

ASANSOL ENGINEERING COLLEGE
Vivekananda Sarani, Kanyapur, Asansol – 5

IQAC

Ref No: AEC/IQAC/Sept 20/01

Date: 05/09/2020

NOTICE

All the members of IQAC are cordially invited to the IQAC meeting – at 12 pm on 22/09/2020 through a Zoom link.

Agenda:

1. Introductory and Opening of the meeting
2. To consider the proceedings of the last meeting held on 16th June 2020
3. To discuss on the various action taken reports
4. To review the requirements of facilities
5. To discuss about the Extra Curricular, Social Services, Extension, and Student Club activities
6. To review the alumni activity, conduction of alumni meet
7. To review the FDP/International Seminar/National Seminar Workshop organised by the institute
8. To analyse the best practice developed by the institute
9. To discuss about the Strategic Plan of the Institute
10. To discuss about Academic and Administrative Audit (AAA)
11. To discuss about AQAR (2019-20)
12. To discuss the progress of work done under NIRF or any other ranking agencies
13. 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: September 22, 2020 12:00 PM India

Join Zoom Meeting

<https://us05web.zoom.us/j/82025202045?pwd=cFJ5SkdZMXd1NThwUy92a2lIdVNUdz09>

Meeting ID: 820 2520 2045

Passcode: 220920


05/09/20
Dr. S. Haldar

Coordinator, IQAC

Coordinator, IQAC

Asansol Engineering College

Asansol - 713305



ASANSOL ENGINEERING COLLEGE

Vivekananda Sarani, Kanyapur, Asansol – 5

IQAC

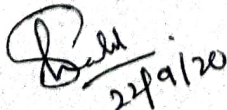
ATTENDANCE SHEET

For Internal Quality Assurance Cell

Venue – Conference Room, AEC on 22.09.2020 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	Mr. Ronit Banerjee		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. Saiket Chatterjee		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.


22/9/20

Coordinator, IQAC
Asansol Engineering College
Asansol - 713305



ASANSOL ENGINEERING COLLEGE

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

Ref. No.: AEC/IQAC/Sept – 20/2

Minutes

IQAC

Date: 22nd September 2020 (03 PM onwards)

Venue: Zoom Meet

Notice of Meeting: Circulated the link of the meeting among members through mail on 5th September 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	Asst. Prof., ECE	Member (Teacher representative)
Mr. R. K. Agarwal	Asst. Prof., BS&HU	Member (Teacher representative)
Mr. T. Singh	MD	Member (Management)
Dr. G. S. Panda	Registrar	Member (Administration)
Mrs. D. Chatterjee	TPO	Member (Administration)
Mr. T. Ghosh	Accountant	Member (Administration)
Dr. S. Banerjee	MD, HLG Hospital	Member (Society)
Mr. R. Banerjee		Member (Student)
Mr. K. Mukherjee	Manager, Gainwell	Member (Alumni)
Mr. P. Sarkar	E. Region AIP Head, TCS	Member (Stake Holder)
Mr. S. Chatterjee		Member (Parent)
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 apprised the presence of all the members of the house.

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

Resolution 2) IQAC considered the proceedings of the last meeting of the IQAC held on 16th June 2020 through Zoom Link, copy of the proceedings had been circulated to all members (*Annexure 1*). IQAC confirms the minutes.

Agenda 3) To discuss the action taken reports of the last meeting of IQAC:

Resolution 3) Action taken report on the suggestion made in the earlier meeting held on 16.06.20 was presented and committee approved the report.

Item No.	Agenda	Resolution	Action Taken
1	To discuss the curricular planning and implementation	Repository of Video Lecture: The committee made for Video lecture need to submit ATR showing the progress of Video Lecture in the next meeting.	i) SOP for Video Preparation has been prepared and circulated to all faculty members. ii) Progress made on account of video lecture preparation is appended in DAC minutes; And presented by Video Lecture Committee.
2	To discuss the curricular planning and implementation	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.	BoG held on 29.08.2020 approved the alternation in intakes and resolved the same.
3	To analyse the feedback for facilities	IQAC has asked the respective committee to take care the issues identified related to the facilities and accordingly take	Action taken reports were annexed. IQAC shown its satisfaction. (<i>Annexure – 2</i>)

		necessary actions. ATR is required to submit in the next IQAC meet.	
4	To discuss about the proposals of Conference/FDP/Seminar/Workshop organised by the departments/institute for the forthcoming academic year.	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.	A revised list of proposals was submitted by AEIE. IQAC shown satisfaction on it.

