

Minutes of the Institutional Quality Assurance Cell (IQAC) on 19/08/2021

Mode: Online (Google Meet) **Date:** 19/08/2021 **Time:** 04:00 pm

Members present:

1. Prof. (Dr.) Anirban Mukherjee, Principal (Officiating)
2. Mr. Sandip Saha, Registrar
3. Dr. Hrishikesh Bhaumik, Assoc. Prof. (IT) & FIC (LA)
4. Dr. Abhijit Das, Assoc. Prof. (IT) & FIC (Alumni)
5. Mr. Harinandan Tunga, Assoc. Prof. (CSE) & FIC (SA & SW)
6. Mr. Manas Ghosh, Asst. Prof. (CA) & FIC (T & P)
7. Dr. Abhishek Basu, Asst. Prof. (ECE) & FIC (Academics)
8. Mr. Arpan Deyasi, Asst. Prof. (ECE) & Convener, NAAC
9. Dr. Soham Sarkar, Asst. Prof. (ECE) & Convener (IRC)
10. Dr. Tathagata Deb, Asst. Prof. (AS) & Teacher in-charge (NSS Unit)
11. Dr. Sangita Agarwal, Asst. Prof. (AS)
12. Dr. Indrajit Pan, Assoc. Prof. (IT) & Coordinator, IQAC (Convener)

At the onset convener welcomed all members of the committee and presented a brief progress on the policies adopted in the past IQAC meetings. Notable planned progress on following activities was discussed;

- (a) Promoting institute in the schools through Connect to School (C2S) initiative where 5 different programs have been conducted. Coordinator, Dr. T. Deb informed that good responses have been noted in terms of admission in A.Y. 2021 – 2022.
- (b) Rebuild relationships with alumni through Connect to Alumni (C2A) program. Recently different departments like AEIE, EE, ECE and IT have conducted various programs under C2A initiative and reports are available with FIC (Alumni). FIC (Alumni) has been requested to focus on regularization of these programs at different departments. He is also requested to regularly conduct institute level programs, generate placement leads through alumni and develop alumni fund.
- (c) Another initiative has been taken to intensely communicate with parents of all students through Connect to parent (C2P) program. Some Institutional level events were conducted in the last semester by Institute management and this time such events were conducted at departmental level.
- (d) Institute management has also taken intense initiative to arrange special classes on coding skill development among 1st, 2nd and 3rd year students over past two semesters through both internal and guest faculty members. Effectiveness and outcome of these classes have to be measured in coming days and accordingly relevant modifications need to be done. FIC (academics) has been requested to look after the process along with CSDM committee.

After confirmation of the past resolutions and brief discussion on the progress, convener proceeded to the main agenda of the day;

(i) Introducing e-learning portal

Discussion: Classes are being conducted in fully online mode over past two semesters. Online learning and e-learning have become a trend. It is a high time to introduce an Institutional e-learning portal with the content designed and developed by in-house faculty members.

Resolutions:

- (a) A subdomain will be created under www.rcciit.org to launch e-learning portal within next 3 weeks.
- (b) Contents will be acquired from all faculty members (both for odd and even semester papers as per MAKAUT curriculum) by FIC (Academics)
- (c) Lesson content, PDF of slides, self-developed study materials, link of personal video lectures (uploaded in personal YouTube channel) relevant to the lesson content will be acquired from faculty members by 5th September 2021
- (d) Subsequently Online Exam Committee (reconstituted in 2019 but non-functional since then) or MOOCs Committee (functional) will be given the charge to upgrade the portal, explore free cloud servers (like moodle cloud as proposed by Dr. H. Bhaumik) so that examination, assignment submission and other evaluation metrics can be integrated in the portal.
- (e) Gradually pdf slides will be replaced by link of video lectures recorded by faculty members of the institute and uploaded in their personal YouTube channel.

(ii) Personal website of all fulltime faculty members and google scholar profile

Discussion: Data acquisition and display from individual faculty members on their detail and updated publication, faculty development programs attended, courses delivered, research interest, patent and copyright published, research projects, special training program and workshop conducted are not properly managed. A standard practice of introducing personal website of individual faculty member can be adopted which can be linked in institute website. Also, there is a need to create google scholar profile by all faculty members.

Resolutions:

Minutes of the Institutional Quality Assurance Cell (IQAC) on 19/08/2021

- (a) FIC (Academics) will issue a mail (by 27/08/2021) to all faculty members for hosting their personal website and registering in google scholar profile.
- (b) Personal website will contain following details
 - i. Name, Qualification, Designation, Department
 - ii. Google scholar profile link
 - iii. Brief biography
 - iv. Research interest
 - v. Courses offered in UG and PG level
 - vi. Publication details since joining at RCCIIT (Journal paper, Conference paper, Book chapter, Book) with name of co-authors, article title, name of journal/conference proceedings/ edited books, page numbers, DoI, year, publisher name (if applicable), ISBN/ ISSN (if applicable)
 - vii. Patent and Copyright
 - viii. Faculty development program/ workshop attended with details of program title, organizer, date, duration and venue
 - ix. Training or other activities conducted as resource person (Name of the lecture, venue, dates etc.)
- (c) A special training session can be arranged for faculty members (by 31/08/2021) those who are in need to have some hands-on experience in website development on free hosting services. Along with registration in goggle scholar profile.
- (d) Personal website links to be submitted to FIC(Academics) by 10/09/2021.
- (e) All relevant information of every faculty member will be referred only from this portal during CAS. Separate and additional record will not be considered outside this portal.
- (f) A permanent research database can be developed where faculty members should update their publication records.
- (g) Research newsletter to be published

