

ASANSOL ENGINEERING COLLEGE

Vivekananda Sarani, Kanyapur, Asansol – 5

IQAC

Ref No: AEC/IQAC/Mar 20/01

Date: 16/03/2020

NOTICE

All the members of IQAC are cordially invited to the IQAC meeting – at 12 pm on 17/03/2020 in Conference Room, AEC

Agenda:

1. Introductory and Opening of the meeting
2. To consider the proceedings of the last meeting held on 20th December 2019
3. To discuss on the various action taken reports
4. To consider matter of Academic Interests raised by departments, supporting units and/or suggested by BoG
5. To guide various Sub-committees
6. Any other matter with permission of chairman

S. Haldar
16/3/20

Dr. S. Haldar
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 17.03.2020 at 12 p.m. onwards

SN	Name	Designation	Role	Signature
1	Prof. (Dr.) Partha Pratim Bhattacharya	Principal	Chairperson	
2	Dr. Debashis Sarkar	HoD, ME	Member (Teacher representative)	 17/03/2020
3	Dr. Monish Chatterjee	HoD, CSE	Member (Teacher representative)	 17.03.20
4	Mr. Sambit Sundar Mondal	HoD, 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)	 17/03/20
7	Mr. Robin Kumar Agarwal	Asst. Prof. BS & HU	Member (Teacher representative)	 17/03/20
8	Mr. Taranjit Singh	MD	Member (Management)	A
9	Dr. Gourisankar Panda	Registrar	Member (Administration)	 17.03.20
10	Mrs. Debika Chatterjee	TPO	Member (Administration)	A
11	Mr. Tarunava Ghosh	Accountant	Member (Administration)	 17/03/2020

12	Dr. Sudip Banerjee	Doctor, HLG Hospital	Member (Society)	A
13	Ms. Priyanka Maji		Member (Student)	A
14	Mr. Kunal Mukherjee	Manager, Gainwell	Member (Alumni)	A
15	Mr. Partha Sarkar	East. Region AIP Head, TCS	Member (Employer)	A
16	Mr. Rajesh Trivedi		Member (Parent)	A
17	Dr. S. Haldar	HOD, BS & HU	Coordinator	<i>S. Haldar</i> 17/3/20



ASANSOL ENGINEERING COLLEGE

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

Ref. No.: AEC/IQAC/Mar – 20/2

Minutes

IQAC

Date: 17th Mar 2020 (12 PM onwards)

Venue: Conference, AEC

Notice of Meeting: Circulated among members on 16th Mar 2020 by IQAC - Coordinator

Members Present

Prof. (Dr.) P. P. Bhattacharya	Principal, AEC	Chairperson
Dr. D. Sarkar	HoD, ME	Member (Teacher representative)
Dr. M. Chatterjee	HoD, CSE	Member (Teacher representative)
Mr. S. S. Mondal	HoD, ECE	Member (Teacher representative)
Dr. R. P. Singh	Asso. Prof., EE	Member (Teacher representative)
Mr. A. K. Rai	AP, ECE	Member (Teacher representative)
Mr. R. K. Agarwal	AP, BS&HU	Member (Teacher representative)
Dr. G. S. Panda	Registrar	Member (Administration)
Mrs. D. Chatterjee	TPO	Member (Administration)
Mr. T. Ghosh	Accountant	Member (Administration)
Mr. R. Trivedi		Member (Parent)
Dr. S. Halder	HOD (BS & HU)	Co-ordinator

Members Absent

Mr. T. Singh	MD	Member (Management)
Dr. S. Banerjee	MD, HLG Hospital	Member (Local Society)
Mr. K. Mukherjee	Manager, Gainwell	Member (Alumni)
Ms. P Maji		Member (Student)
Mr. P. Sarkar	E. Region AIP Head, TCS	Member (Stake Holder)

Agenda 1) Introductory and opening of the meeting:

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

Resolution 1.b) The Chairperson started the meeting with a note of introducing everyone about the sudden announcement of suspension of classes by the State Govt. from 16th to 31st March 2020 (wide press release number: 84-SSE/20, dated: 14/03/2020) and subsequent notification from MAKAUT (Annexure 1) Further he said about the current crisis in the form of Covid – 19 and probable temporary suspension of classes and other academic activities.

Agenda 2) To consider the proceedings of the last meeting:

Resolution 2) IQAC considered the proceedings of the last meeting of the IQAC held on 20th December 2019 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 20.12.20 was kept on reserve for discussion in further meeting.

Agenda 4) To consider matter of Academic Interests raised by departments, supporting units and/or suggested by BoG:

Resolution 4) Keeping the current circumstances in mind, the academic initiatives under different heads proposed by IQAC were as follows:

- i) **Conduction of Classes through Online Mode:** All the classes will be held in online mode till the current crisis situation get overcame, subject to approval of BoG.
- ii) **Increase in gap between two classes:** Since the classes were proposed to be held through online mode, it was resolved to increase the gap among classes and hence routine need to be modified, subject to approval of BoG.
- iii) **Suspension of Lab Classes:** All the labs were required to be suspended on temporary basis subject to approval of BoG
- iv) **Rights to take emergency decision for the best interest of Academics of college during current crisis:** It was resolved to execute the right to take emergency decisions wrt theory and lab classes, examination etc during ongoing situation, subject to the approval of BoG.

All the HoDs of the respective department must submit an ATR in compliance with the above suggestion in the meeting. Weekly reports in this regard need to be accepted by all the HoDs for regular monitoring of the academic activities.

Agenda 5) To guide various Sub-committees:

Resolution 5) All the supporting committee were advised to execute their operations through online mode only till the further decision not held in this regard.

Chairperson gave special thanks to all the members for their presence during the emergency situation. It was also advised from the chair to maintain all the protocols prescribed by the Govt and don't be panic because of restrictions. The chairperson asked to submit and present all the decision required to be taken in upcoming time in this crisis period. As there were no other points for discussion, the meeting was adjourned with vote of thanks.



Chairperson

