



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

Phone: +91 22 25603889, 25603898, 65330375

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

**Minutes of the meeting of 22<sup>nd</sup> BoG meeting  
held on Saturday, 8<sup>th</sup> July, 2023**

The 22<sup>nd</sup> Board of Governors (BoG) meeting of Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex, Dum Dum, was held on Saturday, 8<sup>th</sup> July, 2023, 11:30 AM onwards at the Dwarka Building, Minto Park.

Members Present		
Serial No.	Name	Designation
1	<b>Prof. (Dr.) G.L Datta</b> , Former Dean, IIT Kharagpur	Chairman
2	<b>Prof. Partha Ghosh</b> , State Govt. Nominee, Govt. College of Engineering & Ceramic Technology	Member
3	<b>Prof. Narayan Banerjee</b> , MAKAUT Nominee, MAKAUT, West Bengal	Member
4	<b>Mr. Simarpreet Singh</b> , Trustee Member, JIS Foundation	Member
5	<b>Mr. Haranjit Singh</b> , Trustee Member, JIS Foundation	Member
6	<b>Mr. Taranjit Singh</b> , Trustee Member, JIS Foundation	Member
7	<b>Mr. U. S. Mukherjee</b> , Deputy Director, JIS Group	Member
8	<b>Mr. Amit Srivastava</b> , Managing Director, Hash Technology	Industrial Representative
9	<b>Dr. Asit Guha</b> , Adviser, JIS Group and Educationist	Member
10	<b>Dr. Biswabandhu Chatterjee</b> , Assistant Professor and R&D Convener, DSCSITSC	Faculty Member
11	<b>Dr. Soumitra Roy</b> , IQAC Coordinator, DSCSITSC	Member
12	<b>Ms. Chandrika Panja</b> , Department of Administration. DSCSITSC	Administrative Representative
13	<b>Dr. Saradindu Panda</b> , Principal, DSCSITSC	Member Secretary



*Saradindu Panda*  
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Leave of absence were granted to the BoG members by the Hon'ble Chairman of BoG, who could not attend the meeting owing to their preoccupied schedule/medical reason/unavoidable circumstances.

Members Absent		
Serial No.	Name	Designation
1	<b>The Regional Director</b> , AICTE, Eastern Regional Office	Member
2	<b>Mr. Harjot Singh</b> , Trustee Member, JIS Foundation	Member
3	<b>Mr. Amanjot Singh</b> , Trustee Member, JIS Foundation	Member
4	<b>Mr. Amrik Singh</b> , Trustee Member, JIS Foundation Member	Member


**Introduction**

The meeting started with the welcome address by the Chairperson followed by the welcome address of member secretary to all the members of the Board. With permission from the chair, Prof. (Dr.) Saradindu Panda, Member Secretary, started the presentation mentioning all the meeting agendas

<b>Agenda 1</b>	<b>To confirm and approve Minutes of the 21<sup>st</sup> Board of Governors Meeting held on Saturday, 7<sup>th</sup> January 2023 03:30 PM onwards, at Regency Hall at Hotel Hindustan International</b>
<b>Resolution 1</b>	As there were no such comments on the Minutes of the 21 <sup>st</sup> BoG meeting, held on 7 <sup>th</sup> January, 2023 at Regency Hall, Hotel Hindustan International, the committee members confirmed and approved the minutes of the meeting.
<b>Agenda 2</b>	<b>To note and ratify action taken report pursuant to proceedings of 21st Board of Governors Meeting held on, Saturday, 7th January 2023.</b>

