



**NETAJI SUBHASH
ENGINEERING COLLEGE**

Approved by AICTE and Affiliated to Maulana Abul Kalam Azad
University of Technology, West Bengal
(Formerly known as West Bengal University of Technology)

Ref. No.:

OFFICE ORDER

Date :

NSEC/PRINCIPAL/IQAC/2021

Dated: 23/12/2021

Re-Constituted IQAC Committee

As per the UGC Revised Accreditation Framework Guidelines (Version 5 dated 12-01-2018 (23/5/2018)), an Internal Quality Assurance Cell (IQAC) of Netaji Subhash Engineering College (NSEC), West Bengal is re-constituted as follows:

- (1) **Chairperson:** Prof. (Dr.) Tirthankar Datta, Principal, NSEC, WB
- (2) **Teacher Representatives:**
 - (i) Dr. Amal K Ghosh, Professor, Dept. of Electronics & Communication Engineering & Dean, R&D Cell, NSEC, WB.
 - (ii) Dr. Sujit Ghosal, Professor, Dept. of Mechanical Engineering,, NSEC, WB
 - (iii) Dr. Susovan Mukhopadhyay, Professor, HOD-EE, NSEC, WB
 - (iv) Dr. Piyali Chatterjee, Professor, HOD-CSE, NSEC, WB
 - (v) Dr. Anupam Ghosh, Professor, HOD-AIIML, NSEC, WB
 - (vi) Dr. Indranil Ghosh, Associate Professor, Dept. of Basic Science & Engineering, NSEC, WB
 - (vii) Dr. Tridibesh Nag, Assistant Professor, Dept. of Electrical Engineering, NSEC, WB.
 - (viii) Dr. Kaushik Dutta, Assistant Professor, Dept. of Electronics & Communication Engineering,, NSEC, WB.
- (3) **Management:** Dr. Arindam Roy, Director-Operation, Techno India Group, WB
- (4) **Senior Administrative Officers:**
 - (i) Mr. Sumit Roy, Registrar & Administrator, NSEC, WB
 - (ii) Mr. Ritayan Chatterjee, Manager Operation, NSEC, WB
- (5) **Nominee from:**
 - (i) Local Society: Mr. Prabir Sarkar, Upo-Pradhan & President, Panchayet Samiti
 - (ii) Students: Ms. Bidya Dasgupta, CSE, 4th Yr., Ms. Damini Ghosh, ECE, 3rd Yr., NSEC, WB
 - (iii) **Alumni:**
 - (a) Mr. Anupam Banerjee, Ford Motors, Michigan, USA, (Alumni (CSE)-2009) &
 - (b) Mr. Saptarshi Sengupta, AP, Murry State University, (Alumni (ECE)-2015).
- (6) **Nominee from:**
 - (i) **Industrialist:**
 - (a) Mr. Dipankar Chakraborty, Executive Director, PWC. & Co-Chairman-CII (Eastern India) &
 - (b) Mr. Somnath Chatterjee, CEO, WEBEL Technology.
 - (ii) Employer: Mr. Manik Sarkar, Director, Lexmark International (India) Pvt. Ltd.
 - (iii) Stakeholder: Mr. Goutam Sardar, Guardian.
- (7) **Coordinator/Director, IQAC:** Dr. Sukumar Roy, Professor, Dept. of Biomedical Engineering, NSEC, WB
- (8) **Advisor:** Dr. Hrishikesh Mandal, Director, NSEC, WB


