

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 10/08/2018

| 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 31/05/ 2018 were confirmed by the members present. | |
| 2. Mandatory Additional Requirements for B.Tech degree | A Student Mentoring Advisory Committee has to be formed for mentoring activities and mandatory additional requirements for getting B.Tech degree. The committee will frame a guidelines for Mentoring System and Mandatory Additional Requirement (MAR) in line with university guidelines. | 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 |
| 3. Revised Internal Assessment | Internal Assessment has to be carried out within 100 Marks with the following distribution (a) Internal Tests: 50 Marks, (b) Assignments: 40 Marks 7 (c) Quiz: 10 Marks. The internal assessment test will comprise of 25 marks. For better performance, an additional test (3 rd internal test) may be conducted. | Complied and assessment process has started accordingly for the 1 st year students. |
| 4. Technical Question Bank | Subject specific technical question bank will be prepared and all faculties will discuss in their respective classes from the forth coming semester | It was resolved in the meeting of the Academic committee that each department will conduct online technical test and prepare question banks for all courses. The departmental coordinator or HOD will submit the question bank to Prof. Anirban Kundu, Asso. Prof.-IT at the earliest. |

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

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



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

Action Taken on the Resolution of the meeting held on 08/12/2018

| Agenda | Resolution | Action Taken |
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| 1. Confirmation of the Minutes and Resolution of the Last Meeting | The minutes and resolution of the last meeting of IQAC held on 10/08/2018 were confirmed by the members present. | |
| 2. Department-wise detailed Academic Calendar | Departmental academic calendar in detailed manner has to be prepared including academic activities and co-curricular and extra-curricular activities. All departments will follow and monitor the activities as per the academic calendar. | All departments prepared academic calendar for Jan-June 2019. Departments will also prepare departmental planning for next three years. Department-wise back to class programs are initiated in the departments. |
| 3. Practices for improving student attendance | Policies have to be adopted for improving student attendance through close monitoring, early intervention, displaying attendance, informing guardians and online monitoring through ERP. Poor attendance will be penalized and very good attendance will be rewarded. | Students' attendance is displayed in the departmental notice board after each 30 days. SMS system is implemented for poor attendance. Students are awarded with certificate for good performance. |
| 4. Employability enhanced education | All departments will plan and implement industry expert lectures, alumni interaction and peer teaching in the curriculum. Skill and project-based value added training will be provided on the basis of gradation. Preferences will be given for training | Alumni interaction and teaching "Back-To-Class" are arranged department-wise at regular interval. Soft skill and aptitude test classes are introduced in the routine. The coding class, brush up session and mock interview are executed as per the approved schedule. |

program on coding skill, soft skill and communication skill.

5. Road map for academic excellence

Accreditation status from NAAC & NBA and Institutional autonomy will be given maximum preference and has to be obtained. Special efforts have to be put for enhancing the activities of Entrepreneurship Development Cell (EDC) and enriching the research activities through obtaining R&D Projects from Govt. agencies viz. DST, AICTE, MNRE etc.

The Institute is accredited by NAAC with B+ & four programs (BME, CSE, EE & ECE) are accredited by NBA. Decision has been taken for NBA accreditation for other programs. EDC has arranged several programs on innovation and prototype completion. Five project proposals have been submitted to AICTE under SERB.

5. Miscellaneous

No issues have been raised

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

Action Taken on the Resolution of the meeting held on 15/02/2019

| Agenda | Resolution | Action Taken |
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| 1. Confirmation of the Minutes and Resolution of the Last Meeting | The minutes and resolution of the last meeting of IQAC held on 08/12/2018 were confirmed by the members present. | |
| 2. Institute policies and rules | The existing policies and rules related to various institute activities are reviewed and found to be modified accordingly. Some more academic policies are to be prepared and implemented in due course of time | A circular has been made to prepare the policies and rules related to fourteen various institute activities on 27 th April 2019. |
| 3. NAAC Peer team visit | The coordinator, IQAC appraised the members about the status of application of accreditation by NAAC. The members decided that after the SSS is over and data verification is over, a few dates for probable NAAC peer team should be decided in the academic committee and earliest possible date should be opted for, keeping in mind the ensuing parliament election. The members also suggested for formation of different committees for smooth conduction of NAAC peer team visit | As per the request from NAAC, college provided dates (25 th & 26 th March 2019) for NAAC peer team visit. Different committees have been formed for smooth functioning of NAAC visit. The visit was held on the scheduled dates and the college is accredited with B ⁺ status by NAAC. |
| 4. Miscellaneous | No issues have been raised. | |

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

Action Taken on the Resolution of the meeting held on 31/05/2019

| Agenda | Resolution | Action Taken |
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| 1. Confirmation of the Minutes and Resolution of the Last Meeting | The minutes and resolution of the last meeting of IQAC held on 15/02/2019 were confirmed by the members present. | |
| 2. Continuous Evaluation System | The college will adopt and implement continuous evaluation system to award internal marks from the 2018-2019 academic sessions for all students in accordance with the university's new proposed guidelines. The whole exercise of internal assessment will be carried out within 100 marks (Internal Tests: 50 marks, Assignments: 40 marks & Quiz: 10 marks) and internal evaluation of practical for 100 marks. | College has adopted four (04) no. of continuous evaluations (CAs) system for awarding internal marks. Normally 4 no. of CAs each having 50 marks will be conducted: 2 based on internal test & 2 based on assignments and quizzes. The internal evaluation for laboratory would be based on test / viva / quiz / presentation / seminar/GD, etc. |
| 3. Review of NAAC Report & NBA Re-accreditation | The NAAC grade sheet, graphical score on quantitative and qualitative metrics, DVV and peer team metric wise score report were reviewed thoroughly. The observation (strength / or weakness) by peer team on each qualitative metrics are reviewed and decided to overcome through successive Annual Quality Assurance Report (AQAR). The college will apply for re-accreditation for four NBA | A special meeting was conducted regarding NAAC accreditation report in presence of HODs and senior faculty members. All low score matrices both quantitative and qualitative were thoroughly reviewed and suggestions were noted for improvement. The accreditation report is also reviewed in IQAC meeting and possible measures were taken. It is decided that all NBA accredited |

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| | <p>accredited programs viz. BME, CSE, ECE & EE in due course of time. The coordinator for NBA will take appropriate actions for re-accreditation.</p> | <p>programs will prepare compliance report and will update SAR accordingly.</p> |
| <p>4. Policies for holistic academic ambiance Miscellaneous</p> | <p>Year-wise meritorious and deserving students will be awarded with a token of recognition of their performance. Students related data viz. Attendance, internal marks, results, etc are available for direct access. The institute will form special committees for continuous quality improvement in teaching learning process.</p> | <p>Meritorious students were awarded with a token gift and a certificate of appreciation on college day. The college has formed four special committees viz. ICT based Educational Committee, Programming Proficiency Committee, Website Development Committee & Mentorship Implementation Committee for continuous quality improvement of teaching-learning processes of the institution.</p> |
| <p>5. Faculty Development Program</p> | <p>In-house need based faculty development program are to be planned and implemented by the departments. At least 2-3 such faculty development programs are to be arranged during semester breaks.</p> | <p>Four in-house faculty development programs were organized viz. CSE, EE, ECE and CE departments.</p> |
| <p>6. Miscellaneous</p> | <p>No issues have been raised.</p> | |

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