

Ref:001/IQAC/03/SMIT/2017

01/06/2017

Minutes of the IQAC meeting held on 23/05/2017

The meeting was attended by the following:

- i. Dr. A. Garg – Director
- ii. Col (Dr) Sadasivan Thekkey Veetil (Retd) – Joint Director
- iii. Prof (Dr) K. S. Sherpa – Associate Director (R&D)
- iv. Prof (Dr) Ratika Pradhan – Associate Director (SA)
- v. Prof (Dr) B. B. Pradhan – HOD, MI
- vi. Lt. Col. Biplab Gupta (Retd) – Chief Warden/Head Administration in Charge
- vii. Mr. Udit Chakraborty, Assoc. Prof – Head, IT Council
- viii. Mr. Biswaraj Sen, Assoc. Prof – Head, T&P

The meeting was chaired by Director. The action taken by various sub-committee as per the tasks detailed in the last IQAC meeting Ref.001/IQAC/02/SMIT/2017 were discussed in length. The following were the salient observations:

1. Academic Committee:

- a) **Academic Initiatives:** The decision of submission of lecture notes for the courses to be taught in new session 15 days prior to commencement of the semester was reiterated again. All the Departments are requested to adhere to the deadline fixed. Some of the departments have not submitted the lecture notes of the courses taught in the present semester and are requested to do so at the earliest. All the departments are requested to provide the list of courses taught along with the lecture notes. The lecture notes should be in soft copy and should be submitted to Associate Director (Academics) and Coordinator, IQAC
- b) **Improving academic quality:** The question bank (QB) had not been received from all the departments. Before the submission of the question banks Department Academic Cell is required to assess the QB's in terms of complete coverage of the syllabus as well as the quality of the questions submitted
- c) **Result Analysis:** In-semester and End-semester result analysis needs to be carried out by all the departments. The outcome parameters needs to be evaluated and roadmap for overcoming the weak areas needs to be formulated for implementation. The process should be completed before July 15. A presentation at the departmental level as well as the central level will take place to assess the same. Department Academic Cell needs to formulate the necessary strategy for the same
- d) **Improvement of Laboratory Courses:**
 - i) The incorporation of creative components wherever feasible should be carried out by the Department.
 - ii) Increasing the End Semester component to 40 from the present 22 would most likely make the student more serious and committed towards the lab examination.
 - iii) Best practices for lab should be ensured as per the feedback received from NAAC Peer Team.

- e) **Reduction of Credits from existing 212 to 170 or less:** The exercise towards the reduction of the credits is being conducted by a committee under the chairmanship of Associate Director (Academics)
 - f) **Integrating Online Courses like Coursera/NPTEL/AWS etc. into the curriculum:** All the departments are again requested to identify suitable courses which can be offered as an alternative elective to the interested students.
 - g) **Hiring External Experts:** The Departments need to identify External experts for a short duration course/invited lecture series so as to enhance the academic quality of the concerned department.
 - h) **Introduction of Audit Courses from 3rd Semester:** To promote the academic excellence in the bright students all departments should make a provision of offering audit courses to enhance the skill and academic competency of the students who are willing to take the extra load. The course can be online, but should be monitored strictly at the departmental level.
2. **Research/Consultancy/Collaboration Committee**
- a) **Faculty to publish in SCI indexed journals:** Process has been already implemented.
 - b) **Interdisciplinary research:** It needs to be taken forward in a larger scale
 - c) **International Collaborations:** Not much progress has been achieved
 - d) **Increasing full time research scholars:** Action has been initiated with Institute scholarship to attract full time students
 - e) **Sponsored research:** Needs to be addressed by all the departments. All senior faculty members should at least make sincere efforts to apply for research funding.
 - f) **Entrepreneurship:** Visible progress has taken place but more needs to be done to make it a regular affair.
3. **Admission Committee:** The whole team was actively engaged in the ongoing admission drive.
4. **Placement:** The placement drive is better than the last year. One needs to encourage students to appear in competitive exams and provisions should be made to provide suitable coaching to the students. A sub-committee under the placement cell may be formed to frame the necessary guidelines for coaching facility.
5. **Alumni Committee:**
- a) Successfully organised the Global Alumni Meet at Bangalore. The response was excellent and such Global Meet should be conducted on a regular basis.
 - b) The bylaws have been framed and are to be finalised very soon.
6. **IT Infrastructure Committee:**
- a) SUCHANA is working effectively
 - b) Online courses have been uploaded
 - c) JIO-Reliance work is yet to be fully completed.
 - d) Local lecture module is not ready
7. **Student Amenities Committee:**
- a) Digital mode of payment for eateries and allied services is under progress
 - b) There is a need of Psychological Counsellor after the resignation of the existing one.
 - c) Organisation of lectures by eminent personalities once or twice in a year needs to be formalised.

8. Infrastructure, Maintenance and Environment Committee:

- a) Old lifts are being replaced phase wise.
- b) Landscaping is being carried out
- c) Augmentation of water supply is from Teesta and bore well is to be carried out.

The progress of the incomplete works and new proposed ones will be discussed in the next IQAC meeting. It has been decided that IQAC meeting will be held on monthly basis, on the 2nd working day of the month at 10:00 am. Department Academic Cell needs to submit the monthly progress report at least 3 days prior to IQAC meeting



Sanjay Dahal
IQAC Coordinator

To:

1. Director – for information please
2. Joint Director – for information please
3. All Associate Director
4. All HOD/HOO
5. All Head of IQAC Sub Committee