



Netaji Subhash Engineering college

Techno City, Garia, Kolkata – 700 152

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

Action Taken on the Resolution of the meeting held on 06/09/2019

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 31/05/2019 were confirmed by the members present.	
2. MSME & Career development cell	The Entrepreneurship development Cell (EDC) of the college has successfully undertaken innovative ventures under CII-NSEC Incubation Club. The club will apply for Business Incubator (BI) / Host Institution (HI) Scheme of MSME, GOI through MSME, WB for financial support. College will form Career development Cell (CDC) for enhancing students' employability and will work in close association with EDC and programs initiated by CII.	NSEC-EDC has successfully applied for the HI/BI (Host Institute/Business Incubator) scheme in MSME, Govt. of India on 9th August, 2019. The maximum funding amount can be Rs. 1 Cr. if selected. Career development cell has been formed for enhancing students' employability.
3. Question Bank	Question banks will be prepared for respective department / programmes for improving employability of students both in core and software industry. All these questions will be discussed during semester preferably after completion of each module for courses. All the question papers will be of interview type short questions and answers will be limited to 2-4 lines.	Subject specific technical question bank has been prepared by the concerned faculty and all faculties will discuss in their respective classes from the forth coming semester

4. AQAR submission The 1st cycle report of AQAR for the academic year 2018-2019 should be submitted online in the prescribed format by 31st March 2019. The coordinator-NAAC will prepare and complete the Annual Quality Assurance Report (AQAR) in time. The duly fill-in data template should be submitted online in NAAC portal along with AQAR in appropriate metrics. The data templates along with supporting documents should be uploaded in the institutional website. Data for the quantitative metrics have already been collected from the departments and also from the individual level. The preparation of AQAR is under process and the report will be uploaded in NAAC portal in time.
5. Unnat Bharat Abhiyan Ministry of Human Resources Development (MHRD), Government of India has launched the national program called Unnat Bharat Abhiyan (UBA), with the vision to involve professional and higher educational institutions in the development process of rural areas in the country to achieve sustainable development and better quality of life. It is agreed to participate in UBA as a Participating Institute (PI) and proposed to adopt five villages (Ranbhutia, Paschim Sripatinagar, Jagatipota, Kamdevpur & Kantipota) in 24 Pgs (S). Dr. Sukumar Roy, Professor of Biomedical Engineering will act as Project Coordinator and will submit proposal accordingly. College has successfully registered for Unnat Bharat Abhiyan portal on 6th December 2019. The registration form is now under verification process and after verification, college will be notified accordingly. The names of the proposed adopted villages are: (1) Jagatipata, (2) Kamdebpur, (3) Kantipota, (4) Ranabhutia & (5) Paschim Sripatinagar of 24 Pgs (South).
6. Miscellaneous No issues have been raised.

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

Sd/-
Prof. (Dr.) T. Datta
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 12/12/2019

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 06/09/2019 were confirmed by the members present.	
2. Monitor Students' Attendance & Value Addition Programs	The concerned faculty mentor should monitor the students' attendance intimately and will inform the students accordingly. The digital records of the students' attendance are to be maintained through specially designed software "Sarthak". Need based value added training (VAT) program is compulsory and should be arranged during semester break. All departments will frame year-wise VAT with proposed vendor/(s) for implementation. Departments will assign at least two faculty members to coordinate with CDC and monitor the programs.	On-line students' attendance has been implemented through specially designed software "Sarthak". Need based value added training program for 1 st , 2 nd and 3 rd year were successfully conducted during even semester. Two faculty members from each department were assigned per training to coordinate with Career Development Cell. Communication skills and coding skills enhancement were also arranged for the students.
3. On-line aptitude & Mock Test	All departments should arrange online Domain Knowledge Aptitude Test after completion of each module to enhance the technical skills of the students. Mock test are to be arranged preferably for 3 rd year and final year students for better performances in competitive examinations and campus placement. These mock / practice tests	On-line aptitude and mock test are regularly conducted for 3 rd year and final year students.

are extremely beneficial to students and also for enhancing the employability of students.

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| 4. International Conference | Research, paper publication, paper presentation, organizing and participation in seminar / conference / workshops are an integral part of academic institution. The college will organize one international conference preferably in collaboration with IEEE in 2020. The Principal will form one core committee and the committee will decide the title of the conference, venue and date of the international conference. | An International Conference for Convergence in Engineering (ICCE 2020) is scheduled to be organized on 5-6 th September 2020 by Netaji Subhash Engineering College and co-sponsored by IEEE Kolkata section. All committees have been formed and the brochure will be published accordingly. |
| 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 21/02/2020

