



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/2021-22/1

Date: 13/10/2021

Minutes of Meeting

Time: 4:00 p.m.

Venue: Online

Minutes of meeting of Internal Quality Assurance Cell (IQAC) meeting held on 13/10/2021

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. Mallika De, Dept. of CSE | 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. Rivu Ghosh, System on Chief Design Engineer Intel Corporation | Nominee from Employers |
| 13. | Mr. Debasish Mazumdar, Associate Director, CDAC, Kolkata | Industry Representative |



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| 14. | Dr. Nayan Bhattacharya | Parents Representative |
| 15. | Mr. Avisekh Jha, 4 th Year, Dept. of ECE | Student Representative |
| 16. | Ms. Ahana Chakraborty, Dept. of EE | Alumni Representative |

Members absent:

| | | |
|---|---------------------------------------|------------------------|
| 1 | Dr. Sayantan Chakraborty, Dept. of EE | Faculty 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 04 February of 2021.

Agenda 02:

To notify and ratify the minutes of the last meeting of IQAC Committee held on 04 February of 2021.

| Agenda | Resolution | Action taken |
|---|---|--|
| Agenda01: Approval of IQAC meeting held on 25/08/2020. | Principal sir invited all the individuals and welcomed within the assembly. Mr. Vivek Shaw checked on the minutes of the past assembly held on 25/08/2020. | 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 03: Discussion of teaching learning process in the pandemic. | 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 | Proper measurement taken during pandemic period. |



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| | <p>process in the mind of the public.</p> <ol style="list-style-type: none">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.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. | |
| <p>Agenda 4: Progress Report on Ranking/Grading Agency Visits</p> | <p>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.</p> | <p>Initiative taken</p> |
| <p>Agenda 5: Academic Calendar 2021-22 Preparation</p> | <p>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 2021-22.</p> | <p>It is prepared.</p> |



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| Agenda 6: Admission Statistics for 2020-21 | 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. |
| | Year | 2020-21 | |
| | Students Admitted | 419 | |
| | Sanctioned Seats | 507 | |
| Agenda 7: Result Analysis for last Academic Year | 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. | | Initiative taken as suggested. |
| Agenda 8: Review of R&D Activities for Calendar Year 2020 | 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. |
| | 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 | 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 | | Initiative taken |



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|--|--|--------|
| Session | these goals within the stipulated time frame. | |
| Agenda 10: Analysis of the feedback on curriculum from stakeholders for 2019-20 | 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: The initiation of regular offline education in physical mode should start in a phase wise manner.

Resolution:

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 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.
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.

Agenda 3: Review of R&D Activities for Academic Year 2020-21

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 | 2020-21 |
| Amount(INR in Lakhs) | 00 |

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.



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| | 2020-21 |
|--------------------------------|---------|
| Total Students | 452 |
| Placed Students | 364 |
| Training Attendance Percentage | 83 |
| Placed % | 80.53 |
| Higher Education % | 6.2 |

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 | 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 |

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 | 2020-21 |
|---|---------|
| Number of teachers provided with financial support | 65 |
| Total number of teaching and non-teaching staff participating in Development Programmes | 80 |

Agenda 7: MoU Signed/Renewed by the Institution in Academic Year 2020-21

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.



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| Year | 2020-21 |
|------------|---------|
| MoU | 01 |
| Activities | 4 |

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 | 2020-21 |
|---|---------|
| 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 | 2020-21 |
|---------------------------|---------|
| VALUE ADDED COURSES | 38 |
| SKILL DEVELOPMENT COURSES | 8 |

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 | 2020-21 |
|--|---------|
| Number of extension and outreach programs conducted by the institution | 6 |

Agenda 11: Academic Calendar 2021-22



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Resolution: The academic calendar for the academic session 2021-22 was presented and reviewed during the meeting.

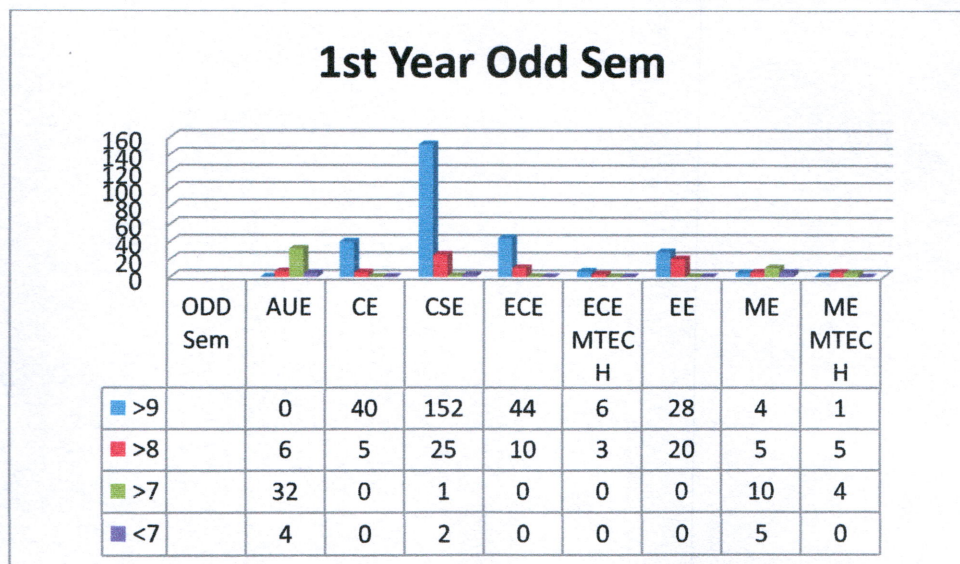
Agenda 12: Academic and Administrative Audit

