

**NETAJI SUBHASH ENGINEERING COLLEGE**  
**Techno City, Garia, Kolkata – 700152**

**ACTION TAKEN REPORT ON THE RESOLUTIONS OF  
THE INTERNAL QUALITY ASSURANCE CELL**

**Action taken on the Resolution of the meeting held on 11/ 07/ 2013**

<b>Agenda</b>	<b>Resolution</b>	<b>Action Taken</b>
1. IQAC and its role	<p>The Coordinator of the IQAC informed the members present about the formation of the IQAC and informed the members about the role and the following scope of functioning of the IQAC:</p> <ul style="list-style-type: none"><li>➤ Formulate and apply the quality benchmarks/parameters for various academic and administrative activities of the institution.</li><li>➤ Instil quality culture in terms instructional delivery and assessment processes for quality sustenance and enhancement.</li><li>➤ Publish and disseminate information on various quality parameters of higher education.</li><li>➤ Create and facilitate learner-centric education through appropriate methodologies.</li><li>➤ Develop and arrange feedback responses from students, parents and other stakeholders on quality-related institutional processes.</li><li>➤ Monitor and document various academic activities leading to quality improvement.</li><li>➤ Develop and maintain institutional database for enhancing the institutional quality.</li><li>➤ Plan and organize training program, workshops, seminars, etc for continuous quality improvement.</li><li>➤ Prepare the Annual Quality Assurance report (AQAR) as per NAAC guidelines.</li></ul>	
2. Emeritus Forum	<p>The Director, NSEC appraised the members present about the existence of an Emeritus Forum in the College since 2012. The members appreciated the initiative and resolved that the Forum should continue its journey so that the intellectual resources in the form of expertise in the field of academia, research and administration of the veteran academicians of the city may be utilized fruitfully, as assistance in its endeavour for achieving excellence in the area of higher education.</p> <p>The members unanimously decided to recommend the authority of the college to patronize the Emeritus Forum, so that it may function properly towards</p>	

- sustainable quality improvement.
3. Academic and Administrative Audit of the College The members decided that there are substantial reasons to do academic auditing as far as the life of the academic institution is concerned. It is very important to assess the overall academic works done by academicians and supporting units so that the vision and mission of the institution upon which its programs are established are met for positive continuous existence. The members discussed that academic and administrative audit is a procedure of verifying and confirming the performance of academic practices and procedures against planned/standard procedures. It should be annual activity. They expressed the importance of the audit to increase the goodwill of institution, enhance students' confidence, teachers' up-gradation, helpful in ranking of institution and accreditation by different accreditation agencies, satisfaction of stakeholders, etc.
- They further decided that the areas to be included in the audit are -- Teaching, syllabi, admissions, research, examinations, results, academic decisions and implementation, academic administration, facilities for students, teaching and research infrastructure, institution infrastructure, placement, benchmarking of best practices, citizen charter, etc. Finally, the members resolved to suggest the college authority to take proper initiative to start the audit.
4. Students' feedback The members expressed their observations that students' feedback regarding the individual program is not taken throughout the college. Feed back of faculty members involved in teaching are taken in a few departments. But often positive actions are not initiated based on those feedbacks. Hence the members decided to recommend the initiation of collection of students' feedback on teaching learning process, curriculum, programme, infrastructure, etc.
5. Miscellaneous Nothing was discussed.

Complied

Academic Audit Committee has been formed with the following members: Prof.S.Bhaduri, Prof. S.K.Bhattacharya & Prof. C.R.Datta. The committee will assess and upgrade the academic standard of the Institution under guidance of Emeritus Forum

Complied

A committee has been formed with the following members for implementation of on-line student's feedback system. The committee will submit a report by 24<sup>th</sup> October 2013 and if not, then the existing hardcopy feedback will continue.

Prof. S. Sarkar - Jt. Convener  
 Prof. C. Banerjee - Jt. Convener  
 Prof. C. R. Datta - Member  
 Prof. A. Dasgupta - Memeber

Sd/-

**Prof. (Dr.) S.Roy**  
**Coordinator-IQAC**

Sd/-

**Prof. (Dr.) A.K.Ghosh**  
**Chairman-IQAC**