Item Agenda No.	Suggestions/ Advice	Suggestion Advice by	Description of Action Taken on Suggestions/Advice
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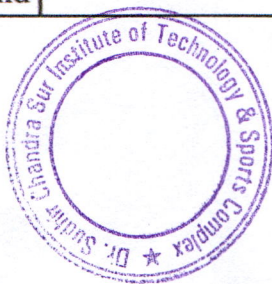
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1	Quality project reports to be prepared by all final year students	Prof. G. L. Datta	<ul style="list-style-type: none"><li>• The Quality of Project Report format has been made as per the suggestions of the BoG and the Academic Council.</li><li>• It was decided and circulated among the students that the Project Report should be submitted as book binding format and at least one publication should be attached in the Project report.</li></ul>
2	Live projects and industrial based projects should be given preference	Prof. G. L. Datta	<ul style="list-style-type: none"><li>• From the 2022-23 academic year two groups of students from AUE and One group of students from ME are involved in a live project given by Logiczap Pvt Ltd.</li><li>• One group of students from ECE are involved in UBA live projects.</li></ul>
3	Proper Monitoring and Evaluation of project reports should be emphasized	Prof. G. L. Datta	<ul style="list-style-type: none"><li>• Continuous Evaluations are made through Rubrics and monitoring was done by the Project Guide and evaluated by the External Experts.</li></ul>
4	Establishing Registered Alumni Cell, and, subsequently, enhanced Alumni Interaction	Prof. G. L. Datta	<ul style="list-style-type: none"><li>• Total 35 Alumni interactions were made by the Department.</li><li>• A Registered Alumni Cell and separate Bank Account are formed.</li></ul>
5	To form an Institute Innovation Council (IIC) cell adhering to appropriate guidelines	Prof. G. L. Datta	Institute Innovation Council (IIC) cell has been formed as per the guidelines of UGC and MHRD. Our IIC Cell is registered under Company 9 act and received 3* in 2021, 4.5* in 2022 and 4* in 2023 Rank from MHRD.
6	To form a club headed by one of the faculty members who would be responsible for inviting speakers from academia/industry background/reputed companies for interaction sessions with students. Each and	Prof. G. L. Datta	The Following Clubs are formed headed by the faculty members: Science and Technology Club, Robotics Club, Innovation and Design Club, Mathematics Club, Coding Club, Art and Craft Designing Club, Photography Club, Cultural (Dance, Music and Singing) Club, Quiz and Debate Club, Documentary and Drama Club, Biosystems and Environmental Engineering



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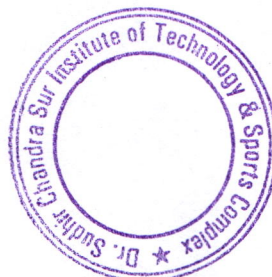
	every department should be inclined towards inviting field experts as guests which would help the department grow holistically and academically.		Club, Community Connect (NSS) Club, Literary Club, Yoga and Meditation Club, Sports Club
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<b>Agenda 3</b>	<b>To report on Assessment of Academics result of B. Tech, and M. Tech for the academic sessions 2020-21, 2021-22, and 2022-23</b>
<b>Resolution 3</b>	<p>The Member Secretary displayed the result analysis of the graduating batches of 2021 and 2022 and added that the individual mentorship program through the method of periodic assessment has produced good results.</p> <p>Regarding the Project Evaluation part, Prof. G.L. Datta insisted for quality project reports to be prepared by all final year students. He suggested that while referring to any project as "Quality Project" or otherwise, the criteria for assigning the relevant adjective should be defined.</p>
<b>Agenda 4</b>	<b>To report on Joining and Resignation since the last BoG Meeting.</b>
<b>Resolution 4</b>	<p>Member Secretary reported the vacancy created due to faculty resignation was compensated by the immediate recruitment of newly joined faculty and staff members.</p> <p>Prof. G.L. Datta suggested that while putting up the figures of those who left the institute and those who joined, proper reasons (such as resignation or termination by the management on account of unsatisfactory performance) should be mentioned together with the percentage breakup. Similarly, the no. of PhDs and non-PhDs recruited should also be shown in terms of the percentage breakup.</p>
<b>Agenda 5</b>	<b>To report on MOOCs Participation and Completion.</b>
<b>Resolution 5</b>	<p>Member secretary shared the data of MOOCs participation and appreciated the initiative taken by the management to provide the Coursera courses to the students free of cost. He highlighted those 5 students received B. Tech degree with Honours in</p>



