

### Minutes of the Meeting of 24<sup>th</sup> BoG meeting held on Saturday, 12<sup>th</sup> December, 2024

The 23<sup>rd</sup> Board of Governors (BoG) meeting of Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex, Dum Dum, was held on Saturday, 12<sup>th</sup> December, 2024, 02:50 PM onwards at the Hotel Hindustan International, Kolkata 700020.

Members Present		
Serial No.	Name	Designation
1	<b>Prof. (Dr.) G.L Datta</b> , Former Dean, IIT Kharagpur	Chairman
2	<b>Prof. Partha Ghosh</b> , State Govt. Nominee, Govt. College of Engineering & Ceramic Technology	Member
3	<b>Prof. Narayan Banerjee</b> , MAKAUT Nominee, MAKAUT, West Bengal	Member
4	<b>Mr. Taranjit Singh</b> , Trustee Member, JIS Foundation	Member
5	<b>Mr. Haranjit Singh</b> , Trustee Member, JIS Foundation	Member
6	<b>Mr. Simarpreet Singh</b> , Member, JIS Foundation	Member
7	<b>Mr. Amanjot Singh</b> , Member, JIS Foundation	Member
8	<b>Mr. U. S. Mukherjee</b> , Deputy Director, JIS Group	Member
9	<b>Mr. Amit Srivastava</b> , Managing Director, Hash Technology	Industrial Representative
10	<b>Dr. Biswajit Das</b> , Convener R&D Cell and Asst. Professor, Dept. of BSH, DSCSITSC	Member
11	<b>Ms. Chandrika Panja</b> , HR Executive	Member
12	<b>Mr. Anirbit Sengupta</b> , Deputy Registrar and Asst. Prof, Dept. of ECE, DSCSITSC	Member
13	<b>Dr. Soumitra Roy</b> , Professor, Convener IQAC and Dept. of CSE, DSCSITSC	Member
14	<b>Dr. Saradindu Panda</b> , Principal, DSCSITSC	Member Secretary

Leave of absence were granted to the BoG members by the Hon'ble Chairman of BoG, who could not attend the meeting owing to their preoccupied schedule/medical reason/unavoidable circumstances.





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Members Absent		
Serial No.	Name	Designation
1	Mr. Amrik Singh, Trustee Member, JIS Foundation	Member
2	Mr. Harjot Singh, Trustee Member, JIS Foundation	Member
3	Mr. Amanjot Singh, Trustee Member, JIS Foundation	Member

### Introduction

The meeting started with the welcome address by the Chairperson followed by the welcome address of member secretary to all the members of the Board. With permission from the chair, Prof. (Dr.) Saradindu Panda, Member Secretary, started the presentation mentioning all the meeting agendas

Agenda 1	To confirm and approve Minutes of the 23 <sup>rd</sup> Board of Governors Meeting held on Saturday, 23 <sup>rd</sup> March, 2024, 2:30 PM onwards, at Rosewood, the Park Hotel, Park Street, Kolkata.
Resolution 1	As there were no such comments on the Minutes of 23 <sup>rd</sup> Board of Governors Meeting held on Saturday, 23 <sup>rd</sup> March 2024, 2:30 PM onwards, at Rosewood, the Park Hotel, Park Street, Kolkata, the committee members confirmed and approved the minutes of the meeting.
Agenda 2	To note and ratify action taken report pursuant to proceedings of 23 <sup>rd</sup> Board of Governors Meeting held on Saturday, 23 <sup>rd</sup> March, 2024.

