



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/2020-21/1

Date: 25/08/2020

Minutes of Meeting

Time: 4:00 p.m.

Venue: Online

Minutes of meeting of Internal Quality Assurance Cell (IQAC) meeting held on 25/08/2020

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. Mallika De, Dept. of CSE	Faculty Representative
7	Dr. Sayantan Chakraborty, Dept. of EE	Faculty Representative
8	Dr. Biswabandhu Chatterjee, Dept. of CE	Faculty Representative
9	Mr. Arunava Kundu, Asst. Treasurer, Suremath Association DumDum	Nominee from local society
10	Mr. Debasish Mazumdar, Associate Director, CDAC, Kolkata	Industry Representative
11	Dr. Nayan Bhattacharya	Parents Representative
12.	Mr. Avisekh Jha, 3 rd Year, Dept. of ECE	Student Representative
13.	Ms. Ahana Chakraborty, Dept. of EE	Alumni Representative



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Members absent:

<u>Sl. No.</u>	<u>Name</u>	<u>Designation</u>
1	Ms. Debina Dey, Manager, Industry Alliance,	Dept. of T&P
2	Ms. Dazy Rani, Assistant Registrar	Admin Representative

Due to pandemic, the meeting has been conducted online after all the members are allowed to join in work from home mode. The meeting has started with the welcome address by the Chairperson and all the leave of absence have been granted. The meeting is continued with agenda wise discussion.

Agenda01:

To confirm and approve the minutes of the last IQAC Committee meeting held on 04 February of 2020.

Agenda 02:

To notify and ratify the minutes of the last meeting of IQAC Committee held on 04 February of 2020.

Agenda	Resolution	Action taken
Agenda01: Approval of IQAC meeting held on 08/07/2019.	Principal sir invited all the individuals and welcomed within the assembly. Mr. Vivek Shaw checked on the minutes of the past assembly held on 08/07/2019.	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 03: Progress Report on Ranking/Grading Agency Visits	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.	Initiative taken
Agenda 04: Academic	The academic calendar for the	It is prepared.



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Calendar 2020-21 Preparation	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	Admission statistics for the previous academic year were illustrated during the meeting. Members thoroughly checked the admission report and discussed any pertinent issues.	Initiative taken for further improvement.						
	<table border="1"><thead><tr><th>Year</th><th>2019-20</th></tr></thead><tbody><tr><td>Students Admitted</td><td>403</td></tr><tr><td>Sanctioned Seats</td><td>507</td></tr></tbody></table>		Year	2019-20	Students Admitted	403	Sanctioned Seats	507
	Year		2019-20					
Students Admitted	403							
Sanctioned Seats	507							
Agenda 06: Result Analysis for last Academic Year	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.	Initiative taken as suggested.						
Agenda 07: Review of R&D Activities for Calendar Year 2019	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.	Initiative taken for further improvement.						
	<table border="1"><thead><tr><th>Year</th><th>2019</th></tr></thead><tbody><tr><td>Number of research papers in the Journals</td><td>4</td></tr><tr><td>Number of Book/Book Chapter</td><td>1</td></tr></tbody></table>		Year	2019	Number of research papers in the Journals	4	Number of Book/Book Chapter	1
	Year		2019					
Number of research papers in the Journals	4							
Number of Book/Book Chapter	1							



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Agenda 08: Finalization of R&D Goals for the forthcoming Academic Session	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.	Initiative taken
Agenda 09: Analysis of the feedback on curriculum from stakeholders for 2018-19	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.	Noted.

Agenda 3: Review of R&D Activities for last Academic Year

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	2019-20
Amount (INR in Lakhs)	14.5

Agenda 4: Placement and Higher Education Statistics with Training Impact for last Academic Year

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.

	2019-20
Total Students	452
Placed Students	355
Training Attendance Percentage	76
Placed %	78.54
Higher Education %	5.8

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:



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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

Agenda 6: Faculty and Staff Development Programs for last Academic Year

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	2019-20
Number of teachers provided with financial support	80
Total number of teaching and non-teaching staff participating in Development Programmes	82

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	2019-20
MoU	02
Activities	5

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.



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Year	2019-20
Total number of workshops/seminars/conferences including programs conducted	8

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	2019-20
VALUE ADDED COURSES	38
SKILL DEVELOPMENT COURSES	6

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	2019-20
Number of extension and outreach programs conducted by the institution	9

Agenda 11: Academic Calendar 2020-21

Resolution: The academic calendar for the academic session 2020-21 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	18/08/2020	12/09/2020
ECE	17/07/2020	20/07/2020