(Prof. S.M. Chatterjee)
Chairman
Board of Governors



NETAJI SUBHASH ENGINEERING COLLEGE

Techno City, Garia, Kolkata – 700 152

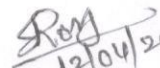
ACTION TAKEN REPORT ON THE RESOLUTIONS OF THE INTERNAL QUALITY ASSURANCE CELL

Action Taken on the Resolution of the meeting held on 15/11/2021

Sl. No.	Agenda	Resolution	Action Taken
0	Confirmation of the minutes and resolution of the last meeting	The minutes and resolution of the last meeting of IQAC held on 23/04/2021 were confirmed by the members present.	
1	Adaptation of Amended Policies: Research, R&D and IPR	The draft amendment policies on research, research and development (R&D), and Intellectual Property Rights (IPR) have been discussed and approved by all members in attendance. The consensus reached during the deliberations ensures alignment with institution's strategic objectives and commitment to fostering innovation and intellectual property protection.	The revised policies have been uploaded onto the college website for stakeholders' access and review.
2	VAT and Soft skill training	The Training & Placement (T&P) department and Career Development Cell (CDC) will oversee the value-added training sessions. Soft skill and aptitude classes will be integrated into the regular timetable. Pre-final year students will have one hour of Aptitude class and one hour of Soft Skill class per week, while second-year students will have one hour of Aptitude class weekly. The T&P department and CDC will supervise and coordinate all aptitude and soft skill classes, submitting weekly reports on their progress.	The concerned departments have scheduled value-added training programs to commence at the beginning of the semester. Soft skills and aptitude classes have been incorporated into the regular timetable
3	Accreditation of Programs and NIRF 2022	The NBA accreditation of four B.Tech programs - Biomedical Engineering (BME), Computer Science and Engineering (CSE), Electronics and Communication Engineering (ECE), and Electrical Engineering (EE) - valid until 30th June 2022. The concerned department will prepare for re-accreditation and additionally, it will pursue accreditation for the Information Technology (IT) and Mechanical	The NBA-accredited programs have initiated preparations for the Self-Assessment Report (SAR), in addition to the IT and ME programs. The institute has registered for NIRF 2022 and is currently preparing the necessary documentation as per the requirements.

		Engineering (ME) programs. The institute will also participate in NIRF 2022 in the engineering category.	
4	AQAR Submission AY 2020-2021	The Annual Quality Assurance Report (AQAR) for the academic year 2020-2021 is scheduled to be submitted soon. The coordinators assigned to each criterion are diligently preparing the report. The NAAC coordinator will submit the AQAR in due course.	The Annual Quality Assurance Report (AQAR) for the academic year 2020-2021 has been prepared and submitted online on March 31, 2022.
5	Students' Feedback – Odd Semester	Faculty members have developed a students' feedback software, which is now ready to collect online feedback from students. The default average attendance is set. The URL link to access the feedback software will be distributed to all HODs. Students' feedback can be submitted either online (preferred) through the software or offline (optional) via hard copy.	The feedback has been collected and comprehensive reports have been generated. The reports have been analyzed at the departmental level.




 12/04/2022
 (Dr. S. Roy)
 Coordinator, IQAC

Prof. (Dr.) SUKUMAR ROY
 Co-ordinator-IQAC
 Netaji Subhas Engineering College
 Techno City, Garia
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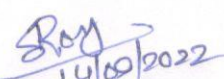
ACTION TAKEN REPORT ON THE RESOLUTIONS OF THE INTERNAL QUALITY ASSURANCE CELL

Action Taken on the Resolution of the meeting held on 19/04/2022

Sl. No.	Agenda	Resolution	Action Taken
0	Confirmation of the minutes and resolution of the last meeting	The minutes and resolution of the last meeting of IQAC held on 15/11/2021 were confirmed by the members present.	
1	Mandatory Additional Requirement (MAR)	Students must earn a minimum of 100 Activity Points 100 Activity Points in addition to the required academic grades, and for lateral entry, 75 Activity Points are mandatory. Mentors are instructed to motivate students to actively engage in co-curricular and extra-curricular activities and submit documentary evidence. The designated faculty member assigned by the Head of Department (HOD) will maintain and verify all documents.	Faculty members are actively involved in addressing the MAR and needs of the industry and the society among students. Mentors are designated with the responsibility of maintaining comprehensive records and documents pertaining to the activities.
2	Graduate with Honours Degree	An additional 20 credit points are required to earn the Bachelor's Degree with Honours. These credits must be obtained through online courses (MOOCs). NSEC serves as a local chapter for SWAYAM-NPTEL online certificate courses and aims for the highest number of honours graduates each year. All faculty members and relevant mentors/advisors are advised to support and guide the students accordingly.	Mentors and class teachers have conducted thorough awareness sessions within their respective classes. The Local Chapter Coordinator ensures timely communication of NPTEL notifications. A significant number of students have enrolled in SWAYAM-NPTEL courses for the July-December session.
3	Academic and Administrative Audit	An academic and administrative audit is essential to evaluate the effectiveness, efficiency, and quality of both academic and administrative functions. This audit aims to identify strengths, weaknesses, and areas needing improvement within these operations. The institute will arrange for this audit to ensure comprehensive assessment and to facilitate strategic improvements across academic and administrative domains.	An academic and administrative audit committee has been formed with the objectives of formulating guidelines and conducting audits on a yearly basis. The academic and administrative audit for the academic year 2021-22 will be completed by December 2022.

