



Dr. Sudhir Chandra Sur Degree Engineering College
540 Dum Dum Road, Suremath, (Near Dum Dum Jn. Station),
Kolkata-700074 West Bengal

RefNo: DSCSDEC/PRIN/IQAC/2019-20/2

Date: 04/02/2020

Minutes of Meeting

Time: 4:00 p.m.

Venue: Conference Room

Minutes of meeting of Internal Quality Assurance Cell (IQAC) meeting held on 04/02/2020

Members present:

Sl. No.	Name	Designation
1	Prof. (Dr.) Om Prakash Sharma, Principal	Chairman
2	Mr. Vivek Shaw, Dept. of BSH	Coordinator
3	Mr. Simarpreet Singh, Director, JIS Group	Management Representative
4	Prof. (Dr.) Manojit Mitra, Dept. of ECE, IEST Shibpur	Academic Expert
5	Dr. Abhigyan Ganguly, Dept. of ECE	Faculty Representative
6	Dr. Mallika De, Dept. of CSE	Faculty Representative
7	Dr. Sayantan Chakraborty, Dept. of EE	Faculty Representative
8	Mr. Abhijit Kundu, Dept. of AUE	Faculty Representative
9	Dr. Biswabandhu Chatterjee, Dept. of CE	Faculty Representative
10	Ms. Debina Dey, Manager, Industry Alliance,	Dept. of T&P
11	Ms. Dazy Rani, Assistant Registrar	Admin Representative
12.	Mr. Arunava Kundu, Asst. Treasurer, Suremath Association DumDum	Nominee from local society
13.	Mr. Rivu Ghosh, System on Chief Design Engineer Intel Corporation	Nominee from Employers
14.	Mr. Debasish Mazumdar, Associate Director, CDAC, Kolkata	Industry Representative
15.	Dr. Nayan Bhattacharya	Parents Representative
16.	Ms. Ahana Chakraborty, Dept. of EE	Alumni Representative

Members absent:

Sl. No.	Name	Designation
1	Mr. Avisekh Jha, 3 rd Year, Dept. of ECE	Student Representative



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Meeting has been started with the welcome address by the Chairperson and all the leave of absence has been granted. Then the meeting is continued with agenda wise discussion.

Agenda01:

To confirm and approve the minutes of the last IQAC Committee meeting held on 08 July of 2019.

Agenda 02:

To notify and ratify the minutes of the last meeting of IQAC Committee held on 08 July of 2019.

