



INTERNAL QUALITY ASSURANCE CELL JIS COLLEGE OF ENGINEERING

Ref.: JISCE/IQAC/GM/2018-19/02

03.12.2018

NOTICE

IQAC

It is hereby notified that IQAC meeting for the Academic Year 2018-2019 is scheduled to be held on 10th December, 2018 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: 2018-2019) 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 17.09.2018
2. To note and ratify the action taken report (ATR) of the last IQAC meeting
3. Achievement in 2018-2019.
4. Strategic plan for upcoming 5 years (2019-2024)
5. Miscellaneous

Ms. Madhura Chakraborty
Coordinator, IQAC
JISCE

Copy to:

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



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MEMBERS OF IQAC CELL

Sl. No.	Name	Department/ Work Status	Designation	IQAC Designation	Representation As Per Norms
1	Dr. Malay R. Dave	Administration	Principal, JISCE	Chairman	Head of the Institute
2	Ms. Madhura Chakraborty	ECE	Asst. Professor	Coordinator	Coordinator
3	Dr. Sila Singh Ghosh	Administration	Registrar, JISCE	Representative from Management	Registrar, JISCE
4	Dr. Partha Sarkar	Administration	Vice-Principal, JISCE	Member, IQAC JISCE	Vice-Principal, JISCE
5	Dr. Papun Biswas	EE	HOD	Director, IQAC, JISCE	Director, IQAC, JISCE
6	Dr. Sabyasachi sen	BSHU	Dean	Dean R & D, JISCE	Dean
7	Dr. Biswarup Neogi	ECE	HOD	Member, IQAC JISCE	Teacher
8	Dr. Anal Ranjan Sarkar	ME	Asst. Professor	Member, IQAC JISCE	Teacher
9	Dr. Debasish Das	CE	HOD	Member, IQAC JISCE	Teacher
10	Mr. Sudipta Sahana	CSE	Asst. Professor	Member, IQAC JISCE	Teacher
11	Dr. Bidhan Malakar	EE	Asst. Professor	Member, IQAC JISCE	Teacher
12	Mr. Soumyabrata Saha	IT	HOD	Member, IQAC JISCE	Teacher
13	Ms. Kavya Jaiswal	Administration	Administrative Officer	Alumni Member	Admin Staff
14	Mr. Kaustav Das	CE	Asst. Professor	Invitee	Teacher



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15	Mr. Jit Chakraborty	BSHU	Asst. Professor	Invitee	Teacher
16	Ms. Tiyaasha Patra,	EE 2 nd Year,	Student	Student Representative	Student
17	Dr. Ashit Kr. Sen	Pannalal Institution, Kalyani	Principal	External Member	Head of the Institution
18	Mr. Rajendra Rout	GapCon Engineering Pvt. Ltd.	Manager	External Member	Administrative Officer

Minutes of the IQAC meeting held on 3rd December , 2018 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 17.09.2018
2. To note and ratify the action taken report (ATR) of the last IQAC meeting
3. Achievement in 2017-2018.
4. Strategic plan for upcoming 5 years (2019-2024)
5. Miscellaneous

Members present :

Sl. No.	Name	Designation	IQAC Designation
1	Dr. Malay R. Dave	Principal ,JISCE	Chairman
2	Ms. Madhura Chakraborty	Asst. Professor	Coordinator
3	Dr. Papun Biswas	HOD	Director, IQAC, JISCE
4	Dr. Sabyasachi sen	Dean	Dean R & D, JISCE
5	Dr. Biswarup Neogi	HOD	Member, IQAC JISCE
6	Dr. Anal Ranjan Sarkar	Asst. Professor	Member, IQAC JISCE
7	Dr. Debasish Das	HOD	Member, IQAC JISCE
8	Mr. Sudipta Sahana	Asst. Professor	Member, IQAC JISCE
9	Dr. Bidhan Malakar	Asst. Professor	Member, IQAC JISCE



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10	Mr. Soumyabrata Saha	HOD	Member, IQAC JISCE
11	Ms. Kavya Jaiswal	Administrative Officer	Alumni Member
12	Mr. Kaustav Das	Asst. Professor	Invitee
13	Mr. Jit Chakraborty	Asst. Professor	Invitee
14	Ms. Tiyaasha Patra, EE 2 nd Year,	Student	Student Representative
15	Dr. Ashit Kr. Sen	Pannalal Institution, Kalyani	Head of the Institution
16	Mr. Rajendra Rout	GapCon Engineering Pvt. Ltd.	Administrative Officer

The following members were absent in the meeting

Sl. No.	Name	Designation	IQAC Designation
1	Dr. Sila Singh Ghosh	Registrar, JISCE	Representative from Management
2	Dr. Partha Sarkar	Vice-Principal, JISCE	Member, IQAC JISCE

AGENDA 1: To confirm and approve the minutes of the last IQAC meeting held on 17.09.2018

The IQAC discussed and considered the minutes of the last meeting held on 17.09.2018 copy of which was circulated to the members.

Resolution: The draft minutes of the meeting held on 17.09.2018 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.

	Resolution	Action Taken
Agenda 3	<i>Resolution:</i> Increasing R&D activities in the institution becomes key for getting approvals like NAAC, NIRF etc. Keeping this necessity in mind it has been decided that institute will sign	- Signed MOU with Rutgers University - International Conference on Impact of Digital Co-creation in Business Revolution in association with Rutgers



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	MOU with reputed industries so that research activities can be explored more in the institute.	University. • Keynote address: Dr. Harikishan Eppanapally, Advisory Board Member, Rutgers University
Agenda 4	<i>Resolution:</i> AQAR Format and IQAC documents to be sent to all staff members of JISCE by the Principal for mass awareness .	Point wise different aspects were discussed of the AQAR and the entire system was reviewed and it was decided that for preparation of AQAR a separate Meeting shall be convened. It was resolved that all members of IQAC shall spread the awareness about the IQAC among the staff members and sensitize them about allied activities It is proposed that IQAC shall conduct the internal audit annually and accepted unanimously.
Agenda 5	<i>Resolution:</i> The Chairperson has advised to provide more focus on value added courses	• Soft Skill Training program organized by T&P cell periodically to enhance their employability. •
Agenda 6	<i>Resolution :</i> IQAC chairperson has emphasized more for R&D practices.	• Receipt of FIST Project • Grants form DST-FIST AICTE • 2nd Amendment in R&D Policy: Setting up of IIC, JISCE under Ministry of Education.

➤ **Agenda 3: Achievement in 2017-2018.**

IQAC chairman has congratulated all the members of JISCE for the followings with a resolution of better ranking in the upcoming year:

- MSME Incubator
- QS Star Ranking – 4 STAR
- PM YUVA



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- NBA TIER I accreditation of ECE & EE
- Centre of Excellence with Russia
- Renewal of UGC Autonomous Status
- Internship at Russia
- Research Centre under MAKAUT.

➤ **Agenda 4: Strategic plan for upcoming 5 years (2019-2024)**

Resolution: The Chairperson has recommended to design and place the strategic plan for the upcoming 5 years in the next meeting of IQAC.

➤ **Agenda 5: Miscellaneous**

- *Resolution:* The Chairperson has advised to check thoroughly the new curriculum and syllabus of R18.

Meeting ended with vote of thanks by the Principal.

Ms. Madhura Chakraborty
Coordinator, IQAC
JISCE

Dr. Malay R. Dave
Chairman, IQAC
JISCE