confirmed by all the members.

(The minutes of the Fifteenth IQAC meeting is attached as Annexure-I)

## Agenda 02

**Action taken report of the resolutions taken in the Fifteenth IQAC meeting held on 16.04.2024:**  
The ATR of the Fifteenth IQAC meeting is attached as Annexure-II.

### **Resolution:**

After thorough discussion it was unanimously accepted by all members of the IQAC Meeting.

## Agenda 03

### Analysis of the feedback from stakeholders for Even semesters- Academic Session 2023-24

#### **(i) Student Feedback Form:**

- Stakeholders have emphasized the need for improvements in both academics and infrastructure.
- Students have expressed significant concerns regarding the lack of books in the College Library for both Odd and Even semesters. To address this issue, Asst. Librarian Ms. Nibedita Shee has been asked to organize a meeting. Additionally, the IQAC coordinator was asked to schedule this meeting.
- According to the students' demand, more "Online guidance" should be conducted to focus on important topics beyond college hours. It has been decided to hold a mentor-wise meeting to discuss and resolve this matter.
- Biology classes are currently pending and are recommended to be conducted as soon as possible.
- Students from the Electrical Department have requested proper classroom arrangements. It was agreed that classroom transfers may be feasible after appropriate electrical facilities are provided.
- There has been a request from students for additional blackboards. This matter has been acknowledged by the members, and it will be addressed.
- Students have also requested the implementation of online payment facilities. However, this will be finalized after discussions with the relevant authorities.
- There is a need to improve the taste of the drinking water. Mr. Sourav Chatterjee, Asst. Registrar, has been asked to monitor this issue as the TDS levels of the water must be tested regularly.
- Several concerns regarding toilet maintenance were raised during the meeting. Mr. Sourav Chatterjee, Asst. Registrar, will investigate and address these maintenance issues.

#### **(ii) Parents Feedback Form:**

- Parents' feedback primarily focused on college placement. They expressed a desire for better job placement opportunities for their children and anticipated improvements in this area. To address this concern, the Placement Cell has been requested to schedule a meeting with the parents.

- Similar to students' requests, parents also expressed the need for more online classes and industrial visits. Therefore, a meeting should be organized to address their concerns and provide clarification.
- Additionally, issues regarding the proper functioning of toilet flushes were highlighted as a significant concern by the parents. Mr. Sourav Chatterjee, Assistant Registrar, has been asked to ensure that this matter is addressed.

(iii) ***Alumni Feedback Form:*** Required continuous updating and improvement of syllabus by inclusion of the present inventions and technology in it.

(iv) ***Employer Feedback Form: By Training and Placement Cell:*** enhance curriculum design, improve training programs, and bridge the gap between academic learning and industry expectations, ensuring better employability.

#### **Resolution:**

After thorough discussion it was unanimously accepted by all members of the IQAC Meeting.

#### **Agenda 04**

#### **Result Analysis for Even Semester 2024**

- All the departments have successfully submitted the data based on the Result Analysis to the Principal Madam.
- Upon reviewing the status of student results, it has been observed that student performance ranges from moderate to poor.
- Principal Madam has emphasized the need for faculty members to be more rigorous in enhancing the standard of grades, as this significantly impacts the appraisal process.
- Students should receive proper counseling to improve their academic performance. Remedial classes must be conducted systematically, with careful documentation. It is crucial to differentiate between advanced learners and slow learners. Extra attention must be given to slow learners, while advanced learners should be encouraged to pursue higher studies. The university exam questions should be consistently followed.

#### **Resolution:**

After thorough discussion, it has been concluded that the performance of the 3rd year B.Tech students is significantly below expectations compared to their 1st, 2nd, and 4th year counterparts. This discussion was unanimously agreed upon by all members during the IQAC meeting.

#### **Agenda 05**

#### **Review of requirement- Building, Laboratories, Library, Faculty & Staff**

All requisitions for the building, laboratories, library, faculty and staff should be sent by mail. Additionally, these items should be discussed in the upcoming purchase committee meeting for approval.

**Resolution:**

After thorough discussion we may conclude that the decision is under process.

**Agenda 06**

**Review of Extra Curricular, Co Curricular, Social Services, extension and Student Club activities**

It was informed by Dr. Anubrata Mondal, Asst. Prof. EE dept and IQAC coordinator that the word files relevant to the aforesaid item will be sent shortly.

