



INTERNAL QUALITY ASSURANCE CELL JIS COLLEGE OF ENGINEERING

Ref.: JISCE/IQAC/GM/2021-22/02

14.12.2021

2nd Meeting in the Academic Year 2021 -2022

NOTICE

IQAC

It is hereby informed to all concern that 2nd IQAC meeting for the academic year (AY) 2021-2022 is scheduled to be held on 22nd December 2021 from 02:00 PM – 05:00 PM. Please make it convenient to attend the meeting at Room no. 110 to discuss on the following agendas.

Agenda:

1. Confirmation of the last IQAC minutes of meeting held on 29th September, 2021;
2. Action Taken Status of the last IQAC meeting suggestions;
3. IQAC activities since the last meeting;
4. Analysis of Admission Status 2021 and planning for 2022 Admission;
5. Analysis of placement Status 2021 batch and ongoing batch (Placement/Higher Education/ Entrepreneurship);
6. Status of Readiness on upcoming NAAC visit;
7. Finalization of 2022 IQAC Calendar;
8. Placing of Activity Calendar for the Institute;
9. Alumni Meet 2022;
10. AQAR 2019-2020 & 2020-2021 submission status;
11. Suggestion from the IQAC members for quality improvement;
12. Any other items with the permission of the Chairman.

Dr. Sudipta Sahana
Coordinator, IQAC
JISCE

Copy to –

- PA to Director, JIS Group of Educational Initiatives for kind information of Director and with a request to Director be present in the meeting
- All Heads of the Department, JISCE
- All IQAC Members, JISCE
- IQAC file for record



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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. Suvendu 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



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Minutes of the IQAC Meeting held on 22nd December 2021 from 03:00 p.m onwards at Room No 110

Members Present:

1. Mr. Simarpreet Singh , Representative from Management
2. Prof. (Dr.) Partha Sarkar, Principal & Chairman of IQAC, JISCE
3. Dr. Sudipta Sahana, Coordinator, IQAC, JISCE
4. Dr. Papun Biswas, Dean Innovative Learning
5. Dr. Sabyasachi Sen, Dean R&D JISCE & Member IQAC
6. Dr. Pranati Rakshit, Member IQAC
7. Dr. Durbadal Chattaraj, Member IQAC
8. Dr. Arindam Banerjee, Member IQAC
9. Ms. Debodyuti Upadhaya, Member IQAC
10. Mr. Shishir Biswas, Member IQAC
11. Dr. Udipta Ghosh, Member IQAC
12. Dr. Dibyendu Mandal, Member IQAC
13. Dr. Aninda Guha, Member IQAC
14. Mr. Tanmoy Dutta, Member IQAC
15. Ms. Arpita Basu, Library, Member IQAC
16. Dr. Biswarup Neogi, Invitee, HOD ECE, JISCE
17. Dr. Sandip Ghosh, Invitee, HOD ME, JISCE
18. Mr. Soumyabrata Saha, HOD IT, JISCE & Member IQAC



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19. Ms. Shreosa Roy , Student representative,CSE 2nd year

Members Absent:

1. Dr. Sila Singh Ghosh, Registrar, JISCE & Member IQAC
2. Prof. (Dr.) P. K. Bardhan, Dean Students Affair & Member IQAC
3. Mr. Partha Ray, OIC, Exam Cell, JISCE & Member IQAC
4. Dr. Karabi Ganguly, HOD BME, JISCE & Member IQAC
5. Dr. Swati Pal, HOD MBA, JISCE & Member IQAC
6. Dr. Rupak Bhattacharjee, Member, IQAC, JISCE
7. Mr. Gurmit Gaba, Invitee, Admission Cell
8. Ms. Ranjana Ray, Invitee, T&P Cell
9. Mr. Arindam Mukherjee, Invitee, T&P Cell
10. Dr. Dharmpal Singh, Invitee, HOD CSE, JISCE
11. Dr. Debasish Das, Invitee, HOD CE, JISCE
12. Dr. Trina Dutta, Invitee, Convenor IIPC

Proceedings of the Meeting:

1. Prof.(Dr.) Partha Sarkar addresses all the members at the beginning of the meeting in presence of Mr. Simarpreet Singh, Representative from Management and initiated the discussion with the welcome notes to the members and the invitees.
2. Prof.(Dr.) Partha Sarkar has requested Dr. Sudipta Sahana to start the presentation.

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

Dr. Sudipta Sahana has started the agenda of the meeting.

