



INTERNAL QUALITY ASSURANCE CELL JIS COLLEGE OF ENGINEERING

Ref.: JISCE/IQAC/GM/2014-15/02

02.12.2014

NOTICE

IQAC

It is hereby notified that IQAC meeting for the Academic Year 2014-2015 is scheduled to be held on 8th December, 2014 from 05:15 PM onwards. Please make it convenient to attend the meeting at room no 110 to discuss on the following agendas. All concerned are hereby requested to make their one year plan (AY: 2014-2015) in terms of quality enhancement in the institute and present in the meeting.

Agenda:

1. To confirm and approve the minutes of the last IQAC meeting held on 08.09.2014
2. To note and ratify the action taken report (ATR) of the last IQAC meeting
3. To review final submission of AQAR 2013-14.
4. To review the report of Academic Audit.
5. To review the report of student satisfaction survey.
6. Miscellaneous

Dr. Somsubhra Gupta
Coordinator, IQAC
JISCE

Copy to:

1. Principal, JISCE
2. All HODs
3. Registrar/Deans
4. All IQAC cell members



INTERNAL QUALITY ASSURANCE CELL JIS COLLEGE OF ENGINEERING

MEMBERS OF IQAC CELL

Sl. No.	Name	Department/ Work Status	Designation	IQAC Designation	Representation As Per Norms
1	Prof. Bhabes Bhattacharya	Administration	Principal ,JISCE	Chairman	Head of the Institute
2	Dr. Somsubhra Gupta	IT	HOD	Coordinator	Teacher
3	Dr. Sila Singh Ghosh	Administration	Registrar, JISCE	Representative from Management	Registrar, JISCE
4	Dr. P. K Bardhan	ME	HOD	Member, IQAC JISCE	Teacher
5	Mr. Nilotpal Manna	EIE	HOD	Member	Director, IQAC, JISCE
6	Dr. Meghmala Dutta	BME	HOD	Member	Teacher
7	Dr. Swastika Chakraborty	ECE	HOD	Member, IQAC JISCE	Teacher
8	Mrs. Pranati Rakshit	CSE	Asst. Professor	Member, IQAC JISCE	Teacher
9	Mrs. Sraboni Biswas	Admin	Administrative Officer	Member, IQAC JISCE	Administrative Officer
10	Mr. Tanmoy Majumdar	ADMIN	Admission Cell	Member, IQAC JISCE	Teacher
11	Mr. Ritadrik Chowdhury	IT	Alumni Member	Student Representative, IQAC JISCE	Alumni Member
13	Mr. Sajal Roy	WBSEDCL	Super Engineer	External Member	Super Engineer
14	Mr. Sankar Chakraborty	GapCon Engineering Pvt. Ltd.,	Administrative Officer	Industry representative	Administrative Officer

Minutes of the IQAC meeting held on 8th September, 2014 at 5:15 PM at Room No 110 .

The following Agenda were discussed:

1. To confirm and approve the minutes of the last IQAC meeting held on 08.09.2014
2. To note and ratify the action taken report (ATR) of the last IQAC meeting
3. To review final submission of AQAR 2013-14.
4. To review the report of Academic Audit.
5. To review the report of student satisfaction survey.
6. Miscellaneous



INTERNAL QUALITY ASSURANCE CELL JIS COLLEGE OF ENGINEERING

Members present:

Sl. No.	Name	Designation	IQAC Designation
1	Prof. Bhabes Bhattacharya	Principal ,JISCE	Chairman
2	Dr. Somsubhra Gupta	HOD	Coordinator
3	Dr. Sila Singh Ghosh	Registrar, JISCE	Representative from Management
4	Dr. P. K Bardhan	HOD	Member, IQAC JISCE
5	Mr. Nilotpal Manna	HOD	Member
6	Mrs. Sraboni Biswas	Administrative Officer	Member, IQAC JISCE
7	Mr. Tanmoy Majumdar	Admission Cell	Member, IQAC JISCE
8	Mr. Sajal Roy	Super Engineer	External Member

The following members were absent in the meeting

Sl. No.	Name	Designation	IQAC Designation
1	Dr. Swastika Chakraborty	HOD	Member, IQAC JISCE
2	Mr. Sankar Chakraborty	Administrative Officer	Industry representative
3	Dr. Meghmala Dutta	HOD	Member
4	Mrs. Pranati Rakshit	Asst. Professor	Member, IQAC JISCE
5.	Mr. Ritadrik Chowdhury	Alumni Member	Student Representative, IQAC JISCE

AGENDA 1: To confirm and approve the minutes of the last IQAC meeting held on 08.09.2014

The IQAC discussed and considered the minutes of the last meeting held on 08.09.2014 copy of which was circulated to the members.

Resolution: The draft minutes of the meeting held on 08.09.2014 was confirmed.

➤ AGENDA 2: To note and ratify the action taken report (ATR) of the last IQAC meeting.

Resolution: The action taken report was presented before IQAC members.



INTERNAL QUALITY ASSURANCE CELL JIS COLLEGE OF ENGINEERING

	Resolution	Action Taken
Agenda 3	Resolution : The Chairman of IQAC has recommended to have a detail analysis of the last Even Semester result	It has been done.
Agenda 4	Resolution : The Chairman has advised admission cell to submit a detail report of the year 2014 and a plan to improve the admission for next year.	A report from Training & Placement cell has been submitted.
Agenda 5	Resolution: The Chairman has recommended to make a list of bright students for the upcoming International Internship.	A list of students has been placed based on the criteria decided in the committee.
Agenda 6	Resolution: The Chairman has recommended to increase the no of National & International Conferences ,to achieve more grant and advised for publication of Patent.	Report on International Conference: I3CA has been submitted.
Agenda 7	Resolution: The Chairman has proposed to perform an internal Academic Audit and submit the report in the next meeting.	Report on Internal Academic Audit has been submitted.

➤ **Agenda 3: To review final submission of AQAR 2013-14.**

Resolution : The Chairman has advised the committee to check filled AQAR 2013-14 before the final submission.

➤ **Agenda 4: To review the report of Academic Audit.**

Report placed by the Internal Academic Audit Committee has been studied thoroughly and advised to



INTERNAL QUALITY ASSURANCE CELL JIS COLLEGE OF ENGINEERING

plan accordingly.

➤ **Agenda 5: To review the report of student satisfaction survey.**

Resolution : The Chairman has recommended to make a report on annual survey of student satisfaction.

➤ **Miscellaneous : To Review about R&D of the Institute**

Resolution : The Chairman has recommended to organize FDP on research domain..

Meeting ended with vote of thanks by the Principal.

Dr. Somsubhra Gupta
Coordinator, IQAC
JISCE

Prof. Bhabes Bhattacharya
Chairman, IQAC
JISCE