

Academic Audit Report

2017-
(July-June, 2018)

1. Background

The Academic Audit Committee of Govt. College of Engineering and Ceramic Technology has been constituted in October, 2012 to consider and review the Institute's mechanism for monitoring and enhancing academic quality and standards necessary for achieving their stated aims and objectives. Since its formation, the Committee has administered academic audit for 7 semesters - January-June'2013, July-December'2013, January-June'2014, July-December'2014, January-June'2015, July-December'2015, January-June'2016, July-December'2016, January'2017-June'2017, July'2017-December'2017 and Jan'2018-July'2018.

2. Process of Audit

The process of audit requires a self-review in which the Institute evaluates its progress towards achieving its objectives related to the areas of the audit and identifies areas for improvement.

The Committee sits in the beginning and end of each semester to discuss details of intended plans and strategies with respect to enhancement initiatives and evaluate the measures practiced during the academic session.

The audit panel comprises of Heads of Departments, selected members of faculty and external members. The panel visits the departments to check and verify the academic practices laid down by the committee for evaluation and drafts an Audit Report. The report commends good practice, and makes recommendations intended to assist the Institute in its own programme of continuous improvement of quality. The audit report is put up to the Internal Quality Assurance Cell (IQAC) for monitoring of follow up activities.

3. Areas of Academic Audit:

A. Review of End Semester Examination Results of 1st Year

The panel observed that there was a significant increase in the number of failures in first year subjects in the present academic session.

Recommendation:

- It was recommended that more stress should be given in the number of tutorial classes for the subjects taught in first year.
- It was decided to give a report to the respective subject teachers.
- Counselling of students should be done to improve their success rate.
- It was also suggested to identify whether the same set of students had failed in all the subjects.
- It was decided that the trend in first year results of subsequent years would be analysed.
- The results of students in subsequent years would also be analysed.
- It was decided to conduct bridge courses of subjects in which students had low score in their 12th standard.

B. Student Feedback on Faculty Members

The report on students feedback of teachers were analysed and the panel lauded the mode and regularity in which the feedback was taken by the respective Heads of Departments.

Recommendations:

- It was suggested that the student's feedback would be taken twice each semester.
- It was suggested that the feedback form format should be recast.
- It was suggested that the name " Students Feedback" should be changed to "Feedback on Teaching and Learning"

C. Academic Infrastructure in College

Recommendations:

- Audio system with accessories to be introduced in classrooms
- Curtains in windows were required in classrooms and some laboratories.
- Whiteboard is required in classrooms
- It was decided that the smart classrooms would be used for M.Tech. students.
- The classrooms would be connected with wi-fi and access points have been purchased.
- It was decided that the students would be intimated of starting of academic session through SMS besides the academic calender.

D. Laboratories maintenance and overall ambiance

The following observations were made:

Maintenance of Laboratories

- Regular check-up of computer machines are carried out at the end of each semester.
- Annual Maintenance Contract for Lab machines, printers, UPS etc. is given and is attended when they need repair.
- Minor repairs are carried out by the lab technical staff
- Sufficient part-time teachers with M.Tech degree are available to run the course laboratories.
- Research Fellows also play a major role as qualified supporting staff to guide the students.
- Each student is allotted individual PC for the lab work assigned.

Acknowledgements

The Audit Panel thanks all those who contributed to the Institute's self-assessment process and the compilation of the self-assessment Report. The panel is most grateful for the openness and frankness of those who spared their time to appear before the panel and for their constructive comments and observations.

Audit Panel:

Dr. Krishnendu Chakrabarty, Principal: *K. Chak*

Dr. Rituparno Sen, HOD(CT) *Rituparno Sen*

Dr. Mausumi Maitra, HOD (IT): *mm*

Dr. Sankar Ghatak:

Dr. Somdatta Chakravorty, Convener: *Somdatta Chakravorty*

Dr. Kaberi Das : *K.Da*

Dr. Kalpana Saha (Ray): *K.Saha*



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GOVERNMENT OF WEST BENGAL
GOVERNMENT COLLEGE OF ENGINEERING & CERAMIC TECHNOLOGY