Agenda 4) To review the requirements of facilities:

Resolution 4) Following actions were strictly recommended by IQAC:

- i) Books must be distributed by sending through post or reaching to the doorstep of students.
- ii) Speed up of creating the repository of video lectures as per the SOP prescribed and approved.

Agenda 5) To discuss about the Extra Curricular, Social Services, Extension, and Student Club activities:

Resolution 5) Reports for activities done by the different committee were observed in satisfaction. (*Annexure 5*).

a) Training and Placement Cell – Different types of Training arranged

Name of the capacity development and skills enhancement program	Date of implementation (DD-MM-YYYY)	Number of students enrolled	Name of the Trainer/ Agencies/Consultants
Soft Skill Training for Teamwork Skills: Communicating Effectively in Groups for 2nd Year – EE	03.08.2019	116	Mrs. Anindita Mazumdar, Mrs. Huma Jahangir, Mr. Suman Chakraborty, Mr. Debasis Jana (Freelancer)
Soft Skill Training for Teamwork Skills: Communicating Effectively in Groups for 2nd Year – ME	10.08.2019	71	Ms. Farhan John HR Manager Nestle
Soft Skill Training for Interpersonal Skill Development for 2nd Year – CE	17.08.2019	38	Mr. Mikhail Mitra Chief Product & Marketing officer, Mantra Labs

Soft Skill Training for Interpersonal Skill Development for 2nd Year - MCA	24.08.2019	24	Mr. Aritra Mallick HR Manager, Rashmi Metaliks Ltd.
Soft Skill Training for Interpersonal Skill Development for 2nd Year - AIIE	31.08.2019	22	Ms. Farhan John HR Manager Nestle
Soft Skill Training for Creative Thinking: Techniques and Tools for Success for 2nd Year - IT	07.09.2019	102	Mrs. Anindita Mazumdar, Mrs. Huma Jahangir, Mr. Suman Chakraborty, Mr. Debasis Jana (Freelancer)
Soft Skill Training for Creative Thinking: Techniques and Tools for Success for 2nd Year - ECE	14.09.2019	130	Mrs. Anindita Mazumdar, Mrs. Huma Jahangir, Mr. Suman Chakraborty (Freelancer)
Soft Skill Training for Creative Thinking: Techniques and Tools for Success for 2nd Year - CSE	21.09.2019	136	Mrs. Anindita Mazumdar, Mrs. Huma Jahangir, Mr. Suman Chakraborty, Mr. Debasis Jana (Freelancer)
Language and Communication Skills Development Program for 1st Year - CSE	04-01-2020	126	Mrs. Anindita Mazumdar, Mrs. Huma Jahangir, Mr. Suman Chakraborty, Mr. Debasis Jana (Freelancer)
Language and Communication Skills Development Program for 1st Year - EE	11-01-2020	111	Mrs. Anindita Mazumdar, Mrs. Huma Jahangir, Mr. Suman Chakraborty (Freelancer)
Language and Communication Skills Development Program for 1st Year - ME	18-01-2020	59	Mr. Aritra Mallick HR Manager, Rashmi Metaliks Ltd.
Language and Communication Skills Development Program for 1st Year - CE	25-01-2020	51	Mr. Mikhail Mitra Chief Product & Marketing officer, Mantra Labs
Language and Communication Skills Development Program for 1st Year - MCA	01-02-2020	55	Mr. Denver Andrade Campus Recruiter Informatica
Language and Communication Skills Development Program for 1st Year - IT	08-02-2020	95	Mrs. Anindita Mazumdar, Mrs. Huma Jahangir, Mr. Suman Chakraborty (Freelancer)
Language and Communication Skills Development Program for 1st Year - ECE	15-02-2020	125	Mrs. Anindita Mazumdar, Mrs. Huma Jahangir, Mr. Suman Chakraborty (Freelancer)
Language and Communication Skills Development Program for 1st Year - AEIE	22-02-2020	13	Mr. Denver Andrade Campus Recruiter Informatica
Webinar on Web Development Using PHP, JS, CSS & HTML	13-07-2019	65	Ayan Roy Mukherjee Micropro
Webinar On "Machine Learning Using Python"	27-07-2019	62	Dr. Anup K Mukhopadhyay, HOD, IT Asansol Engineering College
Webinar on "Trends in Energy Market and Policy"	06-07-2019	46	Dr. Rudra Pratap Singh, Associate Professor, EE Asansol Engineering College