1. Mom of 1st meeting has been showed to the forum.
2. ATR has been displayed for detail discussion.



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ACTION TAKEN REPORT

SI NO.	<u>Plan</u>	<u>Action Taken Status</u>
1.	Event Calendar has to set to maintain different National, International, Social events arranged by IQAC.	Event Calendar of IQAC of 2022 has been prepared and to be approved in next IQAC meeting.
2.	Dr. Rupak Bhattacharjee some specific events those should be organized by IQAC.	Event Calendar of IQAC of 2022 has been prepared and to be approved in next IQAC meeting.
3.	Recent Achievement	1. JISCE has achieved NIRF 2021 rank in the band of 200-250. 2. JISCE has achieved 4 star ranking under MHRD-IIC which one is the highest ranking in 2021.
4.	MoU	12 MoUs has been Signed 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
5	Internal Audit	A small team has been formed with all Heads and Deans and they will initiate the same.
6	External Audit	We have already started External Audit - Dr. Manna & Team have visited JISCE on 18.11.2021 & 03.12.2021 for the same
7	T&P Cell: T&P cell members should 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.	T&P cell regularly communicate with alumni for their better career prospect. Institution Industry Cell contact the alumni for overall development of present students.
8	T&P Cell: Personal grooming, communication skill enhancement in addition with all the in-house trainings should be arranged starting from 2nd year of their course	Training & Placement regularly organize in house training, BCT training and Aptitude & Soft skill training from time to time from 2 nd year onwards.
9	T&P Cell:	T&P has circulated a mail regarding ' Alumni as



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	‘Alumni as a Mentor’ for UG students should be arranged to provide them a direct industry experience and also to create and improve a bond between Alumni and present students	a Mentor’ to all the Alumni and collecting the responses in this regard.
10	T&P Cell: T&P Cell should include feedback analysis to enhance students’ interest in ongoing training. Feedback from students after each training should be taken whether the training was helpful for them or not. If not, which kinds of training are the students looking for should be noted.	T & P Cell continuously take feedback from students about the benefit of this training. In case of negative feedback T&P Dept. take corrective action by raising this issue with the training vendor and changing the trainer.
11	T&P Cell: Feedback from students should be taken at an interval of three to four weeks regarding their problem related to training and placement.	T&P Dept. always is in close contact with the students. The T&P department get in touch with the students related to Training & Placement on regular basis & resolve the issues faced by student as soon as possible.
12	T&P Cell: Placement Status of 2021 pass out batch should be recorded.	Total no of eligible students: 505 Total no. of placed students : 373 Percentage: 73.86%
13	Admission Cell : List of district wise schools to disseminate the recent tools and trends in higher education has to prepare.	The cell has taken the initiative to disseminate the related information.
14	Admission Cell : “Connect Kalyani” proposal should be taken.	Admission Team will soon start visit to nearby school
15	Admission Cell : Important railway station should be marked for advertisement	Quotation from various vendors collection is under process
16	Admission Cell : List of bright students as Student Ambassador to represent in their own school should be prepared	Not yet started
17	Dean Innovative Learning has mentioned the below points regarding the proper manner of conduction of classes. i. Inauguration of Semester Classes ii. Starting Before 5 Minutes of Schedule Time iii. Video in On-Mode for teachers iv. Interactive Classes v. Use of Moodle / LMS vi. Conduction of Laboratory Classes vii. Meeting with Mentees	Classes have been taken and continuing according to the guidelines.



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18	Faculty / Staff publication	JISCE is going to conduct 4 conferences per year to increase the no. of publication in Scopus indexed journal.
19	Library: E-resource is planned to be maintained for e-access	i) The digitized books have been made available according to the need of the students ii) IEEE ASPP e-Journals, IEEE Wiley e-Books and other E-Resources from Digital Library are made available to the students
20	Library: E-access should be improved for students	i) Regular promotional mails have been forwarded to the students to increase the use of e-Resources ii) E-Resources Awareness program has been planned at the mid of December for newly admitted students
21	Library: A proper database must be required for library activity for NAAC approval	Quotation for various Databases has been collected from enlisted vendor and submitted it to Principal Sir for further process.
22	List of critical devices should be submitted to IQAC by System Admin for maintaining AMC.	List of following devices has been proposed by System Admin for maintaining AMC. 1. 10 KVA online UPS 2. Firewall Devices, this year it was already renewed. 3. Gen Set 4. CCTV 5. Campus & Hostel Wifi with Fiber link connectivity. 6. LMS Server 7. 3D Printer (EE Dept.)

3. Total 12 MOUs have been shown to forum.
4. Prof.(Dr.) Partha Sarkar has advised to ask Training & Placement cell to provide Alumni data quarterly to IQAC.
5. Prof.(Dr.) Partha Sarkar has informed that as directed from Head Office , AMC of CCTV will not be provided and it has to maintain from college end.
6. Analysis of Admission Status 2021 and planning for 2022 Admission
 - a. Point no 16 of ATR i.e. Ambassador of School process will be done from January 2022.
 - b. Dr. Papun Biswas, Dean Innovative Learning has asked whether admission cell has planned anything or not.