73, Abinash Chandra Banerjee Lane, Kolkata- 700010
 Phone (033) 2370-1264 FAX (033) 2363-2072 / 2363-3675 E-mail: gcectwb@gmail.com

No: GCECT/GB-10/ 618 /2017

Date: 16-11-2017

NOTICE

The 10th meeting of Governing Body of Government College of Engineering & Ceramic Technology, Kolkata is scheduled to be held on 24th day of November, 2017 (Friday) at 12:30 PM at the Conference Room of the college to discuss the following agenda -----

1. Confirmation of the minutes of 9th Governing Body meeting.
2. Action Taken Report on the resolution of the 9th Governing Body meeting.
3. Ratification of the minutes of last FMC meeting.
4. Convocation Report.
5. Academic Council Report.
6. Extension of Autonomy.
7. Miscellaneous, if any.

All the members are hereby requested to make it convenient to attend the meeting.

K. Chakrabarty

Prof. K. Charkabarty]
Principal

&

Member Secretary, Governing Body
Govt. College of Engineering & Ceramic Technology

**LIST OF MEMBER & INVITEES PRESENT IN THE
10th GOVERNING BODY MEETING HELD ON 24/11/2017**

Name	Designation	Signature	Contact Number & E-mail ID
Prof. Binay K. Dutta	Chairman		
The Director of Technical Education, W.B. or his representative	Member		7434301654, dsaha328@gmail.com.
Dr. Arup Chattopadhyay	Member	X	
Prof. Bimal Kr. Roy, Ex-Director, ISI	Member	X	
Dr. Rituparna Sen, GCECT, Kolkata	Member		
Mr. Ranjan Ray, GCECT, Kolkata	Member		
Prof. Mehtab Alam [UGC nominee]	Member	X	
Dr. Jaya Bandyopadhyay [University nominee]	Member		9836665794 jaya.bandyopadhyay@ wbute.ac.in
The HOD (IT), GCECT, Kolkata	Invitee		9830286280 mou1232005@yahoo.com.
The HOD (CSE), GCECT, Kolkata	Invitee		9830048129 klpnsh@gmail.com.
The HOD (BSEH), GCECT, Kolkata	Invitee	 24/11/2017	9433766682 debdipank@gmail.com @rediffmail.com.
The Controller of Examinations, GCECT, Kolkata	Invitee		
The Registrar, GCECT, Kolkata	Invitee	 24/11/17	
The Accounts Officer, GCECT, Kolkata	Invitee	 24/11/17	chandra.sd95@ gmail.com 9073950260
Prof. P. Guha, Adviser Training & Placement	Invitee		9330903722
Students' representative	Invitee		9163893231
Principal	Ex-Officio-Member Secretary		9339247479 chakrabarti70@gmail.com

**Draft Minutes of the 10th Governing Body meeting on 24th November, 2017
at the Conference Room of the College at 12:30 PM**

MEMBERS PRESENT

Name with Designation	Status
PROF. BINAY K. DUTTA Visiting Professor, School of Environmental Science and Engineering, IIT, Kharagpur	Chairman
DR. DHANANJOY SAHA Deputy Director of Technical Education [Representative of Director of Technical Education]	Member
DR. JAYA BANDYOPADHYAY Head - Department of Biotechnology Maulana Abul Kalam Azad University of Technology, West Bengal [University Nominee]	Member
PROF. RANJAN RAY Associate Professor, Govt. College of Engineering & Ceramic Technology, Kolkata	Member
PROF. RAM CHANDRA DAS Associate Professor Government College of Engineering & Ceramic Technology, Kolkata [Representative of Prof. Rituparno Sen, Member, Governing Body]	Member
DR. MAUSUMI MAITRA Head – Department of Information Technology Govt. College of Engineering & Ceramic Technology, Kolkata	Invitee
DR. KALPANA SAHA Head – Department of Computer Science & Engineering Govt. College of Engineering & Ceramic Technology, Kolkata	Invitee
DR. DEBDARPAN KHAN Head – Department of Basic Science, Engineering & Humanities Govt. College of Engineering & Ceramic Technology, Kolkata	Invitee
MR. JAYANTA KUMAR CHOWDHURY Registrar, Govt. College of Engineering & Ceramic Technology, Kolkata	Invitee
MR. CHANDRA SEKHAR DAS Accounts Officer, Govt. College of Engineering & Ceramic Technology, Kolkata	Invitee
DR. KRISHNENDU DUTTA Controller of Examinations, Govt. College of Engineering & Ceramic Technology, Kolkata	Invitee
PROF. PRITHWIJIT GUHA Ex-Associate Professor Adviser, Training & Placement Cell Govt. College of Engineering & Ceramic Technology, Kolkata	Invitee
MR. AVRANIL BASU Secretary, Students' Welfare Association Govt. College of Engineering & Ceramic Technology, Kolkata	Invitee
PROF. KRISHNENDU CHAKRABARTY Principal, Govt. College of Engineering & Ceramic Technology, Kolkata	Ex-Officio Member Secretary

