

Kalyani Government Engineering College

Kalyani, Nadia-741235

Notice

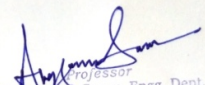
21.07.2023

This is to inform all concerned that a meeting of the Internal Quality Assurance Cell (IQAC) is here by convened, on 23 July, 2023, Sunday, at 08:00 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/ijx-osdo-dqz>

Agenda:

1. Welcome by the Chairman
2. Discussion about the progress of the policies adopted in the past IQAC meetings
3. To review the teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC by
  - a. Collecting Annual/Semester wise Teaching Plan
  - b. Use of ICT in teaching and learning
  - c. Creating e-content; PPTs, videos, blogs, QR Codes
  - d. Academic Audit (both centrally and department wise)
  - e. Submission of Result Analysis
    - i. Identifying slow and advanced learners
    - ii. Special programs for advanced learners and slow learners
    - iii. Formation of a committee regarding the same
4. Discussion about preparation of upcoming NAAC Visit
  - a. Availability of Solar Panels and Sensor based Bulbs in college campus
  - b. Rain Water Harvesting infrastructure in the college
  - c. Disposal of organic waste/E-waste/solid waste
  - d. Updating the college website
  - e. Review of the functioning of the various committees with reports/documentation such as Grievance Redressal, Anti-Sexual Harassment, Cultural and Sports, Anti-Ragging, Student Union Election, NSS, IIP, Extra-Curricular Activities, Student Welfare and such others formed as per minutes of Faculty Council Meeting held on July 17 2019
5. 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 meeting of the IQAC held on 23-07-2023

Mode: Online (Google Meet)

Date: 23.07.2023

Time: 08:00 pm

**Members Present:**

1. Dr. Sourabh Kumar Das, Principal	Chairman
2. Dr. J. K. Mondal, Professor, CSE	Member
3. Mr. Shubhprakash Nandi, CEO, ISUB Soft.	Member
4. Dr. Manash Chanda, Asst. Prof., MSIT	Member
5. Dr. Santanu Das, Professor, ME	Member
6. Prof. Sukla Basu, Professor, ECE	Member
7. Dr. Tridibesh Das, Associate Professor, ME	Member
8. Dr. Indrajit Bhattacharya, Asst. Professor, MCA	Member
9. Dr. Surya Sarathi Das, HoD, MCA	Member
10. Dr. Partha Sarathi Banerjee, HoD, IT	Invitee
11. Dr. Kousik Dasgupta, HoD, CSE	Invitee
12. Prof. Angsuman Sarkar, Professor, ECE	Coordinator

**Welcome by the Chairman**

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

**Agenda No. 1: Discussion about the progress of the policies adopted in the past IQAC meetings**

Minutes of the Meeting, which was held on June 29, 2023, circulated duly after the respective minutes was read out by the Coordinator, IQAC and the same was accepted by the members unanimously. Followings are the action taken report on the resolutions made:

**Action Taken Report on the Resolutions Taken in the Last IQAC Meeting held on 29-Jun-2023**

- i) Conduction of Academic Administrative Audit (AAA): Academic Audit has been conducted in the ECE Dept. IQAC resolved to expedite actions to conduct it in all departments maintaining the similar structure as well as at the Institutional level in the Month of August 2023.
- ii) For result analysis and academic audit report preparation, Institutional level committees will be formed in the upcoming Faculty Council Meeting.

**Agenda No. 2: To review the teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC by**

**a. Collecting Annual/Semester wise Teaching Plan**

**Discussion:** IQAC strongly recommended the periodic review of teaching, learning, and operational methodologies, which is an important part of quality assurance. This involves examining the curriculum, teaching methods, assessment strategies, and other aspects of the learning process to identify areas for improvement. In this respect, Prof. Angsuman Sarkar demonstrated the members a sample course file of laboratory and a lesson plan of a theory subject with CO-PO mapping and PEO and PSO mentioned.

**Resolution:** It was resolved to request the Principal to circulate a notification to all faculties for preparing the lesson plan and to complete the specific tasks related to it immediately from the upcoming semester for implementation of NAAC Assessment & Accreditation process. A sample lesson plan of the theory and course file will be also circulated along with the notification.

**b. Use of ICT in teaching and learning**

**Discussion:** The committee strongly recommended enhancing the usage of ICT by adopting new technologies to enhance the teaching-learning process. It was informed by the Principal that proposals for equipments of ICT enabled classrooms for all engineering departments has already been initiated and was sent to the Govt. for approval.

**c. Creating e-content; PPTs, videos, blogs, QR Codes**

**Discussion:** As part of the quality initiative, IQAC strongly recommended enhancing the usage of e-contents in the teaching-learning process. The creation of e-content, its usage and its display in public domain has been discussed elaborately. It was discussed that the e-contents are effective tool for engaging students and enhancing their learning experience by introducing new concepts or reinforce existing knowledge by providing examples or demonstrations. However, the e-contents must be stored in a central place and to maintain their record (details of the lecture along with the topic covered and the method employed to teach) is also very much essential.

**Resolution:** It was resolved to direct the Heads of Depts. to store the e-contents of the faculties in a in Google Drive. The departmental faculties will upload their e-contents (presentation and video) used in teaching process in a Google Drive associated with the name of HoD of the Department. Some of the e-contents will be displayed in the website also. Principal requested Prof. Kousik Dasgupta to arrange for the separate Google Drive Account (in kgec.edu.in domain) for all HoDs of all engineering departments.

