

**Minutes of the 16<sup>th</sup> BoG Meeting held on  
 Saturday, 4<sup>th</sup> July 2020**

The 16<sup>th</sup> Meeting of the Board of Governors (BoG) of Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex (DSCSITSC), Dum Dum, Kolkata was held on Saturday, 4<sup>th</sup> July 2020 at 04:30 PM onwards in the Virtual Platform.

Members Present		
Serial No.	Name	Designation
1	<b>Prof. (Dr.) S. M. Chatterjee</b> , <i>Ex-Vice Chancellor, IEST</i>	Chairman
2	<b>Prof. Partha Ghosh</b> , <i>State Govt. Nominee, Govt. College of Engineering and Ceramic Technology</i>	Member
3	<b>Prof. Narayan Banerjee</b> , <i>MAKAUT Nominee, MAKAUT, West Bengal</i>	Member
4	<b>Prof. (Dr.) G.L Datta</b> , <i>Former Dean, IIT Kharagpur</i>	Special Invitee
5	<b>Mr. Taranjit Singh</b> , <i>Managing Trustee, JIS Foundation</i>	Member
6	<b>Mr. Simarpreet Singh</b> , <i>Member, JIS Foundation</i>	Member
7	<b>Mr. Harjot Singh</b> , <i>Member, JIS Foundation</i>	Member
8	<b>Mr. U. S. Mukherjee</b> , <i>Deputy Director, JIS Group</i>	Member
9	<b>Dr. Asit Guha</b> , <i>Adviser, JIS Group and Educationist</i>	Member
10	<b>Mr. Amit Srivastava</b> , <i>Managing Director, Hash Technology</i>	Industrial Representative
11	<b>Mr. Biswabandhu Chatterjee</b> , <i>Assistant Professor, Department of Civil Engineering and Convener, R&amp;D, DSCSITSC</i>	Faculty Member
12	<b>Dr. Sushovan Sarkar</b> , <i>Professor &amp; HoD, Dept. of CE, DSCSITSC</i>	Faculty Member
13	<b>Ms. Amrita Chadha</b> , <i>Department of Administration, Dr. Sudhir Chandra Sur Degree Engineering College</i>	Administrative Representative
14	<b>Dr. Om Prakash Sharma</b> , <i>Principal, DSCSITSC</i>	Member Secretary

Some of the members could not attend the meeting owing to their preoccupied schedule/unavoidable circumstances. Leave of absence of the below members was granted by Dr. S.M. Chatterjee, Ex-Vice Chancellor, IEST and Chairman, BoG Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex.





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# Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex

(Formerly Known as Dr. Sudhir Chandra Sur Degree Engineering College)

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Phone: +91 22 25603889, 25603898, 65330375

Website: www.surtech.edu.in; Email-info@dsec.ac.in

Members Absent		
Serial No.	Name	Designation
1	The Regional Director, AICTE, Eastern Regional Office	Member
2	Mr. Haranjit Singh, Trustee Member, JIS Foundation	Member
3	Mr. Amrik Singh, Trustee Member, JIS Foundation	Member
4	Mr. Amanjot Singh, Member, JIS Foundation	Member

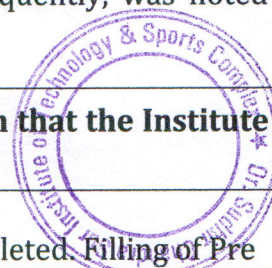
## Introduction

The Chairman confirmed the quorum of the meeting and called the meeting to order. A formal welcome was proposed by Chairman, BoG followed by welcome address of Member Secretary to all the members of the Board and thanked them for sparing their valuable time to attend the BoG meeting and providing valuable input for the growth of the organization. Since notice of the meeting had already been served in advance, Dr. Om Prakash Sharma, Member Secretary requested permission to start the meeting. With the permission of the Chair, Dr. Om Prakash Sharma, Member Secretary started the presentation and brought out the agendas of the meeting.

The following agendas were discussed:

Agenda 1	To confirm & approve Minutes of 15 <sup>th</sup> BoG Meeting, held on Saturday, 4 <sup>th</sup> January, 2020
Resolution 1	The Minutes of the 15 <sup>th</sup> BoG held on Saturday 4 <sup>th</sup> January 2020 were confirmed. As there were no comments on the previous Minutes of the Meeting, the Chairman instructed Member Secretary to move ahead with next agenda.
Agenda 2	To note and ratify action taken report pursuant to proceedings of 15 <sup>th</sup> BoG Meeting.
Resolution 2	The Action Taken Report on the suggestions made against the minutes of the last held meeting was presented for consideration, and, subsequently, was noted and approved by the Chair and other members.
Agenda 3	Chairman suggested the Member Secretary and his team that the Institute should apply for NBA accreditation.
Resolution 3	NBA I-Phase registration process of Institution already completed. Filing of Pre

