



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/2022-23/2

Date: 05-01-2023

Minutes of Meeting

Time: 4:00 p.m.

Venue: Conference Room

Minutes of meeting of Internal Quality Assurance Cell (IQAC) meeting held on 05-01-2023

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. Soumitra Roy, Dept. of CSE	Faculty Representative
7	Dr. Biswabandhu Chatterjee, Dept. of CE	Faculty Representative
8	Ms. Debina Dey, Manager, Industry Alliance,	Dept. of T&P
9	Ms. Dazy Rani, Assistant Registrar	Admin Representative
10	Mr. Arunava Kundu, Asst. Treasurer, Suremath Association DumDum	Nominee from local society
11	Mr. Rivu Ghosh, System on Chief Design Engineer Intel Corporation	Nominee from Employers
12.	Mr. Debasish Mazumdar, Associate Director, CDAC, Kolkata	Industry Representative
13.	Dr. Dipra Bhattacharya	Parents Representative



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14.	Ms. Sobhan Chakraborty, Dept. of EE	Alumni Representative
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Members absent:

Sl. No.	Name	Designation
1	Dr. Sayantan Chakraborty, Dept. of EE	Faculty Representative
2	Dr. Sk Tanbir Islam, Dept. of AUE	Faculty Representative
3	Mr. Vishal Jha, 3rd Year, Dept. of ECE	Student 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 06 July of 2022.

Agenda 02:

To notify and ratify the minutes of the last meeting of IQAC Committee held on 06 July of 2022.

Agenda	Resolution	Action taken
Agenda01: Approval of IQAC meeting held on 10/02/2022.	Principal sir invited all the individuals and welcomed within the assembly. Mr. Vivek Shaw checked on the minutes of the past assembly held on 10/02/2022	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 2021-22	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



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	<table border="1"> <tr> <td>Year</td> <td>2021-22</td> </tr> <tr> <td>Amount (INR in Lakhs)</td> <td>1.85</td> </tr> </table>	Year	2021-22	Amount (INR in Lakhs)	1.85											
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Amount (INR in Lakhs)	1.85															
<p>Agenda 4: 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"> <thead> <tr> <th></th> <th>2021-22</th> </tr> </thead> <tbody> <tr> <td>Total Students</td> <td>457</td> </tr> <tr> <td>Placed Students</td> <td>366</td> </tr> <tr> <td>Training Attendance Percentage</td> <td>85</td> </tr> <tr> <td>Placed %</td> <td>80.09</td> </tr> <tr> <td>Higher Education %</td> <td>6.8</td> </tr> </tbody> </table>		2021-22	Total Students	457	Placed Students	366	Training Attendance Percentage	85	Placed %	80.09	Higher Education %	6.8	<p>Initiative taken for further improvement</p>		
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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"> <thead> <tr> <th>Dept. Name</th> <th>Subject</th> </tr> </thead> <tbody> <tr> <td>AUE</td> <td>Solar vehicle</td> </tr> <tr> <td>ECE</td> <td>Machine learning with Python</td> </tr> <tr> <td>ME</td> <td>Uses of MATLAB</td> </tr> <tr> <td>CE</td> <td>Uses of ETABS</td> </tr> <tr> <td>EE</td> <td>PLC SCADA</td> </tr> <tr> <td>CSE</td> <td>Ethical Hacking</td> </tr> </tbody> </table>	Dept. Name	Subject	AUE	Solar vehicle	ECE	Machine learning with Python	ME	Uses of MATLAB	CE	Uses of ETABS	EE	PLC SCADA	CSE	Ethical Hacking	<p>Proper initiative taken</p>
Dept. Name	Subject															
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CSE	Ethical Hacking															
<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</p>	<p>Initiative taken for further improvement</p>														



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	<p>memberships, was reviewed. Details were presented in a table format for transparency.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>2021-22</th> </tr> </thead> <tbody> <tr> <td>Number of teachers provided with financial support</td> <td>64</td> </tr> <tr> <td>Total number of teaching and non-teaching staff participating in Development Programmes</td> <td>86</td> </tr> </tbody> </table>	Year	2021-22	Number of teachers provided with financial support	64	Total number of teaching and non-teaching staff participating in Development Programmes	86	
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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>2021-22</th> </tr> </thead> <tbody> <tr> <td>MoU</td> <td>09</td> </tr> <tr> <td>Activities</td> <td>11</td> </tr> </tbody> </table>	Year	2021-22	MoU	09	Activities	11	<p>Initiative taken for further improvement</p>
Year	2021-22							
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<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>2021-22</th> </tr> </thead> <tbody> <tr> <td>Total number of workshops/seminars/conferences including programs conducted</td> <td>11</td> </tr> </tbody> </table>	Year	2021-22	Total number of workshops/seminars/conferences including programs conducted	11	<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</p>	<p>Initiative taken for further improvement</p>						



