

# Greater Kolkata College of Engineering and Management

## Minutes of the 18<sup>th</sup> Meeting of IQAC (Internal Quality Assurance Cell)

Date: 30th January, 2025

Time: 12.00 Noon

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. SkTanbir Islam	HOD- ME - Member
5.	Dr. Pijush Dutta	HOD- ECE- Member
6.	Mr. Subhojit Chattaraj	HoD-CE – Member
7.	Ms. Antara Ghosh	TIC-BCA-Member
8.	Dr. Biswajit Gayen	AP- BS & HU- Member
9.	Mr. Subhradeep Banerjee	T&P Cell - Member
10.	Mr. Rajarshi Chakraborty	AP-ME – Member
11.	Dr. Somdatta Pal	AP-ECE-Member
12.	Mr. Subhasish Saha	AP-BS & HU – Member
13.	Mr. Gour Gopal Jana	AP-ECE-Member

### Member Absent:

Sl No.	Name	Designation
1.	Raghunath Maji	TIC-CSE-Member
2.	Mr. Sandip Sarkar	TIC-CE-Member
3.	Mrs. Sujata Dutta	TPO, T&P Cell - Member
4.	Reeak Ari	Navonis Automation and Renewable Power Solutions Pvt Ltd
5.	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 18<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 Even semester, 2024-2025 academic year.

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

**Agenda:**

18.1. Curricular Planning and Implementation

18.2. Review of R&D activity-

(i) Research Facilities,

ii) Consultancy,

iii) Grants,

iv) Patent,

5) Publication

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

18.4. Analysis of Student Satisfaction Survey

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

18.6. Discussion on Academic and Administrative Audit

18.7. 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:**

**Agenda 01**

**Confirmation of the Minutes of Seventeenth IQAC meeting held on 01.10.2024:**

The minutes of the Seventeenth IQAC meeting held on 01.10.2024, circulated earlier to all the members, were unanimously accepted and confirmed by all the members.

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

**Agenda 02**

**Action taken report of the resolutions taken in the Seventeenth IQAC meeting held on 01.10.2024:**

The ATR of the Seventeenth IQAC meeting is attached as Annexure-II.

**Resolution:**

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

## Agenda 03

### **Curricular Planning and Implementation:**

Key points from the discussion on **Curricular Planning** that will assist teachers in developing a clear and structured curriculum are as follows:

- All the faculty members were asked to check the Exam copies meticulously as early as possible.
- B.Tech and Diploma classes for all semester will commence from 4<sup>th</sup> February 2025 and 5<sup>th</sup> February 2025 respectively.
- It was informed that the syllabus has been uploaded, and all departmental heads are expected to verify and upload attendance promptly. Additionally, it was informed that the Learning Management System (LMS) will be started from 4<sup>th</sup> February 2025 and the login process will be kept repeating after every 15 days. Attendance for the LMS will be sent out every Saturday, so all Heads of Departments (HoDs) were asked to remind their faculty members to upload student attendance by Friday each week.

### **Resolution:**

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

## Agenda 04

### **Review of R&D activity-**

- i. Patent: 01 CSE Dept., 04 EE Dept.
- ii. Journal: 03 ECE Dept., 01 EE Dept.
- iii. Book Chapter: 02 EE Dept., 06 CE Dept., 05 CSE Dept., 02 ME Dept., 10 ECE Dept.
- v. Conference: 12 CE Dept., 02 ECE Dept., 01 CSE Dept., 01 BS & HU Dept. , 01 EE

### **Resolution:**

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

## Agenda 05

### **Analysis of placement status (Placement/Higher Education/ Entrepreneurship)**

According to the Training and Placement report, a total of 34 companies were approached out of which 31 results were published and 03 others remain unpublished. As per the report provided by the Training and placement cell, only 10 student was placed. As this cell is an integral part of the institution, hence, Principal Madam suggested paying more emphasis.

