

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 10/ 08/ 2017

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 26/ 05/ 2017 were confirmed by the members present.	
2. Preparation of Accreditation by NAAC	The members discussed on the new format of preparation of SSR for accreditation by NAAC and decided to start preparation of the same. The work of preparation of SSR was distributed and formation of a working committee was proposed.	Complied
3. Action taken on Promotion of E-learning	The Principal informed the members that a number of students have registered for different courses under NPTEL. Also a number of faculty members across the college have done the same. The members expressed their satisfaction and suggested that that the authority must encourage these type of endeavour of the students as well as the faculty members with suitable rewards and assistance.	
4. Academic and Administrative Audit of the College	The Principal appraised the members about the completion of Academic and Administrative audit of the college for the last academic year. The members expressed their satisfaction.	
5. Mentorship of the students	The Principal informed the members the college has introduced a system of Mentoring for students of all streams and all years. Mentors from each department are assigned the responsibility of thirty (30) students of first year of that department, who continue to look into the problems and developmental issues of the same set of students for the next four years, till the batch graduates with the final semester examinations. Hence, every department has a set of sixteen mentors for students of that department, for four years of B.Tech program. Additionally, during the first year, another faculty member from the Department of Basic Engineering Sciences is assigned with the responsibility of each section as Faculty Advisor. The members expressed their satisfaction on	Mentorship has started across all the departments and programs in the college. All departments have implemented the mentoring system and it was resolved in the meeting of the Academic Committee that the concerned HODs will monitor the mentoring activities religiously. All HODs will submit a monthly report on mentoring to Dean, Academic Affairs. A Student Mentoring Advisory Committee has been formed consisting of Prof. D. Barman, Prof. S.Bagchi, Prof. M.Goswami and Prof. T.Datta-Dean, Academic Affairs as chairman. The committee will frame a guidelines for Mentoring System and Mandatory Additional Requirement (MAR) in line with university guidelines

the action taken and suggested for review of the work of the mentors in due course.

6. Miscellaneous No issue was raised and discussed.

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

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