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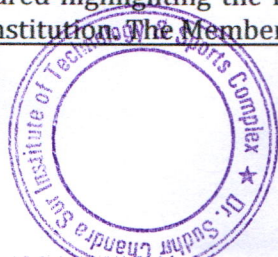
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<p><b>Resolution 4</b></p>	<p>The Member Secretary briefed the following processes practiced by the Institution to ensure the characterization of the Bright and Weak students:</p> <ul style="list-style-type: none"> <li>• Result Analyses are being carried out by the respective mentors for each batch every semester to identify weak &amp; good students.</li> <li>• PPT based Technical Domain Knowledge sessions are taken by the subject teachers which helps the weak students to grasp the subjects properly.</li> <li>• Mini projects (of 6 months tenure) are assigned by the mentor to the students in groups consisting of bright &amp; weak students.</li> <li>• Bright students are encouraged to publish papers in peer reviewed journals /conferences &amp; engage themselves in innovative project activities.</li> <li>• Assignment and tutorial answers are shared with the students.</li> <li>• Initiation of Online learning environment</li> <li>• Industry Academics Collaboration for students</li> <li>• Implication of Continuous Evaluation Process</li> <li>• Feedback Systems implemented for Enhanced Learning</li> </ul>
<p><b>Agenda 5</b></p>	<p><b>Suggestion by BoG Chairman to ensure that faculties and students speak in English during their stay in college.</b></p>
<p><b>Resolution 5</b></p>	<p>The Member Secretary shared the practices adopted by the institute to ensure that all the courses are being taught in English. However, after the fruitful discussion with the BoG members and with the permission of Chairman, the following mechanism was defined:</p> <ul style="list-style-type: none"> <li>• All faculties and technical assistants are advised and requested to speak in English and encourage the students to take part using English as language for all day-to-day conversation.</li> <li>• Respective mentors use to communicate with their students during their mentorship counseling in English.</li> <li>• 1st year students who have passed from West Bengal Board/Bihar board and used Bengali/Hindi language in their 12th standard are facing problems correlating the Bengali/Hindi term and English term of every subject. Separate time slots have been introduced as Own Time Work (OTW) in the routine to resolve the mentioned problem.</li> </ul>
<p><b>Agenda 6</b></p>	<p><b>Preparation of a Combined Brochure to highlight the merits of the Individual Departments</b></p>
<p><b>Resolution 6</b></p>	<p>Hon'ble Chairman, BoG suggested that a combined brochure should be prepared highlighting the merits of individual departments and on the top of the institution. The Member Secretary shared that:</p>

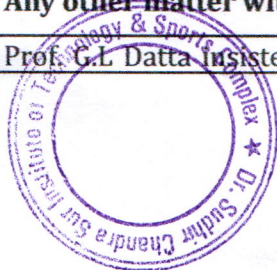


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	As all Departmental Brochures have been finalized and published, soon the combined brochure will also be prepared.
<b>Agenda 7</b>	<b>Academic Progress Analysis with a focus on Academic Results</b>
<b>Resolution 7</b>	<p>The Chairman appreciated the efforts made by the institute to prepare the critical result analysis subject- wise by all Heads of the Departments. The Chairman asked to indicate the action taken for the students obtained CGPA below 6.75. He added that planning and execution of remedial classes should also be presented in ensuring Semester. Following resolutions were taken:</p> <ul style="list-style-type: none"> <li>• The students will be given the last 10 years question papers to resolve.</li> <li>• Notes &amp; assignments will be provided for constant updates and improvement of marks.</li> </ul> <p>Remedial, Tutorial classes for the weaker students to be conducted for better understanding of their subject so that they have a deeper knowledge &amp; can improve their CGPA as well.</p>
<b>Agenda 8</b>	<b>To endorse the E-Governance report for the fiscal year 2019-20.</b>
<b>Resolutions 8</b>	The member secretary provided an overview of the institution's E-Governance Report for the year 2019-20. Queries raised by board members were addressed and clarified by the Member Secretary. With their concerns resolved satisfactorily, the members proceeded to approve the submitted E-Governance report for the year 2019-20.
<b>Agenda 9</b>	<b>Suggestions by the Chairman</b>
<b>Resolution 9</b>	<p>The Chairman, BoG shared the following suggestions:</p> <ul style="list-style-type: none"> <li>• To focus on providing all the academic support necessary to help the students to do well in the All India Qualifying Exams like GATE, CAT, and others.</li> <li>• To encourage students &amp; faculties to take part in online NPTEL platform created by Govt. of India.</li> <li>• To plan ways and means to stop plastic pollution at the Institutional and Departmental Level.</li> <li>• To create Virtual Labs where students get a deeper understanding of the concept of the knowledge of the subject.</li> <li>• To utilize the Centre of Excellences for the benefits of the students.</li> </ul>
<b>Agenda 10</b>	<b>Any other matter with permission of the Chair.</b>
<b>Resolution 10</b>	Prof. G.L Datta insisted that continuous evaluation of regular Academics based



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on periodic assessment should be done. He added that students becoming entrepreneurs should be properly taken care of and appreciated at various platforms.
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The meeting concluded with the vote of thanks to the Chair and all other dignitaries by the Member Secretary.

**Dr. Om Prakash Sharma**

**Member Secretary**



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