Agenda	Resolution	Action taken				
Agenda01: Approval of IQAC meeting held on 20/02/2019.	Principal sir invited all the individuals and welcomed within the assembly. Mr. Vivek Shaw checked on the minutes of the past assembly held on 20/02/2019.	Noted				
Agenda02: To note and ratify the action taken report on the last IQAC meeting.	The action taken report is presented before IQAC members.	Noted.				
Agenda 3: Review of R&D Activities for Academic Year 2018-19	<p>A detailed presentation on the Research and Development activities of the last academic year was provided, including research grants received from government and non-governmental agencies. The total grants were presented (INR in Lakhs) in a tabular format for clarity.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Year</td> <td style="text-align: center;">2018-19</td> </tr> <tr> <td style="text-align: center;">Amount(INR in Lakhs)</td> <td style="text-align: center;">5.09</td> </tr> </table>	Year	2018-19	Amount(INR in Lakhs)	5.09	Initiative taken for further improvement
Year	2018-19					
Amount(INR in Lakhs)	5.09					
Agenda 4: Placement and Higher Education Statistics with Training Impact	<p>An analysis of placement statistics, higher education statistics, and the impact of training on student placements was presented to the members. The improvements in student performance due to placement training were highlighted.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td></td> <td style="text-align: center;">2018-2019</td> </tr> <tr> <td style="text-align: center;">Total Students</td> <td style="text-align: center;">439</td> </tr> </table>		2018-2019	Total Students	439	Initiative taken for further improvement
	2018-2019					
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	<table border="1"> <tr> <td>Placed Students</td> <td>335</td> </tr> <tr> <td>Training Attendance Percentage</td> <td>75</td> </tr> <tr> <td>Placed %</td> <td>76.31</td> </tr> <tr> <td>Higher Education %</td> <td>5.3</td> </tr> </table>	Placed Students	335	Training Attendance Percentage	75	Placed %	76.31	Higher Education %	5.3							
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<p style="text-align: center;">Agenda 5: University Curriculum Modification based on Stakeholders Feedback</p>	<p>Depending upon the feedback taken from different stakeholders like Students, Alumni, Faculty and Employers few changes are suggested by various departments which need to be incorporated in MAKAUT syllabus for better understanding and realization of subject matters. The following suggestions were given to MAKAUT for the up gradation of curriculum structure:</p> <table border="1"> <thead> <tr> <th>Dept. Name</th> <th>Subject</th> </tr> </thead> <tbody> <tr> <td>AUE</td> <td>Autonomous Vehicle</td> </tr> <tr> <td>ECE</td> <td>Data handling and Machine learning</td> </tr> <tr> <td>ME</td> <td>Uses of Autodesk</td> </tr> <tr> <td>CE</td> <td>Uses of ETABS</td> </tr> <tr> <td>EE</td> <td>PSCAD</td> </tr> <tr> <td>CSE</td> <td>Introduction of Blockchain</td> </tr> </tbody> </table>	Dept. Name	Subject	AUE	Autonomous Vehicle	ECE	Data handling and Machine learning	ME	Uses of Autodesk	CE	Uses of ETABS	EE	PSCAD	CSE	Introduction of Blockchain	<p style="text-align: center;">Proper initiative taken</p>
Dept. Name	Subject															
AUE	Autonomous Vehicle															
ECE	Data handling and Machine learning															
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CE	Uses of ETABS															
EE	PSCAD															
CSE	Introduction of Blockchain															
<p style="text-align: center;">Agenda 6: Faculty and Staff Development Programs</p>	<p>The progress of faculty and staff development programs, including attendance at FDPs and MDPs, financial assistance for conferences/workshops, and professional body memberships, was reviewed. Details were presented in a table format for transparency.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>Number of teachers provided with financial support</td> <td>73</td> </tr> <tr> <td>Total number of teaching and non-teaching staff participating in Development Programmes</td> <td>80</td> </tr> </tbody> </table>	Year	2018-19	Number of teachers provided with financial support	73	Total number of teaching and non-teaching staff participating in Development Programmes	80	<p style="text-align: center;">Initiative taken for further improvement</p>								
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<p style="text-align: center;">Agenda 7: MoU Signed/Renewed by the Institution in last Academic Year</p>	<p>Existing and new MoUs signed by the institution were listed, along with the activities under each MoU. The committee reviewed the MoUs to ensure alignment with institutional goals.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Year</th> <th style="text-align: center;">2018-19</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">MoU</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">Activities</td> <td style="text-align: center;">3</td> </tr> </tbody> </table>	Year	2018-19	MoU	1	Activities	3	<p style="text-align: center;">Initiative taken for further improvement</p>
Year	2018-19							
MoU	1							
Activities	3							
<p style="text-align: center;">Agenda 8: FDP/International/National Seminar/Conferences/Work shop Organized</p>	<p>A list of FDPs, seminars, conferences, and workshops organized by various departments and the institution in the last academic year was presented. Members were advised to retain feedback forms for future reference and to propose similar events for the upcoming academic year.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Year</th> <th style="text-align: center;">2018-19</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Total number of workshops/seminars/confere nces including programs conducted</td> <td style="text-align: center;">9</td> </tr> </tbody> </table>	Year	2018-19	Total number of workshops/seminars/confere nces including programs conducted	9	<p style="text-align: center;">Initiative taken for further improvement</p>		
Year	2018-19							
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<p style="text-align: center;">Agenda 9: Follow-up of Best Practices at the Institute</p>	<p>Progress on the implementation of value-added courses and skill development courses for students was discussed. The committee noted developments in this regard and encouraged further initiatives.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Year</th> <th style="text-align: center;">2018-19</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">VALUE ADDED COURSES</td> <td style="text-align: center;">38</td> </tr> <tr> <td style="text-align: center;">SKILL DEVELOPMENT COURSES</td> <td style="text-align: center;">11</td> </tr> </tbody> </table>	Year	2018-19	VALUE ADDED COURSES	38	SKILL DEVELOPMENT COURSES	11	<p style="text-align: center;">Initiative taken for further improvement</p>
Year	2018-19							
VALUE ADDED COURSES	38							
SKILL DEVELOPMENT COURSES	11							
<p style="text-align: center;">Agenda 10: Extra- Curricular, Co-Curricular, Social Services, Extension, and Student Club Activities</p>	<p>The committee evaluated the number of extension and outreach programs conducted by the institution through NSS/NCC during the last academic year.</p>	<p style="text-align: center;">Initiative taken for further improvement</p>						



