

Minutes of the meeting of the 19th Academic Council Meeting held on 07.01.2023 in the Collegiate Conference room at 11.00 a.m. (Saturday) to discuss important issues and transact the views for the academic interest of the Institution.

Members present:

1. Dr. Amitava Ray, Principal, IGEC & Chairman- Academic Council: Present
2. Prof. Subrata Bhattacharya, Secretary–Academic Council and Associate Professor, ME: Present
3. Dr. Goutam Bairagi, Prof. & HOD, CE, Member: Present
4. Dr. Santanu Das, Professor & HOD, EE, Member: Present
5. Dr. Subhas Barman, Assistant Professor, Head, CSE., Dy. COE, Member-Present
6. Dr. Sudip Mukherjee, Professor, ME Dept., COE, Member -Present
7. Dr. Jishan Mehedi, Associate Prof. & HOD, ECE, Member: Absent
8. Prof. Aditya Kumar Samanta, Assistant Professor, Head, IT, Member -Present
9. Dr. Soupayan Mitra, Professor & HOD, ME, Member: Absent
10. Dr. Swapan Kumar Roy, Associate Professor, Head, Mathematics, Member -Present
11. Dr. Nripati Chakravorty, Associate Professor, Head, Physics, Member -Absent
12. Dr. Niharul Alam, Assistant Professor, Head, Chemistry, Member -Present
13. Dr. Arindam Saha, Assistant Professor, Physics & Head, Humanities, Member-Present
14. Prof. Chinmoy Ghosh, Assistant Professor, CSE, Member CSE-Present
15. Dr. Bikash Chandra Mandal, Assistant Professor, CE, Member- Absent
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, Professor & Head, ECE, CGEC, MAKAUT nominee, Member- Present
19. Prof. Sukhendu Mandal, Assistant Professor, CSE, CGEC, MAKAUT nominee, Member: Present
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): Absent
22. Dr. Subhadeep Biswas, ACMOH, District Hospital, Jalpaiguri, BOG Nominee, Member (Medicine): Present
23. Mr. Soumik Majumdar, Enrolled Advocate under Bar Council of WB, BOG Nominee, Member (Law): Present
24. Prof. Dhiman Mondal, Assistant Professor, CSE, Special Invitee - Present
25. Prof. Subrata Kumar Mandal, Assistant Professor, IT, Assistant COE, Special Invitee - Absent
26. Dr. Nimai Mukhopadhyay, Assistant Professor, ME, Special Invitee - Present
27. Dr. Pradip Kumar Saha, Professor, EE, Special Invitee: Present
28. Mr. Sridip Duttagupta, Deputy Registrar- Academics, Member: Absent

Minutes:

Dr. Amitava Ray, Principal welcomed the members present in the meeting and introduced the members present. 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.

19.1: To read and confirm the minutes of the 18th Academic Council meeting held on 08.02.2022 through Google meet at 8.00 pm.

Proceedings: With the permission of the Chair, the minutes of the 18th Academic Council meeting held on 08.02.2022 were read out fully by the Member-Secretary and the Chairman invited annotations or suggestions from the members present.

Resolution: The minutes of the 18th Academic Council held on 08.02.2022 were confirmed by the house.

19.2: To consider the action taken report (ATR) on the minutes of the 18th Academic Council held on 08.02.2022.

Proceedings: Member-secretary apprised the members in brief about the Action Taken Report (ATR) in respect of the minutes of the 18th Academic Council held on 08.02.22. Member-Secretary placed the relevant documents and explained the matter in details.

Resolutions: Members unanimously appreciated the action taken by the college on the minutes of the 18th Academic Council held on 08.02.2022 and encouraged the authority to move forward further to improve the image of the college. ATR has been welcomed by the members unanimously.

19.3: To consider the report(minutes) of BOE meetings held after 18th Academic Council Meeting.

Proceedings: Member-secretary presented the report (minutes) of BOE meetings held after 18th Academic Council Meeting.

Member-secretary apprised the members the followings:

(a) Meeting held on 20.06.2022

- i) Scheduling of B.Tech. 2nd, 4th & 6th Semesters, M.Tech. 2nd Semester, 2022 Examinations and the commencement of next Semesters classes i.e. B.Tech. 3rd, 5th & 7th Semesters, M.Tech. 3rd Semester, 2022 were finalized and executed afterwards.
- ii) Maintaining AICTE and MAKAUT guide lines, process of evaluation of MOOCS courses for earning B.Tech Degree with Honors were discussed, finalized and adopted.

(b) Meeting held on 16.09.2022

- i) Scheduling of 1st Semester admission, reporting to the hostel, reporting to the college, induction program, starting of academic classes were resolved and executed accordingly.
- ii) Scheduling of B.Tech. 1st, 3rd, 5th & 7th Semesters, M.Tech. 1st & 3rd Semester, 2022 Examinations and the commencement of next Semesters classes i.e. B.Tech. 2nd, 4th, 6th & 8th Semesters, M.Tech. 2nd & 4th Semester, 2023 were finalized and will be executed accordingly.
- iii) Discussion on Assessments of performance, Supplementary Examinations were made in details with respect to present Revised Academic regulations. The relevant parts of the Academic regulations were already circulated. The members suggested for circulating the relevant portions regarding Supplementary Examinations and Assessment of Performance once again among the teachers and students of the Institute.