**Draft Minutes of the 10th Governing Body meeting on 24th November, 2017
at the Conference Room of the College at 12:30 PM**

The following Members were granted leave of absence :

1. Prof. Bimal Kr. Roy, Ex-Director, Indian Statistical Institute, Kolkata --- Member
2. Prof. Mehtab Alam (UGC nominee) --- Member

The Chairman welcomes all the members and invitees present in the meeting. Discussion as per Agenda is held at length and the resolutions adopted agenda-wise are being recorded below :-

AGENDA	RESOLUTION / PROCEEDINGS
1. Confirmation of minutes of 9 th GB meeting	With the permission of the Chair, the minutes of the 9 th Governing Body has been read out by the Member Secretary. After a brief discussion, it was accepted and confirmed unanimously.
2. To review the Action Taken Report arising out of the 9 th GB meeting	The Action Taken Report on the basis of Agenda items of the 9 th Governing Body meeting had been reviewed.
3. Ratification of the minutes of the last FMC meeting	The Accounts Officer of the college reported in brief the Minutes of the FMC meeting. Some major points are as following ----- (i) Payment of Six Nos. of staff engaged through agency (WEBEL) for the month of March, 2017. The payment to be made from Block Grant Fund. However, this is a stop gap arrangement. Initiative must be taken to get order regarding approval of this engagement from the Government. (ii) The college authority proposed to engage Prof. Prithwjit Guha, Ex-Associate Professor (in-charge of Training & Placement) as an advisor (Training & Placement) for a period of one year @Rs.15000/- p.m. to be paid from the interest of the Corpus Fund with effect from 01.08.2017.
4. Convocation Report	The Coordinator reported the detailed report of 1 st Convocation of college. Governing Body greeted the college authority for successful completion of the program.
5. Academic Council Report	The Coordinator read out the minutes of the last meeting. The matter will be placed in the next meeting after duly ratified in the next Academic Council meeting.

**Draft Minutes of the 10th Governing Body meeting on 24th November, 2017
at the Conference Room of the College at 12:30 PM**

<p>6. Extension of Autonomy</p>	<p>The Principal of the college informed that the present autonomy will expire in the month of September, 2018 and the college authority is contemplating to extend the autonomy further for a period of five years. Resolution : Governing Body welcomed the view and requested all the teaching and non-teaching staff to cooperate with the college authority for successful implementation of the extension program.</p>
<p>7. Miscellaneous, if any</p>	<p>(i) Some faculty members informed that CAS is a long-pending issue for them. Resolution :- The matter to be communicated to the higher authority with the Approach Paper.</p> <p>(ii) The Principal informed that for regular attendance of the students, the college authority is contemplating to introduce automated attendance system.</p> <p>(iii) For vacant posts, the college authority will communicate with the higher authority.</p> <p>(iv) The HODs of department requested the college authority to enhance the honorarium/ DA/TA for the members of Board of Studies. Resolution :- The matter to be discussed in the next FMC meeting.</p> <p>(v) The NBA coordinator informed that the Ceramic Technology department qualified for stage 1; SAR will be submitted within 10.03.2018. The preparatory work in nearing completion. The Governing Body suggested that the NBA preparatory report should be reviewed by the external expert member. Resolution:- It was resolved that the NBA draft report to be prepared by May, 2018.</p>

There being no other business to transact, the meeting ended with vote of thanks to and from the Chair.