Seminar on Substation Protection & Automation System	10-08-2019	42	Dr. Apurba Chatterjee Associate Professor, EE Asansol Engineering College
Seminar on "Electrical CAD Design"	17-08-2019	55	Ms. Agamani Chakraborty Assistant Professor, EE Asansol Engineering College
Impact of Covid19 on Global Economy	11-04-2020	70	Mr. Santanu Bera Assistant Professor, BS&HU Asansol Engineering College
Webinar on "Big Data HADOOP"	28-09-2019	69	Mr. Arnab Chakraborty Totsol Technology
Webinar on Artificial Intelligence and Robotics	14-09-2019	63	Mr. Uddalok Sen Assistant Professor, CSE Asansol Engineering College
IOT Based Smart Control Device	21-09-2019	58	Mr. Sumanta Karmakar, Assistant Professor, ECE Asansol Engineering College
A seminar on "Big Data"	16-11-2019	55	Mr. Victor Das Assistant Professor, IT Asansol Engineering College

b1) Sports Committee – Life Skills

Name of the capacity development and skills enhancement program	Date of implementation (DD-MM-YYYY)	Number of students enrolled	Name of the agencies/consultants involved with contact details (if any)
Celebration of International Yoga Day 2020	21-06-2020	119	Mr. Basudeb Roy Gym Instructor Asansol Engineering College
Session based on "Health and Hygiene issues be followed by Educational Institutes during Lockdown Period"	16-05-2020	107	Dr. A Bhadra Super, ESI
Session based on "Physical and Mental fitness tips"	01-04-2020	103	Mr. Tinku Singh Psychologist
Session based on "Health and Hygiene problems in our Society"	10-03-2020	106	Dr. A Ghosh Child Specialist
Yoga Session for Boys Hostel Students	09-11-2019	97	Mr. Basudeb Roy Yoga Instructor Asansol Engineering College

b2) Sports Committee – Sports

Sl. No.	Date	Name of the Event	National/ State/ Institute/ Dept.	Participants	Club/Society
1	10th to 11th February, 2020	Annual Sports	Institute	237	Sports Committee
2	5th to 8th January, 2020	Cricket Tournament	Institute	225	Sports Committee
3	7th to 9th January, 2020	Volley Ball Tournament (Boys' & Girls)	Institute	70 + 40	Sports Committee

4	15th to 18th September, 2019	Football Tournament	Institute	240	Sports Committee
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c) Scholarship Committee: Number of students found scholarships were:

Scholarship	Number of beneficiaries
Swami Vivekananda Merit-cum-Means (SVMCM)	32
National Scholarship Portal (NSP)	42
Online Application for Scholarship in Studies (OASIS)	38
Bihar Post Matric Scholarship	15
Swami Vivekananda Merit-cum-Means (SVMCM) for Minorities	3
Merit Cum Means Scholarship Scheme (Aikyashree)	94
Post Matric Online Scholarship (E_Kalyan)	38
Merit-cum-Means (Institutional)	760
Alumni Scholarship	22
West Bengal Freeship Scheme (WBFS)	64
Death of Earning Member Scholarship	23
Tuition Fee Waiver (TFW) Scheme	124
Total	1255

In year 2019-20, 48.36% of the students got scholarship in different category whereas it was only 40.65% in the year 2018-19.

d) Cultural Committee

Sl. No.	Date	Name of the Event	National/ State/Institute/ Dept.	Club Name	Mode
1	07-05-2020	Rabindra Jayanti	Institute	Cultural	Hybrid Mode
2	23/04/2020	English Language Day	Institute	Cultural	Hybrid Mode
3	15-04-2020	Poila Baisakh	Institute	Cultural	Hybrid Mode
4	09-03-2020	Basanta Utsav (holi)	Institute	Cultural	Hybrid Mode
5	21/02/2020	International Mother Language Day	Institute	Cultural	Hybrid Mode
6	29-01-2020	Saraswati Puja	Institute	Cultural	Hybrid Mode
7	26-01-2020	Republic Day celebration	Institute	Cultural	Online Activity
8	08-11-2019	Guru Nanak Jayanti	Institute	Cultural	Online Activity
9	26-10-2019	Diwali celebration	Institute	Cultural	Online Activity
10	25/12/2019	Christmas Celebration	Institute	Cultural	Hybrid Mode
11	02-10-2019	Gandhi Jayanti	Institute	Cultural	Online Activity
12	17-09-2019	Pre-puja celebration, Agomoni	Institute	Cultural	Online Activity
13	15-08-2019	Independence Day	Institute	Cultural	Online Activity
14	08-08-2019	College Foundation Day	Institute	Cultural	Online Activity

e) NSS

Sl. No.	Date	Name of the Event	National/ State/Institute/ Dept.	Participants	Club Name	Mode
1	08/08/2019	Blood donation	Institute	28	NSS	Offline Activity

