



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/2022-23/1

Date: 06/07/2022

Minutes of Meeting

Time: 4:00 p.m.

Venue: Conference Room

Minutes of meeting of Internal Quality Assurance Cell (IQAC) meeting held on 06/07/2022

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. Sk Tanbir Islam, 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.	Mr. Vishal Jha, 3rd Year, Dept. of ECE	Student Representative
15.	Ms. Sobhan Chakraborty, Dept. of EE	Alumni Representative

Members absent:

SI No.	Name	Designation
1	Dr. Soumitra Roy, Dept. of CSE	Faculty Representative
2	Dr. Dipra Bhattacharya	Parents 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 10 February of 2022.

Agenda 02:

To notify and ratify the minutes of the last meeting of IQAC Committee held on 10 February of 2022.

Agenda	Resolution	Action taken
Agenda01: Approval of IQAC meeting held on 13/10/2021.	Principal sir invited all the individuals and welcomed within the assembly. Mr. Vivek Shaw checked on the minutes of the past assembly held on 13/10/2021.	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	A detailed progress report on the upcoming NAAC/NBA visit was presented to the attendees. The criteria-wise coordinator names and	Initiative taken



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Agency Visits	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	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 2022-23.	It is prepared.									
Agenda 05: Admission Statistics for 2021-22	Admission statistics for the previous academic year were illustrated during the meeting. Members thoroughly checked the admission report and discussed any pertinent issues. <table border="1" data-bbox="443 1294 962 1585"><tr><td>Year</td><td>2021-22</td><td>2019-20</td></tr><tr><td>Students Admitted</td><td>421</td><td>403</td></tr><tr><td>Sanctioned Seats</td><td>507</td><td>507</td></tr></table>	Year	2021-22	2019-20	Students Admitted	421	403	Sanctioned Seats	507	507	Initiative taken for further improvement.
Year	2021-22	2019-20									
Students Admitted	421	403									
Sanctioned Seats	507	507									
Agenda 06: Result Analysis for last Academic Year	A comprehensive analysis of the results for the Even 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 as suggested.									



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<p>Agenda 07: Review of R&D Activities for Calendar Year 2021</p>	<p>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.</p> <table border="1" data-bbox="475 925 815 1301"><tr><td>Year</td><td>2021</td></tr><tr><td>Number of research papers in the Journals</td><td>8</td></tr><tr><td>Number of Book/Book Chapter</td><td>2</td></tr></table>	Year	2021	Number of research papers in the Journals	8	Number of Book/Book Chapter	2	<p>Initiative taken for further improvement.</p>
Year	2021							
Number of research papers in the Journals	8							
Number of Book/Book Chapter	2							
<p>Agenda 08: Finalization of R&D Goals for the forthcoming Academic Session</p>	<p>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.</p>	<p>Initiative taken</p>						
<p>Agenda 09: Analysis of the feedback on curriculum from stakeholders for 2020-21</p>	<p>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.</p>	<p>Noted.</p>						

Agenda 3: Review of R&D Activities for Academic Year 2021-22

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.



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Year	2021-22
Amount (INR in Lakhs)	1.85

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.

	2021-22
Total Students	457
Placed Students	366
Training Attendance Percentage	85
Placed %	80.09
Higher Education %	6.8

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:

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



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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	2021-22
Number of teachers provided with financial support	64
Total number of teaching and non-teaching staff participating in Development Programmes	86

Agenda 7: MoU Signed/Renewed by the Institution in Academic Year 2021-22

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	2021-22
MoU	09
Activities	11

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	2021-22
Total number of workshops/seminars/conferences including programs conducted	11



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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	2021-22
VALUE ADDED COURSES	40
SKILL DEVELOPMENT COURSES	7

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	2021-22
Number of extension and outreach programs conducted by the institution	14

Agenda 11: Academic Calendar 2022-23

Resolution: The academic calendar for the academic session 2022-23 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	16/08/2022	07/09/2022
ECE	18/07/2022	22/07/2022
EE	10/09/2022	24/09/2022
ME	25/07/2022	28/07/2022
CE	17/08/2022	23/09/2022
AUE	17/08/2022	23/09/2022

