Minutes of Meeting dated 18/05/2022

Members Present
1. Prof. Anirban Mukherjee, Principal
2. Prof. Indrajit Pan, IQAC Coordinator
3. Dr. Arpan Deyasi, NAAC CC Convener
4. Dr AbhishekBasu, FIC, Academics
5. Dr Soham Sarkar, Convener, IRC
6. Mr. Manas Ghosh, FIC, TPC
7. Dr Sangita Agarwal, Representative NSS Chapter and Coordinator, ES
8. Dr Hrishikesh Bhaumik, Convener, IIPC

Proceedings

1. **Research and Development**
   a. Article publication and IPR: Faculty members should use institutional affiliation in the publication. It has been observed that many publications are coming up with other than institutional credentials/ affiliations which are not being recognized under Institutional credit by different accrediting/ ranking bodies. IRC should frame a relevant policy regarding this.
   b. Conference/ book chapter publication may be discouraged henceforth and no financial assistance should be provided for the same (unlike 50% of conference registration fee paid now). Instead, faculty members should be encouraged to publish in SCI/WOS/Scopus journals.
   c. A research award policy may be adopted which will be framed by IRC. It is proposed that a faculty member will be financially awarded (one time in an academic/financial year) along with a certificate for SCI/WOS/ Scopus publication. Award value may be either 5000 INR for SCI/WOS or 3000 INR for Scopus publication. In case of multiple authors for a single publication from this Institute, the first author can claim the financial credit though certificate may be given to all authors.
   d. Alongside Government funded research projects more focus should be given on small private funded research projects of minimum 6 months duration and minimum 25000 INR research grant. FIC-A, FIC-T&P and Convener IIPC were requested to channelize the process.
   e. No Institutional funding will be provided for organizing conferences. Any department can arrange that with external funding or in self-arranged mode.

2. **Awards and Recognition**
   a. Institute will introduce awards and recognition for employees and students in different categories to recognize their efforts and motivate them.
   b. A small award sub-committee will be framed by Principal who will decide upon different categories and type of awards, there selection benchmarks and subsequent roll out process.
   c. Institute will also participate in some Pvt. and Govt organized award competition to earn some social recognition. The same may be decided on domain of the competition and merits of the awards.

3. **Alumni Affairs**
   a. More alumni centric activities to be conducted in future

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  b. An alumni registration form to be implemented for 2022 passout batch with a nominal amount of registration like 500 INR. Every student should have proper registration in alumni association before obtaining clearance for collecting final mark sheet and degree certificate. Principal will issue an order in this aspect and FIC, Alumni will implement the same.

  c. FIC, Alumni should take ample initiative to setup alumni sponsored laboratories in the Institute

4. **NSS and Rotaract Club**

  a. Both clubs should work jointly and all disseminations must contain the logo of both club in similar kind of activities.

  b. Any event should be atleast of three days span and geo-tagged event photographs and reports should be properly prepared and submitted to FIC, SA & SW within 7 days of the event.

  c. More focus should be given on clean and green campus initiative and conducting event for social upliftment, facilitating professional manpower development and helping them to be engaged in professional activities.

5. **AICTE 360^0 feedback**

  a. Registration in AICTE 360-degree feedback portal should be done immediately and the same should be implemented at the earliest.

6. **Data and Evidence Management**

  a. A designated man power should be identified from staff pool for data collection across various academic departments.

  b. Common Data templates (excel for the time being) on various parameters to be designed by NBA and NAAC CC Convener along with FIC, Academics and Convener IRC which will facilitate the processes of ARIIA, NIRF, NAAC and NBA

  c. Identified workforce will collect data as per the template across various academic departments in every six months and submit the same to NBA and NAAC CC Convener, FIC, Academics and Convener, IRC

  d. Principal will formalize the process of identifying the man power.

There being no other agenda to discuss, the meeting ended with a vote of thanks.