Item Agenda No.	/ Suggestions/ Advice	Suggestion Advice by	/ Description of Action Taken on Suggestions/Advice
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1	Quality Project should be identified through some relevant criteria / parameters	Prof. G. L. Datta	<ul style="list-style-type: none"> <li>The Quality of Project Report format is made as per the suggestions of the BoG and the Academic Council.</li> <li>It was decided and circulated among the students that the Project Report should be submitted as book binding format and at least one publication should be attached in the Project report.</li> </ul>
2	Documentation of reasons for leaving (e.g., resignation/termination) and providing a breakup of percentages for PhDs and non-PhDs recruited, showing the data in terms of performance-based outcomes.	Prof. G. L. Datta	<ul style="list-style-type: none"> <li>Resignation letters with appropriate reason are well documented in the personal HR file of the respective faculty &amp; staff members.</li> <li>The breakup of percentages for PhD &amp; non-PhD recruitment are shown in this PPT for the Academic Year 2023-24 &amp; 2024-25 (Till Now).</li> <li>Recruitment Details, HR related Details, academic credentials, performance-based &amp; outcome-based Appraisal related information of the faculty &amp; staff members are stored in the JIS Gr ERP System</li> </ul>
3	Providing the statistics and grades of participants in MOOCs/NPTEL with properly mentioning the overview of infrastructure catering to MOOCs.	Mr. Simarpreet Singh & Prof. G. L. Dutta	<ul style="list-style-type: none"> <li>JIS Group takes initiative to provide MOOCs to students by bearing the cost of the registration &amp; examination fees.</li> </ul>
4	To collect feedback from industries on recruit performance and documenting paid and non-paid internships data.	Prof. G. L. Datta	<ul style="list-style-type: none"> <li>Feedbacks are collected from different Industry Personnels on recruit performance.</li> <li>Paid &amp; Non-paid Internship Data are separately documented.</li> </ul>
5	To include the senior students in the Anti-Ragging Committee, periodic meetings with the Head of Institute,	Prof. G. L. Datta	Senior students are incorporated in the Anti-Ragging Committee following the norms of AICTE & UGC and periodic meetings of this committee with HOI are organized twice & as and when required in a year and sharing the minutes with local law enforcement authorities & nearest police station.





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	and sharing minutes with local law enforcement authorities		
6	To form a dedicated body to monitor the roadmap for publications and patent statuses.	Prof. G. L. Datta	<ul style="list-style-type: none"> <li>Dedicated active R&amp;D Cell has formed as per AICTE Guideline. The Convener of the R&amp;D Cell is monitoring the Research publications status, Funded project submission status &amp; IPR publication status.</li> <li>We have the separate R&amp;D Advisory Cell &amp; R&amp;D Ethics Committee to define the roadmap of the R&amp;D Activities and monitor the status of the paper publications, Sponsored Research proposal submission and patent publications.</li> </ul>
7	To increase Industry-Institute collaborations and specify their outcomes.	Prof. G. L. Dutta	<ul style="list-style-type: none"> <li>Industry-Institute collaborations are increased and their outcomes are documented.</li> </ul>
8	To established Centre of Excellence and Industry- Sponsored Labs	Prof. G. L. Dutta	<ul style="list-style-type: none"> <li>Automobile Lab (Hyundai Motors India Ltd.), Advanced Networking Lab (XVIOT), Robotics Lab (Logiczap), and Electric Vehicle Lab (Logiczap) are established.</li> <li>TVS Centre of Excellence Lab &amp; Renewable Energy Centre of Excellence Lab by SunnyRay Solutions will be established within this academic session. Communications are going on. Draft MoU in under legal department for verification.</li> </ul>





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9	To expand the number of student chapters and promoting active participation.	Prof. Narayan Banerjee	Communication has been initiated with ISTE, Solar Energy Society of India (SESI) & Soft Computing Research Society (SCRC) to establish student chapters.
10	Final-year Tech projects should be designed at standards/levels required to compete in national and government-sponsored competitions, such as at BRDmander and the Students' Innovative Projects category under the National Research Development Corporation.	Prof. G. L. Dutta	<p>2023-24:</p> <ul style="list-style-type: none"> <li>Five numbers of Innovative Project Idea Competition were arranged in the Academic Year 2023-24.</li> <li>One Tech Fest was organized in the Campus where the Schools &amp; Colleges were participated.</li> <li>One project was exhibited in an intra-college science exhibition camp which was organized by Fort William, Eastern Command Headquarters through the National Cadet Corps (NCC) on September 29, 2023, under "Swachhata Abhiyan" initiative on the theme of "Waste to Wealth".</li> <li>Four innovative projects were exhibited by the students of the Institute in Bengal Global in the Academic year 2023-24</li> </ul> <p>2023-24:</p> <p>Project Name: ConneCTen</p> <p>Project Stack: App + WebHackathons Won:</p> <ol style="list-style-type: none"> <li>HackNITR 4.0, by NIT Rourkela.</li> <li>Innerv 7.0 by Army Institute of Technology.</li> <li>CIEM Celsius Hackathon, by Calcutta Institute of Engineering and Management.</li> </ol> <ul style="list-style-type: none"> <li>Two numbers of Innovative Project Idea Competition were arranged in the Academic Year 2023-24.</li> <li>Innovative Project Competition (1), Internal Hackathon (1), Model Making Competition (1) &amp; Coding Competition (1) was organized.</li> <li>One Drone Project was exhibited at BCCI</li> </ul>



