



SurTech

Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex

(Formerly Known as Dr. Sudhir Chandra Sur Degree Engineering College)

540, DumDum Road, Surer Math (Near Dum Dum Jn. Station), Kolkata-700074

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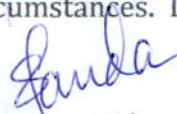
Website: www.surtech.edu.in; Email-info@dsec.ac.in

**Minutes of the 18th BoG Meeting held on
Saturday, 3rd July, 2021**

The 18th Meeting of the Board of Governors (BoG) of Dr Sudhir Chandra Sur Institute of Technology & Sports Complex, Dum Dum, Kolkata was held on Saturday, 3rd July 2021 at 03:30 PM onwards on Google Meet Virtual Platform.

Members Present		
Serial No.	Name	Designation
1	Prof. (Dr.) G.L Datta , Former Dean, IIT Kharagpur	Acting Chairman
2	Prof. Partha Ghosh , State Govt. Nominee, Govt. College of Engineering & Ceramic Technology	Member
3	Prof. Narayan Banerjee , MAKAUT Nominee, MAKAUT, West Bengal	Member
4	Mr. Simarpreet Singh , Trustee Member, JIS Foundation	Member
5	Mr. U. S. Mukherjee , Deputy Director, JIS Group	Member
6	Mr. Amit Srivastava , Managing Director, Hash Technology	Industrial Representative
7	Mr. Amanjot Singh , Trustee Member, JIS Foundation	Member
8	Mr. Harjot Singh , Trustee Member, JIS Foundation	Member
9	Dr. Biswabandhu Chatterjee , Assistant Professor and R&D Convener, DSCSITSC	Member
10	Ms. Amrita Chadha , Department of Administration, Dr. Sudhir Chandra Sur Degree Engineering College	Administrative Representative
11	Dr. Sushovan Sarkar , Professor & HoD, Dept. of CE, DSCSITSC	Member
12	Dr. Saradindu Panda , Principal, DSCSITSC	Member Secretary

Some of the BoG members could not attend the meeting owing to their preoccupied schedule/ medical reasons/ unavoidable circumstances. Leave of absence of the below members was granted by the Chairman.


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Members Absent		
Serial No.	Name	Designation
1	<i>Dr. S.M. Chatterjee</i> , Ex-Vice Chancellor, IEST, Shibpur	Chairman
2	<i>Mr. Taranjit Singh</i> , Managing Trustee, JIS Foundation	Member
3	<i>The Regional Director</i> , AICTE, Eastern Regional Office	Member
4	<i>Dr. Asit Guha</i> , Adviser, JIS Group and Educationist	Member
5	<i>Mr. Haranjit Singh</i> , Trustee Member, JIS Foundation	Member
6	<i>Mr. Amrik Singh</i> , Trustee Member, JIS Foundation	Member

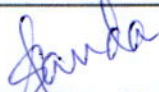
Introduction

At the outset Dr. Saradindu Panda, Member Secretary welcomed and greeted everyone and requested for the Permission to start the meeting. Hon'ble Prof. (Dr.) G L Datta Chairman of BoG granted the permission to the Member Secretary to convene the meeting.

Since notice of the meeting had already been served in advance, Dr. Saradindu Panda, Member Secretary requested permission to start the business of the meeting. The Member Secretary started the presentation along with two videos and brought out the agenda of the meeting.

The following discussions were done during the meeting:

Agenda 1	To confirm & approve Minutes of 17th Board of Governors Meeting held on, Saturday, 27th February 2021
Resolution 1	Resolved that the Minutes of the 17 th BoG held on Saturday, 27 th February 2021 are confirmed. There were no comments on the Minutes of the meeting. The Chairman instructed the Member Secretary to move ahead with the next agenda.
Agenda 2	To note and ratify action taken report pursuant to proceedings of 17th Board of Governors Meeting held on, Saturday, 27th February 2021


