

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 19/ 03/ 2015

Agenda	Resolution	Action Taken
1. Confirmation of the Minutes and Resolution of the Last Meeting	The minutes and resolution of the last meeting of IQAC held on 05/ 12/ 2014 were confirmed by the members present.	
2. Preparation for accreditation by NBA	The Principal informed the members that the academic committee of the college has already decided to prepare for accreditation of the following four of its undergraduate programmes: Computer Science Engineering, Electrical Engineering, Electronics and Communication Engineering and Bio Medical Engineering. The members expressed their satisfaction.	
3. Augmentation of Placement Cell	The members decided that for proper and improved functioning of the placement cell, its expansion is necessary, explicitly: (1) To enhance the employability of engineering students and to cater to the needs of the industry. (2) To create a platform where the students can work towards accessing the skills required to get into industry. (3) To bridge the gap between industry and educational institutions. (4) To provide both technical and soft skill to people to facilitate their employability. (5) To reinforce the students skills and acquire industry-specific knowledge from trained faculty and experts from Industries. The members suggested that generally the Training and Placement Cell will have to perform following functions: To assist in the development and maintenance of a database of appropriate employer and commercial/industrial links. Prepare the students' data base with all relevant information such as Personal details, Academic details, Achievements, Skill set etc. Inform the students to prepare their Resume and maintains a separate file for resumes of the students in both soft as well as hard copy. A list of companies / organizations with brief profile, address, contact details of concerned HR person etc. to be maintained. To invite prospective companies to campus for recruitment. Conduct regular soft skill and hard skill programmes to the students. Conduct personality development programmes and career guidance programmes to the students. Arranging industrial visits to the students & faculties. Providing information regarding higher education and career	Complied

counselling.

Taking regular feedback from the industries about the performance of the students and department.

Maintaining the record of the feedbacks from industry and initiating regular institute & student enhancement.

The members also suggested the possible best practices for the functioning of Training & Placement Cell effectively:

- i) Setting up the Vision & Mission of Training and Placement Cell
- ii) Nomination of faculty and student coordinators to work in Training and Placement Cell with coordination.
- iii) Organizing an Annual Meet of all HR personnel of software and core industries for their valuable inputs.
- iv) Organizing Annual TPO Office's Meet for interaction with all placement heads.
- v) Arranging of Industry institution interaction programs with CII etc and among several departmental alliances.
- vi) Arranging Motivational talks from resource persons from different fields.
- vii) Arranging workshops for enhancement of Interview & Communication skills.
- viii) Maintaining yearly statistics for the students placed companies wise; date wise; stream wise etc.
- ix) Arranging and allotting for internship & live projects to the students.
- x) Using Templates for all Training and Placement Cell office works to enhance productivity

4. Faculty Development Programme

The members discussed and shared their views regarding the aim of India's higher education system, which is attaining sustainable development and achieving higher growth rates which could be enabled through creation, transmission and dissemination of knowledge. Higher education at all levels in the country is witnessing a consistent growth pattern marked by the setting up of new institutions and the improvement of the existing ones. Demand for qualified teachers and faculty members over the next few years would be substantial and will become extremely critical for states to expand the current institutional capacities, not only of infrastructure but also of qualified and trained faculty members. India is one among the countries that has the highest number of educational institutions in the world and, consequently, the highest number of teachers and faculty members. The unprecedented growth of institutions in India in the past two decades has led to a shortage of updated and well trained faculty members and has created a quality challenge for education. In recent years, though ICT educational tools have been understood and adopted by many institutions, the same is not true for educational planning and implementation. There is a need for well-trained faculty members who will help improve programs to produce quality graduates. Increasing internationalization in teaching is strongly supported by the Indian education sector and is considered vital for Indian institutions in developing India's capacity in research and innovation, driving up India's institutional ranking and increasing the quality of teaching and learning. Thus, enhancing the academic and intellectual environment in the institutions by providing faculty

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members with ample opportunities to pursue research and also to participate in seminars / conferences / workshops has become vital for developing nations like India.

The Faculty Development Programme (FDP) intends to provide assistance to facilitate up-gradation of knowledge, skill and intends to provide opportunities for induction training to teachers employed in disciplines Engineering & Technology, Science and Humanities.

Faculty Development Programmes (FDP) should cover areas such as technical education policy, new concepts, methods and techniques, theory and skills development, research and up gradation of pedagogy educational technology, motivation, communication skills, management and other relevant issues to keep pace with the changing scenario in Technical Education.

The members proposed that the schemes should be need based and designed to enhance the teaching and other skills of the faculty and to make them aware about modern teaching tools and methodologies. The programmes should provide an opportunity to acquire knowledge about current technological developments in relevant fields. They would not only promote the professional practices relevant to technical education but also would motivate the faculty to achieve competitive teaching and learning environment, thus channelizing development with respect to academic qualifications and personal matters.

Hence it was suggested that Faculty Development Programmes should be promoted and encouraged in the institute and necessary financial and other assistance should be provided.

5. Miscellaneous No issue was raised by the members present

Sd/-
Prof. (Dr.) S.Roy
Coordinator-IQAC

Sd/-
Prof. (Dr.) A.K.Ghosh
Chairman-IQAC