

Minutes of the meeting of the 21st Academic Council held on 25.11.2024 in the Collegiate Conference Room at 3.00 p.m. (Monday) 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 - Absent
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. Sarwar Ahmed, Assistant Professor, Humanities,& HOD, Humanities, Member - Absent
14. Prof. Chinmoy Ghosh, Assistant Professor, CSE, Member - Present
15. Dr. Bikash Chandra Mandal, Associate Professor, CE, IQAC Coordinator, Member -Present
16. Dr. Goutam Kumar Panda, Professor, EE, Member - Present
17. Dr. Susovan Chatterjee, Associate Professor & Head, ME, CGEC, MAKAUT nominee, Member -Present
18. Dr. Goutam Das, Prof. & Head, ECE,CGEC, MAKAUT nominee, Member- Absent
19. Prof. Sukhendu Mandal, Assistant Prof., CSE, CGEC,MAKAUT nominee,Member - Absent
20. Mr. Rajib Goon, Founder& Software Architect, RG Technologies, BOG Nominee,Member (Industry)- Present
21. Prof. Kajal Kumar Singha, Senior Lecturer, Rajganj Govt. Polytechnic, BOG Nominee, Member(Education) - Present
22. Dr. Subhadeep Biswas, ACMOH, District Hospital (Medicine), Jalpaiguri- Absent
23. Mr. Soumik Majumdar, Enrolled Advocate under Bar Council of WB, BOG Nominee, Member (Law) - Present
24. Prof. Asim Mahapatra, Assistant Professor, ME Dept., Dy. COE, Member -Present
25. Dr. Nimai Mukhopadhyay, Associate Professor, ME,Special Invitee - Present
26. Dr. Pradip Kumar Saha, Prof., EE, Special Invitee: Present
27. Prof. Dhiman Mondal, Assistant Professor, CSE, Special Invitee - Present
28. Mr. Sridip Duttgupta, Deputy Registrar- Academics, Member -Present
29. Mrs.Sukla DharaSheet, Registrar - Present

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 21st Academic Council Meeting.

21.1: To read and confirm the minutes of the 20th Academic Council held on 02.02.2024 (Friday) in the Collegiate Conference room at 3.00 p.m.

Proceedings: With the permission of the Chair, the minutes of the meeting of 20th Academic Council held on 02.02.2024 in the Collegiate Conference room was read out fully by the Member-Secretary and the Chairman invited annotations or suggestions from the members present.

Resolution: The minutes of the 20th Academic Council meeting held on 02.02.2024 was confirmed by the house.

21.2: To consider the action taken report (ATR) on the minutes of the 20th Academic Council meeting held on 02.02.2024.

Proceedings: Member-secretary apprised the members in brief about the Action Taken Report (ATR) in respect of the minutes of the 20th Academic Council meeting held on 02.02.2024. Member-Secretary placed the relevant documents and explained the matter in details. The Principal informed the followings:

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Regarding item 20.2:

- a. Item. 19.11 of 19th meeting: The Principal informed that procedure for starting three Certificate/ Diploma courses are in process. Some clarifications have been asked by the higher authority in this regard and College is preparing the same.
- b. Item 19.13: Final certificates of few students having Backlog or with Spelling mistakes (till 2021 passed out Batch) are lying in MAKAUT for signatures of VC. All the certificates of 2022 & 2023 passed out batch are in MAKAUT for signatures of VC.

Regarding item 20.12: Responses from the higher authority regarding sanctioning of fund towards development of laboratory infrastructure and purchase of Software for application for NBA Accreditation are yet to be received.

Resolutions: Members unanimously appreciated the drive action taken by the college on the minutes of the 20th Academic Council meeting held on 02.02.2024 and encouraged the authority to move forward further to improve the image of the college. ATR has been welcomed unanimously by the house.

21.3: To consider the report (minutes) of BOE meetings held after 20th Academic Council Meeting.

