



SWAMI VIVEKANANDA INSTITUTE OF SCIENCE & TECHNOLOGY

Dakshin Gobindapur, P.S.- Sonarpur
Kolkata - 700 145

Approved by AICTE &
Affiliated to MAKAUT
College Code : 241

☎ (033) 2437 9913
☎ Fax : (033) 2437 9913
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Ref.

Date.....

Date:14.03.2018

Academic Council Meeting

The meeting was convened to decide the formation of IQAC and to decide the Cell members and their activities thereafter.

Agenda: Selection of coordinator and members of IQAC for NAAC.

Minutes:

1. The principal welcomes the members of the Academic council.
2. Action taken about the formation of IQAC cell by identification of members of the cell and formation of the cell.
3. A brief introduction about IQAC and NAAC in general was given by the principal and NAAC coordinator.

IQAC Members:

1. Chairperson – Dr. Sonali Sarkar, Principal
2. Co-ordinator of IQAC – Dr. Arindam Mondal, HOD EEE
3. Dr. Nandan Gupta – Managing Trustee. SVIST
4. Mr. Pranab Gayen – HOD, CSE
5. Mr. Chittajit Sarkar – HOD, ECE
6. Mr. Suman Das – HOD, ME
7. Mr. Saptarshi Nandi – HOD, CE
8. Mr. Amitabha Gupta – HOD, MBA
9. Dr. Manasi Mukhopadhyay – HOD Basic Science & HU.
10. Dr. Pinak Pani Nath – Faculty -PHYSICS



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11. Mr. Somnath Roy – General Manager
12. Mr. Suprakash Dutta – Deputy Manager
13. Mr. Tanmay Roy - Director & Founder, M/s ROMAS ELECTRO
ENGINEERING Pvt. Ltd.

Thus, IQAC for NAAC was successfully formed and it was decided that the first meeting of the IQAC will be on 21.03.2018 regarding internal process improvement.

The meeting ended with thanks to the chairperson.

Members Present:

1. Dr. Sonali Sarkar *Sarkar*
2. Mr. Suman Das *SD*
3. Dr. Arindam Mondal *Amondal*
4. Dr. Manasi Mukhopadhyay *Manasi*
5. Mr. Saptarshi Nandi *Snandi*
6. Mr. Chittajit Sarkar *Chittajit*
7. Mr. Pranab Gayen *Pranab*
8. Dr. Pinak Pani Nath *Pinak*
9. Mr. Amitabha Gupta *AG*



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Date: 15-03-2018

Notice

It is hereby notified to all concerned that the IQAC Committee has been formed comprising the following members:

The members of the committee are as follows:

1. Chairperson – Dr. Sonali Sarkar, Principal
2. Coordinator of IQAC – Dr. Arindam Mondal, HOD EEE
3. Dr. Nandan Gupta or his Representative – Representative of Management
4. Mr. Pranab Gayen – HOD, CSE
5. Mr. Chittajit Sarkar – HOD, ECE
6. Mr. Suman Das – HOD, ME
7. Mr. Saptarshi Nandi – HOD, CE
8. Mr. Amitabha Gupta – HOD MBA
9. Dr. Manasi Mukhopadhyay – HOD Basic Science & HU
10. Dr. Pinak Pani Nath – Faculty -PHYSICS
11. Mr. Tanmay Roy - Director & Founder, M/s ROMAS ELECTRO ENGINEERING Pvt. Ltd.
12. Mr. Somnath Roy – General Manager
13. Mr. Suprakash Dutta – Deputy Manager

Members are requested to start NAAC-related work immediately and meet amongst themselves at least once a month and decide their course of action. Minutes of the meetings conducted by them are to be maintained by the coordinator and submitted to the undersigned and a soft copy should be sent to the Director immediately after every meeting.


(Dr. Sonali Sarkar)
Principal, SVIST
Principal
Swami Vivekananda Institute of
Science & Technology
Dakshin Gobindapur
P.S.- Sonarpur, Kolkata - 145



Copy to:

1. All department HODs
2. T&P
3. Finance
4. Principal office



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IQAC MEETING

Date & Time: 21.03.2018, 11.00 A.M.

Venue: Conference Hall, SVIST

Agenda: Internal process improvement.

An IQAC meeting was convened by the chairperson Prof. (Dr) Sonali Sarkar on 21.03.2018 in the Conference room at 11.00 am to discuss the subject matter listed below.

- Prof. (Dr) Sarkar welcomed the members present at the meeting.
- The members were requested to meet the students of their departments and review the preparation for the upcoming Even Semester Examination 2018. Prof. (Dr) Sarkar also requested the committee members to stress extra classes for the up-gradation of weak students in their respective departments.
- Dr. Sarkar also suggested initiating a quality assurance process in the college and emphasized the need for quality assurance in all processes of the college to the best of its level as envisioned by the Managing Trustee.
- The members were requested to prepare the academic process for NAAC Accreditation and also invited them to discuss it. After an open discussion, the coordinator clarified that a team is required for NAAC activities, which is necessary for long-term improvement.
- After a discussion, the chairman of the IQAC and Convener proposed a team/committee for NAAC preparation to be constituted and the same to be forwarded to the Managing Trustee for approval.
- The convener suggested the members visit the NAAC website (www.naac.org.in) and become accustomed to the NAAC process.
- It was also proposed that while preparing the next semester's class routine, faculty should not be allotted more than 2 consecutive classes, which will improve the quality of delivery.



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- Academic calendar to be prepared for the coming Academic Session.
- To improve the audibility of the big classroom, it was suggested by the committee that a proposal for the procurement of a portable sound system, be submitted to the competent authority and for replacement of manual/old projectors with new LCD projectors.
- The next meeting was scheduled to be held on 7th April 2018 at 02.00pm at the same place.
- The meeting ended with a vote of thanks by the chairman.

Members of IQAC:

Name	Signature
Dr. Sonali Sarkar – Principal, Chairperson	
Dr. Arindam Mondal, IQAC Coordinator, HOD, EEE Dept.	
Dr. Nandan Gupta, Managing Trustee	
Dr. Suman Das, HOD ME Dept.	
Dr. Manasi Mukhopadhyay, HOD Basic Science & HU	
Mr. Pranab Gayen – HOD, CSE Dept.	
Mr. Saptarshi Nandi – HOD, CE Dept.	
Mr. Chittajit Sarkar – HOD, ECE Dept	
Mr. Amitabha Gupta, HOD MBA Dept.	
Dr. Pinak Pani Nath – Faculty -PHYSICS	
Mr. Somnath Roy, General Manager	
Mr. Tanmoy Roy, Director & Founder, M/S Romas Electro Engineering Pvt. Ltd.	
Mr. Suprakash Dutta – Deputy Manager	
Mr. Sumit Kar – Alumni – CSE – 2016 Pass Out	
Mr. Satyaki Ghosh – Alumni – EEE – 2013 Pass Out	



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IQAC MEETING

Date & Time: 07.04.2018, 02:00 P.M.

Venue: Conference Hall, SVIST

Agenda: Internal process improvement.

An IQAC committee meeting was convened by the chairperson Prof. (Dr) Sonali Sarkar on 07.04.2018 in the Conference room at 02.00 pm to discuss the agenda listed below.

- At the outset, Prof. (Dr) Sarkar welcomed the members at the meeting.
- Minutes of the last meeting are at this moment confirmed unanimously.
- It has been recommended by the committee to take initiative in the Teaching-Learning process.
- For the effective delivery of theory and practical subjects, various initiatives are to be taken throughout the session to support the teaching-learning process.
- The committee has proposed participative learning for the students by the implementation of a 'learn-by-doing' scheme.
- For maintaining the quality and imparting quality teaching it is resolved that no teacher should be allotted to take more than 2 theoretical subjects for a particular semester other than exigency.
- The committee has proposed to promote research & development activities at the institute.
- The committee has proposed to encourage the students and faculty to utilize all the facilities like laboratories, library, computer centre and software tools for carrying out their academic/research projects.
- The committee has decided to allow those faculties to leave for a day with full pay who have completed their registration towards Ph.D to do their coursework.



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- The next meeting is scheduled to be held on 15th November 2018 at 03.00 pm at the same venue.
- The meeting ended with a vote of thanks by the chairman.

Members Present and Signature:

Name	Signature
Dr. Sonali Sarkar – Principal, Chairperson	
Dr. Arindam Mondal, IQAC Coordinator, HOD, EEE Dept.	Arindam Mondal
Dr. Nandan Gupta, Managing Trustee	
Dr. Suman Das, HOD ME Dept.	
Dr. Manasi Mukhopadhyay, HOD Basic Science & HU	
Mr. Pranab Gayen – HOD, CSE Dept.	Pranab Gayen
Mr. Saptarshi Nandi – HOD, CE Dept.	
Mr. Chittajit Sarkar – HOD, ECE Dept	
Mr. Amitabha Gupta, HOD MBA Dept.	A. G.
Dr. Pinak Pani Nath – Faculty, Physics.	Pinak Nath
Mr. Somnath Roy, General Manager	Roy
Mr. Tanmoy Roy, Director & Founder, M/S Romas Electro Engineering Pvt. Ltd.	
Mr. Suprakash Dutta – Deputy Manager	S. Dutta
Mr. Sumit Kar – Alumni – CSE – 2016 Pass Out	
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IQAC MEETING

Date & Time: 15.11.2018, 03:00 P.M.

