



INTERNAL QUALITY ASSURANCE CELL JIS COLLEGE OF ENGINEERING

Ref.: JISCE/IQAC/GM/2015-16/02

01.12.2015

NOTICE

IQAC

It is hereby notified that IQAC meeting for the Academic Year 2015-2016 is scheduled to be held on 7th December, 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 07.09.2015
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

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 7th December, 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 07.09.2015
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 organized by the institute
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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 07.09.2015

The IQAC discussed and considered the minutes of the last meeting held on 07.09.2015 copy of which was circulated to the members.

Resolution: The draft minutes of the meeting held on 07.09.2015 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.



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	Resolution	Action Taken
Agenda 3	Resolution : The Chairman has advised the committee to analyze the result of even semester.	It has been done.
Agenda 4	The Chairman has advised the committee to organize more FDP/International Seminar/National Seminar Workshop	Plan for ICAME2K15 has been submitted.
Agenda 5	Resolution : The Chairman has recommended to increase the interaction with Alumni.	Training & Placement Cell has been advised to organize more interactive session between the present students and the Alumni.

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

Resolution : The Chairman has advised the committee to analyze the feedback of the student on the curriculum started from Regulation 14.

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

The Chairman has advised the committee to go through the detail format of AQAR 2014-15 well before the submission of NAAC.

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

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.

➤ **Agenda 6: Miscellaneous**

Committee has decided to submit the final AQAR 2014-15.

Meeting ended with vote of thanks by the Principal.

Dr. Somsubhra Gupta
Coordinator, IQAC
JISCE

Prof. Bhabes Bhattacharya
Chairman, IQAC
JISCE