Ref No: DSCSDEC/PRIN/IQAC/2019-20/1   Date: 08/07/2019

Minutes of Meeting

Time: 4:00 p.m.
Venue: Conference Room

Minutes of meeting of Internal Quality Assurance Cell (IQAC) meeting held on 08/07/2019

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, IIEST Shibpur	Academic Expert
5	Dr. Mallika De, Dept. of CSE	Faculty Representative
6	Dr. Sayantan Chakraborty, Dept. of EE	Faculty Representative
7	Mr. Abhijit Kundu, Dept. of AUE	Faculty Representative
8	Dr. Biswabandhu Chatterjee, Dept. of CE	Faculty Representative
9	Ms. Debina Dey, Manager, Industry Alliance,	Dept. of T&P
10	Ms. Dazy Rani, Assistant Registrar	Admin Representative
11	Mr. Arunava Kundu, Asst. Treasurer, Surermath Association DumDum	Nominee from local society
12.	Mr. Rivu Ghosh, System on Chief Design Engineer Intel Corporation	Nominee from Employers
13.	Mr. Debasish Mazumdar, Associate Director, CDAC, Kolkata	Industry Representative
14.	Dr. Nayan Bhattacharya	Parents Representative
15.	Mr. Avisekh Jha, 3rd Year, Dept. of ECE	Student Representative

Members absent:

Sl. No.	Name	Designation
1	Dr. Abhigyan Ganguly, Dept. of ECE	Faculty Representative
2	Ms. Ahana Chakraborty, Dept. of EE	Alumni Representative

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 20 February of 2019.

Agenda 02:

To notify and ratify the minutes of the last meeting of IQAC Committee held on 20 February of 2019.

Agenda	Resolution	Action taken
Agenda 1: Approval of IQAC meeting held on 02/07/2018.	Principal sir invited all the individuals and welcomed within the assembly. Mr. Vivek Shaw checked on the minutes of the past assembly held on 02/07/2018	Noted
Agenda 2: 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: Improve teaching quality	Enhance teaching quality through workshops such as "Train the Trainer," training Teaching Assistants (TA) and Student Teaching Assistants (STA) to conduct syllabus-related experiments, and preparing comprehensive lab manuals tailored to students' queries.	Encouraging Faculty to attend FDP

Agenda 4: Upgrade obsolete equipment	Identify dysfunctional equipment in labs, calculate replacement costs, prioritize the urgent need for additional computational facilities, and update lab manuals with input from subject teachers or create new manuals where necessary.	Initiative taken
Agenda 5: Update library resources	Create a digital repository of textbooks, notes, and reference materials aligned with the MAKAUT syllabus. Ensure that the library stocks updated editions of books, either in print or electronic format.	Library is equipped with more E-copy and printed copy of books.
Agenda 6: Enhance Placement by Core Sector Companies.	Shift focus to core sector industries, reducing reliance on IT placements. Recognize the limited placement opportunities in non-IT domains as noted by assessing agencies. Consider establishing a Skill Development Unit to provide training aimed at enhancing students' employment or self-employment prospects in core sectors.	Different soft skill programme and software training is introduced.

Agenda 3: Review of R&D Activities for Academic Year 2018-19

Resolution: 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.

Year	2018-19
Amount(INR in Lakhs)	5.09

Agenda 4: Placement and Higher Education Statistics with Training Impact

Resolution: 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.

	2018-2019
Total Students	439
Placed Students	335
Training Attendance Percentage	75
Placed %	76.31
Higher Education %	5.3

Agenda 5: University Curriculum Modification based on Stakeholders Feedback

Resolution: 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:

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

Agenda 6: Faculty and Staff Development Programs

Resolution: 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.

Year	2018-19
Number of teachers provided with financial support	73
Total number of teaching and non-teaching staff participating in Development Programmes	80

Agenda 7: MoU Signed/Renewed by the Institution in last Academic Year

Resolution: 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.

Year	2018-19
MoU	1
Activities	3

Agenda 8: FDP/International/National Seminar/Conferences/Workshop Organized

Resolution: 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.

Year	2018-19
Total number of workshops/seminars/conferences including programs conducted	9

Agenda 9: Follow-up of Best Practices at the Institute

Resolution: 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.

