

## Minutes of the Institutional Quality Assurance Cell (IQAC) dtd. 13/03/2020

**Venue:** Board Room

**Date:** 13/03/2020

**Time:** 02:00 pm

---

### Members present:

1. Prof. (Dr.) Siddhartha Bhattacharyya, Principal
2. Mr. Sayantan Sinha, Registrar
3. Mr. Hrishikesh Bhaumik, Assoc. Prof. (IT) & In-Charge (T &P)
4. Ms. Satarupa Chatterjee, Asst. Prof. (AS-Chem.)
5. Dr. Arindam Mondal, Asst. Prof. (CA)
6. Prof. (Dr.) Ashoke Mondal, Prof. (EE)
7. Mr. Arpan Deyasi, Asst. Prof. (ECE)
8. Dr. Anirban Mukherjee, Assoc. Prof. (IT) & Coordinator, IQAC (Convener)

Convener welcomed all members present and started the proceedings of the meeting on following three issues;

- i. Prioritizing institutional publicity aiming upcoming admission for academic session 2020 – 2021
- ii. Engaging students to perform different social responsibilities
- iii. Strengthening relationship with alumni and engaging them at different roles to motivate their juniors
- iv. Effective interaction with parents/ guardian

### Proceedings:

1. Members discussed that admission scenario of the institute is not very promising and there goes a down trend. Main reason may be less publicity and advertisement in media due to financial limitations. Thus building relationship with schools through various modes may be one promising approach to reach out candidates of upcoming batches
2. There is a need to inculcate social values and ethics among the fresh and young batch of students. Students may be connected in school related activities in addition to their regular participation in NSS club and Rotaract Club. This will help to reach out their juniors at school through various technical programs like seminar, quiz, webinar, project competitions etc
3. Various alumni connect programmes need to be introduced where alumni will come forward to conduct technical lectures, mock interviews, and provide threads for internships and placements
4. Parent/ Guardian feedback is important to know about their wards' progress and also to intimate them upon various activities and initiatives taken by the college.

### Resolutions:

1. Institute will launch **Connect to School initiative** under this initiative various Schools can be communicated and joint programs on different technological aspects can be performed by engaging our students and faculty/ staff members

**Minutes of the Institutional Quality Assurance Cell (IQAC) dtd. 13/03/2020**

2. Institute will initiate **Connect to Alumni** program through which frequent alumni events can be organized at Institute level and department level so that all current students can interact with alumni and get motivated. Since alumni are residing at different geographical locations, most of these events can be performed online and a few physical events can be arranged during weekends.
3. **Parents or guardian meets can be organized at least once or preferably twice** in a semester to interact with them in both online and physical mode as may be suitable time to time.

*There being no other issue to discuss, this meeting ended with a vote of thanks.*