Proceedings: Member-secretary presented the report (minutes) of BOE meetings held after 20th Academic Council Meeting.

Member-Secretary apprised the members that five BOE meetings were held on 02.04.2024, 21.05.2024, 02.08.2024, 23.08.2024 and 14.11.2024 respectively after 20th Academic Council meeting. The minutes of those meetings were readout fully by the Secretary and discussions held on the minutes.

Resolutions: The members approved all the minutes unanimously.

21.4: To report on Workshops / Seminars organized by CSE/ECE/IT/CE/EE/ME after 20th Academic Council meeting:

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 20th Academic Council meeting. Accordingly, they placed their report and discussions were held.

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

21.5: To report the Induction program -2024 for the first year students:

Proceedings: Member-Secretary placed the report for Induction program -2024 for the first-year students and discussions were held.

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

21.6: To report the submission of AQAR (2023-24):

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 welcomed unanimously.

21.7: To report the Placement Status / Internship (2023-24):

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.

21.8: To report the Admission Status 2024-25:

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

Resolutions: The members welcomed unanimously.

21.09: Insurance of the students:

Proceedings: Member-secretary placed the issue of Insurance of the students. The Principal informed that from this year the group insurance of the students are executed except present 1st year students. It will be continued further.

Resolutions: The members appreciated and requested the authority to execute it for all the students.

21.10: Publications of last semester results:

Proceedings: Member-Secretary placed the issue of publications of last semester results and requested Dr. Sudip Mukherjee, COE to place it. Accordingly the COE placed the report and informed the house that all the results of last semesters (Odd) were published in time.

Resolutions: The members show their high satisfaction.

20.11: NBA Accreditation:

Proceedings: Member-Secretary placed the issue of Application for NBA Accreditation. The Principal informed that Responses from the higher authority regarding payment Fees and infrastructure are yet to be received. During discussions members requested the Principal to take up the matter of CAS, which may help the lack of Professors & Associate Professors in some Departments.

Resolutions: The members requested the College authority to communicate the higher authority regarding improvement of the laboratory infrastructure, procurement of Computers and licensed Software and also implementation of CAS and expected that the matter will be executed at the earliest.

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

21.12: 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 Workshops / Seminars organized by them after 20th Academic Council meeting. Accordingly they placed their report and discussions were held.

Resolutions: The members showed their high satisfaction.

21.13 To report other activities:

a. Academic Calendar:

Proceedings: Member-secretary placed the modified Academic Calendar for the session of 2024-25 and Academic Calendar for the odd semester of session 2025-26 and discussions were held.

Resolutions: The members approved the modified Academic Calendar for the session of 2024-25 and tentatively accepted the Academic Calendar for the odd semester of session 2025-26.

b. Regarding CGPA in Marksheet and Certificate:

Proceedings: Member-secretary placed the issue of CGPA in Marksheets and Certificates. He informed that from last year MAKAUT has been publishing the B.Tech Marksheets and Certificates with CGPA instead of DGPA. Discussions were held in details.

Resolutions: The members resolved that the college will publish the mark-sheets with CGPA from the new first Year Batch of 2025-26 but both the formula of CGPA and DGPA will be given in the mark-sheets as MAKAUT is doing.

c. External paper setter and external examiner for end semester examinations.

Proceedings: Member-Secretary placed the issue of External paper setter and external examiner for end semester examinations. The Principal informed the members that as per Autonomy regulations External paper setter and external examiner 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.

21.14: Miscellaneous:

a. Showing of Answerscripts to the Students:

Proceedings: The Member-Secretary placed the issue of showing the answerscripts of Semester examinations to the students for better transparency. Long discussions took place.

Resolutions: the members resolved that a survey have to made in this regard and BOE will be asked to discuss the matter in details & to submit the resolutions for further discussion.

b. Pre-placement Internship of Final year students:

Proceedings: In respect of the resolutions taken in the meeting of the principal, HODs and senior faculty of the college, the Principal informed that the industries are now recruiting the final year students with the condition of Pre-placement Internship of Final year students during 8th semester classes. He also stated the AICTE guidelines regarding internship program in final 8th semester. The matter was discussed at length.