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Agenda No.	Subject / Topic	Suggestion / Advice by	Description of Action Taken on Suggestions/Advice
3	Name change of the college	Prof. G. L Datta	College names are to be changed in all the documents which will be prepared in the upcoming academic years.
4	Revised of the Policy	Prof. G. L Datta	All the policies and the Code of Conducts and KRA are revised and Approved by BOG.
5	To report & ratify action taken report pursuant to proceedings of 1st meeting of year 2020(17th BoG Meetings)	Prof. G. L Datta	<p>Prof. G. L Datta recommended finding ways & means to be evaluated to get more than 90% attendance in all virtual classes & activities.</p> <ul style="list-style-type: none">• To make the class interesting, examples in the form of video or pictures were shown to the students.• Small students' groups were made for assignment solving to create senses of belongingness & ownership.• Status of Students attendance was informed to Parents during PTM• Site photographs with videography of the activity were added to the video lecture to make the class interesting.• Weightage of attendance in form of marks was provided in CA's. The attendance was observed as 95-100% in many subjects.
6	To report & ratify action taken report pursuant to proceedings of 1st meeting of year 2020(17th BoG Meetings)	Prof. G. L. Datta	<p>Students who are willing to be entrepreneurs should be given Minor/Major Projects</p> <ul style="list-style-type: none">• Entrepreneurs talk sessions were organized with Alumni Entrepreneurs• 3 projects titled 1. "Rainwater Usage for Agricultural Purposes in Hill Regions", 2. "Lipstick Teaser" & 3. "Low-Cost Non- Contact IR Thermometer" has been selected for the 2nd round of Chhatra Vishwakarma Awards 2021.• A group of students in Dept. of AUE were provided a project of Hybrid Vehicle is in progress

Ganda

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7	To report & ratify action taken report pursuant to proceedings of 1 st meeting of year 2020 (17 th BoG Meetings)	Prof. G. L. Datta	<p>Mentors should have a session with parents so that initiatives taken by the college will be much more visible & can build a better connection.</p> <ul style="list-style-type: none">• The mentors have taken a session with the parents at the start of the semester to highlight the approach and methodologies which will be adopted by the Department for uninterrupted Academics.• Periodic Telephonic Conversation with parents are done to share the process of the student & actions to be taken related to his course's progress.• Virtual Parents Teachers meet were organized in each Dept. to share different aspects related to Academics & Non- Academics Activities.
8	To report on Admission status of students.	Prof. G. L. Datta	<p>Social media platforms are being used to share/highlight the activities performed by the department.</p> <ul style="list-style-type: none">• The snapshots of the Co-curricular & Extracurricular activities are posted on a regular basis in all Email & various Digital Platforms.• Success Stories & Placement achievers are published on a regular basis in Facebook & other social media.• Upcoming events are updated on a regular basis in social media for awareness.• Each department also has their departmental media page where all the departmental activities are updated.
9	To report on Admission status of student (current year till Sep 30, 2020)	Prof. G. L. Datta	<p>Keeping in touch with the pass out students should be evolved & updating the activities / Initiatives taken in this pandemic in website/Facebook or digital media so that they can recommend students to our college & can help in improving the admission:</p> <ul style="list-style-type: none">• Interactive Session is organized with the Alumni for the existing students.• Alumni meets are organized every year to stay connected with them.• Alumni were invited for the Co-Curricular & Extra Curricular virtual activities organized by Department/Institute Level.

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10	Any matter other with permission of the chair	Prof. G. L. Datta	<p>Virtual labs to be conducted in the institute for the experiments & should be priorities.</p> <ul style="list-style-type: none">• Different virtual laboratory platforms available free like IITs/NITTTR/MHRD were mapped as per MAKAUT, WB Syllabus were conducted.• Students are also encouraged to use & practice in the virtual labs for better understanding. The links to the software which is freeware & can be used with care were provided to the students.• Simulation based experiments were conducted live using MATLAB/SIMULINK by Screen Sharing.• Hardware Experiments were LIVE telecasted from the laboratory at the institution via google meet/ Zoom/ other virtual live platforms.
11	Any matter other with permission of the chair	Prof. G. L. Datta	<ul style="list-style-type: none">• College should celebrate Foundation Day in which nearby Schools can be invited & can explore the college labs & can also add on a few activities as well. Students who have secured good marks, having publications can also be called on Foundation Day & should be honoured.• Proposed: 10th August 2009 First day of the regular academics at the institute• In this regard, Students having good numbers of Publication were rewarded & recognized in JIS Samman.• Department should have a target to conduct seminars, industrial visits & other activities in every semester which further help/provide a platform for students & faculties for overall development in all means.• Department has conducted 41 webinars & expert talks, 2 industrial visits & site visits, FDPs, & attended 40 Seminar/ Workshop/ Conference during the academic year involving eminent academicians, research, and industrial persons from both national and international organization.

