



Minutes of Meeting dated 21/03/2023

A meeting of the IQAC was conducted at Room No. N201 (New Building) on 21/03/2023 from 11.30 A.M. to discuss about the following agenda items:

1. Discussion about AQAR Report
2. Proposal of Centre for Development, room and human resource identification
3. Preparing Studio for e-content development and training of human resource for video editing and document storage
4. Compulsory implementation of Academic Bank of Credit and Digi-locker
5. Registration of each student in at least 3 NPTEL courses
6. Change of external member and internal student representatives in IQAC
7. Green and Energy Audit
8. Miscellaneous

Following members were present:

Members Present:

1. Prof. (Dr.) Anirban Mukherjee, Principal(Officiating) & Chairperson - IQAC
2. Dr. Arpan Deyasi, Associate Professor, ECE & IQAC Coordinator
3. Prof. (Dr.) Indrajit Pan, Professor & HoD-IT
4. Dr. Abhishek Basu, Associate Professor, ECE & FIC(Academics)
5. Dr. Abhijit Das, Associate Professor, IT & FIC (Alumni)
6. Mr. Manas Ghosh, FIC(TPC)
7. Dr. Soham Sarkar, Associate Professor, ECE & Convener, IRC
8. Dr. Sangita Agarwal, Representative NSS Chapter and Coordinator, ES
9. Dr. Tathagata Deb, Coordinator NSS

At the outset, Dr. Arpan Deyasi, IQAC Coordinator welcomed all the members and placed the suggestions given by NAAC against the submitted AQAR for the AY 2021-2022 that was observed as being consistent with the shortcomings/lacunae recorded in past proceedings of IQAC and NAAC meetings. The meeting thereafter proceeded based on the agendas listed above:

Agenda – 1:

Coordinator, IQAC informed all members that AQAR report for AY 2021 – 2022 has been accepted by NAAC. Further NAAC has shared some observations for improvement which need to be addressed categorically in the coming year. This will surely help the Institute to improve grade of accreditation in next cycles.

Agenda – 2:

- The members noted that the Institute needs to emphasize on organizing training programs for faculty members and staffs in regular interval. An event calendar may be prepared for the purpose and accordingly the events to be arranged. There was a consensus in following standard guidelines and practices of UGC and AICTE while organizing these events.
- Certification programs on different emerging and job oriented technical domains to be arranged for students of the Institute. These certification programs can be kept open for



external participation on payment of stipulated course fees. Faculty members of the Institute will be encouraged to offer training programs on emerging domains and life skill development. Presently, under the funding of MeitY, Govt. of India a few certificate courses on emerging and in-demand ICT areas have been offered for the in-house and external students. A comprehensive policy for organizing such certificate programs and its promotion in future will be finalized by IQAC.

- In the above context, the IQAC requested the Management of RCCIIT to establish a CENTRE FOR DEVELOPMENT as per statutory guidelines. The Centre will have a Head/ faculty in-charge and assistant staff member to maintain regular official proceedings. The Centre will arrange training and development programs for faculty and staff members, will host certification courses for students on emerging technical areas and life skill development. The Centre will be responsible for promoting and hosting of such programs, manage registrations, maintain schedule and attendance, conduct performance evaluation (of the participants) and feedback analysis (of the programs) and issue certificates (to the participants) on successful completion of the programs. Members of IQAC agreed to the proposal and advised Coordinator, IQAC to place the proposal to the RCCIIT Management.
- Members also discussed that a room to be identified for Center for Development and proposal came to utilize N102 or N002 as per the suitability. It was also discussed that an open call within the college will be published for identifying/ selection of Head/ Faculty-in-Charge for this Centre for Development.

Agenda – 3:

- Apropos to the observations issued by NAAC, IQAC pointed out the need for development of e-content and hosting an e-learning portal. “Pragyata” portal which was earlier conceptualized by IQAC and currently linked with Institutional website needs complete refurbishment and development.
- Members proposed to have a proper infrastructure for e-content development in more professional manner and identified the need for a studio room facility inside the campus for video content development.
- Further discussion revealed the need for identification of one/two staffs to be full time associated with this initiative. They will be trained for video and audio editing, e-content development and website design and maintenance.
- Members also advised to avail the expertise of Prof (Dr) Ashoke Mondal and Dr Abhijit Das for identification of infrastructural need and preparation of optimal budget for setting up the studio along with Coordinator IQAC.
- Members identified room no N102 or N002 for studio setup.

