

**ASANSOL ENGINEERING COLLEGE**  
Vivekananda Sarani, Kanyapur, Asansol – 5

**IQAC**

Ref No: AEC/IQAC/June 23/01


Date: 03/06/2023

**NOTICE**

All the members of IQAC are cordially invited to the IQAC meeting – at 12 pm on 20/06/2023 in Conference Room, AEC

**Agenda:**

1. Introductory and Opening of the meeting
2. To consider the proceedings of the last meeting held on 17<sup>th</sup> March 2023
3. To discuss on the various action taken reports
4. To analyse the feedback for facilities
5. To analyse the feedback from different stakeholder for Course Curriculum
6. To discuss about the proposals of Conference/FDP/Seminar/Workshop organised by the departments/institute for the forthcoming academic year
7. To analyse the performance of all Statutory and Non-Statutory Committee
8. To analyse the best practice developed by the institute
9. To discuss about NAAC Accreditation
10. Any other matter with permission of chairman

  
03/06/23

**Dr. G. S. Panda**  
**Coordinator, IQAC**  
**Coordinator, IQAC**  
**Asansol Engineering College**  
Asansol - 713305



# ASANSOL ENGINEERING COLLEGE

Vivekananda Sarani, Kanyapur, Asansol – 5

IQAC

## ATTENDANCE SHEET

For Internal Quality Assurance Cell

Venue – Conference Room, AEC on 20.06.2023 at 12 p.m. onwards

SN	Name	Designation	Role	Signature
1	Prof. (Dr.) Gourisankar Panda	Principal (I/C)	Chairperson	
2	Dr. Debashis Sarkar	HoD, ME	Member (Teacher representative)	
3	Dr. Monish Chatterjee	HoD, CSE	Member (Teacher representative)	
4	Dr. Chittajit Sarkar	Asso. Prof., ECE	Member (Teacher representative)	
5	Dr. Rudra Pratap Singh	Asso. Prof., EE	Member (Teacher representative)	
6	Mr. Amit Kumar Rai	Asst. Prof., ECE	Member (Teacher representative)	
7	Mr. Robin Kumar Agarwal	Asst. Prof. BS & HU	Member (Teacher representative)	
8	Mr. Taranjit Singh	MD	Member (Management)	
9	Dr. S. Halder	Registrar	Member (Administration)	
10	Mrs. Debika Chatterjee	TPO	Member (Administration)	
11	Mr. Tarunava Ghosh	Accountant	Member (Administration)	

12	Dr. Sudip Banerjee	Doctor, HLG Hospital	Member (Society)	A
13	Mr. Azizul Islam		Member (Student)	Azizul Islam
14	Mr. Kunal Mukherjee	Manager, Gainwell	Member (Alumni)	A
15	Mr. Partha Sarkar	East. Region AIP Head, TCS	Member (Employer)	A
16	Mr. Saikat Chattopadhyay		Member (Parent)	S. Chattopadhyay



# ASANSOL ENGINEERING COLLEGE

AICTE Approved, MAKAUT Affiliated, UGC (2f) Recognised  
Kanyapur, Vivekananda Sarani, Asansol  
Pashchim Bardhaman, WB, PIN - 713 305

Ref. No.: AEC/IQAC/June – 23/2

## Minutes

### **IQAC**

Date: 20<sup>th</sup> June 2023 (12 PM onwards)

Venue: Conference, AEC

Notice of Meeting: Circulated among members on 3<sup>rd</sup> June 2023 by IQAC – Coordinator

