



SurTech

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

Ref No: DSCSITSC/PRIN/IQAC/2021-22/2

Date: 10/02/2022

## Minutes of Meeting

Time: 4:00 p.m.

Venue: Conference Room

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### Minutes of meeting of Internal Quality Assurance Cell (IQAC) meeting held on 10/02/2022

Members present:

Sl. No.	Name	Designation
1	Prof. (Dr.) Saradindu Panda, 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	Dr. 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, Suremath Association DumDum	Nominee from local society
12.	Mr. Debasish Mazumdar, Associate Director, CDAC, Kolkata	Industry Representative
13.	Dr. Nayan Bhattacharya	Parents Representative
14.	Mr. Avisekh Jha, 4 <sup>th</sup> Year, Dept. of ECE	Student Representative



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15.	Ms. Ahana Chakraborty, Dept. of EE	Alumni Representative
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Members absent:

1	Dr. Mallika De, Dept. of CSE	Faculty Representative
2	Mr. Rivu Ghosh, System on Chief Design Engineer Intel Corporation	Nominee from Employers

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 13 October of 2021.

**Agenda 02:**

To notify and ratify the minutes of the last meeting of IQAC Committee held on 13 October of 2021.

Agenda	Resolution	Action taken
<b>Agenda01:</b> Approval of IQAC meeting held on 04/02/2021.	Principal sir invited all the individuals and welcomed within the assembly. Mr. Vivek Shaw checked on the minutes of the past assembly held on 04/02/2021.	Noted
<b>Agenda02:</b> To note and ratify the action taken report on the last IQAC meeting.	The action taken report is presented before IQAC members.	Noted.
<b>Agenda 03:</b> The initiation of regular offline education in physical mode should start in a phase wise manner.	1. The teachers and staff members are required to attend the office to 3-4 days in a week so that office is open for all the working days. The visitors who will be coming for checking the resources of the institute (the parents of the future students, guardians and their wards) should be entertained with a positive attitude. That will reflect in the admission of the current batch. It was also suggested that a Covid	Covid Measurement is followed.



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	<p>vaccination camp for the second dose should be conducted as required for the same group of people so that all the government norms of Covid protocol is followed. this will surely and certainly improve the quality of the teaching learning environment of the institute.</p> <p>2. The regular classes should start and an opinion poll should be considered from the parents of the students, especially the students who are outside the state. The earlier conducted opinion poll shows that the parents are not interested to send their wards to the institute for the fear of Covid. The committee decided to exercise regular teaching practices as in offline mode. In order to ensure a healthy environment, the institute should be given a thorough cleaning. The staff members, faculties and all others should be present for all the days regularly.</p>							
<p><b>Agenda 04:</b> Review of R&amp;D Activities for Academic Year 2020-21</p>	<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" data-bbox="547 1543 1054 1630"> <tr> <td>Year</td> <td>2020-21</td> </tr> <tr> <td>Amount (INR in Lakhs)</td> <td>00</td> </tr> </table>	Year	2020-21	Amount (INR in Lakhs)	00	<p>Initiative taken for further improvement</p>		
Year	2020-21							
Amount (INR in Lakhs)	00							
<p><b>Agenda 4:</b> Placement and Higher Education Statistics with Training Impact</p>	<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" data-bbox="539 1850 1062 2042"> <tr> <td></td> <td><b>2020-21</b></td> </tr> <tr> <td>Total Students</td> <td>452</td> </tr> <tr> <td>Placed Students</td> <td>364</td> </tr> </table>		<b>2020-21</b>	Total Students	452	Placed Students	364	<p>Initiative taken for further improvement</p>
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	<table border="1"> <tr> <td>Training Attendance Percentage</td> <td>83</td> </tr> <tr> <td>Placed %</td> <td>80.53</td> </tr> <tr> <td>Higher Education %</td> <td>6.2</td> </tr> </table>	Training Attendance Percentage	83	Placed %	80.53	Higher Education %	6.2									
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<p><b>Agenda 5:</b> 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>Internet of Vehicle</td> </tr> <tr> <td>ECE</td> <td>Fabrication Simulator like VHDL and TANNER</td> </tr> <tr> <td>ME</td> <td>Uses of Autodesk Solidwork</td> </tr> <tr> <td>CE</td> <td>Uses of STEDWIN</td> </tr> <tr> <td>EE</td> <td>PROGRAMMING WITH PYTHON</td> </tr> <tr> <td>CSE</td> <td>Arduino with IOT</td> </tr> </tbody> </table>	Dept. Name	Subject	AUE	Internet of Vehicle	ECE	Fabrication Simulator like VHDL and TANNER	ME	Uses of Autodesk Solidwork	CE	Uses of STEDWIN	EE	PROGRAMMING WITH PYTHON	CSE	Arduino with IOT	<p>Proper initiative taken</p>
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EE	PROGRAMMING WITH PYTHON															
CSE	Arduino with IOT															
<p><b>Agenda 6:</b> 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>2020-21</th> </tr> </thead> <tbody> <tr> <td>Number of teachers provided with financial support</td> <td>65</td> </tr> <tr> <td>Total number of teaching and non-teaching staff participating in Development Programmes</td> <td>80</td> </tr> </tbody> </table>	Year	2020-21	Number of teachers provided with financial support	65	Total number of teaching and non-teaching staff participating in Development Programmes	80	<p>Initiative taken for further improvement</p>								
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<p><b>Agenda 7:</b> MoU Signed/Renewed by the</p>	<p>Existing and new MoUs signed by the institution were listed, along with the activities under each</p>	<p>Initiative taken for further</p>														