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	<p>the year 2022 after achieving 20 credit points from MOOCs courses. Members appreciated the effort of the students and faculty members.</p> <p>Trustee Member, JIS Foundation, Mr. Simarpreet Singh suggested that while presenting the statistics and figures of those (both students and faculties) who participated in NPTEL courses and MOOCs (Massive Open Online Courses), distribution in terms of the different grades achieved should be included.</p> <p>Prof. G.L. Datta suggested that an overview of the infrastructure present in the institute to cater to the needs of the students' vis-à-vis pursuing different MOOCs and NPTEL courses should be included.</p>
<p><b>Agenda 6</b></p>	<p><b>To report on Assessment of Placement, Training, Industrial Visit, and Internship.</b></p>
<p><b>Resolution 6</b></p>	<p>Member Secretary shared the training details conducted for the students of B. Tech students. GATE and Soft Skill Training for the students as per industry need are periodically conducted. Further, he shared the placement data for the graduating batches of 2021, 2022 and 2023, and highlighted the opportunities provided with the list of sector wise recruiters. Moreover, the maximum number of opportunities availed by students, on their own, from the different UG Programs for batches 2021, 2022, and 2023 was presented. Prof. G.L. Datta suggested the following points:</p> <ul style="list-style-type: none"> <li>• A provision to collect feedback from the industries on the performance of those who have been recruited, with a view to constitute a preamble aimed at delivering outcome-based education – while remaining within the purview of the syllabus offered by MAKAUT, should be put in place, and, subsequently, included in the relevant agenda item.</li> <li>• The placement data should also highlight (desirably in the form of a percentage breakup) the number of students who have qualified GATE, received the opportunity to pursue higher studies, and availed jobs on their own. In other words, all the streams should highlight the statuses (vis-à-vis availing on/off campus placement, GATE qualified, and pursuing higher studies based on both GATE/Non-GATE categories) of all those who have graduated.</li> </ul> <p>Complete details about paid and non-paid internships availed by all the students, from all the departments, in a particular batch should be documented. The prospect of getting jobs using the experiences gained during the internships and the connections developed through networking while pursuing the internships.</p>



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<b>Agenda 7</b>	<b>To report on ragging preventive measures and cases registered, if any, and Formation/Reformation/Constitution of Anti Ragging Committee.</b>
<b>Resolution 7</b>	Members Secretary presented the preventive measures taken to make the campus ragging-free. Member Secretary informed everyone regarding a total of 33 committees, which were formed in 2022, as per MAKAUT and AICTE norms. He added, those committees take active participation in conducting the meetings and take necessary actions as and when required. Prof. G.L. Datta suggested that senior students (from final year) should be included in the Anti- Ragging committee; periodic meetings (every 2/3 months) should be conducted between the committee and the Head of the Institute, and minutes should be drawn. The minutes drawn should be emailed to the local law enforcing bodies (local police station), and a record of the same should be filed in the form of hardcopy.
<b>Agenda 8</b>	<b>To report on R&amp;D Activities: Patent, Copyright and Paper Publication (Scopus, WOS, SCI, Book Chapter, Article, and Student Publication), Government and Private Funded Projects</b>
<b>Resolution 8</b>	Member Secretary has elaborated the details of paper publications by faculties and students (SCI, SCOPUS and WOS, Book Chapter, Article), patent, copyright and funding from Government and Private funded projects.  Prof. G.L. Datta appreciated the increase in the number of publications in the last 2 years and suggested that a dedicated body, comprising senior faculty members and credible individuals, should be formed to monitor the progress of the patents filed and chart a roadmap to pay special attention to the statuses of those patents that have been published before 2 or 3 years ago.
<b>Agenda 9</b>	<b>To approve the E-Governance report for the year 2022-23</b>
<b>Resolution 9</b>	The member secretary presented the details of the E-Governance Report of the institution for the year 2022-23. 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 2022-23. The report is presented in Annexure-I.
<b>Agenda 10</b>	<b>To report on MoU and Collaborations.</b>
<b>Resolution 10</b>	Member Secretary shared that a total of 17 MoU's at the institute level have been