**d. Academic Audit (both centrally and department wise)**

**Discussion:** IQAC strongly recommended implementing Academic Audit report from the current semester. A committee will be formed for conduction of the Academic Audit for all departments and of the overall institute.

**Resolution:** It was resolved to constitute a committee in the upcoming Faculty Council meeting in this regard. The committee shall take steps to conduct academic audit within August 2023.

**e. Submission of Result Analysis**

**i. Identifying slow and advanced learners**

**ii. Special programs for advanced learners and slow learners**

**iii. Formation of a committee regarding the same**

**Discussion:** The IQAC recommended analyzing the students' performance after the announcement of their semester results through "Result Analysis". If the result of the students, in a subject, is not found up to the mark, necessary steps are to be taken to find out the reasons and the concerned faculty members are counselled and motivated to work towards improvement. A committee will be formed for conduction of the result analysis followed by identification of slow and advanced learners of different semester students.

**Resolution:** Resolved to constitute a Committee in the upcoming Faculty Council meeting to conduct result analysis. The committee shall initiate urgent steps regarding implementation of Result analysis.

**Agenda No. 3: Discussion about preparation of upcoming NAAC Visit**

**a. Availability of Solar Panels and Sensor based Bulbs in college campus**

**Discussion:** The Committee analyzed the present status of Green campus initiatives. The committee recommended and stressed the importance of installation of solar cells in the campus on an urgent basis. It was informed by the Principal that a proposal regarding implementation of Green initiatives such as installation of Solar panel and bulbs in the campus has been already sent to Govt. for necessary approval.

**b. Rain Water Harvesting infrastructure in the college**

**Discussion:** The Committee analyzed the present status of rain water harvesting system in the college. After a detailed discussion, IQAC recommended strengthening of rain water harvesting system.

**Resolution:** Principal asked Dr. Santanu Das to prepare a document with the present system; issues and requirements for strengthening the same.

**c. Disposal of organic waste/E-waste/solid waste**

**Discussion:** IQAC strongly recommended implementing waste management system immediately in the campus. The need for the three types of waste management system has been also identified.

**Resolution:** Principal asked Dr. Indrajit Bhattacharya to prepare a purchase proposal and do the necessary things to implement the same on an urgent basis.

**d. Updating the college website**

**Discussion:** The IQAC recommended the updation of the college website. Dr. Kousik Dasgupta informed that a proposal has been already sent to the Govt. for approval of the same.

**e. Review of the functioning of the various committees/cells with reports/documentation such as Grievance Redressal, Anti-Sexual Harassment, Cultural and Sports, Anti-Ragging, Student Union Election, NSS, IIP, IIC, Extra-Curricular Activities, MOOCs, EDC, Student Welfare and such others formed as per minutes of Faculty Council Meeting held on July 17, 2019**

**Discussion:** The IQAC recommended the Reconstruction/Formation of different college level committees. Apart from reformation/reconstruction of the existing committees, the need for formation of new committees is also identified. IQAC resolves to ask the Secretary of Faculty Council to conduct a meeting and take necessary actions for carrying out this immediately.

**Resolution:** Resolved to request the secretary of the faculty council to convene a meeting in physical mode to restructure/formation of committees.

As no other issue was pending for discussion the meeting, ended at 9:30 PM with a vote of thanks to and from the Chair.



[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  
Coordinator, IQAC KGEC

Mail - angsuman Sarkar - Outlook x Meet - IQAC Meeting Meeting of IQAC of KGEC on 29- (1) WhatsApp x +

meet.google.com/jjx-osdo-dqz

The screenshot shows a Google Meet session with 12 contributors. The main grid displays the following participants:

- Basu S
- Jyotsna Kumar Mandal
- Kalyani Government Engineering College
- Santanu Das
- Indrajit Bhattacharya
- Parthasarathi Banerjee
- Dr. Kousik Dasgupta
- 4 others
- Angsuman Sarkar

The 'People' sidebar on the right lists the contributors:

- Angsuman Sarkar (You) Meeting host
- Basu S
- Dr. Kousik Dasgupta
- Indrajit Bhattacharya
- Jyotsna Kumar Mandal
- Kalyani Government En...

At the bottom, the meeting name 'IQAC Meeting' and various control icons (mute, video, chat, etc.) are visible.

Mail - angsuman Sarkar - Outlook x Meet - IQAC Meeting Meeting of IQAC of KGEC on 29- (1) WhatsApp x +

meet.google.com/jjx-osdo-dqz

This screenshot shows the same Google Meet session after some participants have left. The main grid displays the following participants:

- Basu S
- Jyotsna Kumar Mandal
- Kalyani Government Engineering College
- Santanu Das
- Shubhra Prakash Nandi
- Parthasarathi Banerjee
- Dr. Kousik Dasgupta has left the meeting
- Manash Chanda
- 2 others
- Angsuman Sarkar

The 'People' sidebar on the right lists the contributors:

- Angsuman Sarkar (You) Meeting host
- Basu S
- Jyotsna Kumar Mandal
- Kalyani Government En...
- Manash Chanda

The meeting name 'IQAC Meeting' and control icons are visible at the bottom.