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			<p>Conclave, Kolkata.</p> <ul style="list-style-type: none"><li>• Our developed Robot was exhibited at Annual Conclave, organized by IEI, Kolkata section.</li><li>• 15 teams were selected from SIH 2024 Internal Hackathon. Out of them one team named "HEXABYTE SURTECH" secured the TOP 3 position in the GRAND FINALE of SIH2024 in National Level.</li></ul>
11	Explore avenues to incorporate directives from the National Education Policy through new courses while staying within the MAKAUT syllabus.	Prof. G. L. Dutta	We have conducted Value Added Courses as per directives of the NEP 2020 and also participated many National Education Policy related Workshops to receive the information to implement NEP 2020 in the Next Academic Session when we will be Autonomous.



<b>Agenda 3</b>	<b>Achievements by Students and Student Participation in Events</b>
<b>Resolution 3</b>	The BoG commended the students and faculty for their exemplary achievements. The Chairperson, Prof. G. L. Dutta, expressed appreciation, stating, "Very good," and extended congratulations to all winners and their mentors. He emphasized the need for further encouragement of student participation in more activities, online courses, and competitions in the future.
<b>Agenda 4</b>	<b>Ragging Preventive Measures and Report on Registered Cases</b>
<b>Resolution 4</b>	The BoG expressed satisfaction with the preventive measures and commended the administration for ensuring a safe and supportive environment on campus.
<b>Agenda 5</b>	<b>To report on Joining and Resignation since last BoG Meeting..</b>
<b>Resolution 5</b>	<p>Member Secretary reported the vacancy created due to faculty resignation was compensated by the immediate recruitment of newly joined faculty and staff members.</p> <p>Prof. G.L. Datta suggested that while putting up the figures of those who left the institute and those who joined, proper reasons (such as resigned or termination by the management on account of unsatisfactory performance) should be mentioned together with the percentage breakup. Similarly, the no. of PhDs and non-PhDs recruited should also be shown in terms of the percentage breakup.</p>





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Agenda 6	To Report on Changes in the Intake and Introduction of New Courses
<p><b>Resolution 6</b></p>	<p>While the introduction of new courses and the expansion of intake capacity were recognized as commendable initiatives, the admission numbers for the current year were not as satisfactory as anticipated. The Chairperson, Prof. G. L. Dutta, emphasized the need for proactive measures to improve the institution's reach and attract more students in the coming academic years.</p> <p>The following strategies were discussed and approved as part of the resolution:</p> <ol style="list-style-type: none"> <li><b>1. Strengthening Outreach Efforts:</b> <ul style="list-style-type: none"> <li>Focus on building strong word-of-mouth communication by engaging existing students, alumni, and faculty to act as ambassadors for the institution.</li> <li>Highlight the college's unique advantages, such as its prime location, excellent transport connectivity, modern infrastructure, and world-class sports complex, in all promotional efforts.</li> </ul> </li> <li><b>2. Strategic Marketing Initiatives:</b> <ul style="list-style-type: none"> <li>The Admission Cell was directed to adopt targeted marketing strategies to effectively showcase the college's offerings.</li> <li>Collaborate with schools, coaching centers, and educational consultants to reach a wider pool of prospective students.</li> <li>Enhance the online and offline presence of the institution through social media campaigns, webinars, and promotional events.</li> </ul> </li> <li><b>3. Preparation for Autonomous Status:</b> <ul style="list-style-type: none"> <li>The Board emphasized the importance of leveraging the anticipated autonomous status to attract more students.</li> <li>Begin planning academic and administrative reforms that showcase the flexibility and advantages of being an autonomous institution.</li> <li>Design a roadmap to implement autonomy-related benefits, such as curriculum innovation, industry collaboration, and enhanced placement opportunities, to appeal to prospective students and parents.</li> </ul> </li> <li><b>4. Continuous Monitoring and Feedback:</b> <ul style="list-style-type: none"> <li>Establish a mechanism to regularly monitor the progress of these initiatives and assess their impact on student intake.</li> <li>Conduct periodic reviews of the admission strategies to ensure alignment with the institution's goals.</li> </ul> </li> </ol> <p>The Chairperson expressed confidence in the potential of these measures to significantly improve the admission scenario and urged the stakeholders to act promptly and collaboratively to achieve the desired outcomes.</p>
<p><b>Agenda 7</b></p>	<p><b>Financial Assistance Provided to Students (Full Free/Half Freeship) in the Last Academic Year</b></p>