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<p>Institution in last Academic Year</p>	<p>MoU. The committee reviewed the MoUs to ensure alignment with institutional goals.</p> <table border="1" data-bbox="616 607 991 792"> <thead> <tr> <th>Year</th> <th>2020-21</th> </tr> </thead> <tbody> <tr> <td>MoU</td> <td>01</td> </tr> <tr> <td>Activities</td> <td>4</td> </tr> </tbody> </table>	Year	2020-21	MoU	01	Activities	4	<p>improvement</p>
Year	2020-21							
MoU	01							
Activities	4							
<p><b>Agenda 8:</b> 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" data-bbox="512 1055 1094 1301"> <thead> <tr> <th>Year</th> <th>2020-21</th> </tr> </thead> <tbody> <tr> <td>Total number of workshops/seminars/conferences including programs conducted</td> <td>8</td> </tr> </tbody> </table>	Year	2020-21	Total number of workshops/seminars/conferences including programs conducted	8	<p>Initiative taken for further improvement</p>		
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<p><b>Agenda 9:</b> 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" data-bbox="544 1480 1062 1794"> <thead> <tr> <th>Year</th> <th>2020-21</th> </tr> </thead> <tbody> <tr> <td>VALUE ADDED COURSES</td> <td>38</td> </tr> <tr> <td>SKILL DEVELOPMENT COURSES</td> <td>8</td> </tr> </tbody> </table>	Year	2020-21	VALUE ADDED COURSES	38	SKILL DEVELOPMENT COURSES	8	<p>Initiative taken for further improvement</p>
Year	2020-21							
VALUE ADDED COURSES	38							
SKILL DEVELOPMENT COURSES	8							
<p><b>Agenda 10:</b> 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> <table border="1" data-bbox="552 1928 1046 2076"> <thead> <tr> <th>Year</th> <th>2020-21</th> </tr> </thead> <tbody> <tr> <td>Number of extension and outreach</td> <td>6</td> </tr> </tbody> </table>	Year	2020-21	Number of extension and outreach	6	<p>Initiative taken for further improvement</p>		
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	programs conducted by the institution	
<b>Agenda 11:</b> Academic Calendar 2021-22	The academic calendar for the academic session 2021-22 was presented and reviewed during the meeting.	It is followed as instructed.
<b>Agenda 12:</b> Academic and Administrative Audit	Academic and Administrative conducted for various department as per following schedule for last academic year.	It is executed according to the schedule
<b>Agenda 13:</b> Result Analysis for last Academic Year	A comprehensive analysis of the results for the Odd semester 2020-21 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 2022-23 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 2021-22**