Venue: Conference Hall, SVIST

Agenda: Internal process improvement.

An IQAC committee meeting was convened by the chairperson Prof. (Dr) Sonali Sarkar on 15.11.2018 in the Conference room at 03.00 pm to discuss the agenda listed below.

- At the outset, Prof. (Dr) Sarkar welcomed the members at the meeting.
- Minutes of the last meeting are at this moment confirmed unanimously.
- It is also decided that the students to be motivated to attend the NPTEL classes after class hours, organized by the Institute for a better understanding of the particular subject.
- Though GD is in existing practice for imparting leadership and quality as well as problem-solving attitude building within the students, it is decided that group discussion on different topics by the students is to be increased more frequently for grooming them for the Job Market.
- It is also resolved that the students be made more aware of Swachh Bharat, AIDS, Blood Donation, Tree plantation etc. Though it is an existing practice they should be sensitised regularly.
- The IQAC coordinator should prepare and submit IIQA and SSR for the NAAC process with the help of different committees and HODs.
- HODs are instructed to prepare all relevant departmental files with the help of faculty members and technical assistants.
- Quality initiatives such as green audits and energy audits are to be completed and reports are to be submitted.



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- To improve the audibility of the big classroom, it was suggested by the committee that a proposal for the procurement of portable sound systems and the replacement of manual/old projectors with new LCD projectors.
- The next meeting is scheduled to be held on 13th February 2019 at 03.00 pm at the same venue.
- The meeting ended with a vote of thanks by the chairman.

Members Present and Signature:

Name	Signature
Dr. Sonali Sarkar – Principal, Chairperson	
Dr. Arindam Mondal, IQAC Coordinator, HOD, EEE Dept.	
Dr. Nandan Gupta, Managing Trustee	
Dr. Suman Das, HOD ME Dept.	
Dr. Manasi Mukhopadhyay, HOD Basic Science & HU	
Mr. Pranab Gayen – HOD, CSE Dept.	
Mr. Saptarshi Nandi – HOD, CE Dept.	
Mr. Chittajit Sarkar – HOD, ECE Dept	
Mr. Amitabha Gupta, HOD MBA Dept.	
Dr. Pinak Pani Nath – Faculty -PHYSICS	
Mr. Somnath Roy, General Manager	
Mr. Tanmoy Roy, Director & Founder, M/S Romas Electro Engineering Pvt. Ltd.	
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IQAC MEETING

Date & Time: 13.02.2019, 03:00 P.M.

Venue: Conference Hall, SVIST

Agenda: Internal process improvement.

An IQAC committee meeting was convened by the chairperson Prof. (Dr) Sonali Sarkar on 13.02.2019 in the Conference room at 03.00 pm to discuss the agenda listed below.

- At the outset, Prof. (Dr) Sarkar welcomed the members at the meeting.
- Minutes of the last meeting are at this moment confirmed unanimously.
- The IQAC coordinator confirmed the submission of IIQA and SSR for the NAAC process.
- HODs confirmed the preparation of all relevant departmental files and lab-related files.
- Quality initiatives such as green audits and energy audits were completed and reports were submitted.
- The principal discussed the constitution of various committees for the next academic year.
- The principal and coordinator of IQAC will visit all the departments and verify all the NAAC-related files.
- The principal and coordinator of IQAC informed all departments to prepare for the NAAC peer team visit.
- The next meeting is scheduled to be held on 18th July 2019 at 02.00 pm at the same venue.
- The meeting ended with a vote of thanks by the chairman.



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Members Present and Signature:

Name	Signature
Dr. Sonali Sarkar – Principal, Chairperson	
Dr. Arindam Mondal, IQAC Coordinator, HOD, EEE Dept.	
Dr. Nandan Gupta, Managing Trustee	
Dr. Suman Das, HOD ME Dept.	
Dr. Manasi Mukhopadhyay, HOD Basic Science & HU	
Mr. Pranab Gayen – HOD, CSE Dept.	
Mr. Saptarshi Nandi – HOD, CE Dept.	
Mr. Chittajit Sarkar – HOD, ECE Dept	
Mr. Amitabha Gupta, HOD MBA Dept.	
Dr. Pinak Pani Nath – Faculty -PHYSICS	
Mr. Somnath Roy, General Manager	
Mr. Tanmoy Roy, Director & Founder, M/S Romas Electro Engineering Pvt. Ltd.	
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INTERNAL QUALITY ASSURANCE CELL ACTION TAKEN REPORT 2018-2019

Date:.....


Action Taken:

- ❖ IQAC was formed on 14-03-2018 and the selection of coordinator and members of IQAC for NAAC.
- ❖ The members of IQAC started the work for the preparation of the academic process for NAAC Accreditation, which is necessary for long-term improvement.
- ❖ Effective planning and execution of Add-on Courses and Skill development programs for students of all the departments to make them industry-ready.
- ❖ The proposal for the procurement of a portable sound system and replacement of manual/old projectors with new LCD projectors was submitted to the competent authority and approved.
- ❖ Leave for a day with full pay who (Faculties) have completed their registration towards PhD to do their coursework was approved.
- ❖ To maintain the quality and impart quality teaching no teacher should be allotted to take more than 2 theoretical subjects for a particular semester other than exigency.
- ❖ The institute constitutes the policy to promote research & development activities at the institute.
- ❖ The IQAC coordinator confirmed the submission of IIQA and SSR for the NAAC process (Cycle-1).
- ❖ The institute prepared for the NAAC peer team visit (Cycle-1) in March 2019.


Dr. Sonali Sarkar
Principal

Principal
Swami Vivekananda Institute of
Science & Technology
Dakshin Gobindapur
S. Sonarpur, Kolkata-145




Dr. Arindam Mondal
IQAC Coordinator



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IQAC MEETING

Date & Time: 18.07.2019, 04:00 P.M.





Venue: Conference Hall, SVIST

Agenda: Internal process improvement.

An IQAC committee meeting was convened by the chairperson Prof. (Dr) Sonali Sarkar on 18.07.2019 in the Conference room at 04.00 pm to discuss the agenda listed below.

- At the outset, Prof. (Dr) Sarkar welcomed the members at the meeting.
- Minutes of the last meeting are at this moment confirmed unanimously.
- The principal and coordinator appreciated the efforts made by all concerned for the NAAC process. It was decided to work hard to get better grades in NAAC cycle 2.
- Heads of all departments outlined the various activities for the semester.
- It was suggested that subject-wise result analysis be prepared for semesters to get an idea about student performance.
- It was decided to conduct an orientation program for staff members.
- Convenors of different committees proposed to organize various programs during the academic year.
- IQAC to conduct FDPs during the academic year.
- IQAC decided to motivate faculties to publish journal and conference papers and patents.
- Cultural and Tech Fest convenors are instructed to arrange the fest following the academic calendar.
- The next meeting is scheduled to be held on 17th December 2019 at 04.00 pm at the same venue.
- The meeting ended with a vote of thanks by the chairman.

Members Present and Signature:

Name	Signature
Dr. Sonali Sarkar – Principal, Chairperson	
Mr. Amitabha Gupta, IQAC Coordinator, HOD, MBA Dept.	AG
Dr. Nandan Gupta, Managing Trustee	
Dr. Suman Das, HOD ME Dept.	SD
Dr. Manasi Mukhopadhyay, HOD Basic Science & HU	
Mr. Pradipta Roy – HOD, CSE Dept.	PR
Mr. Saptarshi Nandi – HOD, CE Dept.	
Dr. Chittajit Sarkar – HOD, ECE Dept	CS
Dr. Arindam Mandal, HOD EEE Dept.	Arindam
Dr. Pinak Pani Nath – Faculty -PHYSICS	P. Nath
Mr. Samrat Paul, Asst. Prof. EEE Dept.	SP
Mr. Sheersendu Bhattacharya, Asst. Prof. ECE Dept.	
Dr. Somnath Das, Asst. Prof. ME Dept.	
Mr. Somnath Roy, General Manager	SR
Mr. Tapas Bandhopadhyay, GM, T&P Cell	Tapas Bandhopadhyay
Mr. Tanmoy Roy, Director & Founder, M/S Romas Electro Engineering Pvt. Ltd.	
Mr. Suprakash Dutta – Deputy Manager	S. Dutta
Mr. Sumit Kar – Alumni – CSE – 2016 Pass Out	
Mr. Satyaki Ghosh – Alumni – EEE – 2013 Pass Out	



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IQAC MEETING

Date & Time: 17.12.2019, 04:00 P.M.

Venue: Conference Hall, SVIST

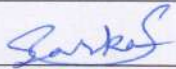
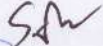
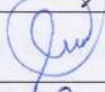



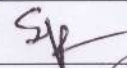
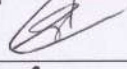


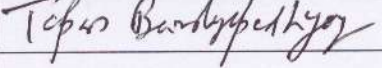

Agenda: Internal process improvement.