Minutes of the 34th F.M.C. meeting held on 24.07.2017

- 1) It has been decided to ensure that students have paid tuition fee before submission of form for semester examination.
- 2) Purchase of ERP (end to end) software formally approved (for student admission, fees collection, exam results, mark sheets, certificate etc.)
- 3) Old certificates which could not be handed over to candidates due to non-availability of candidates are quite a plenty in number and are kept in the academic section.

It is resolved that letters would be sent to such candidates for immediately taking the certificates giving a certain time, beyond which the college authority has no responsibility over those left out certificates.

- 4) A separate ledger folio is to be maintained for each student from 2017-18 entry batch for keeping records of all sorts of fees viz. Tuition fees, examination fees, etc.
- 5) Payment of 06 staff engaged through agency (WEBEL) for the month of March" 17 and April" 17 to Sept" 17 @ Rs. 68,448/- p.m. to be paid from Block Grant Fund. This is a stop gap arrangement. Initiative must be taken in the mean time to get order regarding approval of this engagement from the Govt. Prof. Chakrabarty suggested.
- 6) F.M.C. approves engagement of one additional sweeper for the hostel through the existing agency, payment would be done from Block Grant Fund.
- 7) Prof. Chakrabarty proposed to engage Prof. P.Guha as an advisor, Training & Placement of the college for one year. Honorarium @15,000/- per month be paid from the interest of the CORPUS Fund. F.M.C. approves the proposal to place it to BOG for approval. This takes effect from 1st August, 2017.
- 8) Convocation expenses budget of Rs. 5 Lakh is approved by F.M.C. Expenses be made out of interest of CORPUS Fund.
J.D. (A&A), DTE would discuss issues of purchasing gold at Govt. rate with the FA.
- 9) UGC Autonomy budget of 17-18 Rs. 10 Lakhs is approved for onward transmission to UGC authority. Current expenses would be met from the interest of CORPUS Fund till UGC fund is received. The amount that would be spent from interest of CORPUS Fund be paid back.
- 10) Dr. K. Dutta reported the fund utilization status of the RUSA Fund.
- 11) The fixed deposits (04 Nos.) maintained with Dena Bank are decided to be renewed for further terms.
- 12) The actual expenditure of B.G. Fund for F.Y. 2016-17 is approved by the F.M.C. and it is decided to transfer the surplus amount of Rs. 24,74,915/- (Total allotment received- actual expenditure) from B.G. Fund to CORPUS Fund. The estimated budget for F.Y. 2017-18 total amounting to Rs. 76,00,000/- has been approved by the F.M.C. with some enhancement in the sub-head campus interview and other charges in the proposed estimated budget. The estimated budget for F.Y. 2017-18 for "2203" (Non-plan) salary, wages etc has also been approved.

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Principal
Govt. College of Engineering

~~Draft~~ minutes of the 6th meeting of Academic Council held on 3rd August, 2016

The members present

- 1) Prof. M.K.Mitra – Jadavpur University
- 2) Prof.(Mrs.) Sudakshina Kundu – WBUT
- 3) Prof. Rajat Pal – Calcutta University
- 4) Prof.S.R.Bhadra Chaudhuri - IEST
- 5) Prof. Rituparna Sen – Sr. Faculty, Ceramic Technology Dept.
- 6) Prof.Ritwik Mondal – HOD, Information Technology Dept.
- 7) Prof.(Mrs.)Kalpana Saha Roy – HOD, Comp.Sc. & Engg. Dept.
- 8) Prof. Somdatta Chakravorty – Faculty, Information Technology
- 9) Prof.Saibal Ray – Sr.Faculty, Gen Engg., Science & Humanities.
- 10) Prof.Krishnendu Dutta – Controller of Examination (Invitee)
- 11) Dr.H.S.Maiti – Ex-Director, Central Glass & Ceramic Research Institute (Special Invitee)

The meeting began with Prof. Sudakshina Kundu suggesting organizing of workshop on Cyber Law Security, which is a major component of IT, CSE & ECE Syllabi, jointly with CDAC. She is optimistic about active support from Ms.Apoorva Verma, Area in-charge, Texas Instruments and Dr. Santanu Phadikar, Comp. Sc. & Engg. Dept., WBUT, provided a serious effort is initiated in this regard. Prof. Kundu had to leave the meeting early because of some important engagement elsewhere.

