



INTERNAL QUALITY ASSURANCE CELL JIS COLLEGE OF ENGINEERING

Ref.: JISCE/IQAC/GM/2021-22/01

22.09.2021

NOTICE

IQAC

It is hereby notified that IQAC meeting for the Academic Year 2020-2021 is scheduled to be held on 29th September, 2020 from 05:00 PM onwards. Please make it convenient to attend the meeting in room no 403 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. Confirmation of the last IQAC minutes of meeting held on 8th June, 2021;
2. Action Taken Status of the last IQAC meeting suggestions;
3. IQAC activities since the last meeting;
4. Discussion on individual members plan and set target for AY 2021 – 2022;
5. IQAC calendar (AY 2021 – 2022) including 1 event / month;
6. Recent Achievements (Ranking & Awards);
7. Renewal of expired MoU & Signing of new one;
8. Status analysis on upcoming NAAC visit;
9. Training & Placement cell planning and analysis of placement of 2021 batch;
10. Training & Placement cell planning and analysis of on-going training;
11. Admission process related planning;
12. Review of academics, Faculty & Staff, Publication, Sponsored research, Consultancy, Student Progression, Library, Social Media;
13. Status of AQAR Sub Committee, Events Sub Committee, MoM & ATR Subcommittee; Inclusion of members for AQAR preparation
14. Any other items with the permission of chair person

Dr. Sudipta Sahana
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

Chairman	Prof. (Dr.) Partha Sarkar, Principal & Chairman of IQAC, JISCE
Representative from Management	Mr. Simarpreet Singh, Representative from Management & Member IQAC
Sr. Faculty Members	Dr. Pranati Rakshit, Department of CSE Dr. Durbadal Chattaraj, Department of IT Dr. Arindam Banerjee, Department of ECE Ms. Debodyuti Upadhaya, Department of EE Mr. Shishir Biswas, Department of ME Dr. Udipta Ghosh, Member IQAC Dr. Dibyendu Mandal, Member IQAC Dr. Aninda Guha, Member IQAC Mr. Tanmoy Dutta, Member IQAC
Administration	Dr. Sila Singh Ghosh, Registrar, JISCE & Member IQAC Prof. (Dr.) P. K. Bardhan, Dean Students Affair & Member IQAC Mr. Partha Ray, OIC, Exam Cell, JISCE & Member IQAC Dr. Papun Biswas, Dean Innovative Learning & Member IQAC Dr. Sabyasachi Sen, Dean R&D JISCE & Member IQAC Mr. Suwendu Banerjee, System Admin, Member IQAC Ms. Arpita Basu, Library I/c, Member IQAC
Student, Alumni, Local Society	Ms. Sreyasha Roy, Student Representative Mr. Raja Chowdhury, Alumni Representative Dr. Asit Kr. Sen, Principal, Pannalal Institution, Local Society
Nominee from Industry	Mr. Rajendra Rout, Bellmer India Pvt. Ltd Mr. Sourojit Ghosh, S&H Manufacturing & Trading Private Limited
Coordinator	Dr. Sudipta Sahana, Department of CSE

Minutes of the IQAC Meeting held on 29th September 2021 from 02:00 p.m onwards at Room No 403



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Members Present:

1. Prof. (Dr.) Partha Sarkar, Principal & Chairman of IQAC, JISCE
2. Dr. Sudipta Sahana, Joint Coordinator, IQAC, JISCE
3. Dr. Rupak Bhattacharjee, Member, IQAC, JISCE
4. Dr. Papun Biswas, Dean Innovative Learning
5. Dr. Pranati Rakshit, Member IQAC
6. Dr. Durbadal Chattaraj, Member IQAC
7. Dr. Arindam Banerjee, Member IQAC
8. Ms. Debodyuti Upadhaya, Member IQAC
9. Mr. Shishir Biswas, Member IQAC
10. Dr. Udipta Ghosh, Member IQAC
11. Dr. Dibyendu Mandal, Member IQAC
12. Dr. Aninda Guha, Member IQAC
13. Mr. Tanmoy Dutta, Member IQAC
14. Ms. Arpita Basu, Library, Member IQAC
15. Mr. Gurmit Gaba, Invitee, Admission Cell
16. Ms. Ranjana Ray, Invitee, T&P Cell
17. Mr. Arindam Mukherjee, Invitee, T&P Cell
18. Dr. Dharmpal Singh, Invitee, HOD CSE, JISCE
19. Dr. Biswarup Neogi, Invitee, HOD ECE, JISCE
20. Dr. Sandip Ghosh, Invitee, HOD ME, JISCE
21. Dr. Debasish Das, Invitee, HOD CE, JISCE
22. Dr. Trina Dutta, Invitee, Convenor IIPC
23. Mr. Ayan Mandol, Student representative, CSE 2nd year

Members Absent:

24. Dr. Sila Singh Ghosh, Registrar, JISCE & Member IQAC
25. Dr. Sabyasachi Sen, Dean R&D JISCE & Member IQAC
26. Prof. (Dr.) P. K. Bardhan, Dean Students Affair & Member IQAC
27. Mr. Partha Ray, OIC, Exam Cell, JISCE & Member IQAC
28. Mr. Soumyabrata Saha, HOD IT, JISCE & Member IQAC
29. Dr. Karabi Ganguly, HOD BME, JISCE & Member IQAC
30. Dr. Swati Pal, HOD MBA, JISCE & Member IQAC



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Proceedings of the Meeting:

31. Dr. Sudipta Sahana & Dr. Rupak Bhattacharjee addresses all the members at the beginning of the meeting in presence of Prof. (Dr.) Partha Sarkar, Principal & Chairman of IQAC.
32. Dr. Sudipta Sahana & Dr. Rupak Bhattacharjee described the requirement of IQAC and reconstitution of IQAC has been announced.
33. Prof.(Dr.) Partha Sarkar initiated the discussion with the welcome notes to the members and the invitees.

Following major topics have been discussed by IQAC in the meeting:

1. Minutes of the Meeting (MOM) for meeting held on 18th May 2021 has been approved in the meeting.
2. Notice, MOM and ATR of each IQAC meeting will be published in website as per guideline of NAAC.
3. Dr. Papun Biswas conveyed that the query given by NAAC regarding accreditation process has been submitted to NAAC HQ.
4. All members agreed that quality improvements are required in Admission cell, Examination cell and Placement cell in terms of operation and it has been asked to all three coordinators to submit a plan to IQAC by end of October 2021.
5. IQAC Calendar:
 - i. Mr. Tanmoy Dutta, IQAC event coordinator has been requested to share different events to be included in Event calendar of IQAC.
 - ii. Dr. Rupak Bhattacharjee has proposed to plan a set of events which will be organized by IQAC.
 - iii. Dr. Biswarup Neogi has advised to arrange some National, International, Social events related with students' improvement.
 - iv. Dr. Rupak Bhattacharjee has advised to categorise the set of events arranged by IQAC into two types
 - Events arranged exclusively for JISCE.
 - Events arranged for quality enhancement of academic fraternity in the society.
 - v. Dr. Papun Biswas has advised to list programs related to quality enhancement, outcome-based education. He has advised to arrange 8 such programs in a year.
 - vi. Dr. Rupak Bhattacharjee has suggested the following events those may be organised under IQAC:

BLOCK A, PHASE III, KALYANI, NADIA, PIN: 741235



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- Event on Outcome Based Education
- Event on National Educational Policy
- Event on Academic Industry Relation
- Event on Examination Reform
- Event on Digital Pedagogy
- Event on Students' Growth in 360 degrees
- Event on Placement in R&D section
- Event on Feedback Analysis Preparation
- Event on Affiliation & Accreditation
- Event on Digital Pedagogy towards 2022, Post Pandemic Era.

It has been requested to Mr. Tanmoy Dutta to submit the IQAC event calendar by 25th October 2021 and conduct the event accordingly with the help of all members.

6. Recent Achievement:

Dr. Papun Biswas has announced that JISCE performed better in NIRF ranking in this year and JISCE is in the band of 200-250 as per NIRF and requested the new committee of IQAC to give more effort to achieve a better position in NIRF next year.

7. Renewal of expired MOU & signing of new one:

Dr. Trina Dutta has stated that 12 MOUs have been signed with the following companies this year and the same has been updated in CII - AICTE portal by 15th Sept 2021 as per their notification.

- a. Alvis Tyre Private Limited
- b. Bellmer India Pvt. Ltd
- c. Eastern Rubber Industries
- d. Fabrico Equipments Pvt Ltd
- e. India Engineering & Implements Company
- f. MiraTech Solutions
- g. Perennation Computer Solutions Global
- h. S&H Manufacturing & Trading Private Limited
- i. Techtree Technologies
- j. National Small Industries Corporation (NSIC)
- k. EduSkills
- l. National Institute for Industrial Training

8. Status Analysis

- i. Dean IL has proposed to start Internal Audit to take care by IQAC.