Year	2018-19
VALUE ADDED COURSES	38
SKILL DEVELOPMENT COURSES	11

Agenda 10: Extra-Curricular, Co-Curricular, Social Services, Extension, and Student Club Activities

Resolution: The committee evaluated the number of extension and outreach programs conducted by the institution through NSS/NCC during the last academic year.

Year	2018-19
Number of extension and outreach programs conducted by the institution	8

Agenda 11: Academic Calendar 2019-20

Resolution: The academic calendar for the academic session 2019-20 was presented and reviewed during the meeting.

Agenda 12: Academic and Administrative Audit

Resolution: Academic and Administrative Audit will be conducted for various departments as per following schedule for last academic year.

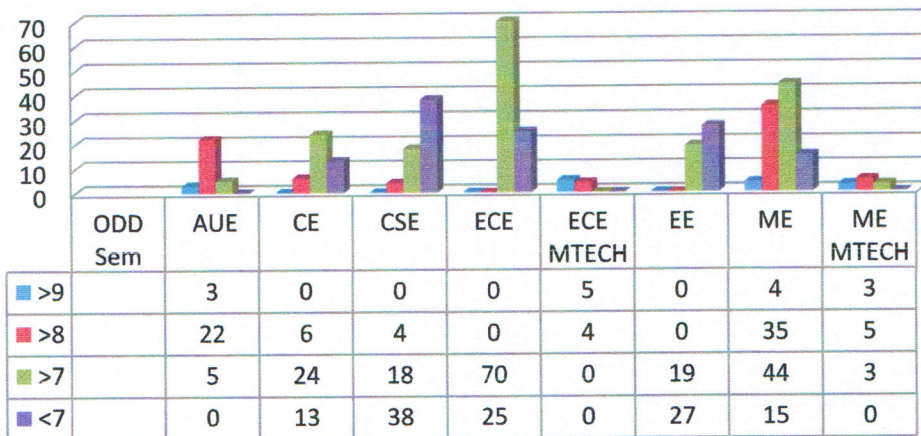| Dept. Name	Proposed Schedule	
	Internal Audit	External Audit
CSE	13/09/2019	26/09/2019
ECE	22/07/2019	25/07/2019
EE	21/09/2019	28/09/2019
ME	19/07/2019	26/07/2019
CE	16/09/2019	25/09/2019
AUE	30/08/2019	16/09/2019

Agenda 13: Result Analysis for last Academic Year

Resolution: 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.
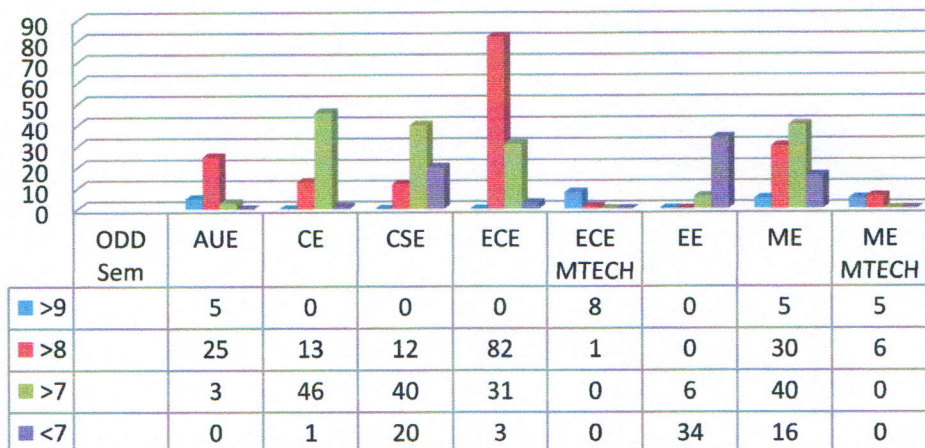
1st Year Odd Sem2018-19

ODD Sem	AUE	CE	CSE	ECE	ECE MTECH	EE	ME	ME MTECH
>9	3	0	0	0	5	0	4	3
>8	22	6	4	0	4	0	35	5
>7	5	24	18	70	0	19	44	3
<7	0	13	38	25	0	27	15	0

