

JIS College of Engineering
Internal Quality Assurance Cell (IQAC)

Minutes of the IQAC Internal Monthly Meeting held on 02nd November, 2022

Members present:

Dr. Sabyasachi Sen
Dr. Papun Biswas
Dr. Sandip Ghosh
Dr. Bikramjit Sarkar
Dr. Biswarup Niyogi
Dr. Karabi Ganguly
Dr. Debasish Das
Dr. Soumabroto Saha
Dr. Sandip Bag
Dr. Suparna Dasgupta
Dr. Moumita Pal
Dr. Anal Ranjan Sengupta
Dr. Uddipta Ghosh
Mr. Uttiya Kar
Mr. Sourish Halder
Ms. Debodityuti Upadhaya
Ms. Thia Paul

Agenda:

1. Introduction to new Committee Members
2. Improvement in continuous evaluation and documentation.
3. Allocation of Coordinators to take care of specific criteria in Accreditation processes.
4. Coordination of Departmental Data.

Venue: Conference Hall (Room No. 109)

Minutes

Agenda 1: Introduction to new Committee Members

Resolution:

Director, IQAC introduced the motto of Internal Quality Assurance Cell to all new members and discussed the duties and responsibilities of the committee members. It was highlighted that sincere efforts towards the quality improvement at departmental level will improve the overall institutional quality.

Agenda 2: Improvement in continuous evaluation and documentation.

Resolution:

It was discussed that there is always a scope of improvement in teaching learning through continuous assessments and regular feedback collection. Director IQAC proposed the conduction of a weekly quiz of 10 marks on every theory course being taught in the institute, which will continuously assess student involvement and preparedness with the progression of a semester. It was decided to start the process by all departments and submit a related evaluation and student progress report to IQAC office on a monthly basis.

Agenda 3: Allocation of Coordinators to take care of specific criteria in Accreditation processes.

Resolution:

In view of the AQAR report preparation for 2021-22, the following criteria wise allocation was decided based on the discussion and suggestions received.

Criterion I: Mr. Sourish Halder and Dr. Papun Biswas
Criterion II: Dr. Suparna Dasgupta and Dr. Soumabrata Saha
Criterion III: Dr. Sandip Bag and Dr. Moumita Paul
Criterion IV: Dr. Uddipta Ghosh and Dr. Debasish Das
Criterion V: Mr. Uttiya Kar and Ms. Thia Paul
Criterion VI: Dr. Anal Ranjan Sengupta and Dr. Trina Dutta
Criterion VII: Dr. Bikramjit Sarkar and Mr. Jit Chakraborty
IQAC Documentation: Ms. Debodityuti Upadhaya

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The above teams can be extended before major accreditation visits to cater data in an effective way.

Agenda 4: Coordination of Departmental Data.

Resolution: It was decided that all departmental IQAC members will coordinate with departmental committee members related to various NAAC criteria issues and coordinate departmental data submission in liaison with concerned HOD.

All committee members agreed to the discussed resolutions.



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Dr. Sandip Ghosh
Director IQAC,
Professor & HOD - ME Dept. JISCE

Copy:

Principal

Deans

All HODs