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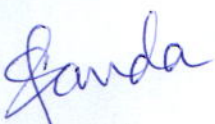
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12	Any other matter with permission of the chair	Prof. G. L. Datta	<p>NPTEL local chapters should be encouraged more & all faculties should actively participate for their self-development & knowledge enhancement.</p> <ul style="list-style-type: none">• NPTEL awareness has been created among all HOD/Faculty/Students through mail and WhatsApp communications.• Regular information sharing and encouragement is done with the help of HODs and mentors for their respective departments. Mentors help students to solve different course assignments given by NPTEL.• For 2020-21 admitted students, NPTEL awareness webinar has been conducted by the SPOC. ALL the necessary information regarding MOOC has been shared with the students for their career development and knowledge enhancement. Students are encouraged to enroll and register in NPTEL courses as many as possible by following the curricular guideline provided by the university.
Agenda 3		To confirm & approve Minutes of 17th Board of Governors Meeting held on, Saturday, 2nd January 2021	
Resolution 3		Resolved that the Minutes of the 17 th BoG held on Saturday, 2 nd January 2021 are confirmed. There were no comments on the Minutes of the meeting. The Chairman instructed the Member Secretary to move ahead with the next agenda.	
Agenda 4:		To report joining & resignation since last BoG meeting.	
Resolution 4		<p>Member Secretary reported the new joining and resignation of faculties and staff members. He added that new faculties as per the need were immediately recruited.</p> <p>All members present noted the status of new joining and resignation of faculty and staff members.</p>	
Agenda 5		To report on ragging preventive measures and cases registered if any. Formation/ Reformation/ Constitution of Committee.	


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Resolution 5	<ul style="list-style-type: none">• Members Secretary highlighted the planning made and presented the Preventive measures taken to make the Campus ragging free. He added that there were no ragging cases till date.• Member Secretary informed everyone regarding 17 committees which were formed in 2021 as per MAKAUT & AICTE norms. He added that committees take active participation in conducting the meetings & take necessary actions as and when required.• Chairman, BoG advised to record the meetings of committees He added recorded MOM to be circulated and kept as record for any accreditation/inspection. <p>Chairman and BoG Members were very happy to note that there were no ragging cases.</p>
Agenda 6	To report on Training and Placement (BCT Training/Placement, Soft skill Program for B. Tech & M. Tech Students)
Resolution 6	<ul style="list-style-type: none">• Member Secretary shared the training details conducted for the students of B. Tech. GATE & Soft Skill Training for the students as per industry need are periodically conducted. He further shared the status of placement of Batch 2021. He highlighted the opportunities provided to the students. The sector wise company's lists came for recruitment along with maximum numbers of opportunities given to individual students of different UG Program for batch 2021. Special Scholarship schemes are available to students pursuing M. Tech who did B. Tech from our group institution.• Member Secretary informed that to motivate the students for GATE Exams, JIS Group has taken an initiative to motivate the students by providing scholarships to the top 50 students on merit basis. Apart from GATE Scholarship.• Prof. G.L. Datta appreciated the schemes introduced to nominate the students for doing M. Tech. He advised keeping the records of GATE appearing & clearing the exams of the students. He added, Data of GATE clearing students may be counted as placement of the students. <p>Chairman and BoG Members noted the status of placement and appreciated the progress and planning of placement.</p>
Agenda 7	To Report on Admission status of students Scheme and Syllabus of B. Tech Robotics


