



## INTERNAL QUALITY ASSURANCE CELL JIS COLLEGE OF ENGINEERING

Ref.: JISCE/IQAC/GM/2015-16/01

01.09.2015

### NOTICE

#### **IQAC**

It is hereby notified that IQAC meeting for the Academic Year 2015-2016 is scheduled to be held on 7<sup>th</sup> September, 2015 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: 2015-2016) 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 08.06.2015
2. To note and ratify the action taken report (ATR) of the last IQAC meeting
3. To Analyze the result of Even Semester.
4. Review of FDP/International Seminar/National Seminar Workshop organised by the institute
5. Review of Alumni Activity, Conduction of Alumni Meet
6. Miscellaneous

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**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 7<sup>th</sup> September, 2015 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 08.06.2015
2. To note and ratify the action taken report (ATR) of the last IQAC meeting
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## 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. Sankar Chakraborty    | Administrative Officer | Industry representative        |
| 8       | Dr. Meghmala Dutta        | HOD                    | Member                         |
| 9       | Mr. Tanmoy Majumdar       | Admission Cell         | Member, IQAC JISCE             |
| 10      | 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       | Mrs. Pranati Rakshit     | Asst. Professor | Member, IQAC JISCE                 |
| 3       | Mr. Ritadrik Chowdhury   | Alumni Member   | Student Representative, IQAC JISCE |

**AGENDA 1: To confirm and approve the minutes of the last IQAC meeting held on 08.06.2015**

The IQAC discussed and considered the minutes of the last meeting held on 08.06.2015 copy of which was circulated to the members.

*Resolution:* The draft minutes of the meeting held on 08.06.2015 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                                                                                                                                                            |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Agenda 3</b> | . Resolution : The Chairman has advised the committee to analyze the feedback of the student on the curriculum started from Regulation 14.                                                                                                       | It has been done.                                                                                                                                                       |
| <b>Agenda 4</b> | The Chairman has advised the committee to go through the detail format of AQAR 2014-15 well before the submission of NAAC.                                                                                                                       | It has been done.                                                                                                                                                       |
| <b>Agenda 5</b> | Resolution : The Chairman has recommended to increase the no of International and National Conference in the Institute , that will also help to get a better score in NAAC documentation.<br>Meeting ended with vote of thanks by the Principal. | <ul style="list-style-type: none"><li>• <b>Sensitization of R&amp;D ambience: International Conference: ICAME2K15</b></li><li>• <b>Grants from AICTE, UGC</b></li></ul> |

➤ **Agenda 3: To Analyze the result of Even Semester.**

Resolution : The Chairman has advised the committee to analyze the result of even semester.

➤ **Agenda 4: Review of FDP/International Seminar/National Seminar Workshop organized by the institute**

The Chairman has advised the committee to organize more FDP/International Seminar/National Seminar Workshop

➤ **Agenda 5: Review of Alumni Activity, Conduction of Alumni Meet**

Resolution : The Chairman has recommended to increase the interaction with Alumni.

Meeting ended with vote of thanks by the Principal.

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Dr. Somsubhra Gupta  
Coordinator, IQAC  
JISCE

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Prof. Bhabes Bhattacharya  
Chairman, IQAC  
JISCE