

Kalyani Government Engineering College

Kalyani, Nadia-741235

Notice

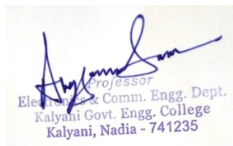
14.08.2022

This is to inform all concerned that a meeting of the Internal Quality Assurance Cell (IQAC) is here by convened, on August 17, 2022, Wednesday, at 03:00 PM using online mode (Google Meet) to discuss on the following matter. All the members are requested to be present in the aforesaid meeting to share their valuable suggestions.

Link of the Google Meet: <https://meet.google.com/dgp-qhig-nao>

Agenda:

1. Welcome by the Chairman
2. Discussion about the progress of the policies adopted in the past IQAC meetings
3. Discussion about preparation of Academic Audit Report in view of upcoming NAAC Visit
4. Any other item with the permission of Chairman



Professor
Electrical & Comm. Engg. Dept.
Kalyani Govt. Engg. College
Kalyani, Nadia - 741235

Prof. Angsuman Sarkar

Coordinator, IQAC Cell, KGEC

Internal Quality Assurance Cell (IQAC)
Kalyani Government Engineering College

Minutes of the 6th meeting of the IQAC held on 17-08-2022

Mode: Online (Google Meet)

Date: 17.08.2022

Time: 03:00 pm

Members Present:

1. Dr. Sourabh Kumar Das, Principal	Chairman
2. Prof. Santanu Das, Professor, ME	Member
3. Prof. Sukla Basu, Professor, ECE	Member
4. Prof. Malabika Sengupta, Professor, IT	Member
5. Dr. Koushik Dasgupta Asst. Professor, CSE	Member
6. Prof. Shib Shankar Saha, Professor, EE	Member
7. Dr. Tridibesh Das, Associate Professor, ME	Member
8. Dr. Indrajit Bhattacharya, Asst. Professor, MCA	Member
9. Mr. Pattha Sarkar, Academic Relationship Manager, Eastern Region, Tata Consultancy Services Limited	Member
10. Mr. Shubhraprakash Nandi, CEO, ISUB Soft.	Member
11. Dr. Manash Chanda, Asst. Prof., MSIT	Member
12. Prof. Angsuman Sarkar, Professor, ECE	Coordinator

Agenda No. 1: Welcome by the Chairman

The chairman welcomed all the members and expresses his thanks to all members for their necessary cooperation and support for proper functioning of the IQAC.

Agenda No. 2: Discussion about the progress of the policies adopted in the past IQAC meetings

Minutes of the Meeting held on September 28, 2021 that was circulated duly after the respective meeting was read out by the Coordinator, IQAC and the same was accepted by the members unanimously. Following are the action taken report on the resolutions made.

Action Taken Report on the Resolutions Taken in the Last IQAC Meeting held on 28-Sep-2021

- i) Processing of the files related to CAS applications of the faculty members: With respect to implementation of the CAS of the faculty members of the college, as per resolution the sub-committee of IQAC was reconstituted vide Office Order No: KGEC/IQAC/144 dated 07.10.2021 for processing and scrutiny of the CAS files for faculties. Meeting of the reconstituted IQAC sub-committee was held on 24-December-2021, 15th January-2022 (online), 17-February-2022, 16-March-2022, 23-March-2022, 25-April-2022, 14 –May-2022 (online). The scrutiny for all the CAS files has been completed and the files were submitted to DTE office.
- ii) Forwarding of the “REASON-A Technical Journal”, the journal published by the College for inclusion in the UGC-CARE List: Prof. S. Das apprised the members w.r.t. the progress made so far towards forwarding the Journal. He highlighted the steps needed to undertake. IQAC coordinator was requested to inform the editors of the journal to fill-up their individual details quickly in order to expedite the process.
- iii) Implementation of a centralized digital repository: Coordinator, IQAC apprised the member’s w.r.t. the progress made so far towards Implementation of a centralized digital repository. A notification in this regard will be circulated shortly.
- iv) Publication of a research newsletter of the college: Coordinator, IQAC informed that an editorial board has already been formed towards it and the editorial board is already working on it and have a plan to realize it shortly.
- v) Rebuilding relationship with Alumni: Dr. T. Das, ME apprised the current status of the activities pertaining to the area of connection to the alumni.
- vi) Academic Administrative Audit (AAA) Conduction: A detailed discussion has been planned to made on this agenda in this meeting (Agenda No. 3).

Agenda No. 3: Discussion about preparation of Academic Audit Report in view of upcoming NAAC Visit

Discussion: The need for a department wise academic audit report preparation and conduction in view of upcoming NAAC visit was discussed. Coordinator, IQAC briefly demonstrated a sample academic audit format. The principal urged the respective HODs to coordinate for the conduction of

the academic audit. The method, timeline, number of academic audit reports to be prepared have also been discussed.

Resolution: Following resolutions were taken in the meeting through the discussion of members of the IQAC.

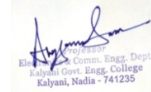
- a) Resolved that academic Audit report has to be prepared department wise in view of upcoming NAAC visit
- b) Also resolved that academic audit report has to be prepared for three consecutive years (2019-22)
- c) The academic audit report needs to be prepared within 14 days.

As no other issue was pending for discussion the meeting ended at 3:45 PM with a vote of thanks.



[Dr. Sourabh Kumar Das]
Principal
Chairman, IQAC KGEC

Dr. Sourabh Kumar Das
Principal
Kalyani Govt. Engineering College
Kalyani-741235, Nadia, W.B.


Prof. Angsuman Sarkar
Asst. Prof. in Comm. Engg. Dept.
Kalyani Govt. Engg. College
Kalyani, Nadia - 741235

Prof. Angsuman Sarkar
Coordinator, IQAC KGEC