



MCKV INSTITUTE OF ENGINEERING

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

243 G.T. Road (N), Liluah, Howrah- 711204, West Bengal, India

Ph: +91 33 26549315/17 Fax +91 33 26549318 Web: www.mckvie.edu.in/

Date: 05/10/2016

Record **Minutes of the Special Meeting of Internal Quality Assurance Cell (IQAC)** held on **05/10/2016** at **01:00 PM**.

Venue of Meeting: Conference Hall

Members Present:

- Prof. Asok Kumar (Chairman)
- Mr. Prasenjit Das (CSE)
- Dr. Manik Chandra Das (AUE)
- Ms. Nabamita Banerjee (Roy) (EE)
- Mr. Atanu Banerjee (ECE)
- Mr. Subhra Nath Maiti (HSS)
- Mr. Subir Bhadra (MCA)
- Mr. Mojammel Rahaman (Basic Sc.)
- Mr. Sougato Dey (IT)
- Dr. Debapriya De (Feedback Committee)
- Dr. Arghya Sarkar (Feedback Committee)
- Dr. Premananda Jana (Feedback Committee)
- Ms. Aparamita Das (Feedback Committee)
- Dr. Ranjib Biswas (ME) (Coordinator)

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

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

(i) Item No. 1 of Agenda: Finalization of Feedback Form(s)

1. Dr. Debapriya De of Feedback Committee explained the functions and modalities of the Committee to all members. He proposed the following to implement the students feedback:
 - a) Feedback of students will be collected 2 times in every semester, so that results will be used to enhance overall teaching learning process of the Institute.
 - b) The feedback can be taken using OMR sheet and data collected by scanning OMR sheet may be used for analysis of the same.
 - c) Final analysis to be circulated to every Faculty member through Head of respective department.
 - d) Remedial actions to be taken by the Principal/ Director against Faculty member if necessary on regular basis.
2. The questionnaire of students feedback form has been finalized by the house.
3. It is decided to collect students feedback Online using softwares like MOODLE. Mr. Subir Bhadra, Mr. Mojammel Rahaman, Mr. Arindam das and Ms. Aparamita Das will look after the software related matters and designing online forms.

4. Analysis of results will be done automatically by the software and will be available to the Director, Principal, Convener- IQAC and respective Head of the Department.
5. It is also decided to take 2 feedbacks from students in every semester starting from this semester itself. Tentative dates for students feedback for this semester has been set as 24-26 October, 2016. Later on identifying the list of students who will fail to submit feedback will be warned and allowed to give their feed back on 27-28 October, 2016.

(ii) Item No 2 of Agenda: Distribution of Responsibilities to prepare SSR

The Principal informed that **Letter of Intent (LOI)** and Proforma for **Institutional Eligibility for Quality Assessment (IEQA)** are at the verge of completion, which are primary requirements for application for NAAC. All the points of **Section 3: Evaluative Report of the Department of SSR of NAAC** have been discussed in the meeting to make members of every department aware and also to give an idea about information and documents required to fill up the same. Primarily, the Head of every department will prepare the Section 3 of SSR and will submit it to IQAC by 29th October, 2016.

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



Dr. Ranjib Biswas
Co-ordinator, IQAC

- CC :
1. Managing Trustee
 2. Director
 3. All Deans
 4. All HODs
 5. All IQAC Members
 6. All Members of Feedback Committee