



# MCKV INSTITUTE OF ENGINEERING

Approved by AICTE & affiliated to Maulana Abul Kalam Azad University of Technology

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Date: 28/09/2016

Record Minutes of the 1<sup>st</sup> Meeting of Internal Quality Assurance Cell (IQAC) held on 28.09.2016 at 03:00 PM.

Venue of Meeting: A 307

## Members Present:

- Prof. Asok Kumar (Chairman)
- Mr. Prasenjit Das (CSE)
- Ms. Nabamita Banerjee (Roy) (EE)
- Mr. Atanu Banerjee (ECE)
- Mr. Subhra Nath Maiti (HSS)
- Mr. Subir Bhadra (MCA)
- Mr. Mojammel Rahaman (Basic Sc.)
- Mr. Indranil Sanyal (Administration)
- Dr. Ranjib Biswas (ME) (Coordinator)

## Members Absent:

- Prof. B. B. Paira, Advisor – Higher Education, Heritage Group of Institutions
- Dr. Manik Chandra Das (AUE)
- Faculty member of IT (to be nominated by HOD)
- External Expert from Industry (to be nominated by the Principal)

The Principal and Chairman of IQAC, Prof. (Dr.) Asok Kumar initiated the meeting by welcoming all members of newly formed Cell.

Following points were discussed and included in the resolution of the meeting:

## Item No. 1 of Agenda: Goals & Functionalities of the Cell

The management of MCKVIE is decided to go for NAAC accreditation. As a part of NAAC related activities. IQAC plays a vital role in preparation of documents related to NAAC before visit. The Chairman of the IQAC described the guidelines to establish Internal Quality Assurance Cell (IQAC). Also he has explained the structure and composition of IQAC to all members present. Later on he has outlined the goals, functions and benefits of IQAC.

## Item No 2 of Agenda: Distribution of Responsibilities to prepare SSR

Preliminary work to apply for NAAC is to prepare Self Study Report (SSR) in prescribed format. The Chairman of IQAC requested members of all departments to go through the SSR. He also advised all members to start working on **CRITERIA II: Teaching Learning and Evaluation** and **3: Evaluative Report of the Department** of SSR. As it is an Institutional accreditation, all service departments (Basic Sc., HSS and Administration) are also to be equally ready with all documents.

## Item No 3 of Agenda: Establishment of an effective Feedback Mechanism

Establishment and monitoring of Feedback system is very important for overall quality enhancement of the Institute. Also results of feedback will be reflected in SSR of NAAC. It is

decided that feedback will be collected from all stakeholders like students, parents, faculty members, alumni, employer etc. To design and frame feedback forms, a separate committee has been formed. This committee initially will modify the existing feedback form for the students keeping in mind the Graduate Attributes and different related points of SSR of NAAC. Apart from designing the feedback forms, the committee will also propose the mode of implementation of feedback systems and analysis of the same.

**Item No 4 of Agenda: Miscellaneous Points**

The Chairman informed the house that as per the composition of the IQAC, the external expert from the Industry will be included in the Cell very soon. Also faculty member from IT department will be incorporated as and when the same will be proposed by the Head, IT.

There being no other issues, meeting ended with thanks to all members.

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**Dr. Ranjib Biswas**  
**Co-ordinator, IQAC**

CC : 1. Managing Trustee  
2. Director  
3. All Deans  
4. All HODs  
5. All IQAC Members