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	<p>further initiatives.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>2021-22</th> </tr> </thead> <tbody> <tr> <td>VALUE ADDED COURSES</td> <td>40</td> </tr> <tr> <td>SKILL DEVELOPMENT COURSES</td> <td>7</td> </tr> </tbody> </table>	Year	2021-22	VALUE ADDED COURSES	40	SKILL DEVELOPMENT COURSES	7	
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<p>Agenda 10: 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"> <thead> <tr> <th>Year</th> <th>2021-22</th> </tr> </thead> <tbody> <tr> <td>Number of extension and outreach programs conducted by the institution</td> <td>14</td> </tr> </tbody> </table>	Year	2021-22	Number of extension and outreach programs conducted by the institution	14	<p>Initiative taken for further improvement</p>		
Year	2021-22							
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<p>Agenda 11: Academic Calendar 2022-23</p>	<p>The academic calendar for the academic session 2022-23 was presented and reviewed during the meeting.</p>	<p>It is followed as instructed.</p>						
<p>Agenda 12: Academic and Administrative Audit</p>	<p>Academic and Administrative Audit will be conducted for various department as per following schedule for last academic year.</p>	<p>It is executed according to the schedule</p>						
<p>Agenda 13: Result Analysis for last Academic Year</p>	<p>A comprehensive analysis of the results for the Odd semester 2021-22 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.</p>	<p>Initiative taken.</p>						



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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 2023-24 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 2022-23

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	2022-23
Students Admitted	465
Sanctioned Seats	507

Agenda 06: Result Analysis for Academic Year 2021-22

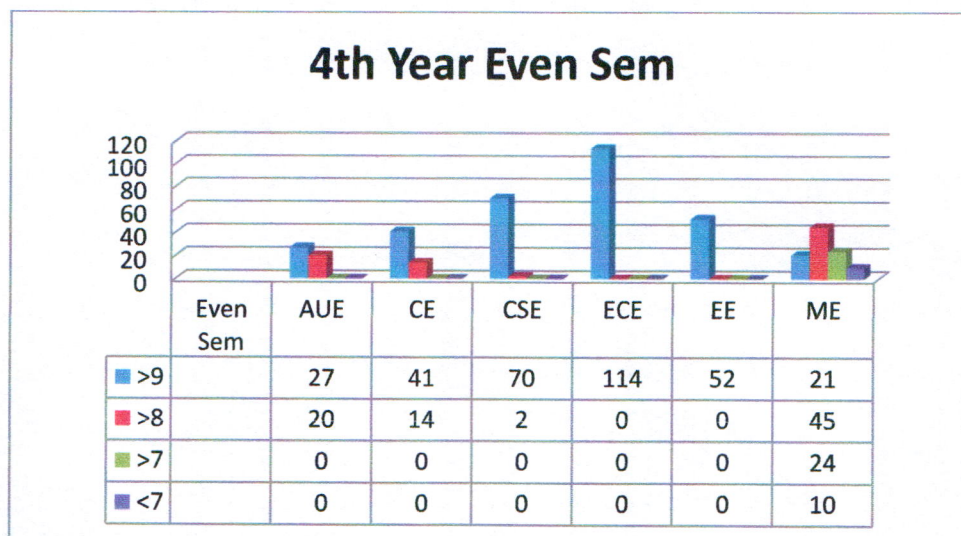
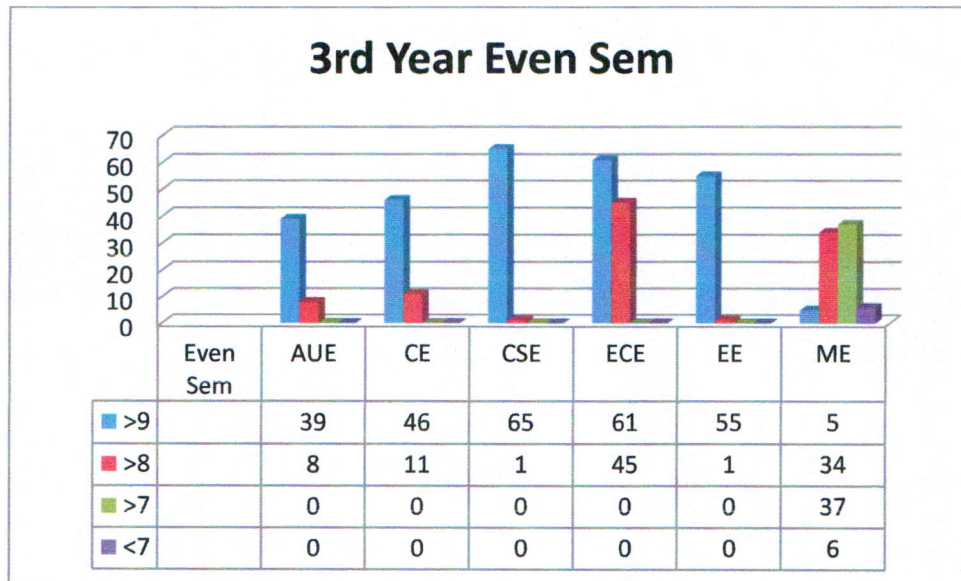
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Agenda 07: Review of R&D Activities for Calendar Year 2022

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	2022
Number of research papers in the Journals	11
Number of Book/Book Chapter	6



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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 2021-22

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
of Technology and Sports Complex
540 Dum Dum Road, Kolkata -700074
Chairman, IQAC

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