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<b>Resolution 7</b>	<p>The Board noted the significant increase in the number of students receiving financial assistance in the form of full-free and half-free scholarships during the last academic year. The Chairperson, Prof. G. L. Dutta, expressed appreciation for the college's commitment to supporting deserving students and encouraged further expansion of the scholarship program.</p> <p>It was resolved that:</p> <ol style="list-style-type: none"><li>1. <b>Increase Scholarship Coverage:</b> The number of scholarships should be increased to benefit 600-700 students in the coming academic year.</li><li>2. <b>Explore Additional Schemes:</b> The administration should review the terms and conditions of various government and private scholarship schemes and ensure that eligible students are informed and guided to avail these opportunities.</li><li>3. <b>Leverage Scholarships as a Marketing Strategy:</b> Highlight the scholarship initiatives in the college's marketing campaigns to attract prospective students and their parents, emphasizing the institution's commitment to accessible education.</li></ol>
<b>Agenda 8</b>	<b>Assessment of Academics Based on Odd/Even Semester Results of B.Tech Students</b>
<b>Resolution 8</b>	<p>The Board reviewed the semester-wise academic performance of B.Tech students. The Chairperson raised concerns regarding the declining results of the Automobile Engineering (AUE) department and emphasized the need for improvement.</p> <p>It was resolved that:</p> <ol style="list-style-type: none"><li>1. <b>Focus on Academic Improvement:</b> Immediate steps should be taken to analyze and address the reasons behind the decline in results for the AUE department.</li><li>2. <b>Enhanced Support for Students:</b> Strengthen academic support for all B.Tech and Diploma students through remedial classes, mentoring, and personalized learning interventions.</li><li>3. <b>Encourage Diploma-B.Tech Transition:</b> Motivate Diploma students who are interested in higher studies to transition to B.Tech programs, providing them with the necessary academic and career counseling.</li></ol>
<b>Agenda 9</b>	<b>Report on Training Programs and Placements, Report on Pay Package Offered to Students, Report on Industrial Visits (2023-24)</b>





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<b>Resolution 9</b>	<ul style="list-style-type: none"><li>• <b>Real-World Training Integration:</b> Plan for the introduction of more value-added courses as part of the curriculum when the college becomes autonomous. These courses should focus on practical, industry-relevant skills to enhance employability.</li><li>• <b>Motivate Participation:</b> Encourage a higher percentage of students to participate in training programs by showcasing their benefits in terms of career outcomes.</li><li>• <b>Highlight Top Performers:</b> Showcase the highest-paying job offers by featuring photographs and success stories of students on notice boards and social media platforms.</li><li>• <b>Strategic Marketing:</b> Leverage these success stories as part of the institution's branding and outreach efforts.</li><li>• <b>Encourage Greater Participation:</b> Motivate more students to participate in industrial visits to gain practical exposure.</li><li>• <b>Promote Internships:</b> Develop a strategic plan to encourage students to undertake internships and facilitate their absorption into similar industries post-internship.</li></ul>
<b>Agenda 10</b>	<b>Report on IIC Cell Activities, MOUs, and Collaborations</b>
<b>Resolution 10</b>	<ul style="list-style-type: none"><li>• <b>IIC Cell Activities:</b> The Board appreciated the highly commendable activities of the IIC Cell and urged the team to maintain their progress and momentum.</li><li>• <b>MOUs and Collaborations:</b> The Chairperson suggested initiating a Memorandum of Understanding (MOU) with the Airport Authority of India. Given the institution's proximity to the airport, this collaboration could provide students with valuable internship opportunities and potential employment prospects.</li></ul>