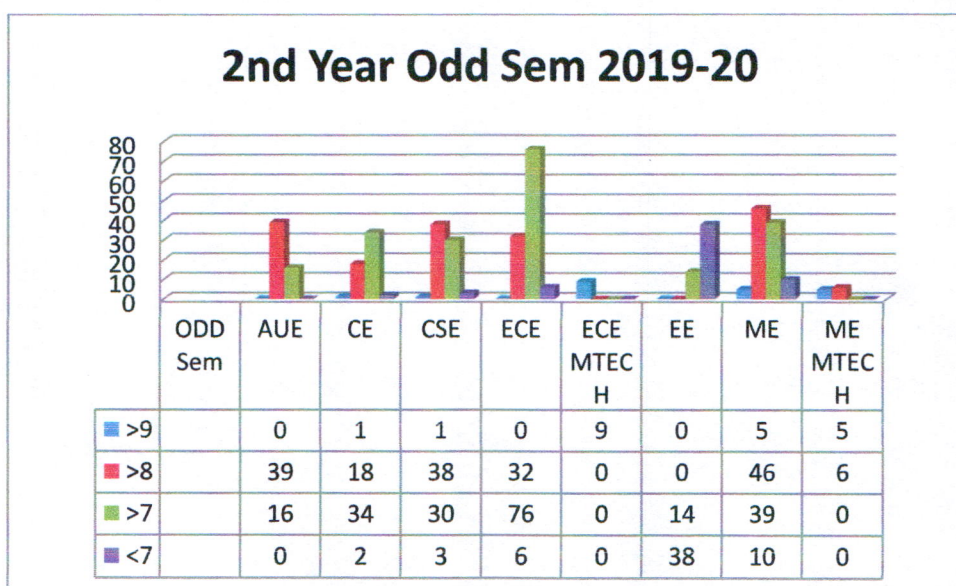
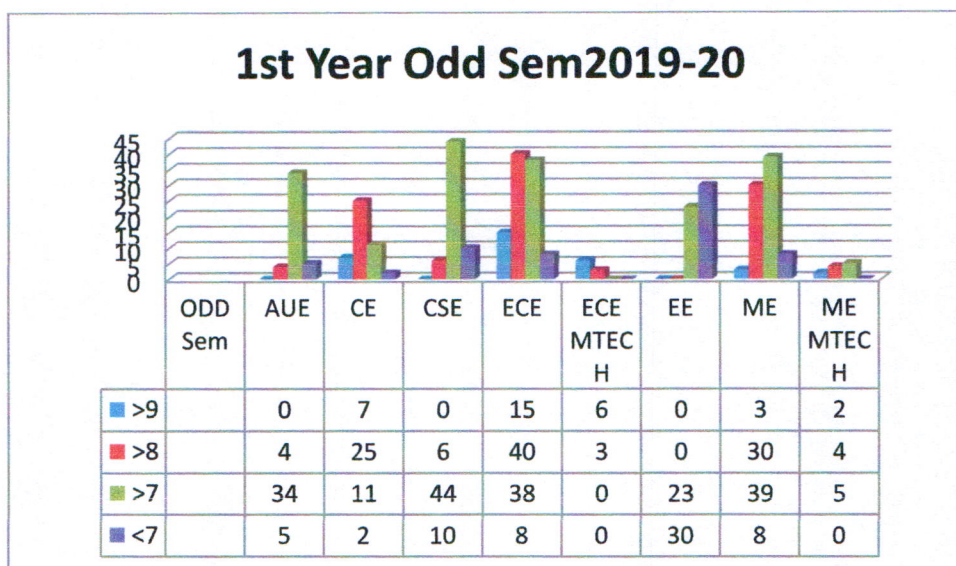
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EE	19/09/2020	26/09/2020
ME	16/07/2020	22/07/2020
CE	11/09/2020	23/09/2020
AUE	11/09/2020	23/09/2020

Agenda 13: Result Analysis for last Academic Year

Resolution: 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.

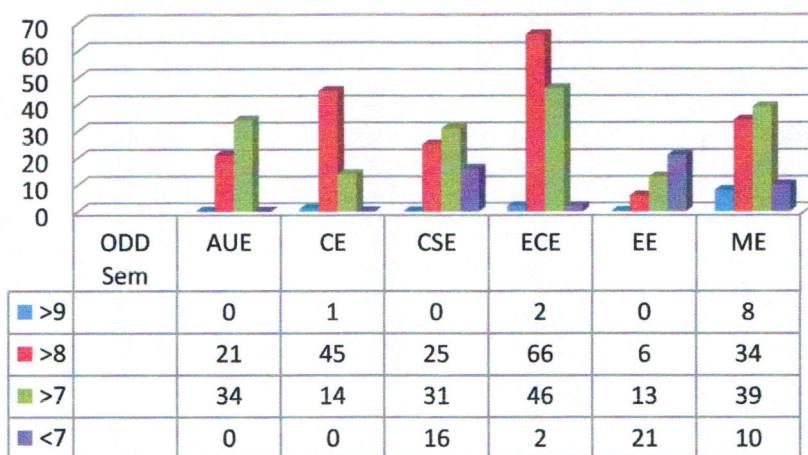




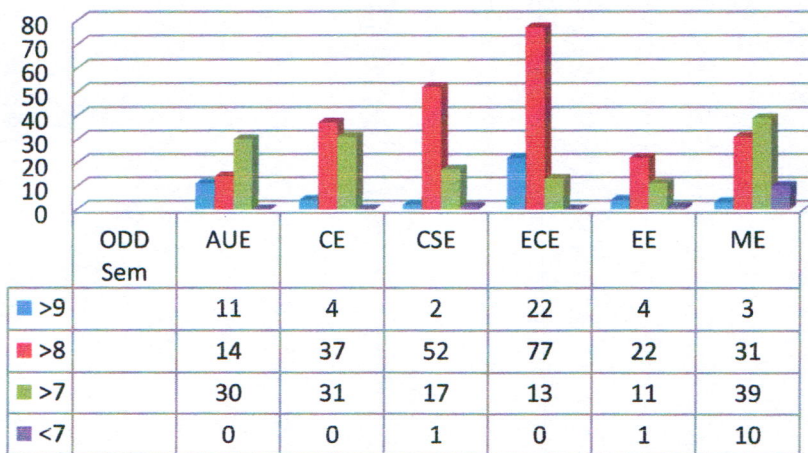
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3rd Year Odd Sem



4th Year Odd Sem



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

[Signature]
Coordinator, IQAC
Dr. Sudhir Chandra Sur Institute
of Technology and Sports Complex
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Chairman, IQAC
Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex