



SurTech

Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex
540 Dum Dum Road, Surermath (Near Dum Dum Jn. Station),
Kolkata – 700074 West Bengal

Ref: DSCSITSC/PRIN/IQAC/2024-25/02

Date: 13/05/2025

Minutes of Meeting

Time: 3:00 PM

Venue: Conference Room

Minutes of meeting of Internal Quality Assurance Cell (IQAC) meeting held on 13/05/2025

Members present:

Sl. No.	Name	Designation
1	Prof. (Dr.) Saradindu Panda, Principal	Chairman
2	Dr. Debashis Das, Dept. of CSE	Convener
3	Prof. (Dr.) Manojit Mitra, Dept. of ECE, IEST Shibpur	Academic Expert
4	Ms. Debina Dey, Training & Placement Cell	Admin Representative
5	Dr. Soumen Basu, Advisor	Admin Representative
6	Ms. Chandrika Panja, HR Executive and PA to Principal	Admin Representative
7	Dr. Amrut Ranjan Jena, Dept. of CSE	Admin Representative
8	Dr. Hrishiraj Ranjan, Dept. of AUE	Admin Representative
9	Dr. Sayantan Chakraborty, Dept. of EE	Admin Representative
10	Dr. Anirban Neogi, Dept. of ECE	Admin Representative
11	Dr. Dipankar Das, Dept. of BSH	Admin Representative
12	Dr. Arijit Acharjya, Dept. of CE	Admin Representative
13	Dr. Arpita Chatterjee, Dept. of ME	Admin Representative
14	Dr. Arindam Sadhu, Convener, IIC	Faculty Representative
15	Dr. Soumitra Roy, Dept. of CSE	Faculty Representative
16	Mr. Kalyan Mukherjee, Dept. of AUE	Faculty Representative
17	Mr. Baibaswata Das, Dept. of CE	Faculty Representative

Members absent:

Sl. No.	Name	Designation
1	Mr. Simarpreet Singh, Director, JIS Group	Management Representative



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2	Mr. Arun Das, Member of Survihar Association, Surermath and President of Rotary Club, Kharagpur	Nominee from Local Society
3	Dr. Biswajit Das, In Charge of R & D Cell	Admin Representative
4	Mr. Shailendra Thakur, Regional HR, ACC Concrete, ACC Ltd.	Nominee from Employers
5	Mr. Anant Pradhan, Operations Manager, Archetive Solutions	Industry Representative
6	Dr. Dipra Bhattacharya	Parents Representative
7	Mr. Vishal Jha, 4th Year, Dept. of ECE	Student Representative
8	Mr. Sobhan Chakraborty, Dept. of EE	Alumni Representative

Leave of absence for absent members was approved.

Prof. (Dr.) Saradindu Panda, Principal & Chairman (IQAC), welcomed all members to the IQAC meeting. He requested the convenor to proceed with the agenda. The convenor has presented all the agendas with ongoing status and possible prospects to the committee. The meeting discussions and resolutions are summarized below.

Agenda No. – 1

Confirmation and approval of the minutes of the last IQAC meeting held on 31 August, 2024

Resolution:

The minutes of the last meeting which was circulated earlier, has been placed and approved.

Agenda No. – 2

To note and ratification of Action Taken Report of last IQAC meeting

Resolution:

The action taken report (Annexure-1) of the last IQAC meeting held on 31st August, 2024 was placed and noted.

Agenda No. - 3



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Review of Research & Development activity and forthcoming strategic plan of (i) Research Facilities (ii) Consultancy (iii) Grants (iv) Publication

Resolution:

The report of R & D activity was placed. The external expert has appreciated for the recent status of achievements. He suggested all the faculty members to apply more project funds. It is also suggested to set up different labs through Govt. project funds and industry sponsorship. It is also remarked to maintain a strong publication to have the NIRF and rankings. The chairman and the members are agreed to all the suggestions.

Agenda - 4

Reporting on Parent-Teacher meeting by each department

Resolution:

The cumulative report on Parent-Teacher meeting of different department was placed. The activity was appreciated by the members.

Agenda - 5

Analysis of Placement status (Job/ Higher Education/ Entrepreneurship)


Resolution:

Placement status of latest graduation batch has been placed and noted. The experts have suggested the following to enhance the job prospects:

- It is suggested to categorize the students as fast and slow learners and arrangement of special classes for making them industry ready from 2nd year onwards.
- Communication skill should be enhanced for the improvement of placement.
- Approach to the industry for developing sponsored labs and train the students in those labs to increase the job absorption in the targeted companies.

It has also been suggested to improve the number of Entrepreneurs from the institute.

Agenda – 6

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Reporting of organized events at the institute for the Academic Year 2024-25

Resolution:

The list of the events which were organized, have been placed. The committee has verified the current status and suggested to execute 2-3 FDPs by each department and also mentioned to promote the interdisciplinary research opportunities through the events.

Agenda - 7

Result analysis of Odd Semester 2024-25

Resolution:

It has been suggested to take care and carry out the analysis and submit before the end of the current semester.

Agenda - 8

Reporting of Board of Studies meeting by each department

Resolution:

The BoS meeting status of all individual departments has been placed. The committee has suggested all the departments to submit the reports.


Agenda – 9

Discussion on Strategic Plan for Autonomy Implementation

Resolution:

The Principal sir has highlighted about the current status of the Autonomy implementation as all the curriculums have been finalized and the syllabus preparation is in final stage of central approval. The external experts suggested to avoid classes during students' internship in the final year by employing online assignments. The internal committee members have confirmed the availability of the same implementation in our institutional curriculum.

Agenda - 10

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Any other point

Resolution:

The following points have been raised and discussed:

- The principal sir, chairman, has confirmed about the Green Audit, Energy audit, Environmental Audit and ISO Certificate status as extended up to 2025. This has been appreciated by all the members.
- The Principal sir has also confirmed about the Academic & Administrative Audit that will be conducted at the end of the current semester
- The institutional achievements of the current semester have been displayed which has been appreciated by all the committee members
- The advisor of the institute has talked about the energy awareness by forming a steering committee, suggested to plant more solar enabled devices in the campus, put impact on the maintenance of the workshop and other labs. All the members are agreed to the proposals for fruitful execution
- The Principal sir focused on the conduction of 3rd semester Technical Seminar Presentation for the students with highest priority

The meeting ended with a vote of thanks to all the members present.

Anirban Neogi,

Convenor, IQAC
 Dr. Sudhir Chandra Sur Institute of
 Technology and Sports Complex
 Coordinator, IQAC
 Dr. Sudhir Chandra Sur Institute
 of Technology and Sports Complex
 540, Dum Dum Road, Kolkata -700074

Sandya
12/05/2025

Principal
 Dr. Sudhir Chandra Sur Institute of
 Technology and Sports Complex
PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540, Dum Dum Rd. Kolkata-74