



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/2025-26/01

Date: 24/09/2025

Minutes of Meeting

Time: 3:00 PM

Venue: Conference Room

Minutes of meeting of Internal Quality Assurance Cell (IQAC) meeting held on 24/09/2025

Members present:

Sl. No.	Name	Designation
1	Prof. Dr. Saradindu Panda	Chairman
2	Dr. Anirban Neogi	Convener
3	Mr. Simarpreet Singh	Management Representative
4	Prof. Dr. Manojit Mitra	Academic Expert
5	Mr. Arun Das	Nominee from Local Society
6	Dr. Biswajit Das	Admin Representative
7	Dr. Soumen Basu	Admin Representative
8	Ms. Chandrika Panja	Admin Representative
9	Dr. Amrut Ranjan Jena	Admin Representative
10	Dr. Hrishiraj Ranjan	Admin Representative
11	Dr. Sayantan Chakraborty	Admin Representative
12	Dr. Dipnkar Das	Admin Representative
13	Ms. Madhusmita Mishra	Admin Representative
14	Mr. Baibaswata Das	Admin Representative
15	Dr. Arindam Sadhu	Faculty Representative
16	Mr. Kalyan Mukherjee	Faculty Representative
17	Mr. Shailendra Takhur, Regional Manager, ACC Ltd.	Nominee from Employers
18	Mr. Anant Pradhan, Operations Manager, Archetive Solutions	Industry Representative
19	Dr. Dipra Bhattacharya	Parents Representative
20	Mr. Sobhan Chakraborty	Alumni Representative

Members absent:

Sl. No.	Name	Designation
1	Dr. Arpita Chatterjee	Admin Representative
2	Ms. Sanandita Saha	Students Representative
3	Ms. Debina Dey	Admin Representative



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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 13th May, 2025

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

Discussion on NIRF data for submission.

Resolution: NIRF data for the AY 2024-25 is submitted in the month of May 2025 & results are yet to come.

Agenda - 4

Reporting on Parent-Teacher meeting by each department

Resolution:

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.

Agenda - 5

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

Resolution:

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 from the institute.

Agenda – 6

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

Resolution:



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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.

Agenda - 7

Result analysis of AY 2024-25

Resolution:

The result analysis was placed. The IQAC members are truly concerned about the number of supplementary among the 3rd year and 4th 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&rtpof=true&sd=true

Agenda - 8

Feedback Analysis on Ambience and Curriculum

Resolution:

On Ambience:

<https://docs.google.com/document/d/1q77RbthTatRgWobPjIToeKwF5p0tvIeB/edit?usp=sharing&ouid=114208449370357158008&rtpof=true&sd=true>

On Curriculum

https://docs.google.com/document/d/1VlkKOd3L9JiuAl3Nf30rPlrOEnaDunow/edit?usp=drive_link&ouid=114208449370357158008&rtpof=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.

Agenda – 9

Reporting of Board of Studies meeting by each department and proposal for new content and subjects in the Autonomy syllabus

Resolution:

The Autonomy syllabus is finalized through the BOS meeting in each departments. The syllabus was framed and curriculum is already finalized. He 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 net BOS and give a report on that in next IQAC.

Agenda - 10

Review of RnD activities- research Facilities, Consultancies, Grants, Student and Faculty publications.

Resolution:

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.



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Agenda - 11

Analysis of Internal and External AAA report

Resolution:

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.

Agenda - 12

Any other point

Resolution:

- The principal sir, chairman- IQAC, 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 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 meeting ended with a vote of thanks to all the members present.

Arinaban Neogi.

Convenor, IQAC

Dr. Sudhir Chandra Sur Institute of
Technology and Sports Complex
Coordinator, IQAC

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of Technology and Sports Complex
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*Arinaban Neogi
9/10/2023*

Principal
Dr. Sudhir Chandra Sur Institute of
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PRINCIPAL
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