

Ref: GNIT/PRIN/IQAC/2021/01

Date: 22.12.2020

## NOTICE

### IQAC

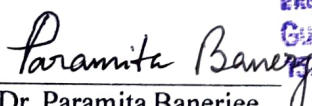
This is to inform all the members that a meeting of Internal Quality Assurance Cell of GNIT will be held on 22<sup>nd</sup> December, 2020 at 11 am at conference Hall.

The agenda of the meeting is given below.

1. To confirm and approve the minutes of the last IQAC meeting held on 21/04/2020
2. To note and ratify the action taken report (ATR) of the last IQAC meeting.
3. Introduction of New Members of IQAC Cell.
4. Review of the activities of IQAC during March-May 2021.
5. Curriculum Review and declaration of commencement of classes for Odd semester 2021.
6. Review of R&D activities during AY 2020-21.
7. Finalization of R&D Goals for the forthcoming Academic Session, July-Dec 2021.
8. Review of AQAR for AY 2020-21.
9. Achievements during AY 2020-21.
10. Miscellaneous

All members are requested to be present.

With regards and thanks,

  
Dr. Paramita Banerjee  
Coordinator  
IQAC, GNIT

**Internal Quality Assurance Cell (IQAC)**  
**Guru Nanak Institute of Technology**  
157/F, Nilgunj Road, Panihati, Sodepur  
Kolkata-700114

Copy to:

1. Principal, GNIT
2. All HODs
3. Registrar/Deans
4. All IQAC cell members

**MINUTES OF THE IQAC MEETING ON  
22<sup>nd</sup> DECEMBER 2020**

A meeting of IQAC GNIT was held on 22<sup>nd</sup> December 2020 in the online platform.

The following members were present in the meeting:

Sl. No.	Name	Department/ Work Status	Designation	IQAC Designation	Representation As Per Norms
1	Prof. (Dr) Santanu Kr. Sen	Administration	Principal	Chairperson	Head of the Institute
2	Dr. Paramita Banerjee	AEIE	Assistant Professor	Coordinator	Coordinator
3	Mrs. Srabani Kundu	CSE	Assistant Professor	Member	Teacher
4	Mr. Indranil Roy Chowdhury	Sr. Manager – AI/ML & Cognitive	CTS	Member	Employer/ Industrialist
5	Mr. Tapas Sen	CEO	TNS Consultancy Services	Member	Employer/ Industrialist
6	Dr. Adhish Kumar Chakraborty	Administration	Registrar	Member	Senior Administrative Officers
7	Dr. Kakoli Bandhopadhyaya	FT	HOD of FT	Member	Teacher
8	Dr. Barnali Kundu	EE	HOD of EE	Member	Teacher
9	Dr. Sangeeta Bhattacharya	CSE	HOD of CSE	Member	Teacher
10	Mr. Sudeep Ghosh	IT	HOD of IT	Member	Teacher
11	Mrs. Bapita Roy	AEIE	HOD of AEIE	Member	Teacher
12	Mr. Chiranjib Dutta	CA	HOD of CA	Member	Teacher
13	Prof(Dr.) Amalendu Ghosh	IEST	Professor(Retd)	External Member	External Expert
14	Prof. Achintya Das	Kalyani Govt. Engineering College	Professor	External Member	External Expert
15	Mr. Avisek Choudhury	Tata Consultancy Services	IT Analyst	External Member	Alumni

16	Mr. Sayantan Saha	Entrepreneur	Founder, Medera Healthcare Technologies	External Member	Alumni
17	Mr. Saumyadeep Bhattacharyya	Current Student (ECE-2019-23)	Student	Member	Student Member
18	Mr. Soumyadipta Basu	Current Student (IT-2018-22)	Student	Member	Student Member

**The following members were absent in the meeting:**

Sl. No.	Name	Department/Work Status	Designation	IQAC Designation	Representation As Per Norms
1	Dr. Sunipa Roy	ECE	HOD of ECE	Member	Director
2	Dr. Adhish Kumar Chakraborty	Administration	Registrar	Member	Senior Administrative Officers
3	Dr. Sucharita Chakrabarti	ASH	HOD of ASH	Member	Teacher
4	Prof.(Dr) Arun Kumar Mondal	Administration	Controller of Examination	Member	Teacher
5	Mr Kallol Pal	Accounts	Accounts Officer	Member	Accounts

The following agenda were discussed:

1. To confirm and approve the minutes of the last IQAC meeting held on 21/04/2020.
2. To note and ratify the action taken report (ATR) of the last IQAC meeting.
3. Curricular Planning and Implementation
4. Review of R & D Activities
5. Analysis of Placement Status
6. Progress of Work Done of Any Ranking/Grading Agency
7. Achievements for Faculty and students during September to December 2020
8. Miscellaneous

**Agenda 1: To confirm and approve the minutes of the last IQAC meeting held on 21/04/2020.**

The IQAC discussed and considered the minutes of the last meeting held on 21/04/2020. copy of which was circulated to the members. No Comments were received in writing.