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- ii. The college should plan to arrange External Audit for quality improvement.
9. Training & Placement Cell Planning and Analysis of placement of 2021 pass out batch:
 - i. According to T&P cell, involvement, regularity, attendance of the students must increase in all in-house trainings arranged by them and a comparative status report should be maintained.
 - ii. Ms. Ranjana Ray advised the following in this context:
 - For betterment of campus recruitment result, mentors must take care of their mentees from the beginning of 2nd year.
 - Each and every student must participate in all the in-house trainings from 2nd year and it should be taken care by mentors.
 - Personal grooming, communication skill enhancement in addition with all the in-house trainings should be arranged starting from 2nd year of their course.
 - She emphasized that placement cell has to bring core companies for Civil, Mechanical and Electrical Engineering students.
 - iii. In this context T&P cell has shared that communication has been started with some core companies for 2022 graduating batch.
 - iv. T&P cell will initiate a request to departmental T&P cell members to communicate with Alumni and share the data of interested Alumni those who want to be associated with JISCE for 360 degree development of the Institute. T & P will submit a brief report to IQAC on or before 15th November, 2021.
 - v. Prof. (Dr.) Partha Sarkar has advised T&P Cell to build a relationship with students so that placement procedure improves.
 - vi. Placement Cell has been asked to improve their communication procedure and leadership capability so that weightage, seriousness, importance & acceptance of their mails increase at students' end.

Dr. Durbadal Chattaraj has suggested to create 'Alumni as a Mentor' for UG students to provide them a direct industry experience and also to create and improve a bond between Alumni and present students.

- vii. Dr. Papun Biswas has advised to improve peer to peer learning. He has also advised that some selected 4th year students can be the mentor of 1st year students.



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10. Training & Placement Cell Planning and Analysis of ongoing training:

- i. T&P Cell has informed about different training & mock test arranged by them and it has been decided that the Cell will do the SWOT analysis for further improvement.
- ii. The cell is asked to monitor the attendance and feedback of the training rigorously. Dr. Rupak Bhattacharjee has advised to include feedback analysis to enhance students' interest at earliest possible. He has also advised T&P Cell to set a short-term goal. He advised to take feedback from students after each training whether the training was helpful for them or not. If not, which kinds of training are the students looking for should be noted.
- iii. Dr. Sudipta Sahana has asked to include guardians' no in T&P procedure for informing them about campus recruitment and training schedules.
- iv. Dr. Dharmpal Singh has advised T&P Cell to take feedback from students at an interval of three to four weeks regarding their problem related to training and placement.

IQAC has also advised Admission Cell & T&P Cell has to be connected to exchange all data.

11. Admission process related training

- i. Mr. Gurmit Gaba has shared the long term plan of Admission Cell by enlisting district wise schools to disseminate the recent tools and trends in higher education.
- ii. Prof. (Dr.) Partha Sarkar has asked Admission cell to think more activities to involve different school teachers as our Institutional Social Responsibilities.
- iii. Dr. Sudipta Sahana proposed 'Connect Kalyani', an activity to showcase an updated image of JISCE at Kalyani town.
- iv. In this context, Ranjana Ray has advised to improve advertisement of JISCE in proper Kalyani town.
- v. Prof. (Dr.) Partha Sarkar has assured IQAC to arrange and display the advertisement from November/ December '21.
- vi. Important railway stations should be used to advertise more about JISCE with the image of students from those places, to connect more with the target audience.
- vii. Admission Cell has also advised to make a list of bright students as Student Ambassador, who will represent JISCE in their school.



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- viii. Dr. Debashis Das has asked Admission Cell to focus on the diploma colleges of Tripura with a belief that it will improve the admission in Civil Department.

12. Review of

a. Academics

Dr. Papun Biswas has mentioned the following points:

- i. Proper guidelines continued to conduct classes in a proper way.

Flip learning should be maintained in online class.

- ii. Use of different LMS may be incorporated in a proper way.

- iii. Initialization of hardware lab has been started.

b. Faculty, Staff publication

- i. Dr. Papun Biswas has advised to set a target to increase indexed publication.

- ii. Dr. Pranati Rakshit has asked to include the points of conference paper in API format. Student Publication in API format should be incorporated in an improved manner.

- iii. Dr. Sudipta Sahana has proposed to regularize Higher Studies data by T&P cell.

c. Library

- i. E-resource is planned to be maintained for e-access.

- ii. E-access should be improved for students.

- iii. A proper database must be required for library activity for NAAC approval.

- iv. Yearly renewal of ISO Certification, Green Audit, Energy Audit and Environment Audit has been mentioned to check.

- d. Dr. Papun Biswas has informed that GATE training will be started after puja vacation under AICTE Prerana Scheme.

- e. Social Media activity report will be submitted by Ms. Kavya Jaiswal.

13. AQAR for the Academic Year 2020-21 will be submitted within the stipulated time.

14. Miscellaneous

- a. Dr. Papun Biswas has advised to distribute properly different non-academic jobs among different sectors of college like store, accounts and admission cell.

- b. Mr. Subhendu Banerjee has proposed to maintain AMC for critical devices. IQAC has asked him to submit a list of equipment where AMC is required.



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Meeting has been ended by Dr. Sudipta Sahana with a vote of thanks to all the members present over there.

Dr. Sudipta Sahana
Coordinator, IQAC
JIS College of Engineering

Prof. (Dr) Partha Sarkar
Principal & Chairman of
IQAC
JIS College of Engineering