4	Employability Development Initiatives	In today's job market, coding skills among students are increasingly in demand. The institute will prioritize and initiate a special drive to enhance the essential skill sets necessary for students' employability. The targeted initiatives include additional technical training, communication skills enhancement, and coding skills development based on identified needs.	The institute has introduced special coding classes conducted by faculty members and peer students. Training programs focusing on domain knowledge and communicative English classes have been arranged.
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 (Dr. S. Roy) 14/09/2022
 Coordinator, IQAC
Prof. (Dr.) SUKUMAR ROY
 Co-ordinator-IQAC
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ACTION TAKEN REPORT ON THE RESOLUTIONS OF THE INTERNAL QUALITY ASSURANCE CELL

Action Taken on the Resolution of the meeting held on 19/09/2022

Sl. No.	Agenda	Resolution	Action Taken
0	Confirmation of the minutes and resolution of the last meeting	The minutes and resolution of the last meeting of IQAC held on 19/04/2022 were confirmed by the members present.	
1	IIC & Students Club Activities	The Institution's Innovation Council (IIC) has been formed under the MoE Innovation Cell, AICTE, Govt. of India and all the students clubs will perform and share the regular IIC activities as advised by the MoE Innovation Cell, Govt. of India. The top two members of each student club or chapters will become the member of IIC and the details will be uploaded on the IIC portal officially.	The details of two student members from each club have been collected through a registration form. Subsequently, these details were uploaded onto the IIC portal.
2	Rubrics for Continuous Assessments (CAs)	The university has introduced four continuous assessments (CAs) spaced evenly throughout each semester. Specific rubrics will be developed for each type of continuous assessment to ensure standardized evaluation. A committee, chaired by the Dean of Academic Affairs, will oversee this process.	A committee chaired by Dean-AA, with members Prof. C. Das and Prof. K. Bhattacharyya, has been formed. It has developed four distinct rubrics for the continuous assessments (CAs), which have been communicated among faculty members.
3	AQAR submission A.Y. 2021-2022	The Annual Quality Assurance Report (AQAR) for the academic year 2021-2022 should be submitted by December 2022 in accordance with NAAC guidelines. Prof. S. Roy, Coordinator-NAAC, will oversee the collection of data from departments using Excel format. All stakeholders are required to submit their data by October 2022.	All relevant data and documents have been collected from the stakeholders. Currently, the data is being compiled and the Annual Quality Assurance Report (AQAR) is being prepared.
4	Collaborative Program with TCS & NASSCOM	The B.Tech in Computer Science and Business System (CSBS) has been introduced with active support from Tata Consultancy Services (TCS). The institute has also introduced Academic Interface	Prof. Nivedita Ray and Prof. Arnab Dutta have been nominated as SPoCs for TCS and NASSCOM, respectively. Two AIPs have been organized

		Program (AIP) with TCS and certificated courses using NASSCOM platform. A Single Point of Contact (SPoC) is essential for the seamless execution of student-related activities across both programs.	with TCS for students in the 2nd and 3rd years of CSBS, along with an awareness program by NASSCOM for 1st-year students.
5	NIRF 2023	The institute has made the decision to participate in the National Institutional Ranking Framework (NIRF) 2023, specifically in the Engineering category. This participation aims to benchmark and showcase the institute's performance across various parameters such as teaching, learning, research, outreach, and infrastructure.	Prof. P.S. Pal, Coordinator-NBA, has been tasked with collecting, analyzing, and documenting achievements from the past academic year. The work is currently in progress, and the data will be uploaded to the NIRF portal in due course.



Roy
06/01/2023
(Dr. S.Roy)
Coordinator, IQAC

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ACTION TAKEN REPORT ON THE RESOLUTIONS OF THE INTERNAL QUALITY ASSURANCE CELL