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Resolution 8	<ul style="list-style-type: none">• Member Secretary shared the status of the admission of students for the year 2020-21 batch. He also shared the intake modification done in 2020-21 in which CSE intake was increased from 60 – 180 & for additional B. Tech Robotics Program introduced with an intake of 30.• Regarding the Scheme & Syllabus of B. Tech Robotics, the Member Secretary informed that the Scheme is already shared with MAKAUT & Syllabus is also prepared keeping in view today's digital era need and NEP. Few inputs from external sources were also taken from other colleges to meet up the global quality content in the syllabus.• Member Secretary requested the BoG Members for their valuable inputs for increase in admission of Core branches.
Agenda 9	Changes in the Service Rule Book and Branding Status of Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex
Resolution 9	<ul style="list-style-type: none">• Changes in the Service Rule Book The Member-Secretary informed the Chairman and the BoG members about the substantial changes taking place in the Service Rule Book. The BoG members had some queries. But, upon deliberation, the BoG Chairman and the members agreed upon the modifications in the Service Rule Book.• Branding Status of Dr, Sudhir Chandra Sur Institute of Technology and Sports Complex• The Member Secretary highlighted the points taken into consideration. Some of the key points to increase the upcoming admission for the batches 2021- 22 shared were as follows.• Visited 111 nos. of schools for awareness campaigning purposes, located near to the college and within the Salt Lake area and North 24 Parganas.• 15 nos. of Webinars were conducted in the schools located at Dum Dum, Barakat, Bidhannagar, Kolkata North, Kolkata South and North 24 Parganas• 8 nos. of Seminars were conducted in the schools located at Salt Lake, Kolkata (South and North)• 31 nos. of Coaching Centers, located across the states are proposed for visit, out of which 8 coaching Centers have already been visited.• Distribution of Group Diaries among the Principal/HOI/TICs of the Schools, Teachers of Coaching Centers, and Edu-consultants.• 500 nos. of Admit Card Holders were distributed to Teachers of Coaching Centers located at Tripura State.

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	<p>to the students.</p> <ul style="list-style-type: none">• Different types of motivational speeches and quotes for the students are being posted at Institute's Facebook, Instagram pages on a regular basis.• A few promotional materials like Key Ring, Coffee Mug, Pens are arranged for distribution in forthcoming Edu-Fairs at different locations.• Newsletters of individual departments have been prepared for distribution among the new entrants in view of campaigning, awareness, and promotion purposes.• Member secretary informed the house that the institution has achieved a 4-star rating in IIC MHRD Initiative of Innovation at national Level. <p>Prof. G.L Datta appreciated the efforts made for Branding by the admission team for getting a good number of admissions.</p>
Agenda 10	Assessment of Academics based on odd/ even semester results of B. Tech & M. Tech.
Resolution 10	<ul style="list-style-type: none">• Member Secretary shared the segment of exams conducted by MAKAUT during March & April 2021.• The Member Secretary displayed the result analysis & added that the periodic assessments were done by all individual mentors which have resulted in good results.• Prof. G.L Datta insisted on quality project reports to be prepared by all final year students. He insisted that live projects & industrial based projects should be given preference. Proper Monitoring & Evaluation of project reports should be emphasized.
Agenda 11	To approve the E-Governance report for the year 2020-21
Resolution 11	<p>The member secretary presented the details of the E-Governance Report of the institution for the year 2020-21. The board members raised queries, which were debriefed and resolved by the Member Secretary. The members were satisfied and therefore approved the submitted E-Governance report for the year 2020-21.</p>
Agenda 12	Presentation of Principal's Report

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Resolution 12

The Member Secretary elaborated achievements of various departments with the help of PPT & Videos in the current academic year since the last BoG Meeting.

To report specific achievement and upcoming activities.