2nd Year Odd Sem 2018-19

ODD Sem	AUE	CE	CSE	ECE	ECE MTECH	EE	ME	ME MTECH
>9	5	0	0	0	8	0	5	5
>8	25	13	12	82	1	0	30	6
>7	3	46	40	31	0	6	40	0
<7	0	1	20	3	0	34	16	0

3rd Year Odd Sem

ODD Sem	AUE	CE	CSE	ECE	EE	ME
>9	0	0	1	5	0	5
>8	9	36	19	51	8	30
>7	23	26	35	62	12	42
<7	1	10	17	2	18	6

4th Year Odd Sem

ODD Sem	AUE	CE	CSE	ECE	EE	ME
>9	0	6	2	3	0	6
>8	17	35	37	43	12	36
>7	16	23	24	45	18	45
<7	0	3	2	12	10	15
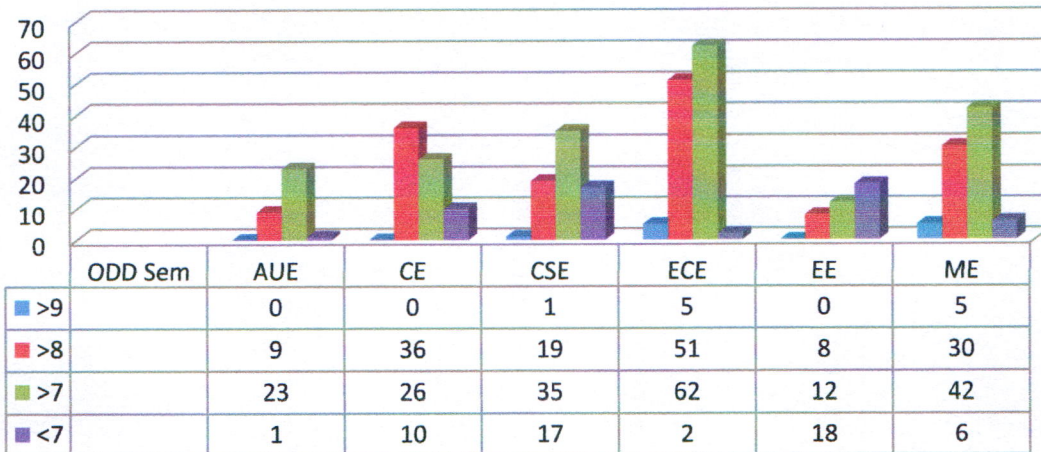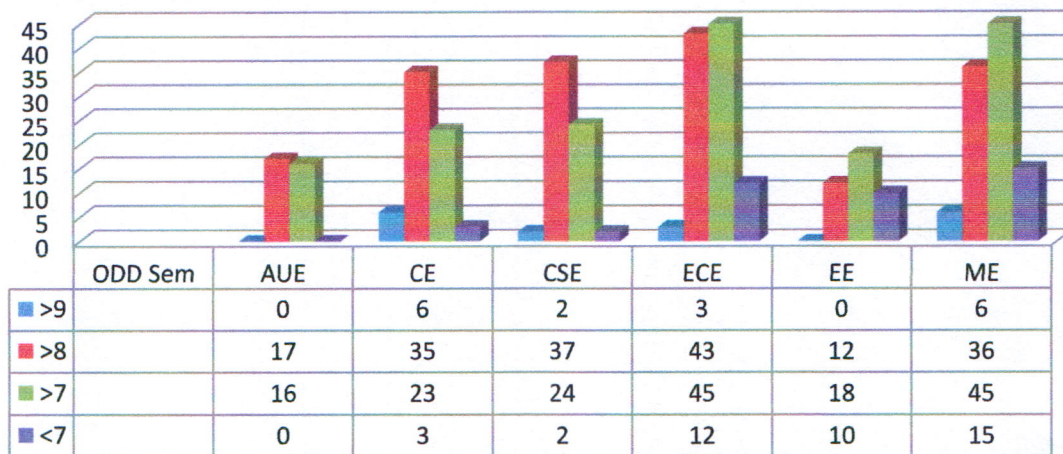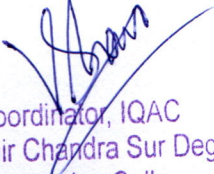
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