



INTERNAL QUALITY ASSURANCE CELL JIS COLLEGE OF ENGINEERING

Ref.: JISCE/IQAC/GM/2020-21/03

02.03.2021

NOTICE

IQAC

It is hereby notified that IQAC meeting for the Academic Year 2020-2021 is scheduled to be held on 10th March, 2021 from 05:00 PM onwards. Please make it convenient to attend the meeting Google Meet to discuss on the following agendas. All concerned are hereby requested to make their one year plan (AY: 2020-2021) 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 08.12.2020
2. To note and ratify the action taken report (ATR) of the last IQAC meeting
3. To analyze the outcome of MOU.
4. To analyze the Academic Audit Report.
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	Prof(Dr.) Partha Sarkar	Administration	Principal, JISCE	Chairman	Head of the Institute
2	Ms. Madhura Chakraborty	ECE	Asst. Professor	Coordinator	Teacher
3	Dr. Sila Singh Ghosh	Administration	VP-CR, JIS Group	Representative from Management	VP-CR, JIS Group
4	Dr. Papun Biswas	EE	HOD	Director, IQAC, JISCE	Director, IQAC, JISCE
5	Dr. Sabyasachin	BSHU	Dean	Dean R & D, JISCE	Sr. Administrative Staff
6	Dr. Biswarup Neogi	ECE	HOD	Member, IQAC JISCE	Teacher
7	Dr. Anal Ranjan Sarkar	ME	Asst. Professor	Member, IQAC JISCE	Teacher
8	Dr. Debasish Das	CE	HOD	Member, IQAC JISCE	Teacher
9	Dr. Sudipta Sahana	CSE	Asst. Professor	Member, IQAC JISCE	Teacher
10	Dr. Bidhan Malakar	EE	Asst. Professor	Member, IQAC JISCE	Teacher
11	Mr. Soumyabrata Saha	IT	HOD	Member, IQAC JISCE	Teacher
12	Ms. Kavya Jaiswal	Administration	Administrative Officer	Alumni Member	External Member
13	Mr. Kaustav Das	CE	Asst. Professor	Invitee	External Member
14	Mr. Jit Chakraborty	BSHU	Asst. Professor	Invitee	External Member
15	Ms. Sadrita Basu,	EE 2nd Year	Student	Student Representative	External Member
16	Dr. Ashit Kr. Sen	Pannalal Institution, Kalyani	Principal	External Member	Head of the Institution
17	Mr. Rajendra Rout	GapCon Engineering Pvt. Ltd.	Manager	External Member	Administrative Officer



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Minutes of the IQAC meeting held on 10th March , 2021 from 5:00 PM at Google Meet .

The following Agenda were discussed:

1. To confirm and approve the minutes of the last IQAC meeting held on 08.12.2020
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3. To analyze the outcome of MOU.
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5. Miscellaneous

Members present:

Sl. No.	Name	Designation	IQAC Designation
1	Prof(Dr.) ParthaSarkar	Principal ,JISCE	Chairman
2	Ms. Madhura Chakraborty	Asst. Professor	Coordinator
3	Dr. Sila Singh Ghosh	VP-CR, JIS Group	Representative from Management
4	Dr. Papun Biswas	HOD	Director, IQAC, JISCE
5	Dr. Sabyasachi sen	Dean	Sr. Administrative Staff
6	Dr. Biswarup Neogi	HOD	Member, IQAC JISCE
7	Dr. Anal Ranjan Sarkar	Asst. Professor	Member, IQAC JISCE
8	Dr. Debasish Das	HOD	Member, IQAC JISCE
9	Dr. Sudipta Sahana	Asst. Professor	Member, IQAC JISCE
10	Dr. Bidhan Malakar	Asst. Professor	Member, IQAC JISCE
11	Mr. Soumyabrata Saha	HOD	Member, IQAC JISCE
12	Ms. Kavya Jaiswal	Administrative Officer	Alumni Member
13	Mr. Kaustav Das	Asst. Professor	Invitee
14	Mr. Jit Chakraborty	Asst. Professor	Invitee
15	Dr. Ashit Kr. Sen	Pannalal Institution,Kalyani	Head of the Institution

The following members were absent in the meeting

Sl. No.	Name	Designation	IQAC Designation
01	Mr. Rajendra Rout	GapCon Engineering Pvt. Ltd.	Administrative Officer



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02	Ms. Sadrita Basu, EE 2nd Year,	Student	Student Representative
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AGENDA 1: To confirm and approve the minutes of the last IQAC meeting held on 08.12.2020

The IQAC discussed and considered the minutes of the last meeting held on 08.12.2020 copy of which was circulated to the members. *Resolution:* The draft minutes of the meeting held on 08.12.2020 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> Chairperson of IQAC has proposed to add different training that will help in students' placement and in their higher education.	• BCT Training has been organized from Training & Placement Cell. • GATE Training had been given to all willing students under AICTE Prerna Scheme. • External Experts were appointed for scheduled classes for all streams in various subject matters related to GATE
Agenda 4	<i>Resolution:</i> Chairperson of IQAC has proposed to collect the feedback from students regarding their views on the last semester they have covered. All HODs are advised to circulate a Students' Satisfaction Survey form among their students	It has been done
Agenda 5	<i>Resolution:</i> The Chairman of IQAC has advised to check the whole AQAR 2019-2020 before the final submission within the schedule date.	It has been done
Agenda 6	<i>Resolution:</i> The Chairman of IQAC has advised to submit the NIRF document within the stipulated time.	It has been done



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Agenda 7	<i>Resolution</i> : The Chairperson has advised to continue the work for next year NIRF ranking.	The work is continuing.
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➤ Agenda 3: To analyze the outcome of MOU.

Resolution: Chairperson of IQAC has recommended to analyze the outcome of the signed MOU.

➤ Agenda 4: To analyze the Academic Audit Report.

Resolution: Chairperson of IQAC has proposed to analyze the report of Internal Academic Audit.

➤ Agenda 5 Miscellaneous

Resolution : The Chairperson has advised to review the requirement of Building, Laboratories, Library, Faculty & Staff

Resolution : The Chairperson has proposed to make a strategic plan for next AY.

Meeting ended with vote of thanks by the Principal.

Ms. Madhura Chakraborty
Coordinator, IQAC
JISCE

Prof(Dr.) ParthaSarkar
Chairman, IQAC
JISCE