IQAC Meeting

10 January 2020

■ Welcome and Introduction

Chairperson: Head of the Institution
1 Dr. K.S. Dasgupta Director, DA-IICT – Chairman IQAC

A few senior administrative officers
2 Soman Nair   Executive Registrar
3 Binita Desai   Chairperson, Gender Cell
4 Suman Mitra   Dean (AP)
5 Sanjeev Gupta   Dean (R&D)
6 Ranendu Ghosh   Dean (Students)

Three to eight teachers
7 Maniklal Das   Professor
8 Asim Banerjee   Professor
9 Sanjay Srivastava   Professor
10 V Sunitha   Associate Professor

◼ Welcome and Introduction

One member from the Management
11 Mr. Suresh Rangachar   Reliance ADA, Member

One/two nominees from local society, Students and Alumni
12 Yash Shah (201601140)   SBG Convenor
13 Ishita Jain (201601045)   UG
14 Shivani Thakkar (201812040)   MSc (IT)
15 Amit Kumar Shah (200101049)   first batch BTech (ICT) student
16 Dr. Jayanthi Ravi Board Member of Sarjan Foundation NGO

One/two nominees from Employers /Industrialists/stakeholders
17 Mr. Paul Cherian Managing Director, Morgan Stanley, Bengaluru
18 Mr. Nilesh Ranpura eINFOCHIPS-Arrow company
19 Mr. Giridharan Surendran Sr. Director (Engineering), FactSet Systems, Hyderabad

One of the senior teachers as the coordinator/Director of the IQAC
20   Anil Roy   Director, IQAC

Agenda

1. IQAR 2017-18 (period 1 July 2017 – 3o June 2018)
2. Policy and Process Documents of all Committees/Academic Coordinators
3. Academic Audit 2019
4. Discussion on Students Exit Feedback
5. Discussion on effectiveness of Institute MoUs
6. Discussion on institute's research output
7. Grievance Redressal System of the Institute

1: IQAR 2017-18 (period 1 July 2017 – 3o June 2018)

Shared with you all.

Following points are still to be seen:
- 2.3.2 (Students mentoring system available in the institution? Give details. (maximum 500 words)) – Prof. Suman Mitra
- 3.2.1 (Research funds sanctioned and received from various agencies, industry and other organisations) – Prof. Sanjeev Gupta
- 4.1.1 (Budget allocation, excluding salary for infrastructure augmentation during the year July 2017 - June 2018) – Mr. Soman Nair
- 4.1.2 (Details of augmentation in infrastructure facilities during the year) – Mr. Soman Nair

1: IQAR 2017-18 (period 1 July 2017 – 3o June 2018)

Some points are still to be seen (contd…):

- 4.4.1 (Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year) – Mr. Soman Nair
- 5.1.4 (Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year, 1 July 2017 – 30 June 2018) –
    - Prof. Suman Mitra for grievance redressal
    - Prof. Binita Desai for sexual harassment
    - Prof. Ranendu Ghosh for ragging cases
- 6.2.2 (Implementation of e-governance in areas of operations - Planning and Development) - Mr. Soman Nair

1: IQAR 2017-18 (period 1 July 2017 – 3o June 2018)

Some points are still to be seen (contd…):

- 6.2.2 (Implementation of e-governance in areas of operations - Planning and Development) - Mr. Soman Nair
- 6.3.4 (Faculty and Staff recruitment (no. for permanent/fulltime recruitment)) – Mr. Soman Nair
- 6.5.5 (Post Accreditation initiative(s) of development programmes for support staff (mention at least three) – Mr. Soman Nair
- 7.1.1 (Gender Equity (Number of gender equity promotion programmes organized by the institution during the year, 1 July 2017 – 30 June 2018) – Prof. Binita Desai
- 7.1.5 (Human Values and Professional Ethics - Code of conduct (handbooks) for various stakeholders) – Mr. Soman Nair???

All are requested to glance through the complete report.