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	Year	2018-19	
	Number of extension and outreach programs conducted by the institution	8	
Agenda 11: Academic Calendar 2019-20	The academic calendar for the academic session 2019-20 was presented and reviewed during the meeting.		It is followed as instructed.
Agenda 12: Academic and Administrative Audit	Academic and Administrative Audit will be conducted for various department as per following schedule for last academic year.		It is executed according to the schedule
Agenda 13: Result Analysis for last Academic Year	A comprehensive analysis of the results for the Odd semester 2018-19 across all departments was presented. Actions taken for students who secured poor marks were also explained. The discussion concluded with resolutions on further steps to improve student performance.		Initiative taken

Agenda 03: Progress Report on Ranking/Grading Agency Visits

Resolution: A detailed progress report on the upcoming NAAC/NBA visit was presented to the attendees. The criteria-wise coordinator names and assigned tasks were discussed. NIRF-related matters were also reviewed, including data preparation and finalization for submission. The progress was acknowledged and appreciated by all members.

Agenda 04: Academic Calendar 2020-21 Preparation

Resolution: The academic calendar for the current academic session was presented and discussed. After deliberation, it was resolved to finalize the academic calendar for the year 2021.

Agenda 05: Admission Statistics for 2019-20



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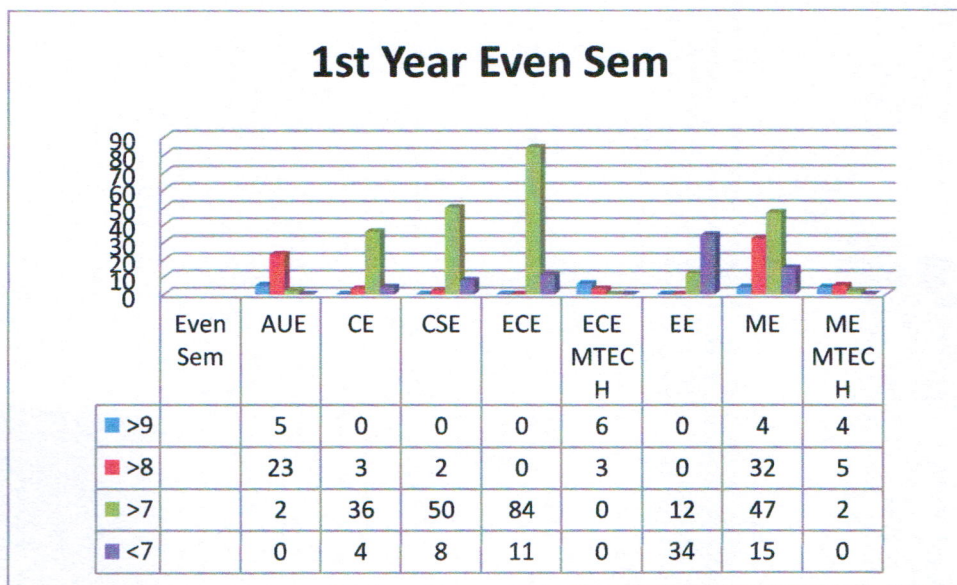
Resolution: Admission statistics for the previous academic year were illustrated during the meeting. Members thoroughly checked the admission report and discussed any pertinent issues.

Number of students admitted year-wise during last five years

Year	2019-20
Students Admitted	403
Sanctioned Seats	507

Agenda 06: Result Analysis for last Academic Year

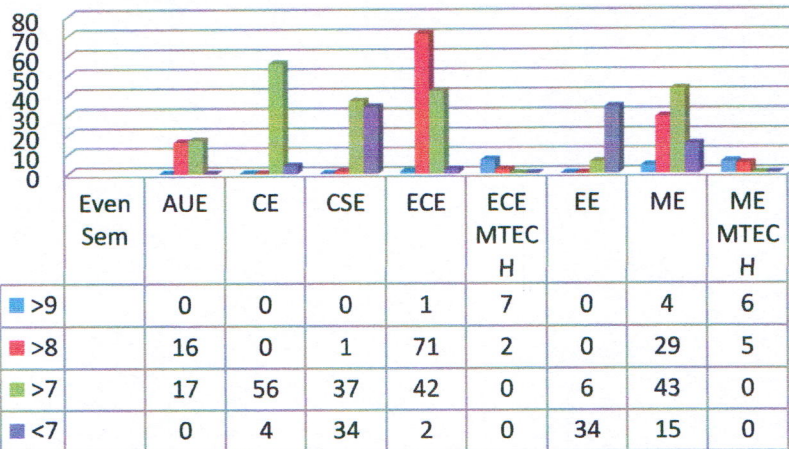
Resolution: A comprehensive analysis of the results for the Even semester 2018-19 across all departments was presented. Actions taken for students who secured poor marks were also explained. The discussion concluded with resolutions on further steps to improve student performance.



