

JIS College of Engineering

(An Autonomous Institute)

Block 'A', Phase-III, Kalyani, Nadia, Pin - 741235

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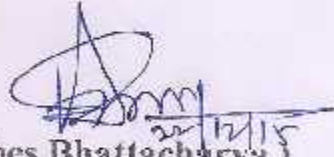
OFFICE NOTICE

In partial suspension of earlier notification, dated 1st July 2014 and in order to accommodate fresh members as replacement for non-existent one, the Institute **Internal Quality Assurance Cell (IQAC)** is being reconstituted as per the following details.

Chairman	Prof. Bhabes Bhattacharya	Principal
Coordinator	Dr. Somsuhra Gupta	HOD- CSE/IT
Senior Faculty	Dr. P. K. Bardhan	HOD - ME
	Mr. Nilotpal Manna	HOD - EIE
	Dr. Meghamala Dutta	AP, BME & CoE
	Dr. Swastika Chakraborty	AP, ECE
	Mrs. Pranati Rakshit	AP, CSE
Management Representative	Mrs. Sila Singh Ghosh	GM-CR
Administrative Staff	Mrs. Sraboni Biswas	Admin
	Mr. Tanmoy Majumdar	Admin
Student /Alumni	Mr. Ritadrik Chowdhury	Alumni
	Mr. Tanmoy Das	CE, 3 rd year
Industry Nominee	Mr. Sajal Roy	Superintendent Engineer, WBSEDCL
	Mr. Sankar Chakraborty	M/s. Capcom Ltd.

The 1st Meeting of the reconstituted IQAC will be conducted on **30/12/2015** at **11.00AM** in **Room No.110**.

The following members are being requested to make it convenient to attend the meeting as per above schedule.


(Bhabes Bhattacharya)
Principal

Copy forwarded to: All Members of IQAC

IQAC MEMBERS CONTACT (revised)

26th Dec, 2015

Sl No	Name	Contact No	Email id
1	Prof. Bhabes Bhattacharya	03325822138 Ext: 27	principal_jisce@jisgroup.org
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Sr Faculty (5)			
3	Dr. Prasanta Kumar Bardhan	9339747352	pkbardhan@yahoo.com
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5	Dr. Meghamala Dutta	9432011488	meghamala_dutta@yahoo.com
6	Dr. Swasika Chakraborty	9831328627	swas_jis@yahoo.com
7	Mrs. Pranati Rakshit	9434437490	pranatirakshit@yahoo.co.in
Management Representative (1)			
8	Sila Singh Ghosh	9432014111	silasghosh@gmail.com
Administrative Staff (2)			
9	Mrs. Sraboni Biswas	9830094324	sraboni.biswas@jisgroup.org
10	Mr. Tanmoy Majumdar	9830041363	tanmoy.mazumder@jisgroup.org
Student / Alumni			
11	Shri Ritadrik Chowdhury	9804240219	ritadrikc90@gmail.com
12	Shri Tanmay Das	9804390378	tanmaydasce@gmail.com
Management Representative (2)			
13	Mr. S. Chakraborty, GAPCON	9007710804	sankarchoudhury007@gmail.com
14	Mr. Sajal Roy, WBSEDCL	9433189432	Sajalkumar.roy@gmail.com

JIS College of Engineering
Internal Quality Assurance Cell (IQAC)
Activity Calendar Year 2016

Sl No	Activities	Timing
1	Institutional Health Survey (twice in a year) by all the stakeholders	Jan-Feb
2	IQAC 1 st Meeting of the Year	2 nd week of January
3	By-annual IQAC summit - State Level	3 rd week of March
4	IQAC 2 nd Meeting of the Year	2 nd week of April
5	Preparation of Plan proposal and AQAR of the for the next plan period	1 st week of May
6	By annual Institutional IQAC Workshop	1 st Week of June
7	IQAC 3 rd Meeting of the Year	2 nd week of July
8	Institutional Health Survey (twice in a year) by all the stakeholders	July-August
9	Celebration of IQAC week	2 nd week of August
10	By-annual IQAC summit - State Level	3 rd week of September
11	Inter departmental activities: competition- Prizes / Awards	Along with above
12	IQAC 4 th Meeting of the Year - alongwith verification of Information Repository	3 rd / 4 th week of October
13	By-annual Institutional IQAC Workshop	1 st Week of November
14	Institutional Summit for sharing best practices by the department and introducing at least one Good practice / evaluation of the previous year.	Alongwith Above
15	IQAC National Summit	3 rd week of December

*Minutes of the Internal Quality Assurance Cell (IQAC) Meeting held on 30th December, 2015
in Conference Room (No. 110) at 11:00 am*

Members present:

1. Prof. Bhabes Bhattacharya, Principal, Chairman -IQAC
2. Mrs. S.S. Ghosh, GM(CR), Management representative
3. Dr. Somsubhra Gupta, HOD-CSE / IT as Coordinator
4. Dr. Swastika Chakraborty, Sr. faculty member, ECE
5. Dr. Meghamala Dutta, Sr. faculty member, BME
6. Mrs. Sraboni Biswas, Sr. Admin Staff
7. Mr. Ritadrik Chowdhury, Alumni

In IQAC, Sr. members from the Industry Mr. Sajal Roy, WBSEDCL and Mr. Sankar Chowdhury were invited and the former expressed his inability to attend prior to the Meeting as he was pre-occupied and out of station. Mr. Chowdhury on the other hand has reportedly left GAPCON.

Principal, Prof. Bhabes Bhattacharya, as Chairman IQAC, welcomed all the members at the beginning and Mrs. S.S. Ghosh, GM(CR) joined the meeting and shared his valuable opinion.

Principal advised to make the internal process robust, create awareness on quality consciousness, compliance of quality parameters. He opined the need to create Centre of Excellence, more number of departments to be bought under accreditation framework.

He advised to create awareness among teaching fraternity to take more responsibilities on quality issue and opined GM(CR) is working as a bridge between the Regulatory Bodies and the Institution.

GM(CR) suggested review of the draft Plan proposal of 2015-16 formulated by the Planning Cell and advised to make it aligned with the Plan of 2014-15 which is available at AQAR 2013-14. She advised Coordinator IQAC to communicate to the Planning Cell. It has been concluded that Planning Cell should submit the final Plan 2015-16 within the next meeting of Planning Cell proposed to be held on 12th January, 2016.

It has been observed that the first priority right now is to do the compliance in terms of submission of AQAR 2014-15 incorporating Plan of 2015-16 as mentioned in the NAAC website. The Coordinator Dr. S.S. Gupta asked to inform the IQAC regarding the process of submission of AQAR and introspect if there is any compliance lapse.

Second in the priority list is the Creation of one Audit team. This team will examine the level of implementation of earlier Plan 2014-15 in a quantitative way with percentage of compliance of each plan. This is a mandatory parameter in AQAR 2014-15.

It has further been decided that

- The plan document of 2014-15 has to be communicated to all HODs
- Each Department has to measure the percentage of implementation of plan 2014-15 with facts and evidences within 8th Janaury, 2016.
- The Audit Team will visit every department to examine the percentage of implementation of plan any time in between 8th to 12th January, 2016. The existing IQAC members will be the part of the Audit Team.
- Each Department have to formulate a Plan of 2015-16 to be submitted to Planning Cell which will be analyzed on the proposed IQAC meeting at 12th January, 2016 to complete the AQAR 2014-15.

The Meeting concluded with Vote of Thanks.