An IQAC committee meeting was convened by the chairperson Prof. (Dr) Sonali Sarkar on 17.12.2019 in the Conference room at 04:00 pm to discuss the agenda listed below.

- At the outset, Prof. (Dr) Sarkar welcomed the members at the meeting.
- Minutes of the last meeting are at this moment confirmed unanimously.
- The IQAC coordinator suggested that a common format be followed for the program report documentation.
- Review of academic results and action plan for improvement for 2019-2020 and next year's plan.
- The week students should be identified based on results and counsel them for the difficulties encountered in the exam.
- Review of placement of students and support in career services.
- Review of feedback from the stack holders and preparation of action taken report should be done.
- The various issues related to add-on courses were discussed. Department-wise new add-on courses are to be finalised.
- To conduct and take a review of curricular and extracurricular activities.
- The committee has suggested utilising the expertise of students to create better living conditions in remote areas as a part of social service as extension activities.
- The committee decided to conduct at least 2 FDPs to enhance the teaching process of the faculties.

- The IQAC should encourage and monitor the benefits of students by organizing and conducting programs for Aptitude, soft skills, software skills and technical learning
- The next meeting is scheduled to be held on 10th March 2020 at 03:00 pm at the same venue.
- The meeting ended with a vote of thanks by the chairman.

Members Present and Signature:

Name	Signature
Dr. Sonali Sarkar – Principal, Chairperson	
Mr. Amitabha Gupta, IQAC Coordinator, HOD, MBA Dept.	AG
Dr. Nandan Gupta, Managing Trustee	
Dr. Suman Das, HOD ME Dept.	
Dr. Manasi Mukhopadhyay, HOD Basic Science & HU	
Mr. Pradipta Roy – HOD, CSE Dept.	
Mr. Saptarshi Nandi – HOD, CE Dept.	
Dr. Chittajit Sarkar – HOD, ECE Dept	
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Dr. Somnath Das, Asst. Prof. ME Dept.	
Mr. Somnath Roy, General Manager	
Mr. Tapas Bandhopadhyay, GM, T&P Cell	
Mr. Tanmoy Roy, Director & Founder, M/S Romas Electro Engineering Pvt. Ltd.	
Mr. Suprakash Dutta – Deputy Manager	
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Mr. Satyaki Ghosh – Alumni – EEE – 2013 Pass Out	



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Date.....

IQAC MEETING

Date & Time: 10.03.2020, 03:00 P.M.

Venue: Conference Hall, SVIST







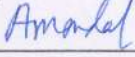
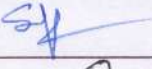



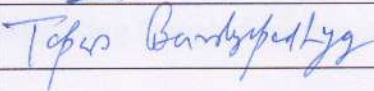

Agenda: Internal process improvement.

An IQAC committee meeting was convened by the chairperson Prof. (Dr) Sonali Sarkar on 10.03.2020 in the Conference room at 03:00 pm to discuss the agenda listed below.

- At the outset, Prof. (Dr) Sarkar welcomed the members at the meeting.
- Minutes of the last meeting are at this moment confirmed unanimously.
- The concerned Chairperson suggested that Remedial classes be initiated for 2019-20 within February 2020.
- Various Committees should prepare reports of different activities undertaken by them.
- The committee has suggested utilising the expertise of students to create better living conditions in remote areas as a part of social service as extension activities.
- A plan of action was discussed on how to operate the academics in the upcoming pandemic situation in the COVID-19 scenario.
- As per Govt. directives, as the institute will remain closed due to the pandemic, faculties are instructed to familiarise themselves with online teaching using Google Classroom, zoom, and G-meet.
- Faculties are instructed to familiarise themselves with virtual labs to conduct laboratories in online mode during upcoming pandemic situations.
- Mentors should keep in touch with the students and the mental and physical health of the students during the pandemic should be of utmost priority.
- The committee proposed to organize online FDP programs during the pandemic period.
- The next meeting is scheduled to be held on 08th May 2020 at 03:00 pm (online) at the same venue.

- The meeting ended with a vote of thanks by the chairman.

Members Present and Signature:

Name	Signature
Dr. Sonali Sarkar – Principal, Chairperson	
Mr. Amitabha Gupta, IQAC Coordinator, HOD MBA Dept.	
Dr. Nandan Gupta, Managing Trustee	
Dr. Suman Das, HOD ME Dept.	
Dr. Manasi Mukhopadhyay, HOD Basic Science & HU	
Mr. Pradipta Roy– HOD, CSE Dept.	
Mr. Saptarshi Nandi – HOD, CE Dept.	
Dr. Chittajit Sarkar – HOD, ECE Dept	
Dr. Arindam Mandal, HOD EEE Dept.	
Dr. Pinak Pani Nath – Faculty -PHYSICS	
Mr. Samrat Paul, Asst. Prof. EEE Dept.	
Mr. Sheersendu Bhattacharya, Asst. Prof. ECE Dept.	
Dr. Somnath Das, Asst. Prof. ME Dept.	
Mr. Somnath Roy, General Manager	
Mr. Tapas Bandhopadhyay, GM, T&P Cell	
Mr. Tanmoy Roy, Director & Founder, M/S Romas Electro Engineering Pvt. Ltd.	
Mr. Suprakash Dutta – Deputy Manager	
Mr. Sumit Kar – Alumni – CSE – 2016 Pass Out	
Mr. Satyaki Ghosh – Alumni – EEE – 2013 Pass Out	



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IQAC MEETING

Date & Time: 10.03.2020, 03:00 P.M.

Venue: Conference Hall, SVIST







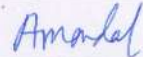




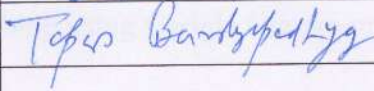
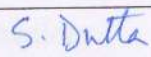
Agenda: Internal process improvement.

An IQAC committee meeting was convened by the chairperson Prof. (Dr) Sonali Sarkar on 10.03.2020 in the Conference room at 03:00 pm to discuss the agenda listed below.

- At the outset, Prof. (Dr) Sarkar welcomed the members at the meeting.
- Minutes of the last meeting are at this moment confirmed unanimously.
- The concerned Chairperson suggested that Remedial classes be initiated for 2019-20 within February 2020.
- Various Committees should prepare reports of different activities undertaken by them.
- The committee has suggested utilising the expertise of students to create better living conditions in remote areas as a part of social service as extension activities.
- A plan of action was discussed on how to operate the academics in the upcoming pandemic situation in the COVID-19 scenario.
- As per Govt. directives, as the institute will remain closed due to the pandemic, faculties are instructed to familiarise themselves with online teaching using Google Classroom, zoom, and G-meet.
- Faculties are instructed to familiarise themselves with virtual labs to conduct laboratories in online mode during upcoming pandemic situations.
- Mentors should keep in touch with the students and the mental and physical health of the students during the pandemic should be of utmost priority.
- The committee proposed to organize online FDP programs during the pandemic period.
- The next meeting is scheduled to be held on 08th May 2020 at 03:00 pm (online) at the same venue.

- The meeting ended with a vote of thanks by the chairman.

Members Present and Signature:

Name	Signature
Dr. Sonali Sarkar – Principal, Chairperson	
Mr. Amitabha Gupta, IQAC Coordinator, HOD MBA Dept.	
Dr. Nandan Gupta, Managing Trustee	
Dr. Suman Das, HOD ME Dept.	
Dr. Manasi Mukhopadhyay, HOD Basic Science & HU	
Mr. Pradipta Roy – HOD, CSE Dept.	
Mr. Saptarshi Nandi – HOD, CE Dept.	
Dr. Chittajit Sarkar – HOD, ECE Dept	
Dr. Arindam Mandal, HOD EEE Dept.	
Dr. Pinak Pani Nath – Faculty -PHYSICS	
Mr. Samrat Paul, Asst. Prof. EEE Dept.	
Mr. Sheersendu Bhattacharya, Asst. Prof. ECE Dept.	
Dr. Somnath Das, Asst. Prof. ME Dept.	
Mr. Somnath Roy, General Manager	
Mr. Tapas Bandhopadhyay, GM, T&P Cell	
Mr. Tanmoy Roy, Director & Founder, M/S Romas Electro Engineering Pvt. Ltd.	
Mr. Suprakash Dutta – Deputy Manager	
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IQAC MEETING

Date & Time: 08.05.2020, 03:00 P.M.

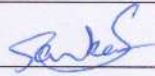





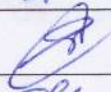


Venue: Online meeting due to the pandemic situation

Agenda: Internal process improvement.

An IQAC committee meeting was convened by the chairperson Prof. (Dr) Sonali Sarkar on 08.05.2020 in online mode due to the pandemic situation at 03:00 pm to discuss the agenda listed below.

