



INTERNAL QUALITY ASSURANCE CELL JIS COLLEGE OF ENGINEERING

Ref.: JISCE/IQAC/GM/2020-21/02

03.12.2020

NOTICE

IQAC

It is hereby notified that IQAC meeting for the Academic Year 2020-2021 is scheduled to be held on 8th December, 2020 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 09.09.2020
2. To note and ratify the action taken report (ATR) of the last IQAC meeting
3. To analyze the status of students' placement and higher education.
4. To analyze the feedback of survey regarding student satisfaction.
5. To finalize the submission of AQAR 2019-2020.
6. To finalize the submission of NIRF document.
7. 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. Sabyasachi sen	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 2 nd 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 9th September , 2020 at 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 09.09.2020
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3. To analyze the status of students' placement and higher education.
4. To analyze the feedback of survey regarding student satisfaction.
5. To finalize the submission of AQAR 2019-2020.
6. To finalize the submission of NIRF document.
7. Miscellaneous

Members present:

Sl. No.	Name	Designation	IQAC Designation
1	Prof(Dr.) Partha Sarkar	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



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The following members were absent in the meeting

Sl. No.	Name	Designation	IQAC Designation
01	Dr. Ashit Kr. Sen	Pannalal Institution, Kalyani	Head of the Institution
02	Mr. Rajendra Rout	GapCon Engineering Pvt. Ltd.	Administrative Officer
03	Ms. Sadrita Basu, EE 2 nd Year,	Student	Student Representative

AGENDA 1: To confirm and approve the minutes of the last IQAC meeting held on 09.09.2020

The IQAC discussed and considered the minutes of the last meeting held on 09.09.2020 copy of which was circulated to the members. *Resolution:* The draft minutes of the meeting held on 09.09.2020 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 advised all the HODs to have a final check of Curriculum and detail Syllabus of Regulation 21 .	It has been done.
Agenda 4	<i>Resolution:</i> The Chairperson has advised to increase no of value added courses for the betterment of students	Following Value Added Courses have been arranged for the students during 17 th August, 2020 to 22 nd August, 2020 • Artificial Intelligence • Machine Learning • Android programming • Cyber Security
Agenda 5	<i>Resolution :</i> The Chairperson has advised to analyze all the results of Even Semester and check their attainment.	Both result analysis and attainment calculation have been done.



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Agenda 6	• <i>Resolution</i> : The Chairperson has advised to increase the no of R&D projects	International Conference ICANSASA2020 has been organized.
	• <i>Resolution</i> : The Chairperson has advised to arrange more Student Club Activities in Online mode to motivate students during pandemic situation.	Different webinar, club activities have been organized during this pandemic situation to engage the students mentally.
	• <i>Resolution</i> : The Chairperson has advised to increase the no of PhD supervisor in MAKAUT.	It has been increased.

➤ Agenda 3: To analyze the status of students' placement and higher education

Resolution: Chairperson of IQAC has proposed to add different training that will help in students' placement and in their higher education.

➤ Agenda 4: To analyze the feedback of survey regarding student satisfaction.

Resolution: 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.

Resolution: The Chairperson has advised to increase no of value added courses for the betterment of students.

➤ Agenda 5: To finalize the submission of AQAR 2019-2020.

Resolution: The Chairman of IQAC has advised to check the whole AQAR 2019-2020 before the final submission within the schedule date.

➤ Agenda 6: To finalize the submission of NIRF document

Resolution: The Chairman of IQAC has advised to submit the NIRF document within the stipulated time.



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➤ Agenda 7: Miscellaneous

Resolution: The Chairperson has advised to continue the work for next year NIRF ranking.

Meeting ended with vote of thanks by the Principal.

Ms. Madhura Chakraborty
Coordinator, IQAC
JISCE

Prof(Dr.) Partha Sarkar
Chairman, IQAC
JISCE