Resolutions: Considering the above issues the following resolutions are taken:

- i. The selected students for Pre-placement Internship will be permitted to join their program.
- ii. The Project work as mentioned in the 8th semester syllabus will be termed as Internship. The Internship program in the industries will be executed by an internal Supervisor (allotted by the department) and an external supervisor from that industry.
- iii. It has to be incorporated in Academic Statue / Regulations.

c. Classes and evaluations of theoretical Elective papers in 8th semester:

Proceedings: In respect of the resolutions taken in the meeting of the principal, HODs and senior faculty of the college, the Principal informed the issue of Classes and evaluations of theoretical elective papers in 8th semester for the students permitted to join Pre-placement Internship program. He also stated the UGC/AICTE guidelines of MOOCS courses for Credit transfer of elective subjects.

Resolutions: After discussions the following resolutions are taken:

- i. The College/ Department will select the MOOCS courses are to be permitted through SWAYAM/NPTEL etc.
- ii. The College/ Department will designate course Coordinators / facilitators to guide the students throughout the course work , enrolment, evaluation and examination.

- iii. The permitted students should enroll the courses in the Department and register in MOOCS portal under the supervision of course Coordinators / facilitators.
- iv. After completion of Courses the student submit the completion certificate to the course Coordinators / facilitators.
- v. On receipt of the completion certificate the course Coordinators / facilitators will evaluate the subject as follows:
 - The marks allotted for internal assessments (30 out of 100) will be evaluated on the basis of credit earned through MOOCS.
 - The marks allotted for semester examination (70 out of 100) will be evaluated on the basis of semester examination as per present Examination system.
- vi. A committee will be formed for smooth implementation of the MOOCs program for 8th semester students selected for pre-placement.

d. Classes and evaluations of theoretical compulsory Subjects in 8th semester:

Proceedings: In respect of the resolutions taken in the meeting of the principal, HODs and senior faculty of the college, the Principal informed the issue of Classes and evaluations of theoretical compulsory papers in 8th semester for the students permitted to join Pre-placement Internship program.

Resolutions: After discussions it is resolved that classes of the compulsory papers will be conducted through on-line/off-line/ hybrid mode.

e. Size and accommodations problems in classrooms.

Proceedings: The Principal stated that from this academic year (2024-25) the intake in 1st year B.Tech. classes increased to 76 in each Department. And in next year (2025-26) the second year student strength will be 82 in each Department due to Lateral intake. Subsequently there will be an increment of student strength in subsequent higher years. But our class rooms are not in a condition to accommodate these increased number of students as the previous intake was less.

Resolutions: After discussions it is resolved that a committee will be formed to study the present classrooms and prepare the requirements for classrooms.

f. Academic Audit:

Proceedings: The Principal informed that the college is going to adopt Academic Audit of the college and collections of information from different institutions are in the process.

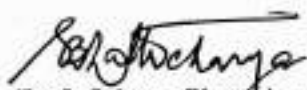
Resolutions: All the members appreciated the efforts for implementing the Academic Audit.

g. Preparatory hours to the faculty for research work and class preparation:

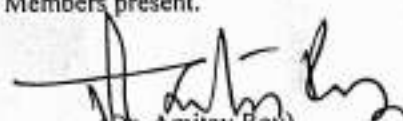
Proceedings: Dr. Santanu Das, Professor & HOD,EE placed the issue of Preparatory hours to the faculty for research work and class preparation. He stated that one day in a week may be kept free from any classes to devote time for research work and class preparation.

Resolutions: After discussions the members welcomed the proposal and it may be adopted, if possible as per G.O.

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


(Prof. Subrata Bhattacharya)
Secretary, Academic Council

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