- At the outset, Prof. (Dr) Sarkar welcomed the members at the meeting.
- Minutes of the last meeting are at this moment confirmed unanimously.
- The concerned Chairperson suggested that online special remedial classes be initiated for MCQ-type questions and answers.
- Mentors should keep in touch with the students and the mental and physical health of the students during the pandemic should be of utmost priority.
- The progress of the process of vaccination for faculties should be reviewed and made sure all faculties become vaccinated.
- The process of keeping the campus hygiene and maintaining the COVID protocols should be reviewed and necessary actions must be taken.
- Faculties should submit online class and laboratories report weekly.
- As per directives of affiliating university MAKAUT, the student activities during the pandemic situation like theme photography (publishing online), video file making inside the home (publishing online), cooking recipes (publishing online), gardening within the house (publishing online) etc., should be monitored by the faculty mentors for accumulation of MAR points.
- The IQAC propose buying various online platforms like Zoom, G-meet, etc., to conduct online classes.
- The next meeting is scheduled to be held on 11th August 2020 at 04.00 pm (online) at the same venue.
- The meeting ended with a vote of thanks by the chairman.

Members Present and Signature:

Name	Signature
Dr. Sonali Sarkar – Principal, Chairperson	
Mr. Amitabha Gupta, IQAC Coordinator, HOD MBA Dept.	A.G.
Dr. Nandan Gupta, Managing Trustee	
Dr. Suman Das, HOD ME Dept.	
Dr. Manasi Mukhopadhyay, HOD Basic Science & HU	
Mr. Pradipta Roy– HOD, CSE Dept.	
Mr. Saptarshi Nandi – HOD, CE Dept.	
Dr. Chittajit Sarkar – HOD, ECE Dept	
Dr. Arindam Mandal, HOD EEE Dept.	Arindam
Dr. Pinak Pani Nath – Faculty -PHYSICS	
Mr. Samrat Paul, Asst. Prof. EEE Dept.	
Mr. Sheershendhu Bhattacharya, Asst. Prof. ECE Dept.	
Dr. Somnath Das, Asst. Prof. ME Dept.	
Mr. Somnath Roy, General Manager	
Mr. Tapas Bandhopadhyay, GM, T&P Cell	Tapas Bandhopadhyay
Mr. Tanmoy Roy, Director & Founder, M/S Romas Electro Engineering Pvt. Ltd.	
Mr. Suprakash Dutta – Deputy Manager	S. Dutta
Mr. Sumit Kar – Alumni – CSE – 2016 Pass Out	
Mr. Satyaki Ghosh – Alumni – EEE – 2013 Pass Out	



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INTERNAL QUALITY ASSURANCE CELL

Date.....

ACTION TAKEN REPORT 2019-2020

Action Taken:


- ❖ Formation of several clubs/groups (photography, painting, music, magazine, etc.) following the affiliating university MAKAUT's Mandatory Additional Requirement (MAR) for receiving a B. Tech degree.
- ❖ Effective planning and execution of Add-on Courses and value-added programs for students of all the departments to make them industry-ready.
- ❖ One Faculty Development Program on various topics was conducted from 2nd February to 6th February 2020 titled Recent Trends in Science & Technology. Another FDP, scheduled to be held on 26th -30th May 2020 could not be completed due to the pandemic situation.
- ❖ Regarding the monitoring of students' and counselling systems in all the departments of the college, it has already been implemented in all departments successfully, and IQAC is in the process of preserving the records and providing necessary suggestions as needed. During the pandemic, the well-being of students was also taken care of.
- ❖ Soft skills training such as English, quantitative aptitude, reasoning aptitude, and functional domain were conducted for improvement of placement.
- ❖ A total of 342 students (B. Tech and MBA) participated in the placement-related program during the academic year 2019–2020, and 278 students received job offers.
- ❖ Faculty members' e-content lectures, a total of 500 video lectures, have been uploaded on YouTube.


Dr. Sonali Sarkar

Principal

Principal
Swami Vivekananda Institute of
Science & Technology
Dakshin Gobindapur
P.S.- Sonarpur, Kolkata-145




Mr. Amitabha Gupta
IQAC Coordinator



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IQAC MEETING

Date & Time: 11.08.2020, 02:00 P.M.

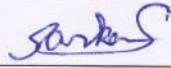

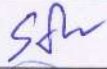

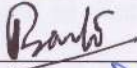



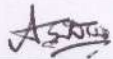
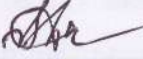
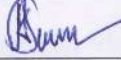

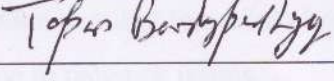
Venue: Conference Hall, SVIST

Agenda: Internal process improvement.

An IQAC committee meeting was convened by the chairperson Prof. (Dr) Sonali Sarkar on 11.08.2020 in online mode due to the pandemic situation at 02.00 pm to discuss the agenda listed below.

- At the outset, Prof. (Dr) Sarkar welcomed the members at the meeting.
- Minutes of the last meeting are at this moment confirmed unanimously.
- It was discussed by the committee members that the action taken report of feedback system from students, faculties, employers and alumni will be discussed and decisions will be taken accordingly.
- The committee discussed the availability and status of faculty members in various departments and the requirements to fill vacant positions in the organization.
- The IAQC proposed to introduce a YouTube channel and to stream videos of various subjects either faculty-wise or department-wise.
- For the convenience of students IAQC proposed to introduce evening remedial classes for those students who could not attend regular classes due to network issues.
- IAQC brought to the notice of the management the issue of the monetary crisis of the students during the Pandemic and requested to provide students with some respite in paying fees at later dates, in instalments etc.
- It was decided by the IAQC that since the institution has been running behind the time the next IAQC meeting will be scheduled as soon as possible.
- The next meeting is scheduled to be held on 22nd December 2020 at 02:00 pm.
- The meeting ended with a vote of thanks by the chairman.

Members Present and Signature:

Name	Signature
Dr. Sonali Sarkar – Principal, Chairperson	
Mr. Amitabha Gupta- Co-ordinator of IAQC	
Dr. Nandan Gupta- Managing Trustee, SVIST	
Dr. Suman Das- HOD ME	
Dr. Manasi Mukhopadhyay- HOD Basic Science & HU	
Dr. Pinak Pani Nath- Faculty -PHYSICS	
Mr. Pradipta Roy- HOD CSE	
Mr. Samik Banerjee- HOD CE	
Mr. Samrat Paul- Asst. Prof EEE	
Mr. Sheersendu Bhattacharya, Asst. Prof ECE	
Dr. Anindya Sundar Das, Asst. Prof ECE Dept.	
Dr. Somnath Das, Asst. Prof. ME	
Dr. Kabita Sarkar, Faculty Math	
Mr. Debayan Chakraborty, Faculty HU	
Mr. Tapas Bandhopadhyay, G.M. T&P Cell	
Mr. Somnath Roy, General Manager	
Mr. Tanmoy Roy, Director & Founder, M/S Romas Electro Engineering Pvt. Ltd.	
Mr. Sumit Kar – Alumni – CSE – 2016 Pass Out	
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Date.....

IQAC MEETING

Date & Time: 22.12.2020, 02:00 P.M.

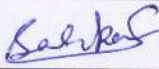




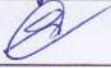


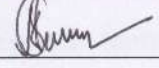
Venue: Conference Hall, SVIST

Agenda: Internal process improvement.

An IQAC committee meeting was convened by the chairperson Prof. (Dr) Sonali Sarkar on 22.12.2020 in online mode due to the pandemic situation at 02:00 pm to discuss the agenda listed below.

- At the outset, Prof. (Dr) Sarkar welcomed the members at the meeting.
- Minutes of the last meeting are at this moment confirmed unanimously.
- The IAQC praised the faculties for providing constant individual monitoring of the students and for supporting the initiatives taken by the institution during the pandemic.
- IAQC complements the efforts of the institute in the completion of the tie-up with COURSERA for certificate training free of cost.
- IAQC has decided to encourage the students to enrol more for free of cost certificate training through COURSERA.
- IAQC decided more students will be encouraged to register themselves in the INTERNSHALA platform and apply for paid internships.
- For the benefit of the students IAQC advised the TAs to come to college physically and conduct the Lab experiments from campus.
- Before starting of physical Laboratory IAQC advised the departments to check the vaccination status of faculties & technical assistants.
- IAQC proposed to conduct FDP for the betterment of the faculties & technical assistants.
- The next meeting is scheduled to be held on 09th February 2021 at 02:00 pm.
- The meeting ended with a vote of thanks by the chairman.

Members Present and Signature:

Name	Signature
Dr. Sonali Sarkar – Principal, Chairperson	
Mr. Amitabha Gupta- Co-ordinator of IAQC	A G
Dr. Nandan Gupta- Managing Trustee, SVIST	
Dr. Suman Das- HOD ME	
Dr. Manasi Mukhopadhyay- HOD Basic Science & HU	
Dr. Pinak Pani Nath- Faculty -PHYSICS	
Mr. Pradipta Roy- HOD CSE	
Mr. Samik Banerjee- HOD CE	Samik Banerjee
Mr. Samrat Paul- Asst. Prof EEE	
Mr. Sheersendu Bhattacharya, Asst. Prof ECE	
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Mr. Tapas Bandhopadhyay, G.M. T&P Cell	Tapas Bandhopadhyay
Mr. Somnath Roy, General Manager	Roy
Mr. Tanmoy Roy, Director & Founder, M/S Romas Electro Engineering Pvt. Ltd.	
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Date.....