Target to upload it: 19 January, 2020

10-Jan-20

2: Policy and Process Documents of all Committees/Academic Coordinators

Mail was sent on 17 July 2018 to the Convenors of

- Lab Committee
- PG Committee
- UG Committee
- ICT Committee
- Placement Committee
- Research Promotion Committee
- Web Committee
- Faculty Search Committee
- CEP Committee
- RC Committee
- International Student Cell
- Convenor of DAC

■ 2: Policy and Process Documents of all Committees/Academic Coordinators

And to the coordinators of these academic activities

- BTech Project
- Summer Research Internship
- Rural Internship
- MTech Thesis
- MSc (IT) Project
- MDes (CD) Project

2: Policy and Process Documents of all Committees/Academic Coordinators

Process Document received from the following:

- Consultancy Policy-effective 2018
- DA-IICT_CEP Policy_Dean R&D_31072018
- International Student Cell Process Document_Yash Vasavada_30072018
- Policy_document_pgc_MLD_31072018
- MTech_Thesis_Evaluation Policy_12072019
- MTech Project Policy_12072019
- BTP_Process_Document_Rahul Muthu_30072018
- Process Document_SRII_SII_Final_Hemant Patil_31072018

■ 2: Policy and Process Documents of all Committees/Academic Coordinators

Desirable Actions:

- All must submit the corresponding process documents.
- Processes are ensured to be followed.
- Any change in the process must be tracked and communicated through document control process.