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

| Dept. Name | Executed Schedule | |
|------------|-------------------|----------------|
| | Internal Audit | External Audit |
| CSE | 16/08/2021 | 23/08/2021 |
| ECE | 19/07/2021 | 22/07/2021 |
| EE | 18/09/2021 | 25/09/2021 |
| ME | 20/07/2021 | 23/07/2021 |
| CE | 13/09/2021 | 29/09/2021 |
| AUE | 13/09/2021 | 29/09/2021 |

Agenda 13: Result Analysis for last Academic Year

Resolution: 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.

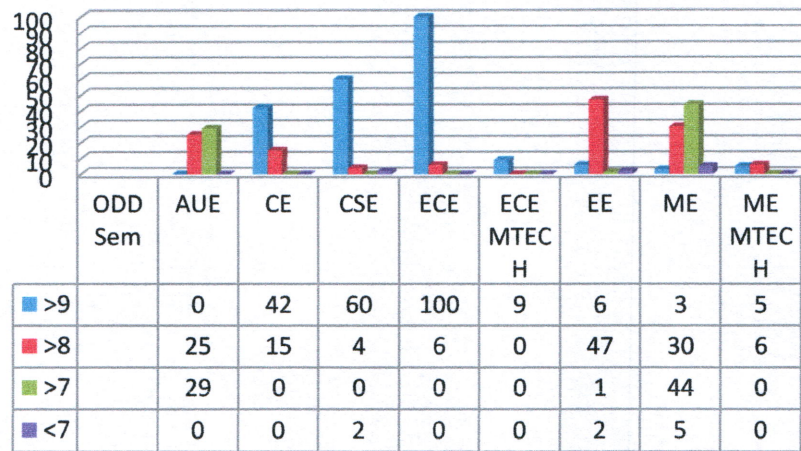




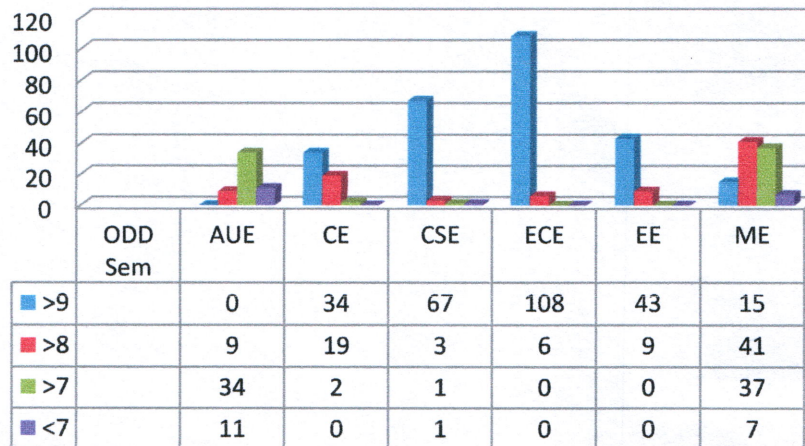
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2nd Year Odd Sem



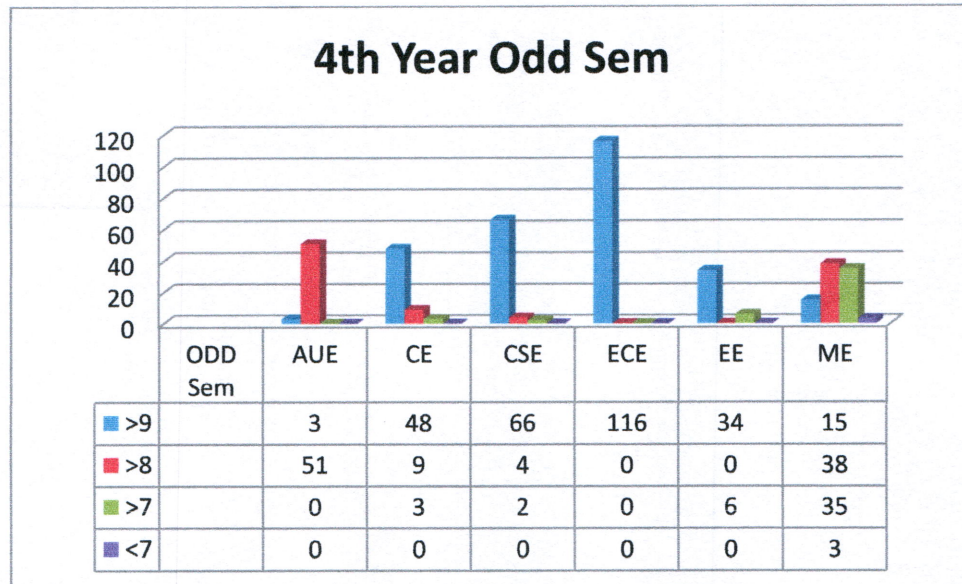
3rd Year Odd Sem



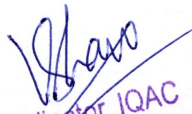


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The meeting ended with a vote of thanks to the Chair.


Coordinator, IQAC
Chairman, IQAC
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