2	07/09/2019	Awareness Program of Human Organ Donation	Institute	27	NSS	Offline Activity
3	10/11/2019	Awareness Program vigilance	Institute	25	NSS	Offline Activity
4	28/01/2020	Eye Checkup camp	Institute	26	NSS	Offline Activity
5	24/02/2020	Health Checking Camp	Institute	27	NSS	Offline Activity
6	06/03/2020	Tree Plantation	Institute	28	NSS	Offline Activity

f) ED Cell

SN	Event Date	Name of the Event	Participants
1	15/06/2020	IDEAOLGY (Business Idea Competition)	19
2	24/04/2020	E-Quiz on Entrepreneurship development	630
3	27/02/2020	Seminar on The Impact and Role of Entrepreneurship on The Economic Growth of India	92
4	23/02/2020	Workshop on web designing	147
5	31/01/2020	1 dollar venture (Start-up Idea Competition)	20
6	12/11/2019	Seminar on Start-up Discussion	50
7	21/08/2019	Seminar on Start-up club	60
8	16/08/2019	Idea Workshop	50
9	24/07/2019	Seminar on Problems and Prospects of Corporate Social Responsibility of Indian Manufacturing Industry	59

g) Hardware Club on Innovation and Entrepreneurship

- ‘IICDC 2019-DST & Texas Instruments (TI) Inc. India Innovation Challenge Design Contest 2019” conducted on 10-12th January 2020
- Innovative Hardware Model Making Competition-2019 on 18/10/2019
- TCS EngiNX 2019”-Innovative Project Challenge on Premier Engineering and IoT on 06/09/2019

Agenda 6) To review the alumni activity, conduction of alumni meet:

Resolution 6) During last 4 months, more than 20 Alumni were taken the expert lecture in online mode. IQAC appraised the efforts and suggested to continue with the same procedure wrt alumni. ATR was demanded in the next meeting.

Agenda 7) To review the FDP/International Seminar/National Seminar Workshop organised by the institute:

Resolution 7) Activities in this category were observed and annexed (*Annexure 4*). IQAC shown its satisfaction on it.

➤ FDPs were conducted on

- Recent advances in 5G Communication Systems
- Image Processing & its applications
- Applications of IoT
- IoT for Industrial Applications

- FACTS and its applications
 - Effective Communication Skills
 - Learning Management System (LMS)
- 2 Seminars on Intellectual Properties, 1 Workshop on Research Methodology and 1 Webinar on Qualitative Research were done.

IQAC suggested R&D committee to take more initiatives wrt the area of thrust so that a greater number of publications can be done in those segments.

Agenda 8) To analyse the best practice developed by the institute:

Resolution 8) IQAC suggested two best practices which were in practice for the institution for many years.

- a) Career guidance and its impact on quality placement
- b) Community development initiatives

IQAC asked for the ATR in this regard to submit in the next meeting.

Agenda 9) To discuss about the Strategic Plan of the Institute

Resolution 9) In the line of strategic plan of the institute (2017-22), IQAC observed all the important measures and actions of the institute planned to execute within academic year 2019-20. (*Annexure 5*)

IQAC has shown its satisfaction on it.

Agenda 10) To discuss about Academic and Administrative Audit (AAA)

Resolution 10) IQAC asked to conduct AAA for AY 2019-20 and reports for the same were asked to submit in the next IQAC meeting. (*Annexure 6*) Suggestions made in the AAA for AY 2018-19 and the respective ATRs were also asked to submit in the next meeting.

Agenda 11) To discuss about AQAR (2019-20)

Resolution 11) AQAR (Annual Quality Assurance Report) has been observed. IQAC has shown its satisfaction on it. (*Annexure 7*)

Agenda 12) To discuss the progress of work done under NIRF or any other ranking agencies:

Resolution 12) A team had been created to work on the NIRF ranking procedure. IQAC suggested to speed up the process. It was also suggested to provide an ATR in this regard in next meeting of IQAC.

Chairperson gave special thanks regarding activity of the students and overall progress of the college even in the ongoing pandemic situation. As there were no other points for discussion, the meeting was adjourned with vote of thanks.



Chairperson