IQAC MEETING

Date & Time: 09.02.2021, 03:00 P.M.

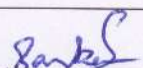
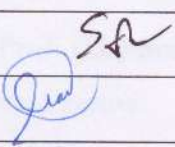

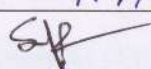

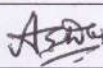

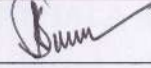
Venue: Conference Hall, SVIST

Agenda: Internal process improvement.

An IQAC committee meeting was convened by the chairperson Prof. (Dr) Sonali Sarkar on 09.02.2021 in the online mode at 03:00 pm to discuss the agenda listed below.

- At the outset, Prof. (Dr) Sarkar welcomed the members at the meeting.
- Minutes of the last meeting are at this moment confirmed unanimously.
- The committee discussed the requirement of faculty and recruitment in various departments of the institution.
- IQAC has decided that simultaneously the institute will submit AQAR for 2019-2020 sessions and it will be placed before the Academic Council.
- IAQC proposed the registration in IIC under the Ministry of Education Innovation Cell immediately.
- IAQC praises the success of the institute's effort of INTERNSHALA where 24 students have acquired paid internships and 72 students have acquired performance-based internships with a total of 96 students.
- IAQC has decided to motivate more students to apply for a Credit Card Scheme under the WB Government and for other educational scholarships to facilitate their payment of course fees.
- IAQC appreciated the effort of faculties and TAs in considering the hybrid mode of teaching in the institute during the pandemic situation.
- The next meeting is scheduled to be held on 14th May 2021 at 02:00 pm.
- The meeting ended with a vote of thanks by the chairman.

Members Present and Signature:

Name	Signature
Dr. Sonali Sarkar – Principal, Chairperson	
Mr. Amitabha Gupta- Co-ordinator of IAQC	AG
Dr. Nandan Gupta- Managing Trustee, SVIST	
Dr. Suman Das- HOD ME	
Dr. Manasi Mukhopadhyay- HOD Basic Science & HU	
Dr. Pinak Pani Nath- Faculty Physics	
Mr. Pradipta Roy- HOD CSE	
Mr. Samik Banerjee- HOD CE	Samik Banerjee
Mr. Samrat Paul- Asst. Prof EEE	
Mr. Sheersendu Bhattacharya, Asst. Prof ECE	
Dr. Anindya Sundar Das, Asst. Prof ECE Dept.	
Dr. Somnath Das, Asst. Prof. ME	
Dr. Kabita Sarkar, Faculty Math	
Mr. Debayan Chakraborty, Faculty HU	
Mr. Tapas Bandhopadhyay, G.M. T&P Cell	Tapas Bandhopadhyay
Mr. Somnath Roy, General Manager	Roy
Mr. Tanmoy Roy, Director & Founder, M/S Romas Electro Engineering Pvt. Ltd.	
Mr. Sumit Kar – Alumni – CSE – 2016 Pass Out	S. Kar
Mr. Satyaki Ghosh – Alumni – EEE – 2013 Pass Out	



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Date.....

IQAC MEETING

Date & Time: 14.05.2021, 02:00 P.M.







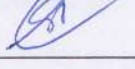
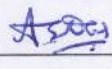

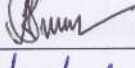
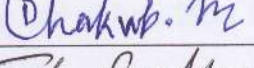
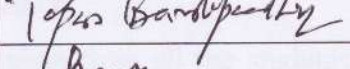
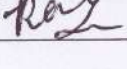
Venue: Conference Hall, SVIST

Agenda: Internal process improvement.

An IQAC committee meeting was convened by the chairperson Prof. (Dr) Sonali Sarkar on 14.05.2021 in the online mode at 02:00 pm to discuss the agenda listed below.

- At the outset, Prof. (Dr) Sarkar welcomed the members at the meeting.
- Minutes of the last meeting are at this moment confirmed unanimously.
- Academic audit should be completed by all the departments as early as possible.
- Departmental brochure to be prepared by the HODs of all the departments.
- Next semester's class routine should be prepared by the HODs of all the departments.
- The institute website should be restructured as per NAAC requirements.
- The next academic year calendar should be prepared by the end of June 2021 following the academic calendar of the affiliating university MAKAUT.
- Curriculum and overall ambience feedback should be taken from all the students in online mode using Google Forms.
- Feedback from all other stockholders should be taken immediately in online mode using Google Forms.
- The next meeting is scheduled to be held on 07th December 2021 at 02.00 pm.
- The meeting ended with a vote of thanks by the chairman.

Members Present and Signature:

Name	Signature
Dr. Sonali Sarkar – Principal, Chairperson	
Mr. Amitabha Gupta- Co-ordinator of IAQC	A.G.
Dr. Nandan Gupta- Managing Trustee, SVIST	
Dr. Suman Das- HOD ME	
Dr. Manasi Mukhopadhyay- HOD Basic Science & HU	
Dr. Pinak Pani Nath- Faculty Physics	
Mr. Pradipta Roy- HOD CSE	
Mr. Samik Banerjee- HOD CE	
Mr. Samrat Paul- Asst. Prof EEE	
Mr. Sheershendu Bhattacharya, Asst. Prof ECE	
Dr. Anindya Sundar Das, Asst. Prof ECE Dept.	
Dr. Somnath Das, Asst. Prof. ME	
Dr. Kabita Sarkar, Faculty Math	
Mr. Debayan Chakraborty, Faculty HU	
Mr. Tapas Bandhopadhyay, G.M. T&P Cell	
Mr. Somnath Roy, General Manager	
Mr. Tanmoy Roy, Director & Founder, M/S Romas Electro Engineering Pvt. Ltd.	
Mr. Sumit Kar – Alumni – CSE – 2016 Pass Out	
Mr. Satyaki Ghosh – Alumni – EEE – 2013 Pass Out	



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INTERNAL QUALITY ASSURANCE CELL

Date.....

ACTION TAKEN REPORT 2020-2021

Action Taken:

- ❖ IQAC is in the process of preserving the video lectures made by faculty members. During the pandemic, the well-being of students was also taken care of.
- ❖ A total of 280 students (B. Tech and MBA) participated in the process during the academic year 2020–2021, and 239 job offers were generated.
- ❖ Add-on courses and certificate courses have been arranged by all the departments and also centrally through the training & placement cell.
- ❖ A total of 96 students were selected for the internship, out of which 24 were paid internships and 72 were performance-based internships.
- ❖ Successful planning and conduct of online classes (through Google Meet, Zoom, etc.) and examinations, as well as evaluation during the pandemic.
- ❖ Faculty members created video lectures and uploaded them on YouTube.
- ❖ Evening remedial classes were conducted for those students who could not attend classes due to poor internet connectivity during the day.
- ❖ Students were motivated to watch video lectures of faculty members and to enrol in MOOCs through NPTEL and Coursera courses.
- ❖ Mentorship and counselling systems for students were monitored, as well as online soft skills training, aptitude training, and software training for placement preparedness were conducted.
- ❖ IQAC also took the initiative for the submission of data to the NIRF and AISHE authorities in 2020–21 to get a better ranking for quality enhancement.

Dr. Sonali Sarkar

Principal

Principal
Swami Vivekananda Institute of
Science & Technology
Dakshin Gobindapur
P.S.- Sonarpur, Kolkata-145-



Mr. Amitabha Gupta

IQAC Coordinator



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Date.....

IQAC MEETING

Date & Time: 07.12.2021, 03:00 p.m.

Venue: Conference Hall, SVIST

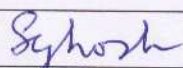
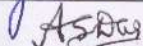
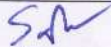




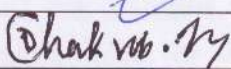
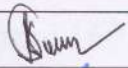
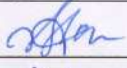

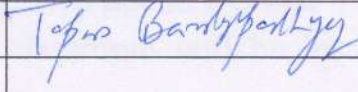
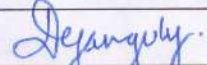
Agenda: Internal process improvement.

An IQAC meeting was convened by the chairperson Prof (Dr) Sonali Ghosh (Sarkar) on 07.12.2021 in the Conference room at 03:00 p.m. to discuss the following agenda as listed below:

- At the outset, Prof. (Dr.) Sonali Ghosh (Sarkar) welcomed the members present in the meeting.
- Completion of the formation of the Institute Innovation Cell (IIC) was done.
- Students were made aware of the availability of the Student Credit Card Scheme and Swami Vivekananda scholarship, especially for West Bengal students.
- A faculty development program was completed from 16th to 20th November 2021.
- The deadline for submitting NAAC AQAR for the academic years 2019–20 and 2020–21 will be March 31, 2022, postponed due to COVID-19.
- It was proposed that a sophisticated smart classroom will be installed within the campus.
- A proposal for purchasing musical instruments for the Institutional Music Club was given.
- A review meeting for the upkeep of the Institutional YouTube channel and the necessary actions for its promotion was proposed.
- The institution would host an annual sports event, it was agreed.
- Before completion and submission of the 2020-2021 AQAR in December 2021, it will be placed before the Academic Council.
- For the above-mentioned points, the new IQAC formation will be done through a meeting on 26.02.2022.