Agenda – 4:

Student enrolment in Academic Bank of Credit (ABC) is now a mandate of UGC. Our affiliating University MAKAUT, WB has also taken an initiative to enroll all students for ABC ID and tag that ID in their MAKAUT profile to digitally store and link their academic performances. Coordinator IAQC has already intimated the academic departments about this initiative. Members emphasized on the need of 100% enrolment of all students in the process. They



requested Coordinator IQAC to monitor the process and acquire updates from all academic departments within 31 March 2023.

Agenda – 5:

- Coordinator IQAC is also looking after the MOOCs certification process. He reported that current enrolment in SWAYAM/ NPTEL program is trending down. However the students are keener towards other platforms due to their easy evaluation mechanism. He also added that SWAYAM/ NPTEL courses are only recognized in terms of MOOCs,
- In this context, IQAC recommended that the prime focus should be given on 2nd Sem and 3rd Sem students for registration in NPTEL courses. The management will be requested to issue a mandate for students of first and second year to mandatorily complete at least 3 programs from NPTEL with certification.
- Members realized the need for monitored registration process of the students in NPTEL programs. They advised to engage MOOCs committee members and student Mentors of every department to monitor the registration process of students of respective departments. They will figure out the right program for the students and will monitor their enrolment and progress on a regular basis. A policy should be framed for tracking of student progress through dynamic student profile by the Mentors.
- Emphasis may be given on courses on programming in C and Java and Soft skill.
- MOOCs committee will monitor the rollout.

Agenda – 6:

- IQAC noted that there is a need for change of external representative and student representative in the IQAC committee.
- Therefore recommended that advice may be sought from FIC (SW & SA) to propose the name of one student representative from second/third year in consultation with NSS Coordinator and Faculty advisors of all Student Clubs of RCCIIT.
- IQAC recommended to request the administration to contact Government College of Ceramic Technology, Kolkata to nominate their IQAC Coordinator as external expert.
- IQAC also recommended that Dr. Srijan Bhattacharya, HoD-AEIE may be requested to invite Maharaj from Ramakrishna Mission to mentor the progress of RCCIIT and share his visionary expertise as far as NAAC accreditation is concerned.

Agenda – 7:

- IQAC recommended the proposal received from Geetanjali Solar on setting up a solar power plant at RCCIIT; Coordinator, IQAC will follow up with administration for its early implementation.
- IQAC identified the need for Institutional Green and Energy Audit. Dr Tathagata Deb and Dr Sangita Agarwal were entrusted to look after the task with utmost importance utilizing their connections and expertise.

Agenda – 8:

- Coordinator IQAC was requested to look after the task of formatting and uploading of all course outcomes in Institutional website as per recommendation of NAAC. He may avail the support of Mr. Amitabh Chakraborty.



- Coordinator was also requested to prepare Action Taken Reports on the resolutions of past IQAC meetings and to continue the practice with the support from Mr. Amitabh Chakraborty.
- Mr. Amitabh Chakraborty to be further entrusted and engaged in maintaining digital repository and archive of Institutional activities in terms of reports and pictures for last five years.
- IQAC recommended extended utilization of the knowledge and experience of Professors and Associate Professors beyond regular academic engagements. 360° involvement from senior faculty members should be expected in R&D, project, consultancy activities and Administrative support.

In conclusion, the IQAC members adopted unanimously the following resolutions:

Resolutions:

- a. Resolved that Coordinator IQAC will initiate the proposal to form a CENTRE FOR DEVELOPMENT as per relevant guidelines.*
- b. Resolved that Coordinator IQAC will write to the Management of RCCIIT to form a Studio for e-Content Development; necessary resources should be earmarked for implementation of digital repository and archive.*
- c. Resolved that IQAC recommends that there should be compulsory implementation of Academic Bank of Credit and Coordinator IQAC will follow up with the Departments.*
- d. Resolved that MOOCs committee will ensure mandatory and successful completion of at least 3 NPTEL courses by the first and second year students through the Mentors systematically.*
- e. Resolved that Coordinator IQAC will write to the Management of RCCIIT to reconstitute IQAC with new student member and external expert .*
- f. Resolved that IQAC recommends that Green and Energy Audit should be given top priority by the Management of RCCIIT. Solar plant set-up proposal should also be implemented.*
- g. Resolved that Coordinator IQAC will ensure uploading of formatted COs in Institute portal, prepare Action Taken Reports on past resolutions of IQAC meetings.*
- h. Resolved that IQAC recommends 360° engagement of Senior faculty members beyond regular academic responsibilities.*

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