



**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 No: DSCSITSC/PRIN/IQAC/2024-25/1

Date: 31/08/2024

### Minutes of Meeting

Time: 3:00 p.m.

Venue: Conference Room

### Minutes of meeting of Internal Quality Assurance Cell (IQAC) meeting held on 31/08/2024

Members present:

Sl. No.	Name	Designation
1	Prof. (Dr.) Saradindu Panda, Principal	Chairman
2	Dr. Anirban Neogi, Dept. of ECE	Convener
3	Mr. Simarpreet Singh, Director, JIS Group	Management Representative
4	Prof. (Dr.) Manojit Mitra, Dept. of ECE, IEST Shibpur	Academic Expert
5	Mr. Arun Das	Nominee from Local Society
6	Dr. Biswabandhu Chatterjee, IC- R & D Cell	Admin Representative
7	Ms. Debina Dey, IC-T & P Cell	Admin Representative
8	Mr. Anirbit Sengupta, Deputy Registrar	Admin Representative
9	Ms. Shilpi Mukherjee (Sarkar), HR Executive	Admin Representative
10	Dr. Samarjit Roy, Dept. of CSE	Faculty Representative
11	Dr. Sayantan Chakraborty, Dept. of EE	Faculty Representative
12.	Dr. Debjit Mishra, Dept. of AUE	Faculty Representative
13.	Dr. Dipankar Das, Dept. of BSH	Faculty Representative
14.	Mr. Baibaswata Das, Dept. of CE	Faculty Representative
15.	Mr. Rivu Ghosh, System on Chief Design Engineer Intel Corporation	Nominee from Employers
16.	Dr. Dipra Bhattacharya	Parents Representative
17.	Mr. Vishal Jha, 3rd Year, Dept. of ECE	Student Representative
18.	Ms. Sobhan Chakraborty, Dept. of EE	Alumni Representative
19.	Dr. Abhigyan Ganguly, Dept. of ECE	Faculty Representative
20.	Mr. Debasish Mazumdar, Associate Director, CDAC, Kolkata	Industry Representative
21.	Mr. Subhasish Halder, Dept. of ME	Faculty Representative

Members absent:

Name	Designation
Nil	

Prof. (Dr.) Saradindu Panda, Principal & Chairman, welcomed all members to the IQAC meeting. He requested the coordinator to proceed with the agenda. Leave of absence for absent members was approved.

### Agenda No. - 1

Confirmation and approval of the minutes of the last IQAC meeting held on 02<sup>nd</sup> January 2024



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**Resolution:**

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

**Agenda No. -2**

**To note and ratify of Action Taken Report of last IQAC Meeting**

The action taken report (Annexure-I) of the last IQAC meeting held on 02<sup>nd</sup> January 2024 was placed and noted.

**Agenda No. -3**

**Discussion on NIRF Data for Submission**

**Resolution:**

It has been suggested to take care and carry out more analysis on the data before final submission.

**Agenda No. -4**

**Reporting of 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 No.-5**

**Review of R&D activity i) Research Facilities ii) Consultancy iii) Grants iv) Publications**

**Resolution:**

The report of R & D activity was placed. Suggested to apply for more Govt. and Non. Govt. Grants. It is also suggested to give emphasis on more consultancy work.

**Agenda No. -6**

**Analysis of placement status (Placement/Higher Education/ Entrepreneurship)**

**Resolution:**

Placement status of latest graduation batch has been placed and noted. It has been suggested to improve number of Entrepreneurs from the Institute.

**Agenda No. -7**

**Reporting of past events organized at the institute**

**Resolution:**

The list of events which were organized, have been placed.





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**Agenda No.-8**

**Analysis of Academic and Administrative report**

**Resolution:**

The analysis of Academic and Administrative Audit has been placed and noted.

**Agenda No. -09**

**Any other Point**

There have been conversations concerning the planned visit by NAAC and the status of the autonomy application.

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

  
Coordinator, IQAC  
Coordinator, IQAC

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of Technology and Sports Complex  
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PRINCIPAL  
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