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- c. Dr. Papun Biswas, Dean Innovative Learning has also advised to include Inter-disciplinary courses, which will also increase the no of lateral admission.
 - d. Requirement of core department for institution and admission has been emphasized by Dr. Papun Biswas, Dean Innovative Learning.
 - e. Admission Cell has been advised to include IIC programs in Admission calendar schedule.
 - f. Dr. Sandip Ghosh has asked to include Mechatronics in Mechanical Engineering Dept.
 - g. Dr. Sandip Ghosh has advised to initiate minor courses in Academics.
 - h. To improve the admission of less demanding departments , Dr. Papun Biswas, Dean Innovative Learning has advised to reduce the fee structure of those departments ,if possible.
 - i. Dr. Sabyasachi Sen, Dean R&D has advised to include and take care of the Agriculture Dept.
 - j. Prof.(Dr.) Partha Sarkar has suggested to make a plan for lateral admission of Agriculture students.
7. Analysis of placement Status 202 1 batch and ongoing batch (Placement/Higher Education)
 - a. Placement statistics for AY2020-2021 has been shown.
 - b. Dr. Sabyasachi Sen, Dean R&D has advised to state Electrical Dept. as ‘Circuit Branch ‘ and according to him inclusion of Inter-disciplinary courses will help students in placement
 - c. T&P cell has been advised to arrange more core companies for placement by Dr. Papun Biswas, Dean Innovative Learning
8. Status of Readiness on u pcoming NAAC visit
 - a. Suggested dates for the submission of AQAR 2019-20 and AQAR 2020-21 have been announced.
 - b. Dr. Papun Biswas has shared a detail view on NAAC visit. He has advised and requested IQAC to be a part of NAAC visit and document preparation of 2019-20.
 - c. Dr. Sabyasachi Sen has advised to merge the criteria member of old and new team of IQAC for upcoming NAAC visit.
9. Finalization of 2022 IQAC Calendar
 - a. Events have been shared in the forum.
 - b. At the end of each semester , a training or workshop on Result Analysis ,Teaching Learning with Attainment Calculation should be arranged.
 - c. Dr. Sandip Ghosh has suggested to maintain a common process of CO-PO calculation and a common deadline for feedback collection should be maintained.
 - d. NIRF, AARIA,NBA data collection should be incorporated in IQAC calendar.



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- e. Prof.(Dr.) Partha Sarkar has suggested to include the research project events in IQAC calendar. R&D calendar should be incorporated.
 - f. Dr. Sandip Ghosh has suggested to incorporate some Administrative Training program in calendar. Prof.(Dr.) Partha Sarkar has asked him to share the previous year program.
 - g. Prof.(Dr.) Partha Sarkar has advised to include training on LMS at the end of each semester.
10. Placing of Activity Calendar for the Institute
- a. Activity calendar has been shared.
 - b. IQAC has been advised to take care of the extra-curricular and co-curricular activities of the student
11. Alumni Meet 2022
- a. Dr. Papun Biswas has advised to maintain a specific date for Alumni meet.
 - b. Prof.(Dr.) Partha Sarkar has requested to incorporate Alumni Account for documentation of NBA & NAAC.
 - c. He has also advised to circulate the alumni form in 7th semester for the current batch.
 - d. For the passout batches some souvenir should be added to download the pass. In this context the following card has been shown .



- e. A dedicated room has been proposed for Alumni.
 - f. Mr. Simarpreet Singh has advised to send news letter to all external bodies who are associated with JISCE and alumni.
 - g. Alumni cell has to send all the reports to IQAC by 07/01/2022.
12. AQAR 20 19-2020 & 2020-2021 submission status
- Submission date has been mentioned in the forum.
13. Suggestion from the IQAC members for quality improvement
- a. NPTEL, Co-Curricular reports have been asked to be included in IQAC Event calendar.
 - b. Alumni cell members should be solely associate with Alumni Cell.
 - c. Ms. Arpita Basu, Library, Member IQAC has asked for fruitfall access for e-



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resource for NAAC visit.

- d. Discussion on feedback form has been done and advices have been given to Dr. Arindam Banerjee, Member IQAC
- i. Employer's feedback should be modified.
 - ii. All feedback form should be at a scale of 5 division.
 - iii. Feedback questions should be modified.
 - iv. Subject oriented questions should be added to maintain gap analysis.
 - v. Options should be quantitative.
 - vi. In feedback form a question should be kept related to life long learning.
 - vii. Formation of Dept. Accreditation Committee :
 - Prof.(Dr.) Partha Sarkar has advised to form the above mentioned committee to all HODs after the notification sent from IQAC.
 - Dr. Papun Biswas has shared that two programs of NBA accreditation will impact a negative effect on NAAC visit. So it has been advised that all the dept. should be either affiliated or applied for NBA.

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