Discussion:
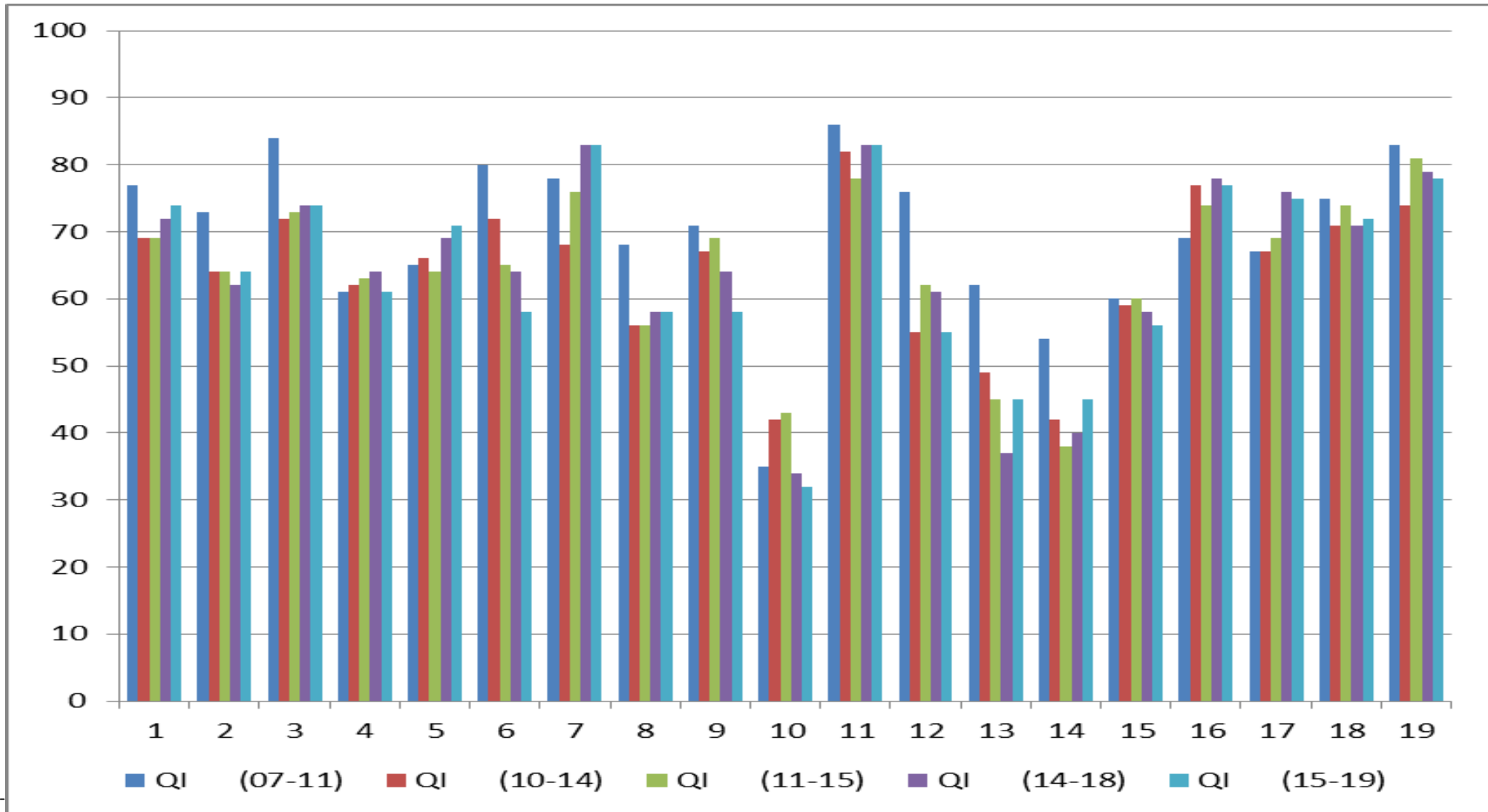
3: Academic Audit 2019

Report is shared.

Desirable Action item:

- Most of the UG courses having no tutorials.
- Prerequisites not specified in most courses.
- Non-uniformity in assessment practiced-both in marking/grading & method followed.

Discussion:

4: Discussion on Students Exit Feedback

4: Discussion on Students Exit Feedback

	Trend (improvement/decline)	Points/indicators on which exit feedback was collected
1	Point/indicator which has been on decline (YoY, in all 5 feedback, 2011 to 2019)	- Quality and Range of Elective Course Offerings (Q #6)
2	Points/indicators which are on decline (YoY, in last 3 feedback, 2011 to 2019)	- Interaction with Faculty (Q #9) - Interaction with Administration (Q #10) - Computer Facilities (Q #12) - Recreational Facilities (Q #15) - Overall Impression of Institute (Q #19)
3	Points/indicators which are on rise (YoY, in last 3 feedback, 2011 to 2019)	- Academic Content (Q #1) - Quality of Teachers (Q #3) - Labs, projects, internships (Q #5) - On-campus Placement (Q #7) - Fairness of Evaluation (Q #8) - Library Facilities (Q #11) - Health Care Facilities (Q #14)
4	Points/indicators that remained on the top (YoY)	- On-campus Placement (Q #7) - Library (Q #11)
5	Points/indicators which always remained above 70% (YoY)	- Quality of teachers (Q #3) - Library (Q #11) - Value addition (Q #18) - Overall (Q #19)
6	Point/indicator which always remained below 45% (YoY)	- Interaction with administration (Q #10) It is to note that this indicator remained below 35% in 3 of the 5 feedback cycles (2007-11, 2014-18, 2015-19).

4: Discussion on Students Exit Feedback

Desirable Action item:

High Concerns:

Academic support system (keeping a high bar of 55-65% for achieving excellence):

- Usefulness of Teaching Materials (Q #2)
- Continuous Evaluation System (Q #4)
- Quality and Range of Elective Course Offerings (Q #6)
- Fairness of Evaluation (Q #8)

Administrative support system (within the bar of 45-55%):

- Interaction with Administration (Q #10)
- Hostel Facilities (Q #13)
- Health Care Facilities (Q #14)

Discussion:

5: Discussion on effectiveness of Institute MoUs

Observation is shared.

Desired action items:
- Can we select some of the MoUs to focus on for our academic value addition and improvement in our overall ecosystem?

Discussion:

6: Discussion on institute's research output

Observation is shared.

Desired action items:
- Some sensitization on the basis of publication in high impact factor journals and highly visible conferences

Discussion:

Year	2019	2018	2017	2016	2015	2014	2013	2012	Total
Publications	15	28	36	26	32	26	11	31	**205**
Average IF	2.39	2.12	3.16	2.62	2.35	3.16	9.83	2.49	3.02

■ 7: Grievance Redressal System of the Institute

We have a Grievance Redressal Cell.

Desired action items:
- Awareness among all stakeholders
- A transparent system be set up

Discussion:

THANKS