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	<p>signed in the last 2 years. Prof. G.L. Datta suggested that the outcome as well as the impact accomplished against the collaborations and MoU's signed by the institute should be highlighted in the last column. He also suggested increasing the Industry Institute collaborations while specifying the outcomes.</p>
<b>Agenda 11</b>	<b>To report on the Centre of Excellence and Industry Sponsored Lab.</b>
<b>Resolution 11</b>	<p>Member Secretary highlighted that the Institute has signed an MoU with XVIOT Technologies Pvt. Ltd. for the establishment of Centre of Excellence (CoE). The institute already has four industrial collaborative laboratories:</p> <ol style="list-style-type: none"><li>1. Automobile Laboratory by Hyundai Motors India Ltd.</li><li>2. Advanced Computer Networking Lab by XVIOT Technologies Pvt. Ltd.</li><li>3. Robotics Laboratory by Logiczap Nextgen Technologies</li><li>4. Electric Vehicle Laboratory for two-wheeler and four-wheeler by Logiczap Nextgen Technologies</li></ol> <p>Chairman and members of BoG appreciated the CoE and Industry Sponsored Laboratories and suggested establishing more Industry Sponsored labs, arrange for funds from Industry and impart training to students and faculties.</p>
<b>Agenda 12</b>	<b>To report on Student Chapter and Membership (Departmental and Institutional).</b>
<b>Resolution 12</b>	<p>Member Secretary explained about the different existing student chapters which had earned certificates in collaboration with different institutes.</p> <p>Prof. G.L. Datta suggested that "Student Chapters and Membership", association with professionally recognized membership chapters should be undertaken by every department and, subsequently, the progress - in terms of statistical representation - should be highlighted and to increase the number of student chapters. He also suggested active registration for INDIAN SOCIETY FOR TECHNICAL EDUCATION (ISTE) chapter for student membership.</p>
<b>Agenda 13</b>	<b>To report on Revenue Generation by Conduction of Exam and Consultancy.</b>
<b>Resolution 13</b>	<p>Member Secretary shared the data on revenue generation by conducting state and national-level competitive exams and consultancy to develop the infrastructure of the institute.</p> <p>Prof. G.L. Datta suggested that the revenue generation through the conduction of</p>



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	different state and national-level competitive exams in the institute should be excluded.
<b>Agenda 14</b>	<b>To report on Financial Assistance provided to the students.</b>
<b>Resolution 14</b>	<p>Member Secretary shared the list of scholarships availed by the students during the academic session 2021 - 22 and 2022 - 23. It was pointed out that the number of students who had availed scholarship had increased in the session 2022 - 23.</p> <p>The increase in number was appreciated by Prof. G.L. Datta; and he suggested that a bar chart (with the percentage increase) should be included to show the progress of the students in each session, vis-à-vis availing of various scholarships.</p>
<b>Agenda 15</b>	<b>To report on Library: Comparative Study on existing - a) Journal (Hardcopy and Softcopy), b) E-Books, c) Magazine, and d) Books (Textbook and Reference Book).</b>
<b>Resolution 15</b>	<p>The Member Secretary highlighted the procurement of Journal (Hardcopy and Softcopy), E-Books, and Magazine Books (Textbook and Reference Book) in the last 2 years. A total of 9900 E-Books are available in the library. Additionally, the following have been procured in the session 2022 - 23: Global Journal on Application of Data Science and Internet of Things, International Journal of Current Research in Embedded System and VLSI, J-Gate Science and Technology, IEEE, and ASPP.</p> <p>Chairman and members of BoG took note of the details of the purchase of books, Journal, E- Books, and Magazines.</p>
<b>Agenda 16</b>	<b>To report on Store and Purchase: Details of Equipment and Software purchased, Annual Maintenance Charge (AMC), and repairing.</b>
<b>Resolution 16</b>	<p>Member Secretary reported the details of equipment and software purchased, AMC and repairing in the last 2 years. Chairman and members of BoG noted the details of the AMC, equipment and software purchased, and repairing.</p>
<b>Agenda 17</b>	<b>To report on Awards and Achievements. (Dept. and Institutional) and Student Participation in the Academic year: 2021-22 and 2022-23.</b>