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 12/12/2019 were confirmed by the members present.	
2. Revised Annual Quality Assurance Report (AQAR) Format of NAAC and Submission of 1st Cycle Report	The college has accredited with CGPA of 2.52 on seven point scale at B+ grade valid up to March 27, 2024. The Annual Quality Assurance Report (AQAR) for the 1st Cycle of accreditation will have to submit on-line through HEI portal after receiving the auto generated mail from NAAC. The executive summary of AQAR for 1st Cycle of Accreditation will be circulated to all members of IQAC before uploading in the NAAC portal.	The revised format of Annual Quality Assurance Report (AQAR) has been discussed in the academic committee meeting. The 1 st Cycle Report of AQAR for the academic year 2018-2019 has been uploaded in NAAC Portal on 19 th March 2020.
3. Project Based Active Learning	Project based learning focuses on developing of critical thinking and problem solving skills of students. Curriculum based projects for final year students are to be allotted preferably in the 3 rd year. Progress should be evaluated by project guide in every 15 days and it should be discussed in departmental academic committee meeting in every 30 days. Course-wise problem based assignment system is to be introduced	Curriculum based final year projects are allotted in 3 rd year. The progress reports are discussed in the departmental academic committee. At least 3-5 assignments are provided to students in each semester by concern faculty members. EDC has organized innovative competitions where a handsome numbers of students from 1st and 2nd years are participated.

from the 2nd year onwards. Students should be encouraged realizing innovative projects from 1st year onwards and faculty members have to play the role of mentors of the same.

4. Sustainability Plan for NSEC-Business Incubation Center	College has NSEC Business Incubation Centre which is approved by MSME, Govt. of India for undertaking and facilitating individual and team level start up projects / programs. A well defined policy and guidelines has to be formulated to synergies the activities of Incubation Center and its sustainable growth.	Institute Innovation Cell (IIC) & Entrepreneurship Cell (EDC) have organized several innovative and start-up competitions round the year. A large number of students participated in the competitions. A committee has been formed to formulated policies and guidelines NSEC-Business Incubation Center.
5. Digital Evaluation	Digital evaluation is the smart and next big technology revolution in examination, should be adopted for at least one continuous evaluation for each theory courses. The module-wise assessments of students' performance are recommended to be done through digital evaluation.	Faculty fraternity has adopted digital evaluation to assess students' performance. Module-wise multiple choice bases questions are provided using Google classroom.
6. Guidelines for Project Exhibition and Internship	The guidelines for final year students' project exhibition are to be framed. The students' internship is now compulsory as recommended by UGC. A separate policy for students' internship is also to be framed.	A committee has been formed with the chairmanship of Dean-R&D to frame guidelines for final year students' project exhibition. Students' internship policy will be framed under the leadership of TPO.
7. 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 20/05/2020

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 21/02/2020 were confirmed by the members present.	
2. System Blended Mode of Teaching-Learning	College has quickly and efficiently adopted technology and technology enabled on-line platform for teaching & learning to fill the gap created by suspended classroom learning due to COVID-19 pandemic situation. All On-line Classes (through Meet, Zoom, Webex etc.) should have follow-ups i.e. uploading e-notes, assignment submission by students, Quiz for students' etc. (through Google classroom, Moodle etc.). The blended mode of laboratory teaching-learning especially for hardware laboratories are to be implemented. Assignments and quizzes are to be conducted at regular interval to assess the students' performance through digital learning. A monitoring committee should be formed to closely monitor the digital learning activities.	Online classes are held as per the scheduled and any aberration of classes due to technical glitches or other are adjusted accordingly. The class conduction reports are updated in the university website by the concerned faculty members. An academic monitoring committee (AMC) consisting of six members headed by Principal has been formed to monitor the online teaching-learning process.

3. Industry Readiness Programmes	Value added training program will be conducted in digital mode preferably on Saturday with duration of three hours per week. Mock-PI, Soft Skill class, Aptitude classes are to be accommodated in regular timetable. Students' feedback and analysis is mandatory for value added training programs.	Value added programs, Mock-PI, Soft Skills and Aptitude classes are scheduled on Saturday and are held accordingly. The career development cell in assistance with training and placement cell monitored all classes.
4. NBA Accreditation of Other Programs	The college will apply for NBA accreditation for four UG programs (IT, AEIE, ME & CE) and the Self-Appraisal Reports (SAR) are to be prepared accordingly.	The preparations of Self-Appraisal Reports (SAR) are in progress. The concerned HODs and departmental coordinators are regularly consulted with SPoC.
5. Induction Program & Bridge Courses	Induction program for 1 st year is a mandatory requirement and must be implemented as per the guidelines from the University or AICTE. Bridge courses (from school to engineering) are to be incorporated in order to provide adequate foundation in the core applied science subjects and English limited to moderate level so that the student do not face any difficulty when the classes commence.	The induction program is scheduled to be held from 29 th September 2020 and Bridge courses from 5 th October 2020. All classed will be held in on-line mode due to pandemic situation.
6. Miscellaneous	No issues have been raised.	

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