Action Taken on the Resolution of the meeting held on 12/01/2023

Sl. No.	Agenda	Resolution	Action Taken
0	Confirmation of the minutes and resolution of the last meeting	The minutes and resolution of the last meeting of IQAC held on 19/09/2022 were confirmed by the members present.	
1	NBA: BME, CSE, ECE & EE	The institute has undertaken the process for NBA accreditation of four B.Tech programs: Biomedical Engineering (BME), Computer Science and Engineering (CSE), Electronics and Communication Engineering (ECE), and Electrical Engineering (EE). The pre-qualification stage has been completed successfully, allowing for the submission of the Self-Assessment Report (SAR).	All four programs are currently in the process of preparing the Self-Assessment Report (SAR), which will be uploaded onto the NBA portal by March 2023.
2	MOA with NIELIT	The institute has signed a Memorandum of Agreement (MOA) with the National Institute of Electronics and Information Technology (NIELIT), Kolkata, designated as a Lead Resource Center. This collaboration aims to conduct a bridge course training program focused on Blockchain Technology under the Future Skill Prime Program. Certificates for students completing the program will be issued by NASSCOM. Prof. Anupam Halder has been nominated as the "Spoke" representing the institution.	Fourteen (14) faculty members successfully completed an online Training of Trainers (TOT) program and received certification. Additionally, ninety-seven students have been enrolled in the Blockchain Certification course.
3	Vidwan Portal- Faculty Profile	The institute has registered for NIRF 2023 and is actively engaged in verifying its research credentials through the Vidwan Portal. As part of this process, all faculty members are required to create a comprehensive faculty profile on the Vidwan Portal. This profile will showcase each faculty member's academic achievements, research publications, projects, and other scholarly contributions.	The institution has registered for an IRINS instance to establish faculty profiles within the VIDWAN/IRINS database portal (https://vidwan.inflibnet.ac.in/). Faculty members have successfully completed their academic profiles as part of this initiative.
4	INFERNO EDC	The Entrepreneurship Development Cell	The institute organized the

Summit	(EDC), in collaboration with the Institution's Innovation Council (IIC), is gearing up to host an Entrepreneurship Summit titled "INFERNO" on the college premises. This summit aims to foster entrepreneurial spirit among students and aspiring entrepreneurs by providing a platform for networking, learning, and showcasing innovative ideas. Participants will have the opportunity to attend keynote sessions, panel discussions, workshops, and pitch competitions aimed at nurturing entrepreneurial skills and promoting startup culture.	largest Entrepreneurship and Business fest, titled "INFERNO," scheduled from 10th to 12th January 2023. The event featured energetic sessions, conclaves, competitions, and celebrity interaction sessions. The institute witnessed tremendous success with high participation and enthusiastic engagement from students and teachers.
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S.Roy
8/6/2023
(Dr. S.Roy)
Coordinator, IQAC

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ACTION TAKEN REPORT ON THE RESOLUTIONS OF THE INTERNAL QUALITY ASSURANCE CELL

Action Taken on the Resolution of the meeting held on 08/05/2023

Sl. No.	Agenda	Resolution	Action Taken
0	Confirmation of the minutes and resolution of the last meeting	The minutes and resolution of the last meeting of IQAC held on 12/01/2023 were confirmed by the members present.	
1	Orientation Program & Induction	The induction program for 1st-year students will span 3 weeks, adhering to AICTE guidelines. Simultaneously, the orientation program and bridge courses will be integrated. Additionally, an entrepreneurship awareness program will be jointly conducted with the Wadhani Foundation.	The 3-week induction program for first-year students has concluded successfully. During this program, students were well-informed about entrepreneurship activities through expert sessions conducted by the Wadhani Foundation.
2	Students attendance rules	The attendance of students has been found unsatisfactory, prompting unanimous emphasis on improving attendance. Based on suggestions from HODs and senior faculty members, the Dean of Academic Affairs will formulate a roadmap for gradual improvement. It has been decided that students with attendance below the standard will not be permitted to participate in continuous assessments. A notification will be circulated in advance to inform students about this decision.	The student attendance rule has been formulated following suggestions from HODs and senior faculty members. These attendance rules have been distributed among students.
3	Policy for Slow Learners and Advanced Learners	The assessment of students' learning levels is an ongoing process conducted throughout the program. The primary objective of establishing this policy is to evaluate students' learning capabilities and offer them appropriate guidance based on their progress.	A policy has been formulated for both slow and advanced learners, detailing clear identification procedures and activities for each group. This policy has been circulated among faculty members for implementation and guidance.
4	Value Added Training Program	Vendors will capture geo-tagged pictures for Value Added Training (VAT) programs and submit them regularly to the	Value-added training classes are meticulously monitored and documented using geo-

	concerned HODs and the Training & Placement cell. The attendance of students will be recorded by trainers, with proper signatures from students. Respective departments will closely monitor and provide feedback on the training sessions.	tagged photographs. Feedback is systematically collected, analyzed, and has proven to be effective in enhancing the learning experience.
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Roy
28/08/2023
(Dr. S. Roy)

Coordinator, IQAC

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