

ASANSOL ENGINEERING COLLEGE

Vivekananda Sarani, Kanyapur, Asansol – 5

IQAC

Ref No: AEC/IQAC/June 20/01

Date: 02/06/2020

NOTICE

All the members of IQAC are cordially invited to the IQAC meeting – at 12 pm on 16/06/2020 through a Zoom link.

Agenda:

1. Introductory and Opening of the meeting
2. To consider the proceedings of the last meeting held on 17th March 2020
3. To discuss on the various action taken reports
4. To discuss the curricular planning and implementation
5. To analyse the feedback for facilities
6. To analyse the feedback from different stakeholder for Course Curriculum
7. To analyse the results of odd sem 2019
8. To discuss about the Extra Curricular, Social Services, Extension, and Student Club activities
9. To discuss about the proposals of Conference/FDP/Seminar/Workshop organised by the departments/institute for the forthcoming academic year
10. To analyse the performance of all Statutory and Non-Statutory Committee
11. Any other matter with permission of chairman

Note: Link for the meeting-

Asansol Engineering College is inviting you to a scheduled Zoom meeting.

Topic: IQAC Meeting

Time: June 16, 2020 12:00 PM India

Join Zoom Meeting

<https://us05web.zoom.us/j/84222400600?pwd=SGFwUHJrL1VFUEJ0WXYvZzdGK2hiZz09>

Meeting ID: 842 2240 0600

Passcode: 020620



Dr. S. Haldar

Coordinator, IQAC

Coordinator, IQAC

Asansol Engineering College

Asansol - 713305



ASANSOL ENGINEERING COLLEGE

Vivekananda Sarani, Kanyapur, Asansol – 5

IQAC

ATTENDANCE SHEET

For Internal Quality Assurance Cell

Venue – Conference Room, AEC on 16.06.2020 at 12 p.m. onwards

SN	Name	Designation	Role	Signature*
1	Prof. (Dr.) Partha Pratim Bhattacharya	Principal	Chairperson	Present
2	Dr. Debashis Sarkar	HoD, ME	Member (Teacher representative)	Present
3	Dr. Monish Chatterjee	HoD, CSE	Member (Teacher representative)	Present
4	Mr. Sambit Sundar Mondal	HoD, ECE	Member (Teacher representative)	Present
5	Dr. Rudra Pratap Singh	Asso. Prof., EE	Member (Teacher representative)	Present
6	Mr. Amit Kumar Rai	Asst. Prof., ECE	Member (Teacher representative)	Present
7	Mr. Robin Kumar Agarwal	Asst. Prof. BS & HU	Member (Teacher representative)	Present
8	Mr. Taranjit Singh	MD	Member (Management)	Present
9	Dr. Gourisankar Panda	Registrar	Member (Administration)	Present
10	Mrs. Debika Chatterjee	TPO	Member (Administration)	Present
11	Mr. Tarunava Ghosh	Accountant	Member (Administration)	Present
12	Dr. Sudip Banerjee	Doctor, HLG Hospital	Member (Society)	Present
13	Ms. Priyanka Maji		Member (Student)	Present
14	Mr. Kunal Mukherjee	Manager, Gainwell	Member (Alumni)	Present
15	Mr. Partha Sarkar	East. Region AIP Head, TCS	Member (Employer)	Present
16	Mr. Rajesh Trivedi		Member (Parent)	Present
17	Dr. S. Haldar	HOD, BS & HU	Coordinator	Present

*The meeting was held online through Zoom Link hence the IQAC Coordinator certified the attendance of the committee members.