- The next meeting is scheduled to be held on 26.02.2022 at 3.00 p.m. for submission of the 2020-2021 AQAR to the NAAC portal and place it before the Academic Council on the same date and also for the new 2021-2022 session.
- The meeting ended with a vote of thanks to the chairperson.

Members Present and Signature:

Name	Signature
Dr. Sonali Ghosh – Principal, Chairperson	
Dr. Anindya Sundar Das, IQAC Coordinator, ECE Dept.	
Dr. Nandan Gupta, Managing Trustee	
Dr. Suman Das, HOD ME Dept.	
Dr. Manasi Mukhopadhyay, HOD Basic Science & HU	
Mr. Pradipta Roy, HOD CSE Dept.	
Mr. Samrat Paul, HOD EEE Dept.	
Mr. Sheersendu Bhattacharya, HOD ECE Dept.	
Mr. Debayan Chakraborty, Faculty HU	
Mr. Samik Banerjee, HOD CE Dept.	
Dr. Kabita Sarkar, Faculty Mathematics	
Dr. Somnath Das, ME Dept.	
Mr. Amitabha Gupta, HOD MBA Dept.	
Mr. Tapas Bandhopadhyay, G.M. T&P Cell	
Mr. Somnath Roy, General Manager	
Mr. Tanmoy Roy, Director & Founder, M/S Romas Electro Engineering Pvt. Ltd.	
Mrs. Manasi Saha, Owner & Founder, Macaws InfoTech.	
Mr. Sumit Kar, Software Engineer at Cisco System India Pvt. Ltd, Alumni	
Mr. Debargha Ganguly, CSE 4 th Year Student	



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Date.....

IQAC Meeting

Date & Time: 26.02.2022, 03:00 p.m.

Venue: Conference Hall, SVIST

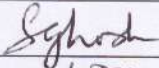


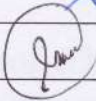

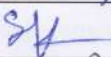

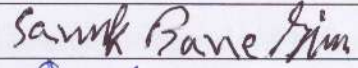

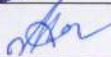

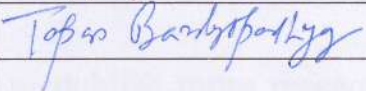
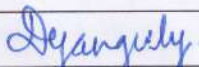
Agenda: Internal process improvement.

An IQAC meeting was convened by the chairperson Prof (Dr.) Sonali Ghosh (Sarkar) on 26.02.2022 at the Conference room at 03:00 p.m. to discuss the following agenda as listed below:

- At the outset, Prof. (Dr.) Sonali Ghosh (Sarkar) welcomed the members present in the meeting.
- The council members appreciated the efforts of faculties in conducting quarterly activities of IIC.
- The council members were appreciative of the faculty and student efforts that went into the annual sports event.
- A proposal for conducting an outreach program for nearby schools was raised.
- A proposal was placed for the celebration of AKAM 2022 as per AICTE norms and guidelines.
- It was decided to encourage faculty members to publish more research articles, attend seminars and conferences, submit research projects, and sign up for Ph.D. programs.
- It was proposed that ALUMNI MEET will be arranged in the upcoming days.
- A proposal was made to obtain RED-CROSS/ROTARY/NGO membership.
- The institution will organize a blood donation camp on campus.
- It was decided to establish a departmental lab maintenance committee that would look over and improve the current setup.
- Students will be motivated, and faculties will be mobilized for whole-hearted participation in the Smart India Hackathon program.
- Submission of AQAR report for the academic year: 2019 – 2020 and 2020 – 2021.

- The next meeting is scheduled to be held on 06.04.2022 at 3 p.m.
- The meeting ended with a vote of thanks to the chairperson.

Members Present and Signature:

Name	Signature
Dr. Sonali Ghosh – Principal, Chairperson	
Dr. Anindya Sundar Das, IQAC Coordinator, ECE Dept.	
Dr. Nandan Gupta, Managing Trustee	
Dr. Suman Das, HOD ME Dept.	
Dr. Manasi Mukhopadhyay, HOD Basic Science & HU	
Dr. Pinak Pani Nath, Faculty Physics	
Mr. Pradipta Roy, HOD CSE Dept.	
Mr. Samrat Paul, HOD EEE Dept.	
Mr. Sheershendu Bhattacharya, HOD ECE Dept.	
Mr. Debayan Chakraborty, Faculty HU	
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Dr. Kabita Sarkar, Faculty Mathematics	
Dr. Somnath Das, ME Dept.	
Mr. Amitabha Gupta, HOD MBA Dept.	
Mr. Tapas Bandhopadhyay, G.M. T&P Cell	
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Ref. IQAC Meeting

Date.....

Date & Time: 06.04.2022, 03:00 p.m.

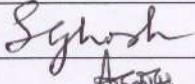

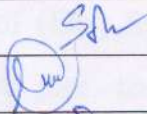
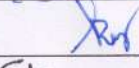



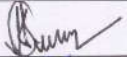


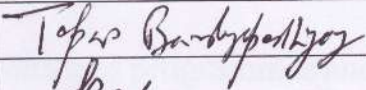

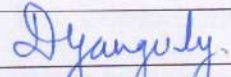
Venue: Conference Hall, SVIST

Agenda: Internal process improvement.

An IQAC meeting was convened by the chairperson Prof (Dr.) Sonali Ghosh (Sarkar) on 06.04.2022 at the Conference room at 03:00 p.m. to discuss the following agenda as listed below:

- At the outset, Prof. (Dr.) Sonali Ghosh (Sarkar) welcomed the members present in the meeting.
- The council proposed to conduct awareness programs on the code of conduct for students and faculty members.
- Faculty Induction Programme to be organized for the newly recruited faculty.
- Need-based faculty development programmes, awareness programmes and workshops to be organised.
- All IIC-related programs are to be conducted.
- Skill development Programmes are to be conducted.
- Capacity Building Programmes are to be conducted.
- Future goals of the institution are to be framed but implementation of institutional plans will be a challenging task. The institute has to develop strategic plans to implement these ideas and review them periodically.
- The next meeting is scheduled to be held on 14.05.2022 at 3 p.m.
- The meeting ended with a vote of thanks to the chairperson.

Members Present and Signature:

Name	Signature
Dr. Sonali Ghosh – Principal, Chairperson	
Dr. Anindya Sundar Das, IQAC Coordinator, ECE Dept.	
Dr. Nandan Gupta, Managing Trustee	
Dr. Suman Das, HOD ME Dept.	
Dr. Manasi Mukhopadhyay, HOD Basic Science & HU	
Mr. Pradipta Roy, HOD CSE Dept.	
Mr. Samrat Paul, HOD EEE Dept.	
Mr. Sheershendhu Bhattacharya, HOD ECE Dept.	
Mr. Debayan Chakraborty, Faculty HU	
Mr. Samik Banerjee, HOD CE Dept.	
Dr. Kabita Sarkar, Faculty Mathematics	
Dr. Somnath Das, ME Dept.	
Mr. Amitabha Gupta, HOD MBA Dept.	
Mr. Tapas Bandhopadhyay, G.M. T&P Cell	
Mr. Somnath Roy, General Manager	
Mr. Tanmoy Roy, Director & Founder, M/S Romas Electro Engineering Pvt. Ltd.	
Mrs. Manasi Saha, Owner & Founder, Macaws InfoTech.	
Mr. Sumit Kar, Software Engineer at Cisco System India Pvt. Ltd, Alumni	
Mr. Debargha Ganguly, CSE 4 th Year Student	



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Date.....

IQAC Meeting

Date & Time: 14.05.2022, 03:00 p.m.

Venue: Conference Hall, SVIST

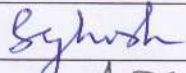






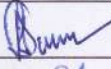


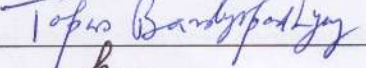

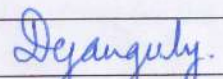
Agenda: Internal process improvement.

An IQAC meeting was convened by the chairperson Prof (Dr) Sonali Ghosh (Sarkar) on 14.05.2022 in the Conference room at 03:00 p.m. to discuss the following agenda as listed below:

- At the outset, Prof. (Dr.) Sonali Ghosh (Sarkar) welcomed the members present in the meeting.
- The council members appreciated the efforts of faculties, T&P staff and office staff for the successful completion of ALUMNI MEET 2022.
- The council members were grateful for the efforts of the faculty and office staff in making the Outreach Program of Schools a success (Science Tech 2022).
- The purchase of musical instruments for the institutional music club was completed.
- Installation of the smart classroom was completed.
- The efforts made by the students and office staff to make the blood donation camp a success were appreciated.
- The institution completed AKAM 2022 as per AICTE norms and guidelines, where faculty members and students participated enthusiastically.
- The council members appreciated the effort of teachers and students for the successful completion of the internal Smart India Hackathon 2022.
- It was proposed to organize the cultural fest Enthuzea 2k22 in June 2022.
- A proposal was presented to hold a faculty development programme over the semester break (tentatively in July – August).

