



SurTech

Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex
540 Dum Dum Road, Surermath, (Near Dum Dum Jn. Station),
Kolkata-700074 West Bengal

Ref No: DSCSITSC/PRIN/IQAC/2020-21/2

Date: 04/02/2021

Minutes of Meeting

Time: 4:00 p.m.

Venue: Online

Minutes of meeting of Internal Quality Assurance Cell (IQAC) meeting held on 04/02/2021

Members present:

Sl. No.	Name	Designation
1	Prof. (Dr.) Om Prakash Sharma, Principal	Chairman
2	Mr. Vivek Shaw, Asst. Prof., 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. Sayantan Chakraborty, Dept. of EE	Faculty Representative
7	Ms. Debina Dey, Manager, Industry Alliance,	Dept. of T&P
8	Ms. Dazy Rani, Assistant Registrar	Admin Representative
9	Mr. Debasish Mazumdar, Associate Director, CDAC, Kolkata	Industry Representative
10	Dr. Nayan Bhattacharya	Parents Representative
11	Mr. Avisekh Jha, 3 rd Year, Dept. of ECE	Student Representative



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Members absent:

Sl. No.	Name	Designation
1	Dr. Mallika Dey, Dept. of CSE	Faculty Representative
2	Dr. Biswabandhu Chatterjee, Dept. of CE	Faculty Representative
3	Mr. Arunava Kundu, Asst. Treasurer, Suremath Association Dum Dum	Nominee from local society
4	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 25 August of 2020.

Agenda 02:

To notify and ratify the minutes of the last meeting of IQAC Committee held on 25 August of 2020.

Agenda	Resolution	Action taken					
Agenda01: Approval of IQAC meeting held on 04/02/2020.	Principal sir invited all the individuals and welcomed within the assembly. Mr. Vivek Shaw checked on the minutes of the past assembly held on 04/02/2020.	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	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.	Initiative taken for further improvement					
	<table border="1"><thead><tr><th>Year</th><th>2019-20</th></tr></thead><tbody><tr><td>Amount(INR in Lakhs)</td><td>14.5</td></tr></tbody></table>		Year	2019-20	Amount(INR in Lakhs)	14.5	
	Year		2019-20				
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Agenda 4: Placement and Higher Education Statistics	An analysis of placement statistics, higher education statistics, and the impact of training on student placements was presented to the members.	Initiative taken for further improvement					



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with Training Impact	<p>The improvements in student performance due to placement training were highlighted.</p> <table border="1" data-bbox="475 607 1078 981"> <thead> <tr> <th></th> <th>2019-20</th> </tr> </thead> <tbody> <tr> <td>Total Students</td> <td>452</td> </tr> <tr> <td>Placed Students</td> <td>355</td> </tr> <tr> <td>Training Attendance Percentage</td> <td>76</td> </tr> <tr> <td>Placed %</td> <td>78.54</td> </tr> <tr> <td>Higher Education %</td> <td>5.8</td> </tr> </tbody> </table>		2019-20	Total Students	452	Placed Students	355	Training Attendance Percentage	76	Placed %	78.54	Higher Education %	5.8			
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<p>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" data-bbox="475 1319 1134 1637"> <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>Electromagnetic Simulator tools</td> </tr> <tr> <td>ME</td> <td>Uses of Autodesk Solidwork</td> </tr> <tr> <td>CE</td> <td>Uses of STEDWIN and Google Sketchup</td> </tr> <tr> <td>EE</td> <td>AutoCAD and Python</td> </tr> <tr> <td>CSE</td> <td>Introduction of DJANGO</td> </tr> </tbody> </table>	Dept. Name	Subject	AUE	Autonomous Vehicle	ECE	Electromagnetic Simulator tools	ME	Uses of Autodesk Solidwork	CE	Uses of STEDWIN and Google Sketchup	EE	AutoCAD and Python	CSE	Introduction of DJANGO	Proper initiative taken
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EE	AutoCAD and Python															
CSE	Introduction of DJANGO															
<p>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" data-bbox="475 1901 1019 2040"> <thead> <tr> <th>Year</th> <th>2019-20</th> </tr> </thead> <tbody> <tr> <td>Number of teachers provided with financial</td> <td>80</td> </tr> </tbody> </table>	Year	2019-20	Number of teachers provided with financial	80	Initiative taken for further improvement										
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<p>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"> <thead> <tr> <th>Year</th> <th>2019-20</th> </tr> </thead> <tbody> <tr> <td>MoU</td> <td>02</td> </tr> <tr> <td>Activities</td> <td>5</td> </tr> </tbody> </table>	Year	2019-20	MoU	02	Activities	5	<p>Initiative taken for further improvement</p>
Year	2019-20							
MoU	02							
Activities	5							
<p>Agenda 8: FDP/International/National Seminar/Conferences/Workshop 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"> <thead> <tr> <th>Year</th> <th>2019-20</th> </tr> </thead> <tbody> <tr> <td>Total number of workshops/seminars/conferences including programs conducted</td> <td>8</td> </tr> </tbody> </table>	Year	2019-20	Total number of workshops/seminars/conferences including programs conducted	8	<p>Initiative taken for further improvement</p>		
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<p>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"> <thead> <tr> <th>Year</th> <th>2019-20</th> </tr> </thead> <tbody> <tr> <td>VALUE ADDED COURSES</td> <td>38</td> </tr> <tr> <td>SKILL DEVELOPMENT</td> <td>6</td> </tr> </tbody> </table>	Year	2019-20	VALUE ADDED COURSES	38	SKILL DEVELOPMENT	6	<p>Initiative taken for further improvement</p>
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	COURSES		
Agenda 10: Extra-Curricular, Co-Curricular, Social Services, Extension, and Student Club Activities	The committee evaluated the number of extension and outreach programs conducted by the institution through NSS/NCC during the last academic year.		Initiative taken for further improvement
	Year	2019-20	
	Number of extension and outreach programs conducted by the institution	9	
Agenda 11: Academic Calendar 2020-21	The academic calendar for the academic session 2020-21 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 2019-20 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 3: Discussion of teaching learning process in the pandemic.