Coordinator, IQAC
Asansol Engineering College
Asansol - 713305

S. Haldar
16/6/20



ASANSOL ENGINEERING COLLEGE

AICTE Approved; MAKAUT Affiliated; UGC (2f) Recognised
Kanyapur, Vivekananda Sarani, Asansol
Pashchim Bardhaman, WB, PIN - 713 305

Ref. No.: AEC/IQAC/June – 20/2

Minutes

IQAC

Date: 16th June 2020 (12 PM onwards)

Venue: Zoom Meet

Notice of Meeting: Circulated the link of the meeting among members through mail on 2nd June 2020 by IQAC Coordinator

Members Present

Prof. (Dr.) P. P. Bhattacharya	Principal, AEC	Chairperson
Dr. D. Sarkar	HoD, ME	Member (Teacher representative)
Dr. M. Chatterjee	HoD, CSE	Member (Teacher representative)
Mr. S. S. Mondal	HoD, ECE	Member (Teacher representative)
Dr. R. P. Singh	Asso. Prof., EE	Member (Teacher representative)
Mr. A. K. Rai	AP, ECE	Member (Teacher representative)
Mr. R. K. Agarwal	AP, BS&HU	Member (Teacher representative)
Mr. T. Singh	MD	Member (Management)
Dr. G. S. Panda	Registrar	Member (Administration)
Mr. T. Ghosh	Accountant	Member (Administration)
Mrs. D. Chatterjee	TPO	Member (Administration)
Dr. S. Banerjee	MD, HLG Hospital	Member (Local Society)
Mr. K. Mukherjee	Manager, Gainwell	Member (Alumni)
Ms. P Maji		Member (Student)
Mr. R. Trivedi		Member (Parent)
Mr. P. Sarkar	E. Region AIP Head, TCS	Member (Stake Holder)
Dr. S. Haldar	HOD (BS & HU)	Co-ordinator

Agenda 1) Introductory and Opening of the meeting:

Resolution 1.a) The Chairperson called the meeting in order.

1.b) The Chairperson appraised the presence of all the members of the house.

Agenda 2) To approve the proceedings of the last meeting:

Resolution 2) IQAC considered the proceedings of the last meeting of the IQAC held on 17th March 2020 through Zoom Link, copy of the proceedings had been circulated to all members (*Annexure 1*). IQAC confirms the minutes.

Agenda 3) To discuss on the various action taken reports:

Resolution 3) Action taken report on the suggestion made in the earlier meeting held on 20.12.2019 and 17.03.2020 was presented and committee approved the report.

[Because of the emergency, action taken reports of 20.12.2019 were postponed to discuss in the further meeting.]

Item No	Agenda	Resolution	Action Taken
1	To consider matter of Academic Interests raised by departments, supporting units and/or suggested by BoG	Conduction of Classes through Online Mode: All the classes will be held in online mode till the current crisis situation get overcame, subject to approval of BoG.	BoG held on 18.03.2020 approved the class conduction through online mode.
2	To consider matter of Academic Interests raised by departments, supporting units and/or suggested by BoG.	Increase in gap between two classes: Since the classes were proposed to be held through online mode, it was resolved to increase the gap among classes and hence routine need to be modified, subject to approval of BoG.	BoG held on 18.03.2020 approved the same.
3	To consider matter of Academic Interests raised by departments, supporting units and/or suggested by BoG.	Suspension of Lab Classes: All the labs were required to be suspended on temporary basis subject to approval of BoG.	BoG held on 18.03.2020 approved the same for temporary basis. It was recommended from BoG to take preparation about conduction of Lab classes through online means it required.
4	To consider matter of Academic Interests raised by departments,	Rights to take emergency decision for the best interest of Academics of college during current crisis: It was	BoG held on 18.03.2020 approved the right to take such decision wrt Classes,

	supporting units and/or suggested by BoG.	resolved to execute the right to take emergency decisions wrt theory and lab classes, examination etc during ongoing situation, subject to the approval of BoG.	Lab, Exam and Project work only. For other activities it is desirable to take approval from the authorised member of the Society.
5	To consider matter of Academic Interests raised by departments, supporting units and/or suggested by BoG.	Weekly reports in this regard need to be accepted by all the HoDs for regular monitoring of the academic activities.	Weekly reporting system were adopted and found fully functional and effective.
6	To review the R & D activity for the year 2018-19	R&D Committee were asked to take more initiatives so that number of publications, patent and faculty enrolment in PhD can be increased. An ATR is expected in this regard in the next meeting.	The committee has submitted the different initiatives taken in this regard. IQAC shown its satisfaction on it.
7	To discuss the progress of work done under NIRF or any other ranking agencies	An ATR showing filled format of NIRF was asked to submit in the next meeting.	Filled form of NIRF were observed with satisfaction.