<b>Agenda 11</b>	<b>R&amp;D Activities – Patents, Copyrights &amp; Paper Publications (Scopus, WoS, SCI, Book Chapters, Articles &amp; Student Publications); Project Submission for Funding</b>
<b>Resolution 11</b>	<p>The Board appreciated the institution's efforts in R&amp;D, highlighting the increased number of project submissions and publications compared to previous years.</p> <ol style="list-style-type: none"> <li><b>Focus on Project Funding:</b> Prof. G. L. Dutta and the Honorable MD emphasized the importance of improving the quality of project submissions to enhance the chances of securing funding. Efforts should be made to identify potential funding agencies and align project proposals accordingly.</li> <li><b>Encouraging Publications:</b> The Chairperson noted the increase in publications and suggested categorizing books authored and book chapters separately. Faculty members were encouraged to contribute more to fundamental research books, books aligned with the autonomous syllabus, and research articles.</li> <li><b>Support Mechanisms:</b> Establish a support mechanism for faculty and students to streamline the process of patent filing, copyright registration, and high-quality research publication.</li> </ol>
<b>Agenda 12</b>	<b>Report on Student Chapters &amp; Professional Memberships (Departmental &amp; Institutional)</b>
<b>Resolution 12</b>	<p>The Board recognized the current progress in student chapters and professional memberships and stressed the need to scale these initiatives further.</p> <ol style="list-style-type: none"> <li><b>Increase Student Chapters:</b> Expand the number of active student chapters across departments and encourage regular activities and events to engage students meaningfully.</li> <li><b>Promote Startups:</b> Motivate students to explore entrepreneurial ventures and provide institutional support for startup initiatives. Organize dedicated workshops and mentorship programs for startup culture development.</li> <li><b>Collaboration with Professional Bodies:</b> Strengthen ties with professional organizations to create more opportunities for students and faculty members</li> </ol>
<b>Agenda 13</b>	<b>Report on FDPs, Workshops, Seminars, and Societal Events Conducted by the Institution (2024-25, Till Date).</b>
<b>Resolution 13</b>	<p>The Board reviewed the events conducted during the academic year and appreciated the institution's efforts.</p> <ol style="list-style-type: none"> <li><b>Increase Event Numbers:</b> The Chairperson suggested increasing the number of FDPs, workshops, seminars, and societal events to further engage stakeholders and expand institutional impact.</li> <li><b>Collaborative Events:</b> Strengthen collaborations with organizations, industry, and other institutions to co-host events. Such partnerships should align with existing MoUs and contribute to academic and research growth.</li> <li><b>Publishing Outputs:</b> Ensure that outputs from these events, such as proceedings, book chapters, and articles, are published with ISBN numbers to add academic value.</li> </ol>





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Prof. G. L. Dutta congratulated the institution on its achievements and provided specific guidance for future improvements:

Admission and Placement Focus: Increase efforts on student admissions through effective marketing strategies and ensure better placement outcomes for graduates.

Startup Culture: Motivate students to launch startups, providing them with the necessary infrastructure, mentorship, and funding opportunities.

Strengthen Alumni Relations: Re-establish connections with alumni and actively involve them in institutional growth initiatives such as mentoring, internships, and funding support.

Turning Weaknesses into Strengths: Identify areas of improvement and strategically address them to enhance institutional performance and reputation.

Preparation for Autonomy: Prof. Neeraj Saxena, Pro-VC of JIS University, advised the institution to start planning its strategy for autonomy. This includes restructuring syllabi, enhancing departmental performance (with special attention to the Automobile Engineering department), and upgrading facilities to align with autonomous standards.

Prof. G.L. Datta appealed to all the BoG members to contribute their valuable inputs for the growth of the organization. The meeting concluded with the vote of thanks to the Chair and all other dignitaries by Member Secretary.

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**Dr. Saradindu Panda**  
Principal, DSCSITSC  
Member Secretary, BoG

**Prof. (Dr.) G.L. Datta**  
Chairman, BoG