- The institution decided to arrange an International Conference INCON – ITS 2022.
- The next meeting is scheduled to be held on the 3rd week of July 2022 for submission of the 2021-2022 AQAR to the NAAC portal and place before the Academic Council.
- The meeting ended with a vote of thanks to the chairperson.

Members Present and Signature:

Name	Signature
Dr. Sonali Ghosh – Principal, Chairperson	
Dr. Anindya Sundar Das, IQAC Coordinator, ECE Dept.	
Dr. Nandan Gupta, Managing Trustee	
Dr. Suman Das, HOD ME Dept.	
Dr. Manasi Mukhopadhyay, HOD Basic Science & HU	
Mr. Pradipta Roy, HOD CSE Dept.	
Mr. Samrat Paul, HOD EEE Dept.	
Mr. Sheershendu Bhattacharya, HOD ECE Dept.	
Mr. Debayan Chakraborty, Faculty HU	
Mr. Samik Banerjee, HOD CE Dept.	
Dr. Kabita Sarkar, Faculty Mathematics	
Dr. Somnath Das, ME Dept.	
Mr. Amitabha Gupta, HOD MBA Dept.	
Mr. Tapas Bandhopadhyay, G.M. T&P Cell	
Mr. Somnath Roy, General Manager	
Mr. Tanmoy Roy, Director & Founder, M/S Romas Electro Engineering Pvt. Ltd.	
Mrs. Manasi Saha, Owner & Founder, Macaws InfoTech.	
Mr. Sumit Kar, Software Engineer at Cisco System India Pvt. Ltd, Alumni	
Mr. Debargha Ganguly, CSE 4 th Year Student	



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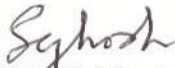
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INTERNAL QUALITY ASSURANCE CELL ACTION TAKEN REPORT 2021-2022


Action Taken:

- ❖ AQAR 2019-2020 and 2020-2021 submitted, approved and accepted.
- ❖ Effective planning and execution of Add-on Courses and value-added programs for students of all the departments to make them industry-ready.
- ❖ The Institutional Development Plan has been devised with short-term and long-term goals to be achieved which would be revised periodically to ensure effective implementation.
- ❖ To promote participation in Education and Job Fair to improve student diversity.
- ❖ The feedback mechanism was implemented successfully in all phases.
- ❖ A research advisory committee was formed and a Google form was circulated amongst the faculty to claim seed money for publications and patents.
- ❖ IQAC coordinated and participated in the NIRF-2022 ranking which was submitted successfully in January 2022.
- ❖ IQAC facilitated the signing of MoUs with different organizations.
- ❖ Faculty adopted revised Bloom's taxonomy for lesson plans and internal assessments question paper setting.
- ❖ ALUMNI MEET-2022 was organized successfully.
- ❖ Faculty members' e-content lectures, a total of 500 video lectures, have been uploaded on YouTube. are recorded and uploaded to YouTube.
- ❖ Six schools participated in the Science-Tech-2022 program, presented models, and participated in the quiz and extempore competitions.


Dr. Sonali Ghosh
Principal

Principal
Swami Vivekananda Institute of
Science & Technology
Dakshin Gobindapur
P.S.- Sonarpur, Kolkata-145




Dr. Anindya Sundar Das
IQAC Coordinator



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IQAC MEETING

Date & Time: 15.09.2022, 03:00 p.m.

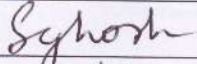

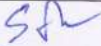



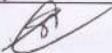
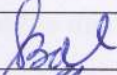


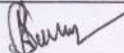

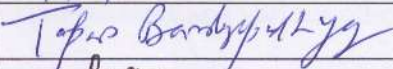

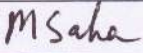
Venue: Conference Hall, SVIST

Agenda: Internal process improvement.

An IQAC meeting was convened by the chairperson Prof (Dr) Sonali Ghosh (Sarkar) on 15.09.2022 in the Conference room at 03:00 p.m. to discuss the following agenda as listed below:

- At the outset, Prof. (Dr.) Sonali Ghosh (Sarkar) welcomed the members present in the meeting.
- It is discussed to conduct various activities such as Add-on Courses / Skill development programs, Activities under Professional Association, community services, Workshops/ FDP/ Seminar /Webinar, Extension and Outreach programs and Sports and Cultural Activities.
- Students should be aware of the availability of the Student Credit Card Scheme and Swami Vivekananda scholarship, especially for West Bengal students and various other scholarship schemes from the scholarship cell.
- It was proposed that no sophisticated smart classrooms will be installed within the campus.
- A proposal was placed to upgrade computers and purchase new laboratory equipment.
- A review meeting for the upkeeping of the Institutional YouTube channel and the necessary actions for its promotion was proposed.
- The institution would host a job fair, it was agreed.
- A proposal for the beautification of the institution was agreed.
- A proposal was placed to organise activities on different celebration days with students and picnics, get together for institute staff and faculty members.
- The next meeting is scheduled to be held on 16.12.2022 at 3.00 p.m.
- The meeting ended with a vote of thanks to the chairperson.

Members Present and Signature:

Name	Signature
Dr. Sonali Ghosh – Principal, Chairperson	
Dr. Anindya Sundar Das, IQAC Coordinator, ECE Dept.	
Dr. Nandan Gupta, Managing Trustee	
Dr. Suman Das, HOD ME Dept.	
Dr. Manasi Mukhopadhyay, HOD Basic Science & HU	
Mr. Pradipta Roy, HOD CSE Dept.	
Mr. Samrat Paul, HOD EEE Dept.	
Mr. Sheershendu Bhattacharya, ECE Dept.	
Mr. Debayan Chakraborty, Faculty HU	
Dr. Anindita Mukherjee – HOD, CE	
Dr. Sourabh Bal – HOD, Physics	
Dr. Somnath Das, ME Dept.	
Dr. Arpan Dutta – Faculty, Chemistry	
Dr. Kabita Sarkar – Faculty, Math	
Mr. Amitabha Gupta, HOD MBA Dept.	
Mr. Tapas Bandhopadhyay, G.M. T&P Cell	
Mr. Somnath Roy, General Manager	
Mr. Tanmoy Roy, Director & Founder, M/S Romas Electro Engineering Pvt. Ltd.	
Mrs. Manasi Saha, Owner & Founder, Macaws InfoTech.	
Mr. Sumit Kar, Software Engineer at Cisco System India Pvt. Ltd, Alumni	
Mr. Abhishek Sharma – ECE 4 th year student, SVIST	



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Date.....

IQAC Meeting

Date & Time: 16.12.2022, 03:00 p.m.

Venue: Conference Hall, SVIST

Agenda: Internal process improvement.

An IQAC meeting was convened by the chairperson Prof (Dr.) Sonali Ghosh (Sarkar) on 16.12.2022 in the Conference room at 03:00 p.m. to discuss the following agenda as listed below:

- At the outset, Prof. (Dr.) Sonali Ghosh (Sarkar) welcomed the members present in the meeting.
- The council members appreciated the efforts of faculties in conducting all activities of IIC.
- An appeal to AICTE will be submitted to decrease the number of seats in the ME department to 60 while increasing the number of seats in the CSE department to 120 for the Academic Year: 2023-2024.
- A few proposals were made to update KOHA software and purchase scholarly publications, e-books, and reference books for the book bank.
- A proposal for conducting an outreach program for nearby schools was raised.
- It was decided to encourage faculty members and students to publish more research articles and patents. Faculty members were also encouraged to attend seminars and conferences, submit research projects, and sign up for PhD programs.
- The institution will organize a blood donation camp on campus.
- It was decided to establish a departmental lab maintenance committee that would look over and improve the current setup.
- Decided to update the existing website urgently and also resolved to explore the possibility of developing a new dynamic and user-friendly website.
- The focus is also required on Industry-Institute Interaction, Internships, Industry Projects and Placements. The review would be taken at regular intervals.
- Submission of NIRF-2023 to NIRF portal within January 2023.
- Criteria-wise coordinators have been appointed to work on NAAC SSR-2024 (Cycle 2).
- The next meeting is scheduled to be held on 16.02.2023 at 4.00 p.m.
- The meeting ended with a vote of thanks to the chairperson.

