



Greater Kolkata College of Engineering and Management

Minutes of the 15th 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. Mr. Pijush Dutta, HOD- ECE- Member
6. Mrs. Saheli Das, TIC-CSE-Member
7. Mr. Rajarshi Chakraborty, AP-ME – Member
8. Mr. Biswajit Gayen, AP- BS & HU- Member
9. Mrs. Sujata Dutta, TPO, T&P Cell - Member
10. Mr. Subhradeep Banerje, T&P Cell - Member
11. Mr. Gour Gopal Jana, AP-ECE-Member
12. Dr. Somdatta Pal, AP-ECE-Member
13. Mr. Subhasish Saha, AP- BS & HU – Member

Member Absent:

1. Mr. Rakesh Naskar, Director, Satn Solar Solution Pvt. Ltd.
2. Mr. Sujoy Sarkar, Director, Siteon Engineering Services
3. Mr. Subhajit Chattaraj, HoD-CE – Member
4. Mr. Raghunath Majhi, AP-CS-E-Member

Permanent Invitee Present:

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

Venue: Principal Room

Date and time: 16.04.2024, 3:00 P.M.

Agenda:

- 15.1. Review of the last meeting
- 15.2. Analysis of the feedback from stakeholders for odd semesters
- 15.3. Result Analysis for Odd Semester
- 15.4. Review of requirement- Building, Laboratories, Library, Faculty & Staff Research Facilities
- 15.5. Review of Extra Curricular, Co-Curricular, Social Services, extension and Student Club activities
- 15.6. Review of MOU (New & Existing)
- 15.7. Discussion and approval of proposal for FDP/International Seminar/National Seminar Workshop to be organized by the institute for the forthcoming Academic year
- 15.8. SWOT of the institution with reference to Audit conducted
- 15.9. 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:

15.1 Review of the last meeting:

- ❖ To confirm the minutes of meeting of Fourteenth IQAC meeting held on 20.12.2023:
The proceedings were taken as confirmed.
- ❖ Action taken report of Fourteenth IQAC meeting held on 20.12.2023:
The action taken report was taken as confirmed.

15.2. Analysis of the feedback from stakeholders for odd semesters

- As per the nature of the feedback from stakeholder for ODD Semester reflects some more improvement is required in the part of Academic and Infrastructure. According to the student's suggestion to improve academics, a greater number of Industrial Visits, Real Time Practical Applications, Advance Technical Courses should be included. Some 2nd year Students from all departments demand "Extra Online Classes" for less time of Semester Duration. According to the suggestions of Alumni, Internship project is required compulsorily which should be involve in the curriculum.

15.3. Result Analysis for Odd Semester

All the departments have successfully submitted the data based on Result Analysis.

- While going through the status of student's result it may be analyzed that the performance of the students is moderate.
- 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 is important. 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.

15.4. Review of requirement- Building, Laboratories, Library, Faculty & Staff Research Facilities

- An issue rose after online AICTE visit, on the availability of enough Laboratory and Computers in Computer Science Dept. as per syllabus. Hence, the Principal suggested submitting a requisition consisting of all the requirements.
- The non-performing experimental set up (coming ODD Semester) of all departmental laboratories was identified and further steps are already taken by HOI to make them working within next Semester.
- HOD of CSE & CE requested to the Principal for the requirement of new faculties respectively on an immeditate basis. In this context, the Principal agreed to communicate with the competent authority and take necessary action.

15.5. Review of Extra Curricular, Co-Curricular, Social Services, extension and Student Club activities:

- The data shows that, with the initial lag, the club have started organizing more co- Curricular and extra-curricular activities.
- The conveners of the entire student's 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.

15.6. Review of MOU (New & Existing)

- It was reported in the meeting that 14 Industrial MoU have been successfully done in 2023-2024 Academic session.
- All the members were insisted upon more effective engagement so that we can sign up with more Industrial MoU in future which in turn will provide professional training and development to the students.

11.7. Discussion and approval of proposal for FDP/International Seminar/National Seminar Workshop to be organized by the institute for the forthcoming Academic year

- An initiative of National workshop/ FDP must be taken by the IQAC Cell and R & D cell of GKCEM within 2nd Week of July, 2024.

11.8. SWOT of the institution with reference to Audit conducted

Internal Academic Audit was held on 26th February to 29th February 2024. According to the Analysis following steps should be taken: ICT-based teaching-learning process should be developed

- Evaluation methods in continuous assessment can include more components
- Make efforts to increase the number of students passing JAM/CAT/GATE
- Student diversity is to be improved
- The department should offer peer teaching methods for imparting transferable and life skills.
- Carrier counseling and mentoring should be given to the students properly.

11.9. Miscellaneous

Selection of New Member:

It was decided in the meeting that Dr. Somdatta Pal, AP-ECE will act as the 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:

Arjana Ghosh
10-05-24
Ms. Arjana Ghosh Chakraborty
Secretary to Principal GKCEM

Checked by:

Anubrata Mondal
10-05-24
Dr. Anubrata Mondal
Coordinator - IQAC

Approved by:

Das 10/5/24

Prof. Mahuya Das
Chairperson - IQAC

PRINCIPAL
Greater Kolkata College of
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(Approved by AICTE and affiliated to MAKAUT (formerly WBUT) and WBSCTE)

Action Taken Report of 14th IQAC Meeting dtd: 20.12.2023

Item no	Item Decision	Action taken	Remarks (If required)
14.1	Curricular Planning and Implementation	Implemented through BCT training	BCT Training Schedule on March 2024 CE: AutoCAD 3D, BIM CSE: Python with Dzango, Cyber Security ECE: Python with Dzango, Cyber Security EE: Python with Dzango, Cyber Security ME: Catia, Ansys
14.2	Review of R&D activity	Report attached	Report Submitted by R & D cell
14.3	Analysis of Placement Status	Under process	Not implemented
14.4	Analysis of Student Satisfaction Survey	Report attached	Analysed to take necessary action • Recent Industry Trend BCT Training • Industry Visit • Workshop
14.5	Discussion on Progress of work done under NIRF or any other ranking agencies	Submitted	Decision Pending
14.6	Discussion on Academic and Administrative Audit	Implemented	Report Published

Minuted by:

Arjama Ghosh 10.05.24
Ms. Arjama Ghosh Chakraborty
Secretary to Principal, GKCEM

Checked by:

Anubrata Mondal 10/5/24
Dr. Anubrata Mondal
Coordinator - IQAC

Approved by:

Mahuya Das 10/5/24
Prof. Mahuya Das
Chairperson - IQAC



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