A. Institutional

- I2OR has approved the formation of I2OR India Chapter at the institution on 6th March 2021
- NBSF has granted an institutional Member of Nikhil Bharat Shiksha Parishad to the institution on 29th March 2021.
- NDLI IIT KGP has approved the NDLI Club formation at the institution in the month of March 2021
- 2nd International Conference SEES 2021 on the theme " Sustainable Environmental Engineering and Science" proposed on 27th and 28th August 2021. (postponed till December 2021)
- Renewal of MOU between Hyundai Motor India Limited & Dept of AUE DSCSITSC from 30th September 2020 – 29th September 2024

B. Faculty

- Prof. (Dr.) Om Prakash Sharma has been Awarded for the most prestigious I2OR National Eminent Academic Leaders Award 2020.
- Mr. Tanmay Das has been awarded as the Best Teacher from the Institute at JIS Samman, 2021.
- Prof. (Dr.) Om Prakash Sharma received a life membership of International Institute of Organized Research I2OR India w.e.f. January 2021
- Mr. Arindam Mukherjee, Asst. Professor, has been recognized as the IIC Innovation Ambassador from DSCSITSC
- Dr. Sushovan Sarkar, Professor and HOD (Civil), Certified as an Empaneled Guest Speaker in Nikhil Bharat Shiksha Parishad he has received the life membership also.
- Prof. (Dr.) Om Prakash Sharma awarded Fellow Membership of Nikhil Bharat Shiksha Parishad certified.
- Dr. Om Prakash Sharma, Principal, participated in the National Seminar(web) on Ancient Indian Education System organized by NITTTTR Kolkata on 11th & 12th November 2020.
- Dr. Om Prakash Sharma participated in Hands on E- Workshop entitled, Virtual Labs: Next generation of Experimentation Organized by Virtual Labs Nodal Centre on 21st December 2020.
- Dr. Om Prakash Sharma, successfully completed 15 days Arduino

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Master Class at Pantech Prolabs India Pvt. Ltd.

- Baibaswata Das Of CE Department Has Participated and Completed Successfully 5-days FDP Under AICTE Training and Learning Academy From 04.01.2021 to 08.01.2021.
- Sourav Kumar Singha of CE Department Participated Workshop on Primavera on 09.01.2021.
- Dr Sushovan Sarkar, Professor And HOD(Civil) Invited as A Panelist In 35th Indian Engineering Congress by Institute of Engineers India On 18.12.2020.
- Dr. Sushovan Sarkar, Professor and HOD (Civil) received Certificate of Paper Presentation at 35th Indian Engineering Congress On 18.12.2020.
- Dr. Sushovan Sarkar, Professor and HOD (CIVIL) participated in a Webinar conducted by ASSOCHAM and specially in the session of the Prime Minister on 19.12.2020.
- Mr. Vivek Shaw, Asst. Prof, Department of Basic Science and Humanities participated in a Webinar conducted by JIS University IIC, International Conference (Virtual) on 22nd & 23rd December 2020.
- Mr. Prathita Roy & Ms. Rumrum Banerjee attended AICTE Training and Learning (ATAL) Academy Online FDP on "Energy Engineering "from 25th December – 29th December 2020.
- Mr. Prathita Roy has won the "Man of the Match" at SJSMT 2021
- Mr. Souvik Chakraborty, Assistant Professor (Civil) received Certificate of Participation at 35th Indian Engineering Congress From 18.12.2020 To 20.12.2020.
- Mr. Sourav Kumar Singha lecturer (Civil) received certificate of Participation in Online Course of ISRO on 18.12.2020.
- Mr. Baibaswata Das, Asst. Prof. CE attended Online FDP from 01.12.2020-05.12.2020 organized by AICTE.
- Dr. Om Prakash Sharma participated in the International Webinar on "Career Opportunities in machine learning & AI".
- Mr. Baibaswata Das, faculty of CE Department awarded JIS SAMMAN with the highest number of student publications from the department.
- Mr. Sourav Kumar Singha, faculty of CE Department awarded JIS SAMMAN with the best video lecture from the institute.
- Mr. Baibaswata Das, faculty of CE Department awarded JIS SAMMAN for best practical demonstration video from department.
- Mr. Souvik Chakraborty, faculty of CE Department awarded JIS SAMMAN with the highest number of publications from the

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department.