Agenda 4) To discuss the curricular planning and implementation:

Resolution 4)

i) Repository of Video Lecture: IQAC suggested to create Video repository for all the courses for Odd Sem 2020. The committee suggested following guidelines for creation of video repository:

a) Video lectures should be made as per the syllabus hours.

b) All the video lectures must be made using suitable online conference portal (preferably Zoom).

c) Video Lectures should carry a PPT through which the content of the lecture could be explain to the students.

d) All the PPT should be properly designed carrying, front page (Credentials related to course and faculty members).

e) Each video lecture should be not less than 20 minutes.

f) All professional attire should be maintained while making video lectures.

g) All the created video lectures need to submit to a dedicated portal from where students can easily access the lectures.

h) A Committee for observing the activities of Video Lecture creation must be created.

The committee made for Video lecture need to submit ATR showing the progress of Video Lecture in the next meeting.

ii) Launching of AIML program: As per the increasing trend towards contemporary courses like Artificial Intelligence, Machine Learning etc, it is quite desirable to add the such program like AIML with 30 seat capacity in the institution. Hence the proposal for the same is being forwarded to BoG for due consideration and necessary action.

Agenda 5) To analyse the feedback for facilities:

Resolution 5) The committee reviewed the feedback on facilities (*Annexure 2*). IQAC shown its satisfaction on it. IQAC has asked the respective committee to take care the issues identified related to the facilities and accordingly take necessary actions. ATR is required to submit in the next IQAC meet.

Agenda 6) To analyse the feedback from different stakeholder for Course Curriculum:

Resolution 6) Feedback analysis reports were submitted. The committee observed the reports and shown its satisfaction. (*Annexure 3*)

List of VAC and MOOCs basket for 2020-21 session were submitted through DAC where IQAC shown its satisfaction. (*Annexure 4*)

Agenda 7) To analyse the results of odd sem 2019:

Resolution 7) IQAC shown its satisfaction on the results produced by all the departments. (*Annexure 5*)

Agenda 8) To discuss about the Extra Curricular, Social Services, Extension, and Student Club activities:

Resolution 8) Reports for activities done by the different committee were observed. (*Annexure 6*). The IQAC suggested the different committee members to continue with the execution of different activities in online mode.

Agenda 9) To discuss about the proposals of Conference/FDP/Seminar/Workshop organised by the departments/institute for the forthcoming academic year:

Resolution 9) From DAC, different proposals were arrived in this category which is annexed (*Annexure 7*). IQAC approved all the proposals except a proposal submitted by AEIE department which were suggested to modify and re-submit for the approval. IQAC asked R&D Committee to incorporate the reports of all the approved proposals in their ATR for submission.

Agenda 10) To analyse the performance of all Statutory and Non-Statutory Committee:

Resolution 10) Reports submitted by all Statutory and Non-Statutory Committee is annexed (*Annexure 8*). The IQAC appraised the activities done by the respective committee. It was suggested to the all the committees to continue with the execution of different activities in online mode.

Chairperson gave special thanks to all the members for their presence during the emergency situation. It was also advised from the chair to maintain all the protocols prescribed by the Govt and don't be panic because of restrictions. The chairperson asked to submit and present all the decision required to be taken in upcoming time in this crisis period. As there were no other points for discussion, the meeting was adjourned with vote of thanks.



Chairperson