## **Resolution:**

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

## **Agenda 06**

### **Analysis of Student Satisfaction Survey**

- Civil Engineering Department:
  - a) Students expressed the need for more soft skill classes, practical classes and surprise tests to enhance their learning experience.
  - b) There have been requests for additional classes to accommodate students who have missed sessions.
  - c) A significant concern raised by the students is the limited quantity of laboratory equipment available for practical work.
  - d) The students also indicated a need for improved graphics and visual methods in their learning materials, similar to those used in BBS.
- Electrical Engineering Department:
  - a) Students raised a major concern about completing the Power System classes.
  - b) There are concerns regarding the cleanliness of the canteen. Additionally, students have requested an increase in the quantity of food provided.
- Mechanical Engineering Department:
  - a) Students have expressed a need for additional extra classes and online doubt-clearing sessions to improve their learning experience.
  - b) To enhance engagement, students also requests incorporating interactive methods such as group discussions and case studies.
- Computer Science and Engineering Department:
  - a) Significant concerns have been expressed by the students regarding the behavior and perceived biases of some departmental teachers.
  - b) Students' feedback primarily focused on college placement. They expressed a desire for better job placement opportunities and anticipated improvements in this area.
  - c) Students requested the replacement of old books with new ones.
  - d) There is another request for lectures to be conducted in English, Hindi, and Bengali.
  - e) Additionally, they asked for the introduction of simple cell programs.
- Electronics and Communication Engineering Department:
  - a) Students have expressed a need for additional theoretical classes to improve their learning experience.

## **Resolution:**

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

## Agenda 07

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

It was informed in the meeting that the NIRF documents was submitted by Dr. Pijush Dutta, Dean Academic, on 30<sup>th</sup> January 2025.

#### **Resolution:**

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

## Agenda 08

### Discussion on Academic and Administrative Audit

It was decided in the meeting that the next Academic Audit will be held on 1<sup>st</sup> and 2<sup>nd</sup> week of March 2025 and the Club Audit will be held on 1<sup>st</sup> week of March 2025.

#### **Resolution:**

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

## Agenda 09

### Miscellaneous:

The Heads of Departments for Mechanical Engineering, Electrical Engineering, Basic Sciences & Humanities (Mathematics), and Computer Science Engineering have requested the requirement of new faculty members. They have also asked for the replacement of two faculty members who have left. In response to this, Principal Madam has agreed to discuss the matter with the appropriate authorities and take the necessary action.

#### **Resolution:**

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

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

*Anubonta Mandal*  
02/04/25

*Anubonta Mandal*  
02/04/25



**Name & Signature of  
Secretary / Convenor with Date**



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

**Action Taken Report of 17<sup>th</sup> IQAC Meeting dtd: 01.10.2024**

<b>Item no</b>	<b>Item Decision</b>	<b>Action taken</b>	<b>Remarks (If required)</b>
17.1	<b>Analysis of the feedback from stakeholder for even semester</b>	Report attached	Analysed to take necessary action • Academic • Infrastructure
17.2	<b>Result analysis for even semester</b>	Report attached	Analysed to take necessary action • Remedial Class • Expert Lecture Session
17.3	<b>Review of requirements- Building, Laboratories, Library, Faculty and Staff</b>	Implemented and to be continued	Lab. Equipment repaired and installed in CE, ME and EE.
17.4	<b>Review of Extra Curricular, Co-Curricular, Social Services, Extension and Student Club activities</b>	Implemented	Number of participants increased.
17.5	<b>Review of Alumni Activity, Conduction of Alumni Meet</b>	Under process	To be completed within the month of 2024-2025 Session
17.6	<b>Review of FDP/International Seminar/National Seminar Workshop organized by the institute</b>	Implemented	Report Published

Minuted by:

Arjama Ghosh  
02/04/2025

Ms. Arjama Ghosh Chakraborty  
Secretary to Principal, GKCEM

Checked by:

Anubrata  
02/04/25

Dr. Anubrata Mondal  
Coordinator - IQAC

Approved by:

Mahuya Das  
02/04/25

Prof. Mahuya Das

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