- Ms. Anuva Ganguly has been selected for the "Best Video Lectures of 2020" at Departmental Level.
- Ms. Debashmita Manna has been selected for the "Faculty with highest no. of student publication at Departmental Level.
- Ms. Debashmita Manna has been selected for the "Best Practical Demonstration Video of 2020".
- Mr. Tanmay Das- awarded "Best Teacher Award" (Cumulative of Last 05 Years) at Institute Level JIS Samman-2021 Awards Ceremony-Live" on 01-02-2021(Monday).
- Mr. Tanmay Das- awarded -"Faculty with highest no. of Student Publications" at Departmental Level JIS Samman-2021 DSCSITSC Awards Ceremony- Live" on 05-02- 2021(Friday).
- Mr. Prathita Roy was awarded at JIS Samman 2021: Academic Excellence Award: Best Practical Demonstration Video of 2020 at Departmental Level on 05-02-2021(Friday).
- Mr. Prathita Roy awarded at JIS Samman 2021: Inter College Cricket Tournament, Man of the Batch.
- Mr. Vivek Shaw, Faculty of BSH Department - awarded JIS SAMMAN for best video lecture from institute.

C. Students:

- Ms. Debosmita Ganguli from Department of Electronics and Communication Engineering 2017-2021 batch student has secured Elite+ Silver certificate from NPTEL and declared as Top 5% Topper in Technical English for Engineers course.
- Mr. Sumit Sinha student of Department of Automobile Engineering, 3rd Year (B. Tech) has stood first in the Technical Paper Writing Competition, organized by the Indian Institute of Welding.
- Mr. Suvrajit Banerjee from Dept of Civil Engineering secured Elite+ Silver certificate from NPTEL in Plastic Waste Management.

D. Staffs:

- Mr. Nirupam Sarkar, Office Assistant was awarded for Best office staff in JIS Samman
- Mr. Puspen Santra, office boy, Library was awarded for best Group D staff in JIS Samman

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	<p>BoG members appreciated and noted the specific achievements.</p> <p>b)To report the details about the Revised Institutional Policies.</p> <p>As the institution name was changed to Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex, the institutional policies were re-framed according to the new name. Apart from that, there were some changes, which were discussed and agreed upon with the Chairman and the members of BoG.</p> <p>Chairman & member of BoG noted the achievements of various departments since the last BoG Meeting and appreciated the efforts undertaken. Chairman appreciated the specific achievements & various other activities of the department for session 2020- 21 carried out during the pandemic period.</p>
Agenda 13	To approve the newly amended Service Rule book (Year of Amendment: 2021) for the employees of Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex.
Resolution 13	The 2021 amended Service Rule Book was presented to the BoG members for approval by the Member Secretary. The BoG members asked about the changes in the Rule Book and thereafter gave their approval to publish the same.
Agenda 14	Any other matter with permission of the Chair.
Resolution 14	<ul style="list-style-type: none">• Prof. G.L. Datta advised forming an Innovation cell, IQAC Cell as per proper guidelines. He advised forming a club headed by one of the faculty members who will be responsible for inviting speakers from reputable companies for an interaction session with the students. Each department should take initiative to invite core Dept, people as invited guests which will help the institute to be highlighted in the society.• Prof. G.L Datta further added HODs/Faculties having good contacts should also take the initiative to arrange guest speakers from reputable colleges/groups. He concluded that all the above suggestions would boost the branding.• The Member Secretary proposed the date as 10th August to be celebrated as foundation day in which Chairman.

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540 Dum Dum Rd Kolkata-74





SurTech

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| | <ul style="list-style-type: none">• G.L Datta and all the Members presented their acceptance & consent.• Chairman and member of BoG appreciated the efforts done by the entire department in performing the activities. He congratulated the students who are taking active participation in different competitions.• Chairman BoG insisted that every activity should be published on the college website so that people should see the achievements & activities performed by our students. |
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The meeting concluded with the vote of thanks to the Chair and all other dignitaries by the Member Secretary.

Prof. (Dr.) Saradindu Panda

Member Secretary

PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540, Dum Dum Rd. Kolkata-74