The discussion on Action Taken Report on the minutes of 5th and emergency meeting held on 10th April, 2015 and 10th July, 2015, respectively followed.

Action Taken 4 :

Though there is no scope of immediate introduction of B.Tech in E.C.E in view of AICTE notification stating that no new course can be introduced before getting all running courses accredited, Prof. Bhadra Chaudhuri insisted that the syllabus be kept ready so that once the accreditation process for all running courses are over, it may be introduced immediately. He also requested to include Prof. Mrinal Kanti Naskar, E & Tc Dept., Jadavpur University, in the syllabus committee.

Action Taken 5 :

The members have gone through the Academic Audit Reports of previous semesters starting from academic year 2012-13. Prof. Bhadra Chaudhuri was of the view that there should be two external experts on the committee, one from academia and the other from industry. Since Dr. Sankar Ghatak, ex-CGCRI Scientist, a veteran academician has already been included, there remained a scope for inclusion of one expert from industry in the committee.

It appeared on close scrutiny that academic audit reports dwelt on various academic parameters randomly from semester to semester. Prof.M.K.Mitra suggested that the academic parameters chosen for auditing be addressed uniformly in all semesters. Prof. S.R.Bhadra Chaudhuri requested to incorporate comprehensive result analysis in the audit report in order to have a better view of the outcome in terms of student performance.

The agenda of the 6th meeting was taken up for discussion.

- 1) The minutes of 5th meeting held on 10th April, 2015, was read out and confirmed by the chairman as no correction or modification was proposed.

K. Chakraborty
Principal 8-17
Govt. College of Engg. & Ceramic Technol
Govt. of West Bengal

- 2) Proceedings of the emergency meeting held on 10th July, 2015, were reported and confirmed.
- 3) The provisionally approved syllabi (duly passed in respective BOSs) by the chairman were ratified by the Council.

Prof. S.R.Bhadra Chaudhuri drew the attention of the members to the necessity of stressing upon course prerequisites, a practice being followed these days especially in autonomous institutions before preparation of syllabus. He suggested holding of workshops department wise in order to address the course prerequisites properly.

- 4) Prof. M.K.Mitra noted that incorporating the sub clause 3.C.III, as stated below, in Academic Regulation
 "A student failing in a sessional item shall be required to repeat the semester as a regular student and shall not be eligible for carry-over promotion"
 would leave much scope for confusion as there was some incompatibility between the said clause and the components of syllabi already approved. After careful consideration, the members resolved that the said clause would not form a part of the academic regulation and a revised draft of the existing Academic Regulation, removing the elements of confusion be placed before the council at a later date.

Sub clauses, as noted below,

" 4.3.2.1 (l) All the requirements of B.Tech and M.tech examinations will have to be completed by the students within 7 years for obtaining B.Tech degree and 4 years for obtaining M.Tech degree respectively."

&

" 4.3.2.1 (m) For backlog students, total marks in a paper would be computed on the following basis

- A) Unaltered internal marks as obtained by the candidate as a regular student (out of 25) + marks obtained in supplementary examination (out of 75).
- B) Marks obtained only in supplementary examination out of total 75 proportionally raised to the equivalent marks out of total marks of 100.

Whichever is greater between (A) and (B) will be awarded to the backlog candidate."

have been allowed by the members to form a part of the existing Academic Regulations in compliance with the resolutions of academic council meetings dated 10th April, 2015 and 10th July, 2015.

Existing clause 5.3.6, as noted below,

"In case, as a result of scrutiny/re-evaluation there is an upward revision/improvement in the grade obtained by the applicant, in a course item(s), the fee paid by the candidate for the said course item(s), shall be fully refunded to the candidate."

has been allowed by the members to be dropped from the Academic Regulations.

- 5) The possibilities of participation of Central Glass and Ceramic Research Institute in existing M.Tech course in Ceramic Technology at GCECT in compliance with the requirements of both

K. Chakraborty
 Principal
 Govt. College of Engg. & Ceram
 Govt. of West Ben

sides were welcomed by the members. The infrastructure for research in respect of both manpower and instruments is excellent at CGCRI which can substantially enhance the quality of project work carried out by M.Tech students of Ceramic Technology.