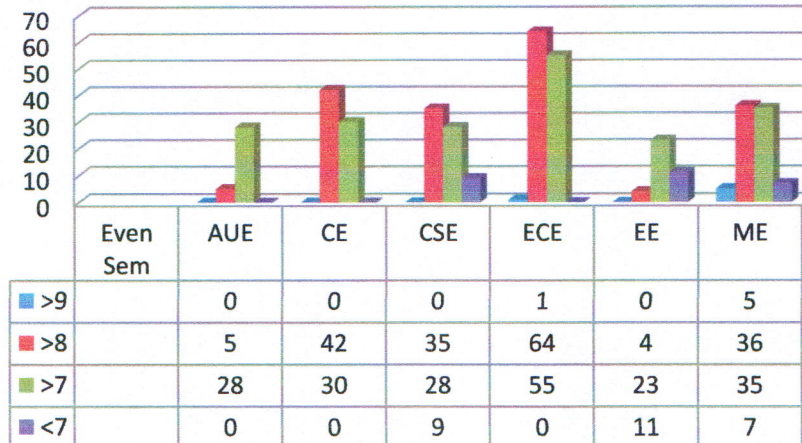


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2nd Year Even Sem

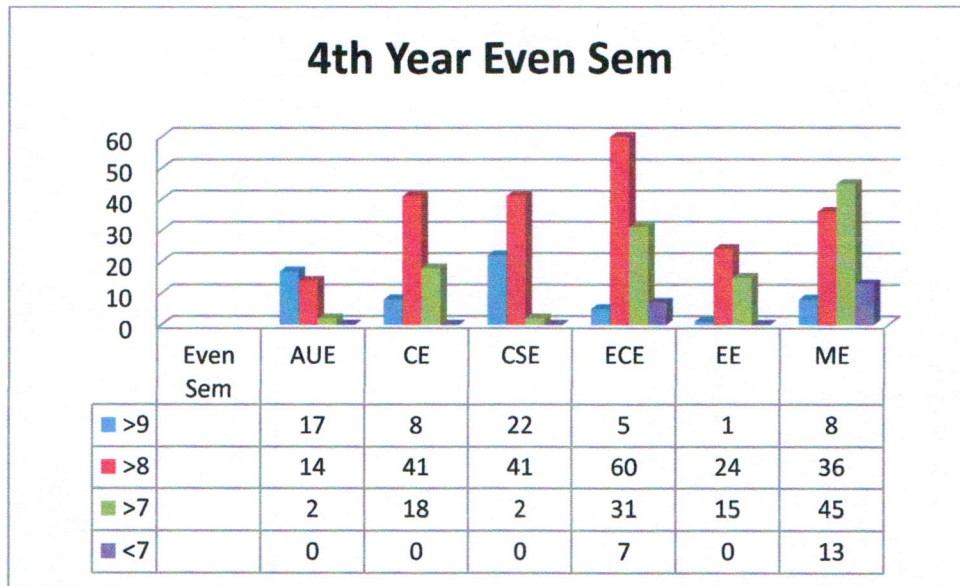


3rd Year Even Sem





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Agenda 07: Review of R&D Activities for Calendar Year 2019

Resolution: The Research and Development activities of the previous calendar year were presented, encompassing research journals (National/International), patents, conferences/symposiums (National/International), and book chapters. The status of these activities was lauded by external members.

Year	2019
Number of research papers in the Journals	4
Number of Book/Book Chapter	1

Agenda 08: Finalization of R&D Goals for the forthcoming Academic Session

Resolution: The R&D goals for the upcoming academic session were presented to the attendees. It was advised to all faculty members to strive to achieve these goals within the stipulated time frame.

Agenda 09: Analysis of the feedback on curriculum from stakeholders for 2018-19

Resolution: Feedbacks from faculties, students, alumni and employer have been taken as stakeholder and were presented to the member and they were quite satisfied with the analysis.

The meeting ended with a vote of thanks to the Chair.

(Signature)
Coordinator, IQAC
Dr. Sudhir Chandra Sur Degree
Engineering College
Chairman, IQAC
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