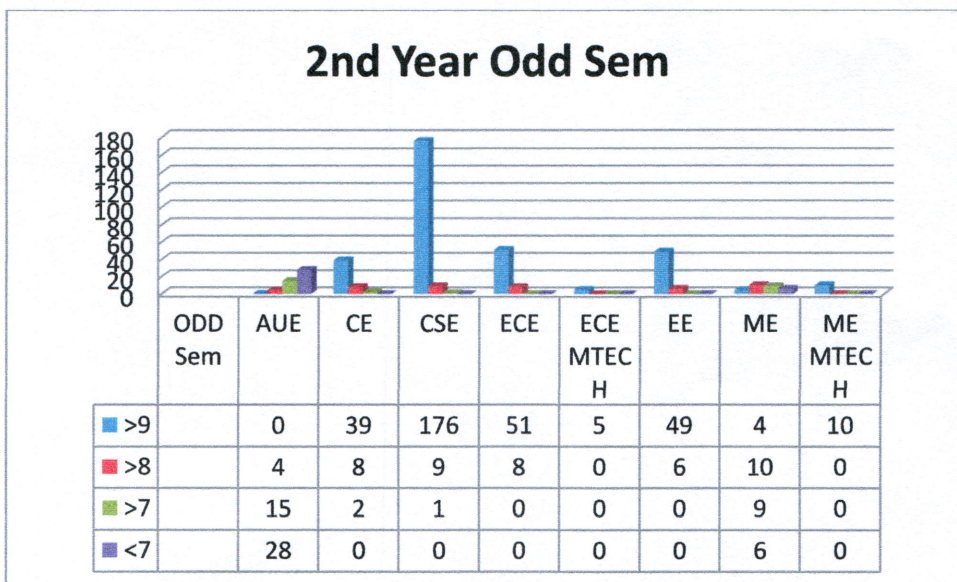
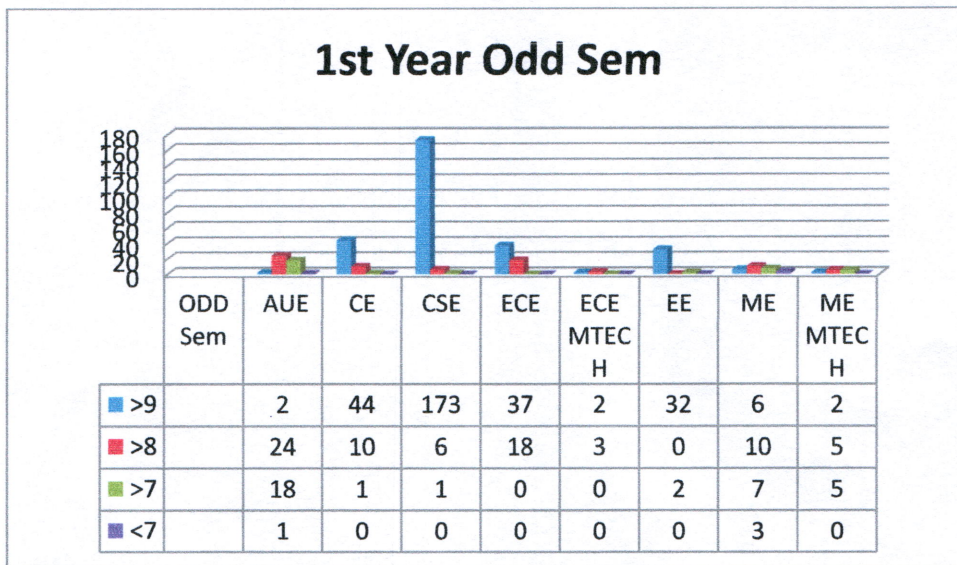


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Agenda 13: Result Analysis for last Academic Year

Resolution: 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.

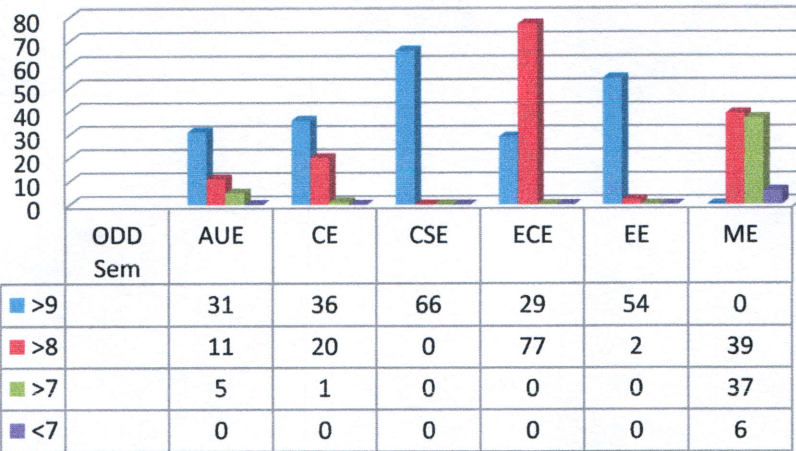




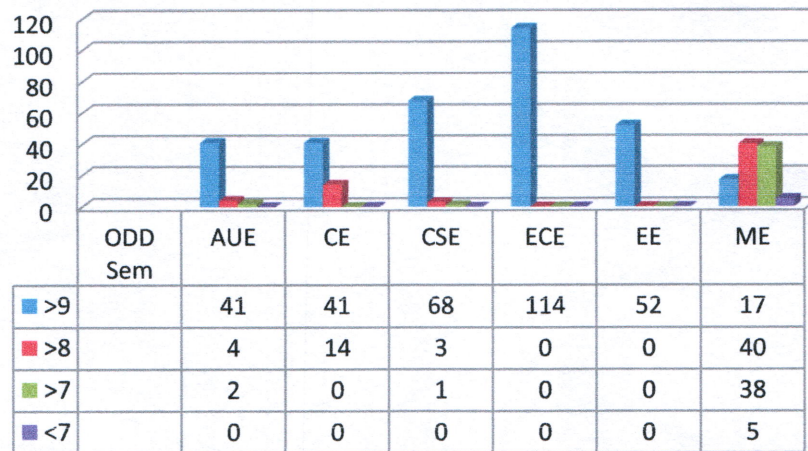
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3rd Year Odd Sem



4th Year Odd Sem



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

[Signature]
 Coordinator, IQAC
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