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<b>Resolution 17</b>	<p>Member Secretary highlighted the NIRF ranking (Innovation) of DSCSITSC in the band of 151 - 300, E - waste recycling certificate, green campus certificate, FSSAI certificate for quality food supplied to the students, Emerging Professional Engineering Institute by Zee 24 Ghanta, AAA grade from Careers 360, Most promising college from Nikhil Bharat Shiksha Parishad and the award received in the field of Academics, Sports and Cultural by the faculties and students in JIS Samman 2023. He also shared achievement details of the students received in different Hackathon like Project Exhibition at Bengal Global Business Summit 2022, Smart Bengal Hackathon, Smart India Hackathon, State Representative for West Bengal in Google Crowdsourc Indian Subcontinent Virtual Tour 2022 as a Google Crowdsourc Influencer, Hack NITR conducted by National Institute of Technology, Rourkela, Inerve 7.0 conducted by AIT Pune, West Bengal cyber challenge as cyber security start-up 2022, University Sports and Cultural programs.</p> <p>Prof. G.L. Datta appreciated the accolades received by the Institute, faculty members and students and suggested to motivate the students to participate in state/district level sports.</p> <p>The board members also expressed their interest in understanding some of the final year projects Electric All-Terrain Vehicle (ATV), Electric Reverse Trike, Hexadrolance: Drone for medical equipment delivery, and Piezoelectric Roads.</p>
<b>Agenda 18</b>	<b>To report on Societal Engagement: NSS and NCC Activities</b>
<b>Resolution 18</b>	<p>Member Secretary informed that the Institute has NCC activities and the training is provided to the students by the NCC GP HQ, Kolkata - B. He also elaborated on the activities and social outreach programs conducted by the NSS committee.</p> <p>Chairman and members of BoG appreciated the initiatives taken by the Institutional NSS committee.</p>
<b>Agenda 19</b>	<b>To report on Events Conducted by the Department and the Institution: a) Extra Curricular, b) Seminar, c) Workshop, d) FDP, and e) Technical and Cultural Fest.</b>
<b>Resolution 19</b>	<p>The Member Secretary shared the details of events conducted by the Institute and department. He informed that National and International conferences are conducted in Dec, 2021 and March, 2023 and the next international conference will be conducted in the early part of 2024. He also played a video on Workshop on Vehicle Maintenance and Slow Bike Race (INVIGORATE 3.0), and West Bengal Govt. Certified Workshop on Vehicle Maintenance and Off-Road Driving skills test (INVIGORATE 4.0). In addition, the workshop on Research Methodologies and software-based tools for Research - conducted by IEEE CASS was also highlighted.</p>



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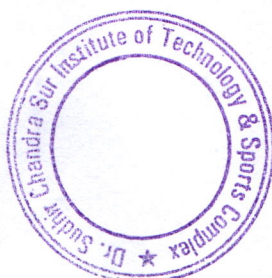
	Chairman and members of BoG appreciated the efforts made by the faculty members to conduct such events.
<b>Agenda 20</b>	<b>To report on Alumni Cell and their activities.</b>
<b>Resolution 20</b>	The Member Secretary informed the house that the Alumni cell is now registered and the alumni are also registering on the portal, besides highlighting other activities (Seminar/ Conference / Workshop) conducted by the alumni of the Institute.
<b>Agenda 21</b>	<b>To report on the Institute Innovation Council (IIC) Cell and its activities.</b>
<b>Resolution 21</b>	<p>Member Secretary briefed about the different activities of undertaking projects in collaboration by the faculties and the students based on constructive methods and novel ideas and their importance in the learning procedure of the pupils.</p> <ul style="list-style-type: none"><li>• Four innovative projects were exhibited by the students of this Institute in Bengal Global meet.</li><li>• The Institute has been upgraded to 4 stars from 1 star by IIC cell for the various innovative activities in different academic years.</li></ul> <p>Prof. G.L. Datta suggested that final year B. Tech projects should be designed/thought of such that these attain the standards/levels required to compete at various National Level competitions organized/sponsored by different government and popular non-government bodies, for instance at National Research Development Corporation (NRDC) under the 'Students' Innovative Projects' category.</p>
<b>Agenda 22</b>	<b>To report on status of Branding, Marketing and Social Media activities of Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex</b>
<b>Resolution 22</b>	Member Secretary reported that a separate Multimedia Cell with Full Set up of Multimedia Tools (Adobe Full Version with Cloud License subscription) for any kind of Image, Photo and Video Editing for Social Media post creation and uploading has been put in place, and elaborated on the activities of the admission cell and the marketing team for the branding of the institute.
<b>Agenda 23</b>	<b>To report on Future Goal and Action Plan in the Academic Year 2023-24</b>
<b>Resolution 23</b>	<p>The Member Secretary informed the house that pre-qualifiers of NBA for AUE, CE, CSE, and ECE are already filled up and the following goals are set for the academic year 2023 - 2024.</p> <ul style="list-style-type: none"><li>• NBA for CSE, ECE, CE, AUE within August, 2023</li><li>• NAAC within March, 2024</li></ul>