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

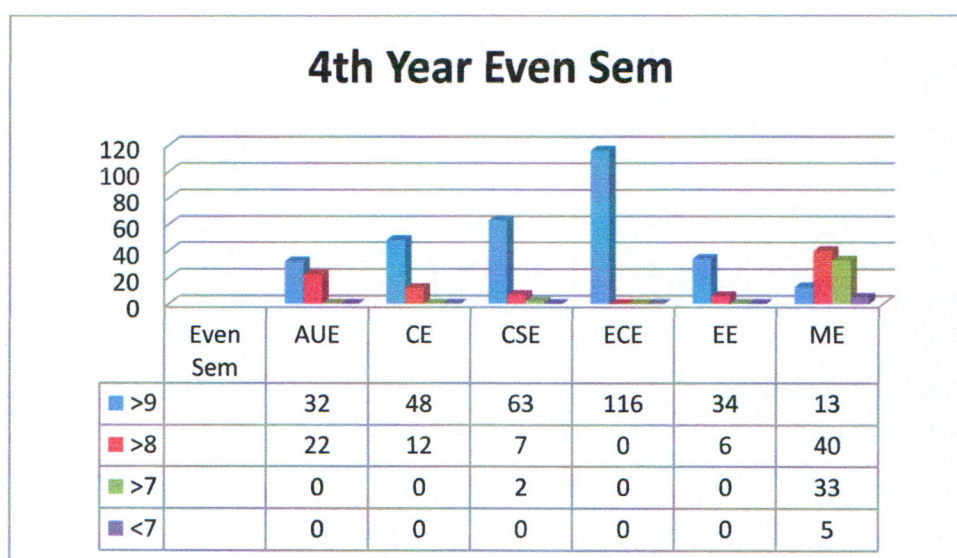
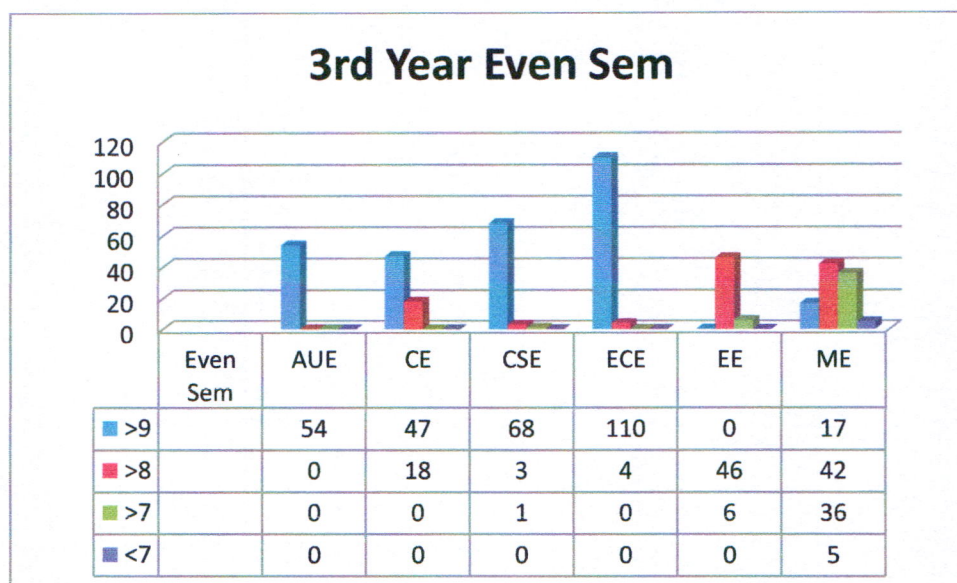
Year	2021-22
Students Admitted	421





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#### Agenda 07: Review of R&D Activities for Calendar Year 2021

**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.

Year	2021
Number of research papers in the Journals	8
Number of Book/Book Chapter	2





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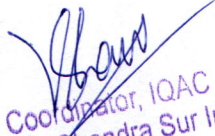
**Agenda 08: Finalization of R&D Goals for the forthcoming Academic Session**

**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 2020-21**

**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.

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