### **Members Present**

Prof. (Dr.) G.S. Panda	Principal (I/C), AEC	Chairperson
Dr. D. Sarkar	HoD, ME	Member (Teacher representative)
Dr. M. Chatterjee	HoD, CSE	Member (Teacher representative)
Dr. Chittajit Sarkar	Faculty, ECE	Member (Teacher representative)
Dr. R. P. Singh	Faculty, EE	Member (Teacher representative)
Mr. A. K. Rai	Faculty, ECE	Member (Teacher representative)
Mr. R. K. Agarwal	Faculty, BS&HU	Member (Teacher representative)
Mr. T. Singh	MD	Member (Management)
Dr. S. Haldar	Registrar	Member (Administration)
Mrs. D. Chatterjee	TPO	Member (Administration)
Mr. T. Ghosh	Accountant	Member (Administration)
Mr. A. Islam		Member (Student)
Mr. S. Chattopadhyay		Member (Parent)

### **Members Absent**

Dr. S. Banerjee	MD, HLG Hospital	Member (Society)
Mr. P. Sarkar	E. Region AIP Head, TCS	Member (Stake Holder)
Mr. K. Mukherjee	Manager, Gainwell	Member (Alumni)

**Agenda 1) Introductory and Opening of the meeting:**

Resolution 1.a) The Chairperson called the meeting in order.

1.b) The Chairperson appraised the presence of all the members of the house.

**Agenda 2) To approve the proceedings of the last meeting:**

Resolution 2) IQAC considered the proceedings of the last meeting of the IQAC held on 17<sup>th</sup> March 2023 at Conference Room, AEC, copy of the proceedings had been circulated to all members (*Annexure 1*). IQAC confirms the minutes.

**Agenda 3) To discuss on the various action taken reports:**

Resolution 3) Action taken report on the suggestion made in the earlier meeting held on 17.03.2023 was presented and committee approved the report.

Item No	Agenda	Resolution	Action Taken
1	To review the requirements of facilities	Requirements related to facilities are compiled and analysed. ATR is asked to submit in this regard in the next meeting.	All the necessary actions were in continuation. IQAC shown its satisfaction.
2	To discuss about NAAC Accreditation	IQAC has shown satisfaction on the progress of NAAC related assignments. ATR is expected to track the progress in this regard in the next meeting.	Committee members suggested to submit the SSR before the next scheduled meeting of IQAC.

**Agenda 4) To analyse the feedback for facilities:**

Resolution 4) The committee reviewed the feedback on facilities (*Annexure 2*).

IQAC shown its satisfaction on it. IQAC has asked the respective committee to take care the issues identified related to the facilities and accordingly take necessary actions. ATR is required to submit in the next IQAC meet.

**Agenda 5) To analyse the feedback from different stakeholder for Course Curriculum:**

Resolution 5) Feedback analysis reports were submitted. The committee observed the reports and shown its satisfaction. (*Annexure 3*)

List of VAC and MOOCs basket for 2022-23 session were submitted through DAC where IQAC shown its satisfaction. (*Annexure 4*)



**Agenda 6) To discuss about the proposals of Conference/FDP/Seminar/Workshop organised by the departments/institute for the forthcoming academic year:**

Resolution 6) From DAC, different proposals were arrived in this category which is annexed (*Annexure 5*). IQAC approved all the proposals for academic year 2022-23, submitted by the departments. IQAC asked R&D Committee to incorporate the reports of all the approved proposals in their ATR for submission.

**Agenda 7) To analyse the performance of all Statutory and Non-Statutory Committee:**

Resolution 7) Reports submitted by all Statutory and Non-Statutory Committee is annexed (*Annexure 6*). The IQAC appraised the activities done by the respective committee. It was suggested to the all the committees to continue with the execution of different activities in online mode.

**Agenda 8) To analyse the best practice developed by the institute:**

Resolution 8) IQAC observed the year on initiatives for the development of both the best practices (*Annexure 7*). The committee shown its satisfaction. IQAC asked to incorporate more activities in this regard.

**Agenda 9) To discuss about NAAC Accreditation**

Resolution 9) IQAC has observed the preparation of SSR. IQAC has shown its consent to go ahead with the progress. ATR were asked to submit to track the progress.

Chairperson gave special thanks regarding activity of the students and overall progress of the college even in the ongoing pandemic situation. As there were no other points for discussion, the meeting was adjourned with vote of thanks.

**Chairperson**

