



# 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/](http://www.mckvie.edu.in/)

---

Date: 21/04/2017

Record **Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)** held on **20/04/2017 at 02.30 PM.**

**Venue of Meeting: Conference Hall**

**Members Present:**

- Prof. Asok Kumar (Chairman, IQAC)
- Prof. Parasar Bandyopadhyay (Director)
- Ms. Nabamita Banerjee (Roy) (EE)
- Mr. Atanu Banerjee (ECE)
- Mr. Subhra Nath Maiti (HSS)
- Mr. Subir Bhadra (MCA)
- Dr. Ranjib Biswas (ME) (Coordinator)
- Dr. Manik Chandra Das (AUE)
- Mr. Sougato Dey (IT)
- Prof. Arun K. Jalan, Dean (Student Affair)
- Prof. Debapriya De, Dean (Research & Consultancy)
- Prof. Premananda Jana
- Dr. Sudipto Chaki, Head, AUE
- Mr. S.S. Thakur, Head, CSE
- Dr. Satadal Saha, Head, ECE
- Ms. Chandrani Sadhukhan, Head, EE
- Dr. Indrajit Dey, Head, IT
- Dr. Prasenjit Chatterjee, Head, ME
- Mr. Sandip Dutta, Head, CRTTC

**Members Absent:**

- Prof. Samir K. Saha, Dean (Academic)
- Prof. Arghya Sarkar
- Prof. Bitasta Chanda, Head, B.Sc.
- Mr. Niloy K. Nag, Head, MCA
- Mr. Prasenjit Das (CSE)
- Mr. Mojammel Rahaman (Basic Sc.)
- Mr. Indranil Sanyal (Administration)
- Mr. Asish K Bose, Head, HSS

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

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

**Item No. 1 of Agenda: Confirmation of the Minutes of the 3<sup>rd</sup> Meeting of IQAC**

Minutes of the 3<sup>rd</sup> meeting (held on 04/11/2016) of IQAC of MCKVIE, circulated to all members and were confirmed.



# 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/](http://www.mckvie.edu.in/)

---

## **Item No 2 of Agenda: Organizational Structure and function of its units to ensure Quality of Teaching Learning process.**

The Director initiated the discussion and explained the importance, objective and function of IQAC to all members present. He has proposed an organizational structure with an objective to look after the quality of teaching learning in the institute. Also he has described the composition and function of different units of it. All members present in the meeting agreed to follow the structure attached in **Annexure I**. But it is also felt by the members to incorporate senior faculty members of different departments replacing existing junior faculty members of IQAC. A request has been placed to all HODs to reconsider their previous recommendations and provide suitable names for the same. It is also decided that senior officials, senior management of the institute and all Deans to be included as permanent members of the IQAC.

Any quality related issues involving institute/ recommendations/ suggestions from the IQAC are to be referred to the highest academic body of the institute, Academic Advisory Committee (AAC), for further discussion, consideration and subsequent implementation.

## **Item No 3 of Agenda: Involvement of stake holders like Alumni, Employer for smooth functioning of IQAC.**

It is agreed by all members that stakeholders like alumni, employer also play a vital role in framing policies, regulations, rules etc. to ensure quality of teaching learning process of the institute. It is decided that feedback, survey and/ or opinion of alumni and employer will be collected at least once in a semester and will be evaluation and further improvement.

## **Item No 4 of Agenda: Activities and future plans of the IQAC.**

On behalf of IQAC, the Coordinator expressed his concern on recent trends of poor attendance of students in almost all classes in the institute. He has proposed the following, which he felt may be helpful to enhance learning ambience as well as the attendance of students in the class:

- Online attendance is to be given by faculty members at the end each weekday. Individual student and their parents can check the status of attendance of the students anytime by logging in through unique user id and password, which will be provided to the parents at the beginning of the semester in parent teacher meeting to be called by each department. Also class test results, semester results/ analysis may also be uploaded in the website later on in due course of time.
- He has proposed to design an academic calendar for each semester. Calendar should include activities like class tests, semester examination slot, guest lecture, AAC, DAC, date of submission of lesson plan, course coverage reports, Techfest, Technotica, annual sports, cultural festival, parent teacher meeting, guest lecture, student chapter activity, competition, alumni meet, publication of class test result, answer scripts and other co-curricular and extra-curricular activities etc.
- To implement some active learning methods suitable to courses like, A classroom discussion, think-pair-share, collaborative learning, flipped classroom, student debate, library based assignment, gallery walk, zig saw method, learning by teaching etc. It is



# 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/](http://www.mckvie.edu.in/)

---

also suggested to prepare 10 marks out of 30/ 40 internal marks by evaluating the performance of students in said active learning sessions through a suitable rubric to be designed by the respective faculty member.

Dr. Indrajit Dey suggested implementing some disciplinary measures to restore good attendance of the students in the class.

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

---

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

CC :

1. Managing Trustee
2. Director
3. All Deans
4. Prof. Premananda Jana
5. Prof. Arghya Sarkar
6. All HODs
7. All IQAC Members