

**Minutes of the meeting of the 20<sup>th</sup> Academic Council held on 02.02.2024 in the Collegiate Conference Room at 3.00 p.m. (Friday) to discuss important issues and transact the views for the academic interest of the Institution.**

Members present:

1. Dr. Amitava Ray, Principal, JGEC & Chairman- Academic Council - Present
2. Prof. Subrata Bhattacharya, Secretary – Academic Council and Associate Professor, ME - Present
3. Dr. Suman Koner, Associate Prof. & HOD, CE, Member - Present
4. Dr. Santanu Das, Professor & HOD, EE, Member - Present
5. Dr. Subhas Barman, Assistant Professor, Head, CSE, Member -Present
6. Dr. Sudip Mukherjee, Professor, ME Dept., COE, Member -Present
7. Dr. Jishan Mehedi, Professor & HOD, ECE, Member - Present
8. Prof. Aditya Kumar Samanta, Assistant Professor, Head, IT, Member -Present
9. Dr. Soupayan Mitra, Professor & HOD, ME, Member - Present
10. Dr. Swapan Kumar Roy, Associate Professor, Head, Mathematics, Member -Present
11. Dr. Arindam Saha, Associate Professor, Head, Physics, Member -Present
12. Dr. Niharul Alam, Assistant Professor, Head, Chemistry, Member -Present
13. Prof. Chinmoy Ghosh, Assistant Professor, CSE, Member -Present
14. Dr. Bikash Chandra Mandal, Assistant Professor, CE, IQAC Coordinator, Member -Present
15. Dr. Goutam Kumar Panda, Professor, EE, Member - Present
16. Dr. Susovan Chatterjee, Associate Professor & Head, ME, CGEC, MAKAUT nominee, Member -Present
17. Dr. Goutam Das, Prof. & Head, ECE, CGEC, MAKAUT nominee, Member- Present
18. Prof. Sukhendu Mandal, Assistant Prof., CSE, CGEC, MAKAUT nominee, Member - Present
19. Mr. Rajib Goon, Founder & Software Architect, RG Technologies, BOG Nominee, Member (Industry) - Absent
20. Prof. Kajal Kumar Singha, Senior Lecturer, Rajganj Govt. Polytechnic, BOG Nominee, Member (Education) - Absent
21. Dr. Subhadeep Biswas, ACMOH, District Hospital (Medicine), Jalpaiguri - Absent
22. Mr. Soumik Majumdar, Enrolled Advocate under Bar Council of WB, BOG Nominee, Member (Law) - Present
23. Prof. Asim Mahapatra, Assistant Professor, ME Dept., Dy. COE, Member -Present
24. Dr. Nimai Mukhopadhyay, Assistant Professor, ME, Special Invitee - Absent
25. Dr. Pradip Kumar Saha, Prof., EE, Special Invitee: Present
26. Prof. Dhiman Mondal, Assistant Professor, CSE, Special Invitee - Present
27. Dr. Dipak Kumar Kole, Professor, CSE, Special Invitee - Present
28. Mr. Sridip Duttagupta, Deputy Registrar- Academics, Member -Present
29. Mrs. Sukla Dhara Sheet, Registrar - Absent

**Minutes:**

Dr. Amitava Ray, Principal welcomed the members present in the meeting and introduced the members. He requested the Member-Secretary Prof. Subrata Bhattacharya to start the discussion as per Agenda. Secretary Prof. Bhattacharya extended a hearty welcome to all the members present and initiated the discussion.

Member-Secretary read out the Notice and Agenda of the meeting of 20<sup>th</sup> Academic Council.

**20.1: To read and confirm the minutes of the 19<sup>th</sup> Academic Council held on 07.01.2023 in the Collegiate Conference room at 11.00 a.m. ( Saturday).**

**Proceedings:** With the permission of the Chair, the minutes of the meeting of 19<sup>th</sup> Academic Council held on 07.01.2023 in the Collegiate Conference room at 11.00 a.m. ( Saturday) was read out fully by the Member-Secretary and the Chairman invited annotations or suggestions from the members present.