(iii) **AICTE 360-degree feedback portal**

Discussion: AICTE has mandated 360-degree feedback for faculty members through its gazette notification of 7th CPC published on 01st March 2019. Accordingly, Institute has to adopt AICTE 360-degree feedback mechanism. AICTE has tied up with Smart cookies Technologies and launched 360-degree feedback portal. Already 151 institutes have enrolled in the system as a part of pilot run and rest of all have to migrate mandatorily.

Resolutions:

- (a) RCCIIT will enroll in AICTE 360-degree feedback portal at the earliest and will follow the same from upcoming semester
- (b) IQAC, Coordinator and FIC (Academics) will look into this implementation

(iv) Common and integrated student database and updated fees collection

Discussion: Often there is an anomaly in the student database maintained at Exam dept, Accounts dept and Academic dept. This incurs a mismanagement in terms of huge backlog in fees collection. Hence there is a need for common integrated database and also a strict auditing policy at accounts department. At the same time focus is to be given on fixed asset management and maintenance to reduce recurring running cost. An ERP kind of solution may help the process.

Resolutions:

- (a) Principal and Registrar have informed that a contract has been given to Webel for developing a portal for student admission
- (b) Administration to take some steps regarding internal audit and reconciliation/collection of outstanding fees of students of 3rd year, 4th year and Outgoing batch. (Outstanding fees of 2nd year students and 1st year students to be admitted this year can now be tracked through the upgraded system of payment).
- (c) Furthermore, they will develop a system on student life cycle data and process management along with various access level
- (d) Whole implementation is expected to be completed by March 2022
- (e) All depts will be advised to provide physical running status of their laboratory equipment and other devices at the earliest. Lab technicians and technical assistants may be entrusted to execute the process and report through their HODs at the earliest. FIC (Academics) will acquire the summarize report.
- (f) Before start of the next semester, few practical classes of last semester may be conducted physically with limited students per session.
- (g) It is advisable that like other colleges, faculty and staff of all Dept./Cell should now attend college, maybe, following a roster. Relevant duty roster and staff attendance policy may be framed and monitored by Dy. Registrar (Officiating) with due approval of competent authority. Strict adherence to covid protocol and staff attendance policy as per relevant state govt norms may be followed for the same.

(v) Publication of KALMADHUMAS and WASSUP

Discussion: Publication of KALMADHUMAS and WASSUP need to be resumed in online mode at the earliest

Resolutions:

- (a) Dr. Abhijit Das (for WASSUP) and Dr. Soham Sarkar (for KALMADHUMAS) have been entrusted for the same.
- (b) FIC (SA & SW) will look after the whole process

(vi) Implementation of centralized digital repository

Discussion: Many institutional documents like notice, circular, minutes, photographs are often needed for various purposes which at present are not easily available. There is a need for centralized digital repository.

Resolutions:

- (a) Centralized digital repository has to be implemented at the earliest
- (b) Relevant notice, circulars and minutes has to be copied for Institutional website
- (c) 2 to 3 non-teaching potential staff members need to be identified and trained to work dedicatedly as MIS Assistant. They will be supporting in digital archiving, data maintenance in inhouse repository, regular website update, online media management (Facebook/ linked in), digital promotion, video editing and document/ banner editing etc. They may be deputed under System Administration. FIC (Academics), Registrar and Principal will identify and implement the same at the earliest.

(vii) Miscellaneous

Discussion: Industry orientation and tie up is needed for M. Tech. program in Microelectronics and VLSI and CSE in (Artificial Intelligence). Also, domain certification policy for faculty members on emerging technologies has to be adopted.

Resolutions:

- (a) FIC (Academics) and Convener, IIPC will discuss on the issue to execute relevant industry tie-up for the following two M. Tech. programs;
 - i. M. Tech. in Microelectronics and VLSI
 - ii. M. Tech. in CSE (Artificial Intelligence)
- (b) They will meet relevant experts in this domain to take the matter further
- (c) B. Tech. program in emerging area can be applied to restore previously surrendered 30 seats in AEIE. Faculty members

Minutes of the Institutional Quality Assurance Cell (IQAC) on 19/08/2021

may be encouraged to pursue domain certification from Coursera or relevant online platform in the identified emerging area

- (d) Faculty members may also be encouraged to pursue domain certification in emerging areas like Microelectronics, VLSI, Artificial Intelligence, Machine Learning, Cyber Security, Data Science, etc. FIC (Academics) may look after the implementation of the above through IAC.

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