



NAAC Accredited  
(Grade B)

# DURGAPUR INSTITUTE OF ADVANCED TECHNOLOGY & MANAGEMENT

[Approved by AICTE, New Delhi and Affiliated to MAKAUT, West Bengal]

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No. DIATM/IQAC/70/01-2023

Date: 11.04.2023

## Minutes of the meeting

### Members present:

<u>Name and Designation</u>	<u>IQAC</u>
Prof. (Dr.) Sabyasachi Sarkar, Principal	Chairperson
Dr. Pronoy Kumar Sinha, Asstt. Prof. & HOD of CHE Dept.	Coordinator
Mr. Shubhra Prakash Dutta, Asstt. Prof. & HOD of CSE Dept.	Member
Mr. Saikat Ghosh, Asstt. Prof. & HOD of EE Dept.	Member
Mr. Gulsan Baharuddin, Asstt. Prof. & HOD of ME Dept.	Member
Mr. Avhishek Dey, Asstt. Prof. & HOD of ECE Dept.	Member

### Agenda of meeting:

1. Fixation of routine
2. Student attendance
3. Arrangement of aptitude classes.
4. Preparation for physical MAR activities.
5. Placement issues.
6. Opening of MCA course.

### Minutes of the Meeting:

1. As the things are supposed to be streamline but there is lack of time due to earlier delay of semesters, emphasis must be given for the properly preparation of routine with a greater number of lab classes to engage students of all semesters. To improve the reading habit gradually among students' special library classes are proposed to be incorporated in the free slots of routine.
2. Student attendance must be monitored and maintained through proper counselling in the departmental level, if necessary, with the involvement of the parents.
3. Special aptitude classes (both the general and technical aptitude) classes needed to be incorporated in the routine to enhance employability.
4. After a prolonged gap, students must be engaged in different extra and co-curricular activities will surely facilitate to enhance their innovative ideas and mental health.
5. Special care like training, additional soft skill classes and technical courses must be delivered to the students' batch-wise to make them ready for the upcoming placements. Short industry visits and internships must be arranged to make the students familiar with the work culture of the industries. This will broaden their outlook and help to improve their practical knowledge. Priority must be given to review and renewal of the contracts with the placement partners.
6. For opening MCA, proper planning for the infrastructure augmentation with proper monitoring and distribution of manpower is needed.

  
**Principal**