**Resolution:** The minutes of the 19<sup>th</sup> Academic Council meeting held on 07.01.2023 were confirmed by the house.



**20.2: To consider the action taken report (ATR) on the minutes of the 19<sup>th</sup> Academic Council meeting held on 07.01.2023.**

**Proceedings:** Member-secretary apprised the members in brief about the Action Taken Report (ATR) in respect of the minutes of the 19<sup>th</sup> Academic Council meeting held on 07.01.2023. Member-Secretary placed the relevant documents and explained the matter in details. The Principal informed the followings:

- a. Item. 19.11: The Principal informed the house that the college has initiated the process for starting the three Certificate / Diploma courses as proposed by three Departments.
- b. Item 19.13: Final Degree Certificates up to 2021 Batch were already prepared and distributed to the students except few students with Backlog or Spelling mistakes. Final Certificates those Students along with the Certificates of 2022 Batch were sent to MAKAUT, but due to administrative problem of the University the Certificates were not signed by the Vice-chancellor. Again, certificates of backlog students and corrected Certificates for issued misspelled certificates were sent to MAKAUT twice but due to administrative issues of MAKAUT the certificates were sent back to JGEC. New certificates are required to be prepared if MAKAUT approves the same.
- c. Item 19.14: All the faculty and staff of the Institute were trained by NITTR, Kolkata regarding NBA accreditation and preparation of SAR.

**Resolutions:** Members unanimously appreciated the drive action taken by the college on the minutes of the 19<sup>th</sup> Academic Council meeting held on 07.01.2023 and encouraged the authority to move forward further to improve the image of the college. ATR has been welcomed unanimously by the house.

**20.3: To consider the report (minutes) of BOE meetings held after 19<sup>th</sup> Academic Council Meeting.**

**Proceedings:** Member-secretary presented the report (minutes) of BOE meetings held after 19<sup>th</sup> Academic Council Meeting.

Member-secretary apprised the members that three BOE meeting were held after 19<sup>th</sup> Academic Council meeting on 09.09.2023, 05.12.2023 and 03.01.2024 respectively. The minutes of those meetings were read out fully by the Secretary.

**Resolutions:** The members approved all the minutes unanimously.

**20.4: To report on Workshops / Seminars organized by CSE/ECE/IT/CE/EE/ME:**

**Proceedings:** Member-secretary requested the respective HODS of CSE/ECE/IT/CE/EE/ME to place the report of Workshops / Seminars organized by them after 19<sup>th</sup> Academic Council meeting. Accordingly, they placed their report and discussions were held.

**Resolutions:** The members showed their high satisfaction and requested to move further.

**20.5: To report the Induction program -2023 for the first year students:**

**Proceedings:** Member-secretary placed the report for Induction program -2023 for the first-year students and discussion held.

**Resolutions:** The members showed their high satisfaction and requested to move further.

**20.6: To report the student week-2024 held from 02.01.2024 to 08.01.2024:**

**Proceedings:** Member-secretary placed the report for student week-2024 held from 02.01.2024 to 08.01.2024 and requested Prof. Chinmoy Ghosh to present it. Accordingly Prof. Chinmoy Ghosh presented the report in details.

**Resolutions:** The members highly appreciated the actions taken by the College.



**20.7: To report the submission of AQAR (2022-23):**

**Proceedings:** Member-secretary placed the report regarding AQAR and requested Dr. Bikash Chandra Mandal to present it. Accordingly, Dr. Bikash Chandra Mandal presented the report in details and informed the house that AQAR will be submitted shortly.

**Resolutions:** The members showed their high satisfaction and requested to move further.

**20.8: To report the Placement Status / Internship(2022-23):**

**Proceedings:** Member-secretary placed the report for placement status / Internship. The Principal requested the Member-Secretary to present it. Accordingly Member-Secretary presented the report in details.

**Resolutions:** The members showed their high satisfaction and requested to move further.

**20.9: To report the Admission Status 2023-24:**

**Proceedings:** Member-secretary placed the report for Admission status. The Principal requested Sri Sridip Duttagupta, Deputy Registrar to present it. Accordingly, Sri Sridip Duttagupta presented the report in details.