Members Present and Signature:

Name	Signature
Dr. Sonali Ghosh – Principal, Chairperson	Sghosh
Dr. Anindya Sundar Das, IQAC Coordinator, ECE Dept.	Asdas
Dr. Nandan Gupta, Managing Trustee	
Dr. Suman Das, HOD ME Dept.	Sflu
Dr. Manasi Mukhopadhyay, HOD Basic Science & HU	Manasi
Mr. Pradipta Roy, HOD CSE Dept.	Pradipta
Mr. Samrat Paul, HOD EEE Dept.	SP
Mr. Sheersendu Bhattacharya, ECE Dept.	Sheersendu
Mr. Debayan Chakraborty, Faculty, HU	
Dr. Anindita Mukherjee – HOD, CE	
Dr. Sourabh Bal – Faculty, Physics	Bal
Dr. Somnath Das, ME Dept.	Somnath
Dr. Arpan Dutta – Faculty, Chemistry	Arpan
Dr. Kabita Sarkar – Faculty, Math	Kabita
Mr. Amitabha Gupta, HOD MBA Dept.	A-G
Mr. Tapas Bandhopadhyay, G.M. T&P Cell	Tapas Bandhopadhyay
Mr. Somnath Roy, General Manager	S.Roy
Mr. Tanmoy Roy, Director & Founder, M/S Romas Electro Engineering Pvt. Ltd.	
Mrs. Manasi Saha, Owner & Founder, Macaws InfoTech.	
Mr. Sumit Kar, Software Engineer at Cisco System India Pvt. Ltd, Alumni	
Mr. Abhishek Sharma – ECE 4 th year student, SVIST	Abhishek Sharma



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Date.....

IQAC Meeting

Date & Time: 16.02.2023, 04:00 p.m.

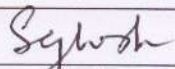
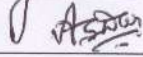
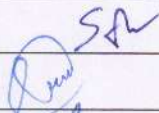
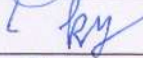


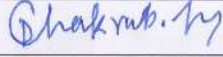
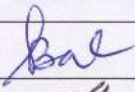
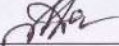
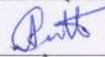
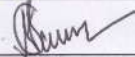

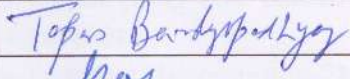

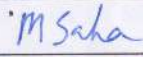

Venue: Conference Hall, SVIST

Agenda: Internal process improvement.

An IQAC meeting was convened by the chairperson Prof (Dr) Sonali Ghosh (Sarkar) on 16.02.2023 in the Conference room at 04:00 p.m. to discuss the following agenda as listed below:

- At the outset, Prof. (Dr.) Sonali Ghosh (Sarkar) welcomed the members present in the meeting.
- The council members proposed to organize two FDPs.
- The council members proposed to organize an outreach Program for Schools (Science Tech- 2023) and career counselling for school students.
- The council members proposed to organize a blood donation camp and ensure the students and office staff make the blood donation camp a success.
- The council members submitted the plan to organize the tech fest (Innovention-2k23) and cultural fest (Enthuza-2k23).
- The council members suggested to organize special classes at the beginning of the session about the rules & regulations of the college, the mission and vision of the institute and departments, and student support services and code of conduct.
- The council members decided to submit the proposal to install a few numbers of smart classrooms in view to focus on using ICT tools.
- The next meeting is scheduled to be held on the 24.05.2023 at 03:30pm for submission of the AQAR 2022-2023 to the NAAC portal and place before the Academic Council.
- The institute decided to apply for NAAC cycle 2 and all departments should begin NAAC-related activity.
- The meeting ended with a vote of thanks to the chairperson.

Members Present and Signature:

Name	Signature
Dr. Sonali Ghosh – Principal, Chairperson	
Dr. Anindya Sundar Das, IQAC Coordinator, ECE Dept.	
Dr. Nandan Gupta, Managing Trustee	
Dr. Suman Das, HOD ME Dept.	
Dr. Manasi Mukhopadhyay, HOD Basic Science & HU	
Mr. Pradipta Roy, HOD CSE Dept.	
Mr. Samrat Paul, HOD EEE Dept.	
Mr. Sheershendu Bhattacharya, ECE Dept.	
Mr. Debayan Chakraborty, Faculty, HU	
Dr. Anindita Mukherjee – HOD, CE	
Dr. Sourabh Bal – Faculty, Physics	
Dr. Somnath Das, ME Dept.	
Dr. Arpan Dutta – Faculty, Chemistry	
Dr. Kabita Sarkar – Faculty, Math	
Mr. Amitabha Gupta, HOD MBA Dept.	
Mr. Tapas Bandhopadhyay, G.M. T&P Cell	
Mr. Somnath Roy, General Manager	
Mr. Tanmoy Roy, Director & Founder, M/S Romas Electro Engineering Pvt. Ltd.	
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Date.....

IQAC Meeting

Date & Time: 24.05.2023, 03:30 p.m.

Venue: Conference Hall, SVIST

Agenda: Internal process improvement.

An IQAC meeting was convened by the chairperson Prof (Dr) Sonali Ghosh (Sarkar) on 24.05.2023 in the Conference room at 03:30 p.m. to discuss the following agenda as listed below:

- At the outset, Prof. (Dr.) Sonali Ghosh (Sarkar) welcomed the members present in the meeting.
- The council members appreciated the efforts of the faculties for the successful completion of two FDPs.
- The council members were grateful for the efforts of the faculty and office staff in making the Outreach Program for Schools (Science Tech- 2023) and career counselling for school students a success.
- The efforts made by the students and office staff to make the blood donation camp a success was appreciated.
- The council members were grateful for the efforts of the faculties and office staff in making the tech fest (Innovention-2k23) and cultural fest (Enthuza-2k23) a success.
- Institute decided to apply for NBA and all departments should begin NBA-related activity.
- Induction classes are to be organized at the beginning of the session about the rules & regulations of the college, the mission and vision of the institute and departments, and student support services and code of conduct.
- The next meeting is scheduled to be held on the 4th week of August, 2023 for submission of the AQAR 2022-2023 to the NAAC portal and place before Academic Council.
- The meeting ended with a vote of thanks to the chairperson.

Members Present and Signature:

Name	Signature
Dr. Sonali Ghosh – Principal, Chairperson	Sghosh
Dr. Anindya Sundar Das, IQAC Coordinator, ECE Dept.	ASDas
Dr. Nandan Gupta, Managing Trustee	
Dr. Suman Das, HOD ME Dept.	SD
Dr. Manasi Mukhopadhyay, HOD Basic Science & HU	Manasi
Mr. Pradipta Roy, HOD CSE Dept.	Pradipta
Mr. Samrat Paul, HOD EEE Dept.	SP
Mr. Sheershendhu Bhattacharya, ECE Dept.	Sheershendhu
Mr. Debayan Chakraborty, Faculty HU	
Dr. Anindita Mukherjee – HOD, CE	
Dr. Sourabh Bal – Faculty, Physics	Sourabh Bal
Dr. Somnath Das, ME Dept.	SD
Dr. Arpan Dutta – Faculty, Chemistry	Arpan Dutta
Dr. Kabita Sarkar – Faculty, Math	Kabita Sarkar
Mr. Amitabha Gupta, HOD MBA Dept.	A Gupta
Mr. Tapas Bandhopadhyay, G.M. T&P Cell	Tapas Bandhopadhyay
Mr. Somnath Roy, General Manager	S Roy
Mr. Tanmoy Roy, Director & Founder, M/S Romas Electro Engineering Pvt. Ltd.	
Mrs. Manasi Saha, Owner & Founder, Macaws InfoTech.	M Saha
Mr. Sumit Kar, Software Engineer at Cisco System India Pvt. Ltd, Alumni	
Mr. Abhishek Sharma – ECE 4 th year student, SVIST	



SWAMI VIVEKANANDA INSTITUTE OF SCIENCE & TECHNOLOGY

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Ref.

Date.....

INTERNAL QUALITY ASSURANCE CELL ACTION TAKEN REPORT 2022-2023

Action Taken:

- ❖ AQAR 2021-22 submitted, approved and accepted.
- ❖ Effective planning and execution of Add-on Courses and Skill development programs for students of all the departments to make them industry-ready.
- ❖ An outreach program Science-Tech 2023 was organized for neighbourhood schools.
- ❖ An international conference and 2 number of FDPs were organized for the betterment of faculty members.
- ❖ Induction classes were organized at the beginning of the session about the rules & regulations of the college, the mission and vision of the institute and departments, student support services and code of conduct.
- ❖ IQAC coordinated and participated in the NIRF-2023 ranking which was submitted successfully in January 2023.
- ❖ Stakeholders (Alumni, Employers, Teachers, Students) feedback completed for 2022-2023.
- ❖ Faculty appraisal completed for 2022-2023.
- ❖ IQAC facilitated the signing of MoUs with different organizations.
- ❖ The Academic and Administrative Audit (AAA) was conducted on the 11th and 12th of April, 2023.
- ❖ The IQAC coordination team started organizing separate meetings with every department of the college in preparation for the 2nd cycle of accreditation.

Syhoosh

Dr. Sonali Ghosh

Principal

Principal
Swami Vivekananda Institute of
Science & Technology
Dakshin Gobindapur
P.S.- Sonarpur, Kolkata-145



Asindya

Dr. Anindya Sundar Das

IQAC Coordinator