*Resolution:* The draft minutes of the meeting held on 21/04/2020 was confirmed.

**Agenda 2: To note and ratify the action taken report (ATR) of the last IQAC meeting.**

**ITEM**

**RESSOLUTION**

**ACTION  
TAKEN**

**Agenda 1: To confirm and approve the minutes of the last IQAC meeting held on 21/04/2020.**

It was resolved that the IQAC shall be reformed as per a new member to be included as per the new guidelines.

Noted

Principal, GNIT advised that the new committee to be finalized within one week from the date of the meeting.

It was further decided that members from local societies and Management is to be incorporated.

**AGENDA 2: To note and ratify the action taken report (ATR) of the last IQAC meeting.**

Action taken report of the last meeting was discussed in detail by the members present and was approved.

Noted

**AGENDA 3: Reformation of IQAC**

It was resolved that the IQAC shall be reformed as per a new members to be included as per the new guidelines.

Implemented

Principal, GNIT advised that the new committee to be finalized within one week from the date of the meeting.

It was further decided that members from local societies and Management is to be incorporated.

**AGENDA 4: To discuss the different aspects of IQAC & AQAR as per the new guidelines**

Point wise different aspects were discussed of the AQAR and the entire system was reviewed and it was decided that for preparation of AQAR a separate meeting shall be convened.

Review done

It was resolved that all members of IQAC shall spread the awareness about the IQAC among the staff members and sensitize them about allied activities

It is proposed that IQAC shall conduct the internal audit annually and accepted unanimously.

**AGENDA 5: Discussion on preparation of AQAR.**

AQAR Format and IQAC documents to be sent to all staff members of GNIT by the Principal for mass awareness.

Summary report presented

**AGENDA 6:**

**Miscellaneous**

It was decided that a PowerPoint presentation to be made depicting the comparative study of different provisions of IQAC and AQAR as in the older version against the new version.

Progress noted

**Agenda 1: Curricular Planning and Implementation**

The syllabus reform in R-21 curriculum against R-18 curriculum structure has been placed in front of the external members and approved as well. The comparative structure of R18 and R21 has also been presented in the meeting.

**Agenda 2: Review of R & D Activities**

The R & D activities of the year 2020 of each department has been presented in the meeting which include research journals (International/National), patents, conferences/symposiums (international/national), book chapters etc. Status of the R & D activities was appreciated by the external members.

**Agenda 3: Analysis of Placement Status**

The analysis of the placement status of 2020 and 2021 batch were presented to the members and they were quite satisfied with the highly placed data of students.

**Agenda 4: Progress of Work Done of Any Ranking/Grading Agency**

Progress of upcoming NAAC visit was presented in the meeting. Criteria wise coordinator names and the work assigned to them have been discussed. Preparation and finalization of data for submission of AQAR 2020-21 was also discussed in the meeting. The progress of the work were appreciated by the members.

**Agenda 5: Achievements for Faculty and students during September to December 2020**

- The members have congratulated for the **NIRF Ranking of GNIT** and wished for the further improvement in the coming years.
- The institute is also got Time Ranking.
- The achievements of the faculty members and the students during September to December were presented in the meeting and the members appreciated the overall achievements.
- The role of the faculties as the MOOCS course developer is highly appraised by the members of the committee.
- The national level recognitions of the faculty members are well appreciated by the committee.
- The patents which were published recently also got appreciation.
- GNIT was selected as mentor institute in Eastern India by AICTE and MHRD-IIC.

## Agenda 6: Miscellaneous

- Various programs like World Environment Day, Tributo, Student Orientation, Rabi Pronam etc. were also held.
- Extra Curricular activities, Anti-plastic campaign programs also took place in GNIT as social responsibilities.

The meeting ended with the vote of thanks by the Chairperson, Prof (Dr.) Santanu Kr. Sen.

*Paramita Banerjee*

Dr. Paramita Banerjee  
Coordinator, IQAC, GNIT

Internal Quality Assurance Cell (IQAC)  
Guru Nanak Institute of Technology  
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*Sentan*

Prof. (Dr.) Santanu Kr. Sen  
Chairman, IQAC, GNIT

Principal  
Gurunank Institute of Technology