**Resolutions:** The members showed their high satisfaction.

**20.10: Insurance of the students:**

**Proceedings:** Member-secretary placed the issue of Insurance of the students. The Principal informed that the group insurance of the students have been initiated and the premium will be paid soon.

**Resolutions:** The members showed their high satisfaction and requested to move further.

**20.11: Publications of last semester results:**

**Proceedings:** Member-secretary requested Dr. Sudip Mukherjee, COE to place the matter. Accordingly Dr. Sudip Mukherjee informed the house that Results for last Semesters (Even) were published.

**Resolutions:** The members showed their high satisfaction.

**20.12: NBA program:**

**Proceedings:** Member-secretary placed the issue of Application for NBA Accreditation. The Principal informed that all the faculty and staff were trained by NITTR, Kolkata regarding NBA accreditation and preparation of SAR. Discussions were held regarding fees to be paid, shortcoming of laboratory infrastructure, Computers and licensed Software. A large number of proposals from different Departments/ Sections were sent to the higher authorities but the college has not yet received any sanction of Fund against those proposals.

**Resolutions:** The members requested the college to take initiatives to improve the laboratory infrastructure, procurement of Computers and licensed Software.

**20.13: To report on Faculty and students achievements by CSE/ECE/IT/CE/EE/ME:**

**Proceedings:** Member-secretary requested the respective HODS of CSE/ECE/IT/CE/EE/ME to place the report of achievement of Faculty and Students after 19<sup>th</sup> Academic Council meeting. Accordingly, all HOD's placed their report and discussions were held.

**Resolutions:** The members showed their high satisfaction.

**20.14 To report other activities:**

**a. Academic Calendar:**

**Proceedings:** Member-secretary placed the modified Academic Calendar for the session of 2023-24 and Tentative Academic Calendar for the session 2024-25 and discussions held.

**Resolutions:** The members approved the modified Academic Calendar for the session of 2023-24 and tentatively accepted the Academic Calendar for the session 2024-25.

**b. Regarding CGPA in Marksheet and certificate:**

**Proceedings:** Member-secretary placed the issue of CGPA in Marksheets and Certificates. He informed the house that from last year MAKAUT has been publishing the B.Tech. Marksheets and Certificates with CGPA instead of DGPA., but calculations of both CGPA and DGPA are given on the reverse page of the Marksheet.

**Resolutions:** The members resolved that COE will take the issue with MAKAUT and resolve the matter.

**c. External paper setter for end semester examinations.**

**Proceedings:** Member-secretary placed the issue of External paper setter for end semester examinations. The Principal informed the members that as per Autonomy regulations External paper setter for end semester examinations are mandatory. A brainstorming session was held.

**Resolutions:** The members resolved that the matter will be discussed in BOS/BOE meeting and proposals from BOS/BOE will be placed in next Academic Council meeting.

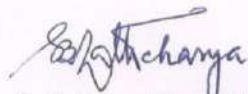
**20.15: Miscellaneous:**

Showing of End Semester Answer scripts to the Students:

**Proceedings:** Dr. Dipak Kumar Kole placed the issue of showing the Answer scripts of End Semester examinations to the students for better transparency. Discussions were held on the matter.

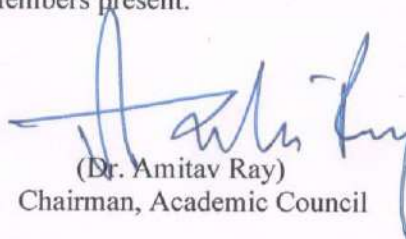
**Resolutions:** The members resolved that a survey has to be made regarding the Rules of other Institutes on the issue. BOE will be asked to discuss the matter in details and submit the resolutions to the Academic Council for final decision.

The meeting ended at 5-30 pm with vote of thanks to the Chair and Members present.



(Prof. Subrata Bhattacharya)  
Secretary, Academic Council

**Secretary**  
**Academic Council**  
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