**Resolution:**

After thorough discussion, we can confirm that all the cells and clubs have submitted their activity reviews, and necessary modifications have been made.

**Agenda 07**

**Analysis of Admission Status**

A brief discussion was done on the current admission status and it was revealed that the 1<sup>st</sup> Year B.Tech 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.

**Resolution:**

After thorough discussion it was unanimously accepted by all members of the **IQAC Meeting**.

**Agenda 08**

**Review of Alumni Activity & Next Conduction of Alumni Meet:**

It is important to maintain the reports of the Alumni Meet properly. As previously agreed, Alumni meetings will be conducted on a departmental basis. Additionally, it was decided that the next Alumni Meet will take place during the upcoming academic session.

**Resolution:**

After thorough discussion it was unanimously accepted by all members of the **IQAC Meeting**.

**Agenda 09**

**Review of FDP/International Seminar/National Seminar Workshop organised by the institute:**

As we recognize that a Faculty Development Program (FDP) is an effective way to participate in the same event simultaneously from different locations. Accordingly, it was decided in the meeting that the Department

of Civil Engineering and the Department of Mechanical Engineering will conduct an FDP from January 6, 2025, to January 10, 2025. Additionally, the Department of Electronics and Communication Engineering and the Department of Basic Science and Humanities have been requested to also organize an FDP. They were even asked to finalize the date for their FDP as soon as possible.

**Resolution:**

After thorough discussion it was unanimously accepted by all members of the **IQAC Meeting**.

**Agenda 10**

**Miscellaneous:**

Mr. Rudrajit Datta AP-EE has been nominated as a Student Co-Ordinator in the Institution, GKCEM and henceforth, he will act accordingly.

There being no other issues, the meeting ended with a vote of thanks to the chair.

*Anubrata Mondal*  
01/10/2024  
Name & Signature of  
Secretary / Convenor with Date



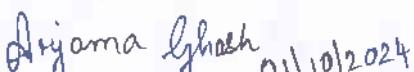


(Approved by AICTE and affiliated to MAKAUT (formerly WBUT) and WBSCTE)

**Action Taken Report of 16<sup>th</sup> IQAC Meeting dtd: 01.08.2024**

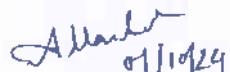
<b>Item no</b>	<b>Item Decision</b>	<b>Resolution</b>	<b>Action taken</b>
<b>16.1</b>	Faculty Development Program	Successfully completed from 14 <sup>th</sup> July 2024 to 19 <sup>th</sup> July 2024. No of participants 80.	Report attached
<b>16.2</b>	Curricular Planning and Implementation	<ul style="list-style-type: none"> <li>• BOS Meeting of BS &amp; HU is already done and the BOS meeting of rest department will be held on 4<sup>th</sup> October 2024</li> <li>• Monthly Colloquium was already done by dept. of ECE and EE and rest dept. will be done as per schedule</li> <li>• Department wise SWOT analysis is already done</li> </ul>	Implemented and to be continued
<b>16.3</b>	Review of R & D activity	No. of Guest Lecture delivered by faculty: 03 No. of Publication of faculty: 08 No. of ongoing Crowd Funding Project (Ongoing): 01 No. of PhD student guided by the faculty: 03 No. of Copyright/Patent: 06 No. of Departmental Webinar: 10 No. of FDP organized: 01	Implemented and to be continued
<b>16.4</b>	Finalization of R & D goals for the forthcoming Academic session	Goal set by Departmental HOD	Implemented
<b>16.5</b>	Analysis of the performance of all statutory committees	Meetings of all Statutory & Non-Statutory Committees have been conducted as per the guideline of HO	Report Attached
<b>16.6</b>	Report on the Best Practice developed by the institute	Institutional Best practice submitted and departmental best practices Published Later	Implemented and Under process

Minuted by:

  
01/10/2024  
Ms. Arjama Ghosh Chakraborty

Secretary to Principal, GKCEM

Checked by:

  
01/10/2024  
Dr. Anubrata Mondal

Coordinator - IQAC

Approved by:

  
01/10/2024  
Prof. Mahuya Das

Chairperson - IQAC

PRINCIPAL  
Greater Kolkata College of  
Engineering & Management  
Baruipur, 24 Pgs. (S), W.B.