



SurTech

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

Internal Quality Assurance Cell (IQAC)

Action Taken Report

Following are the action taken report of the IQAC meeting held on 24th September 2025

Agenda	Resolution	Action Taken
Discussion on NIRF data for submission.	NIRF data for the AY 2024-25 is submitted in the month of May 2025 & results are yet to come.	Not received any institutional and Innovation ranking. In 2026, during March the data for NIRF was submitted. We are expecting some some good results, as the publications and Patent filling percentage has improved.
Reporting on Parent-Teacher meeting by each department	The cumulative report on Parent-Teacher meeting of different department was placed. Each department conducted PTM twice in the AY 2024-25. The activity was appreciated by the members.	It is a regular process and continued by each department.
Analysis of Placement status (Job/ Higher Education/ Entrepreneurship)	Placement status of latest graduation batch has been placed and noted. The placement status of ECE, AUE and ME departments were highly appreciated. The experts have suggested the following to enhance the job prospects: 1. Making of English Communication Classes mandatory for all. 2. Proper way of encouragement for the students to attend VAC courses offered by the college. 3. Involvement of Alumna cell for better placement references. Also, it has also been suggested to improve the number of Entrepreneurs	Placements are very important from the perspective of a reputed engineering college. In SurTech we emphasize it most. English communication classes are compulsory for all. It is included in R25 curriculum. VAC coursed were organized with at most importance and were mandatory for all to maintain at least 80% attendances. Alumni interaction is mandatory for all the departments once in a semester. The alumni cell is now organizing Alumni Meet “Homecoming” every



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	from the institute.	year.
Reporting of organized events at the institute for the Academic Year 2024-25	The list of the events which were organized, have been placed. The committee appreciated that the college has organised FDPs as per the suggestions of last IQAC meeting. All the other events like seminar, workshops and In-house internships were highly encouraged. At the end the members pushed the house to continue such brilliance in the AY 2025-26.	It is a regular process and continued by each department as per the IDP proposed from the AY 2025-26.
Result analysis of AY 2024-25	The result analysis was placed. The IQAC members are truly concerned about the number of supplementary among the 3 rd year and 4 th year students. The analysis is given in the link below, https://docs.google.com/spreadsheets/d/1W-yDyLkjm5Sb2SSCfqNP7XE-Rm-1NgYI/edit?usp=drive_link&ouid=114208449370357158008&rtopf=true&sd=true	The success rate is improved from last Academic Year. The Odd semester result analysis will be placed in the todays IQAC meeting.
Feedback Analysis on Ambience and Curriculum	On Ambience: https://docs.google.com/document/d/1q77Rbt hTatRgWobPjIToeKwF5p0tvIeB/edit?usp=sharing&ouid=114208449370357158008&rtopf=true&sd=true On Curriculum https://docs.google.com/document/d/1VlkKO d3L9JiuA13Nf30rPIrOEnaDunow/edit?usp=drive_link&ouid=114208449370357158008&rtopf=true&sd=true The members of IQAC appreciated the efforts in collecting the feedbacks on different aspects. Some members suggested to take the feedback throughout the session and some members suggested to increase the numbers of participants.	It is a regular practice to collect feedback at the end of Even semester in every Academic Year. Although the Students feedback for Even semester academic activities are taken and found satisfactory in terms of theory and lab class conduction.



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Reporting of Board of Studies meeting by each department and proposal for new content and subjects in the Autonomy syllabus	The Autonomy syllabus is finalized through the BOS meeting in each departments. The syllabus was framed and curriculum is already finalized. The classes for the newly admitted 2025-26 session also in progress. The house mentioned to put all the aspects of newly framed syllabus in the next BOS and give a report on that in next IQAC.	The report is ready and will be placed in the todays IQAC meeting.
Review of RnD activities- research Facilities, Consultancies, Grants, Student and Faculty publications.	The RnD data is enclosed in Annexure II. The house is happy with the RnD progression, but strictly advised to improve the count of SCI/SCOPUS/WOS journal count.	The RnD data will be placed in the todays IQAC meeting.
Analysis of Internal and External AAA report	The Internal and External Audit report is submitted by each departments at IQAC. The Internal and External report marks for each department is improved compared to previous AY2023-24 But few points came out which are mostly common for all departments, need to be improved very quickly 1. Laboratory Maintenance 2. Departmental Consultancy 3. More no of research Grants are required. 4. More no of SCI/SCOPUS Journal Publications are required.	It is a regular practice to execute The Internal and External Audit at the end of Even semester in every Academic Year. The library committee was informed regarding thi, and necessary arrangements were made. In last semester Library committee conducted two effective meetings for proper implementations of Maintenance process. The status of research grant and SCI/SCOPUS Journal Publications will be placed in today's meeting.
Any other point	The principal sir, chairman- IQAC, has confirmed about the Green Audit, Energy audit, Environmental Audit	Noted



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and ISO Certificate status as extended up to 2025. This has been appreciated by all the members.
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

Convenor, IQAC

Dr. Sudhir Chandra Sur Institute of
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Principal

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