

Minutes of IQAC Meeting
Wednesday, 25 September 2019
Board Room, Director's Office

AGENDA ITEMS:

The following were the agenda items:

1. Roll Call and Welcome [Procedural]
2. Approval of today's meeting's agenda items [Procedural]
3. Approval of 21 February 2019 minutes of meeting [Procedural]
4. Action Taken Report of 21 February 2019 meeting
5. Report on Academic Audit 2019
6. Discussion on Students Exit Feedback
7. Discussion on Internal Quality Assurance System
8. Any other

1a. Roll Call & Welcome

The meeting commenced at 3:00 PM.

Committee Members (in attendance)

1. Dr. K.S. Dasgupta (Chairman IQAC)
2. Anil Roy (Director IQAC)
3. Soman Nair (Executive Registrar)
4. Binita Desai (Chairperson, Gender Cell)
5. Suman Mitra (Dean (AP))
6. Sanjeev Gupta (Dean (R&D))
7. Ranendu Ghosh (Dean (Students))
8. Maniklal Das (faculty)
9. Asim Banerjee (faculty)
10. Sanjay Srivastava (faculty)
11. V Sunitha (faculty)
12. Yash Shah (Convener, SBG)
13. Ishita Jain (UG student)
14. Amit Kumar Shah (Alumnus)
15. Nilesh Ranpura (eINFOCHIPS-Arrow company)

Committee Members (absent)

1. Mr. Suresh Rangachar (Management Representative)
2. Shivani Thakkar (PG student)
3. Dr. Jayanthi Ravi (Sarjan Foundation NGO)
4. Mr. Paul Cherian (Morgan Stanley, Bengaluru)
5. Mr. Giridharan Surendran (FactSet Systems, Hyderabad)

Prof. Dasgupta welcomed all and started the meeting with his opening remarks. Then he handed over to Anil Roy for further proceeding of the meeting.

2. Approval of today's meeting's agenda items [Procedural] (Agenda Item #2)

Approved.

3. Approval of 21 February 2019 minutes of meeting [Procedural] (Agenda Item #3)

- Date of Meeting: 21 February 2019
- Minutes of Meeting sent to all: 13 March 2019

Approved.

4. Action Taken Report of last meeting (Agenda Item #4)

5. Academic Audit 2019 (Anil Roy) (Agenda Item #5)

Anil informed that the full report has been shared with all. In summary it was conducted on 7 Aug, 2019 (Wednesday) by Prof. Sonde who met 7 faculty members in one-to-one meeting in CEP Conference Room. He expressed his overall satisfaction on delivery of course content by all. Based on his observations, following are the desirable action items:

- 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.

After the detailed discussion, Prof. Dasgupta instructed that all three observations made by Prof. Sonde must be looked into seriously. The first two points are related to course content development and hence should be looked into by a curriculum review committee. The last BTech curriculum review was done in 2016, so it is prudent to form a BTech Curriculum Review Committee.

For the third point he suggested the Dean (AP) to come up with some method to address this. There must be some mechanism to record if an instructor has announced the grading policy at the beginning of the semester.

Actionable item:

1. BTech Curriculum Review Committee to be constituted. RESPONSIBILITY: Dean (AP)
2. Mechanism to record the grading policy of each instructor. RESPONSIBILITY: Dean (AP)

6. Discussion on Students Exit Feedback (Anil Roy) (Agenda Item #6)

The exit feedback of UG students has been in practice. An analysis of the same based on the feedback collected in the years 2011, 2014, 2015, 2018 & 2019 was shared and discussed with all. The high concern points under "**Academic support system**" (keeping a high bar of 55-65% for achieving excellence) are:

- 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)

And the high concern areas under “**Administrative support system**” (within the bar of 45-55%) are:

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

It was pointed out that fairness in evaluation appeared here also in the exit feedback as it was in the Academic Audit too. All members present, therefore, concluded that the Institute should pay attention on this. First of all, it is important to understand what students mean by ‘fairness of evaluation’ or ‘interaction with faculty’.

Actionable item:

1. It was decided that Dean-AP, Dean-Students, UGC Convenor, PGC Convenor and Registrar would come up with actionable items to address the above. RESPONSIBILITY: Dean-AP, Dean-Students, UGC Convenor, PGC Convenor and Registrar
2. Employers Feedback to be collected and the analysis be made available to IQAC. RESPONSIBILITY: Placement Manager (Prof. Banerjee to ensure)

7. Any other (Anil Roy) (Agenda Item #7)

None

Adjournment

Meeting concluded at 5:00 PM



MoM Prepared by – Dr. Anil K. Roy, Director-IQAC