(c) Meeting held on 06.12.2022

- i) Exact scheduling of B.Tech. 1st, 3rd, 5th & 7th Semesters, M.Tech. 1st & 3rd Semester, 2022 Examinations and the commencement of next Semesters classes i.e. B.Tech. 2nd, 4th, 6th & 8th Semesters, M.Tech. 2nd & 4th Semester, 2023 were finalized and will be executed accordingly.
- ii) Initiation to publish the B.Tech. 2nd, 4th, 6th & 8th Semesters, M.Tech. 2nd & 4th Semester, 2022 were discussed and decided to publish the results within two months after completion of Semester Examinations.

19.4: To report Vigyan Sarvatre Pujate held in February, 2022:

Proceedings: Member-secretary placed the report for Vigyan Sarvatre Pujate held in February, 2022 and requested Prof. Chinmoy Ghosh to present it. Accordingly Prof. Chinmoy Ghosh presented the report in details.

Resolutions: The members showed their high satisfaction.

19.5: To report Award Ceremony / Diamond Jubilee Celebration held in august, 2022:

Proceedings: Member-secretary placed the report for Award Ceremony / Diamond Jubilee Celebration held in August, 2022 and requested principal to present it. Accordingly Prof. Amitava Ray, Principal presented the report in details.

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

19.6: To report **Webinar & Workshop** organized by CSE Department:

Proceedings: Member-secretary placed the report for Webinar & Workshop organized by CSE Department and requested Dr. Subhas Barman to present it. Accordingly Prof. Subhas Barman presented the report in details.

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

19.7: To report the **Workshop & IEEE Chapter** organized by EE Department:

Proceedings: Member-secretary placed the report for Workshop & IEEE Chapter organized by EE Department and requested Dr. Santanu Das to present it. Accordingly Prof. Santanu Das presented the report in details.

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

19.8: To report the **Induction Program -2022** for the first year students:

Proceedings: Member-secretary placed the report for Induction Program -2022 for the first year students and requested Dr. Arindam Saha to present it. Accordingly Prof. Arindam Saha presented the report in details.

Resolutions: The members appreciated the action taken by the college regarding Induction Program and encouraged the authority to move forward.

19.9: To report the Student **Week-2023** held during 02.01.2023 - 07.01.2023:

Proceedings: Member-secretary placed the report for Student Week-2023 held during 02.01.2023 - 07.01.2023 and requested Dr. Goutam Kumar Panda to present it. Accordingly Dr. Goutam Kumar Panda presented the report in details.

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

19.10: To report the **Submission of AQAR (2021-22):**

Proceedings: Member-secretary placed the report for Submission of AQAR (2021-22) and requested Dr. Amitava Ray to present it. Accordingly Dr. Amitava Ray presented the report in details.

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

19.11: To start **Certificate / Diploma courses:**

Proceedings: Member-secretary requested Dr. Amitava Ray to place the matter. Accordingly Dr. Amitava Ray informed the house that the college would like to start some Certificate / Diploma courses for the community development economically & technically by extending our activities. DPRs are prepared for Certificate / Diploma courses. Further actions will be taken to start those courses.

Resolutions: The members appreciated the matter and encouraged the authority to move forward.

19.12: Publications of last even semester results:

Proceedings: Member-secretary requested Dr. Sudip Mukherjee, COE to place the matter. Accordingly Dr. Sudip Mukherjee informed the house that Results for all the Semesters (Even) were already published and uploaded in our college website.

Resolutions: The members showed their high satisfaction.

19.13: Degree Certificates of 2020, 2021, 2022 batches and MAKAUT letter for payment of Rs. 1000/- for Degree Certificate:

Proceedings: Member-secretary requested Dr. Amitava Ray to place the matter. Accordingly Dr. Amitava Ray informed the house that the college is preparing the degree certificates maintaining the norms and regulations of MAKAUT. He also informed that as per the MAKAUT notice the university will prepare the certificates and a fees of Rs. 1000/- will be charged from each student.

Resolutions: The members requested the college to take necessary steps for preparing the Degree Certificates of 2020,2021 and 2022 batches at the earliest.

19.14: NBA Program

Proceedings: Member-secretary requested Dr. Amitava Ray to place the matter. Accordingly Dr. Amitava Ray informed the house that the college has to get NBA accreditation by 2023 to maintain the Autonomy. So the college is preparing the NBA applications for some programs.

Resolutions: The members requested the college to move forward for getting NBA accreditation.

19.15: Faculty and Students achievements:

Proceedings: Member-secretary placed the report for Faculty and Students achievements and requested Dr. Santanu Das to present it. Accordingly Prof. Santanu Das presented the report in details.

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

19.16: Miscellaneous:

Proceedings:

a) Dr. Subhadeep Biswas, ACMOH, District Hospital (Medicine), Jalpaiguri, BOG Nominee, Member (Medicine) requested the college to take some activities regarding the effective processing of Bio-medical waste.

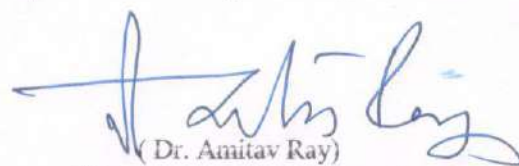
b) Mr. Soumik Majumdar, Enrolled Advocate under Bar Council of WB, BOG Nominee, Member (Law) requested the college to take the initiatives for internship as per AICTE guidelines.

Resolutions: The members welcomed the above proposals and requested the college authority to take initiatives for implementation of the same.



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Secretary, Academic Council

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