Resolution 3: There is still enough fear in the minds of public as second wave of Covid with different variants are prevalent. There is enough disbelieve on the hurriedly invented vaccination process in the mind of the public.

1. Unless complete vaccination is ensured, the classes will continue to run in online mode as per directions of MAKAUT. As examinations will be conducted online, therefore the committee decided to conduct all activities related to academics online with quality assurance in online mode.
2. The projects are also to be conducted online and would be assessed online as well.



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3. It was also suggested to conduct a vaccination camp for all the students/staff/faculty members and their family members/ all the local persons in and around the institute free of cost so that it will contribute towards improvement of control over pandemic.

Agenda 4: 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 5: Academic Calendar 2021-22 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 6: Admission Statistics for 2020-21

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	2020-21
Students Admitted	419
Sanctioned Seats	507

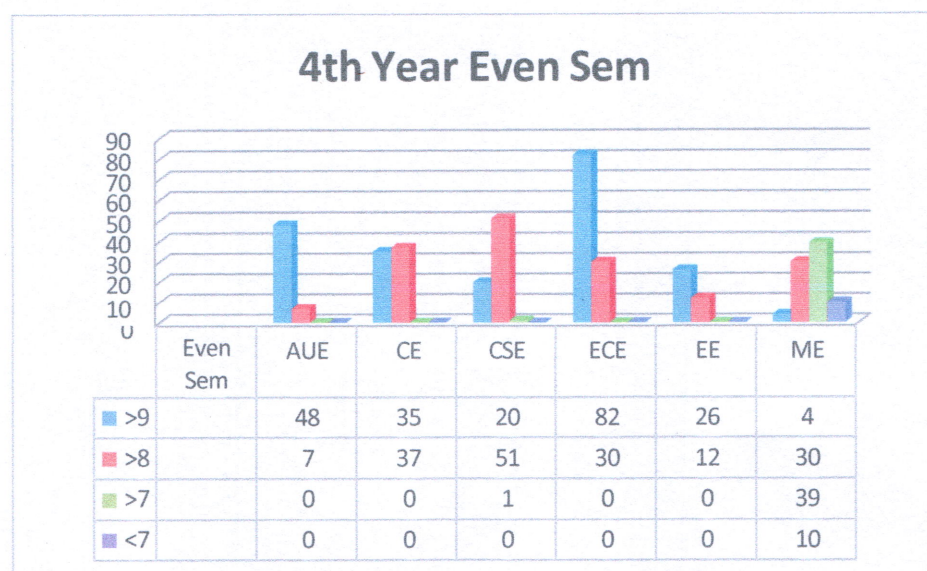
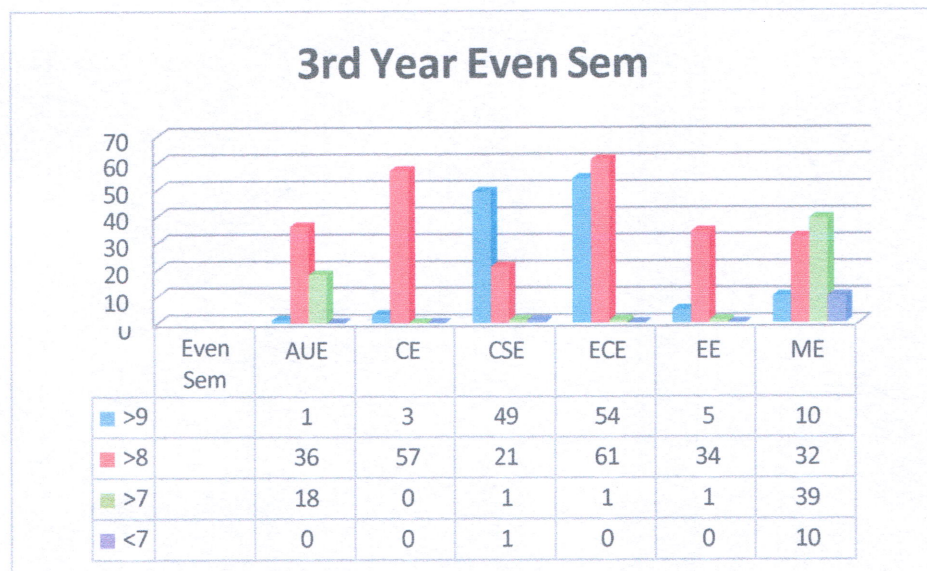
Agenda 7: Result Analysis for Academic Year 2019-20

Resolution: A comprehensive analysis of the results for the Even semester 2019-20 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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Agenda 8: Review of R&D Activities for Calendar Year 2020

Resolution: The Research and Development activities of the previous academic 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.



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Year	2020
Number of research papers in the Journals	11
Number of Book/Book Chapter	2

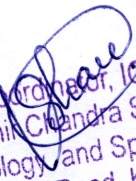
Agenda 9: Finalization of R&D Goals for the forthcoming Academic Session

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 10: Analysis of the feedback on curriculum from stakeholders for 2019-20

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.


Chairman, IQAC
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