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	<ul style="list-style-type: none"> <li>• Securing an NIRF rank</li> <li>• 100% admission</li> <li>• Above 90% placement</li> <li>• Increase MoU's and Collaborations and Industry-academia involvement</li> <li>• Establishment of more Student Chapters and their activities</li> <li>• Conduct more National and International Conferences supported by IEEE, Springer, and Elsevier</li> <li>• Introduction of New Emerging Courses</li> <li>• Applying for Autonomy</li> <li>• Implementing NEP 2020</li> <li>• Active involvement of IQAC and R&amp;D Cell</li> <li>• Establishing more Start-ups through the SurTech IIC and R&amp;D cell</li> </ul> <p>Prof. G.L. Datta and members of BoG unanimously appreciated the institute's vision to earn NBA and NAAC accreditations, followed by the plan to earn the status of 'autonomy'.</p>
<p><b>Agenda 24</b></p>	<p><b>Any other matter with the permission of Chair</b></p>
<p><b>Resolution 24</b></p>	<p>Prof. G.L. Datta suggested the following points:</p> <ul style="list-style-type: none"> <li>• To explore possible avenues to incorporate the directives laid out by the National Education Policy through the introduction of various courses, across the offered engineering disciplines, while staying within the purview of the MAKAUT-mandated syllabus.</li> <li>• To provide data and tangible proof of the research and development carried out at the industry-sponsored laboratories within the institute. To encourage more active recruiters towards setting up state-of-the-art laboratories inside the institute by presenting them propositions/road maps which would not only result in imparting the necessary industry- specific specialized training to a select few students besides, product/prototype development, filing of collaborative patents, and commercialization of the same upon getting granted.</li> <li>• SWOC/SWOT analysis of each faculty should be made part of the API process and present in the BoG meeting.</li> </ul>



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	<ul style="list-style-type: none"><li>• To foster overall institutional development, a system should be put in place to have periodic meetings with those assigned to monitor the progress of various important parameters that have been identified to promote holistic institutional growth. The same should be highlighted in the next BoG meeting.</li><li>• To monitor and implement the documentation for NBA and NAAC by the agency.</li><li>• Develop a plan for documentation for NBA, NAAC and autonomy.</li><li>• All faculty members should plan for the project for funding from Govt. and private agencies.</li><li>• To register the student project for funding on National Research Development Corporation (NRDC).</li><li>• To register the student projects on MSME for funding.</li></ul>
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Prof. G.L. Datta, in particular, also stressed the need to commercialize the patents, which have been granted, and to this end suggested the JIS management recognize and reward those based on different categories such as filing patents, publishing patents, granting of patents, with the highest form of recognition reserved for those who manage to commercialize the patents.

Prof. G.L. Datta appealed to all the BoG members to contribute their valuable inputs for the growth of the organization. The meeting concluded with the vote of thanks to the Chair and all other dignitaries by the Member Secretary.



**Dr. Saradindu Panda**

**Member Secretary, BoG**

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