Dr. H.S.Maiti, on invitation, has placed a rough draft proposal of such joint venture for consideration of the members.

The members requested the chairman to take it up with the Government so that a formal contract, conforming to the obligations of both the sides, between the two institutes could materialize in near future.

- 6) The council turned down the appeal of eleven unsuccessful candidates for conducting special examination on Basic Electrical Engineering (ES 102). However, considering the submission of the college authority and the fact that next semester had already commenced, the concerned students, as a very special case, have been allowed to attend the 5th semester course. Those among the petitioners would be debarred to proceed further if they fail to clear the paper.

The meeting ended with the vote of thanks to the chair.

~~Approved~~ Confirmed
K - 22.12.12
11-08-17
Principal
Govt. College of Engg. & Ceramic Technology,
Govt. of West Bengal



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
GOVERNMENT COLLEGE OF ENGINEERING & CERAMIC TECHNOLOGY
73, Abinash Chandra Banerjee Lane, Kolkata- 700010
Phone (033) 2363-2072 /2363-3675 E-mail: gcectwb@gmail.com

No: GCECT/ 35/18-19

Date: 18/1/19

Budget Estimate
for
UGC Autonomy Grant for the Financial Year 2018-19
of
Government College of Engineering & Ceramic Technology, Kolkata


Budgetary Head	Guest / Visiting Faculty	Library, equipment, books / journals	Honorarium to Controller of Examinations	Expenditure on meetings of Governing Body and Committees	Furniture for office, classroom, library and laboratories	Renovation and repairs not leading to construction of a new building	TOTAL
Amount (Rs.)	1,00,000/-	2,75,000/-	96,000/-	29,000/-	1,00,000/-	4,00,000/-	10,00,000/-

K. Chakrabarti
Principal
Govt. College of Engg. & Ceramic Technology
Govt. of West Bengal

Principal
Govt. College of Engineering
& Ceramic Technology
Govt. of West Bengal

**Utilization of money borrowed from college fund in the
financial year 2017-2018 & utilized under different heads as
per UGC guide & norms**

It is certified that the amount of Rs 792405/- (Rupees seven lakhs ninty two thousand four hundred five) only has been borrowed from college fund in the financial year 2017-2018 and the amount has been utilized under head within budget as per UGC guides & norms as per Receipts and payments A/C for the financial year 2017-2018 enclosed.


Accounts Officer
Govt. College of Engineering
& Ceramic Technology, Kolkata

K. Choudhury
Principal
Govt. College of Engineering
& Ceramic Technology,
Kolkata

Place : Kolkata

Date : 18/01/2019

For Supradip Basu & Co
Chartered Accountants

For SUPRADIP BASU & CO.
CHARTERED ACCOUNTANTS
FRN 323913E




Supradip Basu
(SUPRADIP BASU)
Proprietor
M/No 052619

Government College of Engineering & Ceramic Technology

73, Abinash Chandra Banerjee Lane. Kolkata-700010

Receipts & Payments Accounts for the Financial year 2017-2018

Receipts	Amount (Rs)	Payments	Amount (Rs)
Amount Borrowed from college fund for utilization of money under different heads (with in budget) as per UGC Allocation/norms	792405/-	1)Payment to guest faculties honorarium.	3,16,000/-
		2)Payment for furniture for classroom.	45,930/-
		3)Renovation of college buildings and other works.	3,18,781/-
		4)Expenditure for meeting.	15,694/-
		5)Honorarium of controller of examination.	96,000/-
	7,92,405/-		7,92,405/-


Accounts Officer
Govt. College of Engineering
& Ceramic Technology, Kolkata

K. Chakrabarti
Principal
Govt. College of Engineering
& Ceramic Technology
Kolkata-700010
Govt. of West Bengal

Place : Kolkata

Date : 18/01/2019

For Supradip Basu & Co

Chartered Accountants

For SUPRADIP BASU & CO.
CHARTERED ACCOUNTANTS
FRN 323913E



Supradip Basu
(SUPRADIP BASU)
Proprietor
M/No 052619