Minutes of the IQAC meeting held on 02/07/2024

A meeting of the IQAC was conducted at Room No. N201 (New Building, 2nd Floor) on 02/07/2024 from 11.30 A.M. to discuss about the following agenda items:

1. Discussion on AQAR Report (2022-2023) Review
2. Action plan for the next academic year based on the report.
3. Proposed Binary Accreditation proforma
4. Green and Energy Audit
5. Miscellaneous

Following members were present:

Members Present:

1. Prof. (Dr.)Anirban Mukherjee, Principal In-charge & Chairperson - IQAC
2. Prof. (Dr.)Indrajit Pan, Professor & Dean (R&I)
3. Mr. Sandip Saha, Registrar, RCCIIT
4. Dr. Arpan Deyasi, Associate Professor, ECE & IQAC Coordinator
5. Dr. Abhishek Basu, Associate Professor, ECE & FIC (Academics)
6. Dr. Sangita Agarwal, Associate Professor, Representative NSS Chapter and Coordinator, ES
7. Dr. Tathagata Deb, Associate Professor, Coordinator-NSS
8. Dr. Srijan Bhattacharya, Assistant Professor, Coordinator-IRC

Dr. Arpan Deyasi, the IQAC Coordinator, opened the meeting by welcoming all members. He announced that NAAC had accepted the AQAR for the 2022-2023 academic year submitted by RCCIIT without any comments or suggestions.

Regarding Green Audit, it was reported that an organization from Madhyamgram, a suburb in North 24 Parganas, had approached the Institute to showcase their expertise in this area. The organization was granted permission to give an online demonstration. During their presentation, they displayed work conducted for degree colleges but were unable to provide any examples specific to engineering institutions. Furthermore, they could not cite any data regarding their work related to NAAC accreditation. The organization also claimed expertise in Energy Audits and Gender Audits that has not been verified. They were asked if they had expertise in any other areas and if they could provide information on any additional relevant metrics, whether positive or negative, which they are yet to inform.

Dean (R&I) mentioned that a discussion on this matter also took place with Dr. Krishnendu Chakraborty, Principal of GCECT, who conducted a Green Audit at his Institute for a significantly lower cost than what the aforementioned organization was requesting. In light of this, it was proposed to develop an action plan to visit colleges that have achieved high scores in Green, Energy, and Gender Audits, and to identify the necessary human resources for this initiative. Regarding biowaste management, it was reported that the Science Association of Bengal has submitted a proposal for composting, which can also be considered.

Regarding rainwater harvesting it was noted that RCCIIT currently has a few roofs for e.g., roof of the auditorium etc. where rainwater accumulates, which can be used for harvesting and utilized.

Regarding tree plantation and maintenance of overall greenery, Principal suggested formulating a policy where a group of five (5) 1st-year students would take responsibility for the full maintenance of a tree throughout the semester, in consultation with the gardener. Special emphasis may be given on fruits and vegetables. It was noted that in the upcoming academic year, at least 200 students in the Even Semester and at least 300 students in the Odd Semester will have the opportunity to plant trees and participate in their maintenance. Dr. Tathagata Deb, Associate Professor, AS(Chem) and Coordinator of NSS, was requested to lead this initiative.

Regarding the use of solar energy, Principal informed that the Institute is in the process of installing a 50 KVA unit equipped with solar panels in collaboration with Geetanjali Solar Pvt. Ltd. The first phase of this installation will be carried out in the New Building.

Regarding overall hygiene and cleanliness, it was proposed that the NSS would take the lead. Separate student groups would be established to conduct regular inspections of hygiene maintenance in student toilets and canteens, and to ensure the overall cleanliness of both campuses of the Institute. The NSS was also tasked with raising awareness among students about the harmful effects of single-use plastic. The Registrar was requested to issue a notice prohibiting the use of single-use plastic in both campuses. Members agreed that participation in these activities should be made mandatory for all first-year students.

Dr. Arpan Deyasi, IQAC Coordinator, reported that the Institute had to record Alumni Contributions as less than 1 lakh in the AQAR due to the IQAC not receiving the audited statement for 2022-2023. This was attributed to simultaneous audits being conducted for both 2022-2023 and 2023-2024. Members proposed that all funds raised from alumni be disbursed to

Regalia, Techtrix, and Krirathon through the RCCIIT Alumni Association that is a registered body. This arrangement aims to facilitate ease of audit and ensure transparency.

The IQAC Coordinator pointed out that an ICT webpage is required in accordance with the AQAR. It was reported that the ICT webpage will be launched upon the completion of the Institute website's reconstruction.

A key topic of discussion was the mandatory upload of faculty video lectures to YouTube. To ensure implementation, Program Coordinators for both UG and PG programs within each academic department were assigned responsibility for verifying that faculty members are uploading their lectures.

Several members raised concerns regarding the implementation of resolutions from IQAC meetings and the submission of Action Taken Reports (ATRs). In response, Principal directed that IQAC take responsibility for conducting quarterly meetings with all academic departments and various committees within the Institute to oversee the implementation of IQAC resolutions. Additionally, it was agreed that IQAC would periodically inspect departmental laboratories.

Furthermore, it was proposed to invite external experts regularly to interact with students and faculty members, utilizing their expertise to improve the overall academic infrastructure of the Institute.

Dr. Indrajit Pan, Professor and Dean (R&I), suggested that a few junior faculty members be assigned to the IQAC and NAAC as needed. The proposal received unanimous approval, and the administration was requested to issue the necessary notice accordingly. In this context, the reconstruction of the IQAC was proposed and approved.

There being no other issues to be discussed, the meeting ended with vote of thanks to the Chair.