Date: 11/08/2017

Record **Minutes of the Meeting of <u>Internal Quality Assurance Cell (IQAC)</u>** held on **<u>09/08/2017</u>** at **<u>01:00 PM</u>.**

<u>Venue of Meeting:</u> Conference Hall

<u>Members Present:</u>

- Prof. Buddhadeb Chattopadhyay (Chairman, IQAC)
- Prof. Parasar Bandyopadhyay (Director)
- Prof. Samir K. Saha (Dean, Academic)
- Prof. Arun K. Jalan (Dean, Student Affair)
- Prof. Asok Kumar (ECE)
- Prof. Premananda Jana (Professor, CSE)
- Mr. S.S. Thakur (CSE)
- Mr. Atanu Banerjee (ECE)
- Mr. Subhra Nath Maiti (HSS)
- Mr. Subir Bhadra (MCA)
- Dr. Manik Chandra Das (AUE)
- Mr. Mojammel Rahaman (Basic Sc.)
- Mr. Indranil Sanyal (Administration)
- Mr, Vishal Damani (Finance)
- Dr. Ranjib Biswas (ME) (Coordinator)

<u>Members Absent:</u>

- Prof. Debapriya De (Dean, Research & Consultancy)
- Dr. Amit Phadikar (IT)
- Prof. Arghya Sarkar (EE)
- Mr. Sandip Dutta (Head, CRTTC)

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

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

<u>Item No. 1 of Agenda: Confirmation of the Minutes of the 5th Meeting of IQAC</u>

Minutes of the 6th meeting (held on 25.05.2017) of IQAC of MCKVIE is circulated to all members and were confirmed.

<u>Item No 2 of Agenda: Re constitution of IQAC</u>

IQAC members felt it necessary to keep all existing members in the cell keeping in mind the guidelines prescribed by NAAC/ UGC. It is also decided to incorporate Finance Officer, Head, CRTTC and an Alumnus in the cell. *(ANNEXURE I)*

Item No 3 of Agenda: Preparedness and documentation for NAAC Peer Team Visit

The Director, Prof. Parasar Bandyopadhyay advised to form sub committees to look after the activities of Finishing School, Assessment Committee. It is also decided in the meeting to prepare and maintain documents related to Feedback of Stakeholders, Faculty Appraisal, Admission details, Audit Reports along with Observation Reports, TFW/ Scholarships, Faculty Publications, Seminar/ Conferences/ Workshops conducted etc. Details of members of Sub committees formed and their functions are described in *ANNEXURE II*.

Item No 4 of Agenda: Any other item with the permission of the Chair

Prof. Buddhadeb Chattopadhyay, the Principal advised members of IQAC to go through **National Institutional Ranking Framework,** Ministry of Human Resource Development, Government of India website, and to take initiative so that Institute can apply for Ranking next time.

He also has suggested updating/ modifying our existing ERP system in accordance with the requirement of data related to NBA/ NAAC accreditation.

Also, Prof. Chattopadhyay, on behalf of the IQAC proposed to conduct a Workshop on Stress/ Anger management for all staff members of the institute very soon.

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

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Ranjib Biswas
Co-ordinator, IQAC

CC :
1. Managing Trustee
2. All HODs
3. All IQAC Members

ANNEXURE I

Re-constituted IQAC

Sl.	Particulars	Nomenclature	Name
1	Chairman	Principal	Prof. Buddhadeb Chattopadhyay
2	Internal Members	(a) Senior faculty members, senior officials, senior management	Prof. Parasar Bandyopadhyay (Director)
3			Prof. Samir K. Saha (Dean, Academic)
4			Prof. Arun K. Jalan (Dean, Student Affair)
5			Prof. Debapriya De (Dean, Research & Consultancy)
6			Prof. Premananda Jana (Professor, CSE)
7			Prof. Asok Kumar (Professor, ECE)
8			Mr. S.S. Thakur (CSE)
9			Mr. Atanu Banerjee (ECE)
10			Prof. Arghya Sarkar (EE)
11			Dr. Amit Phadikar (IT)
12			Mr. Subhra Nath Maiti (HSS)
13			Mr. Subir Bhadra (MCA)
14			Dr. Manik Chandra Das (AUE)
15			Mr. Mojammel Rahaman (Basic Sc.)
16		(b) Head of Administration	Mr. Indranil Sanyal
17		(c) Head of Finance	Mr. Vishal Damani
18		(d) Head of CRTTC	Mr. Sandip Dutta
19		(e) Alumni representative	Mr. Tapas Kumar Biswas
20	External members	Senior Academician	Prof. B. B. Paira, Advisor – Higher Education, Heritage Group of Institutions
21	Industrial members	Nominated by Principal	Mr. Kaushik Bhattacharya, IBM, Kolkata, India
22	Co-ordinator	Nominated by Principal	Dr. Ranjib Biswas

Sub Committees

Finishing School:

S. No.	Members	Functions
1	Mr. Sandip Dutta	▪ To motivate and encourage the students for acquiring POs through innovative multidisciplinary projects. ▪ Placement for training and development for students engagement in Industry/ Organization/ Institution, Higher Studies and Entrepreneur.
2	Mr. Subhra Nath Maiti	▪ Monitors the FDPs: through training in industry, participation in R&D and consultancy projects, organizing and participation in regional, national and international seminars/ conferences.
3	Mr. Tapas Kumar Biswas	▪ Develop rules, regulations, norms and forms for executing all the above functions and new functions emerging in future. ▪ To maintain all records and documents of last 5 Years

Assessment Committee:

S. No.	Members	Functions
1	Prof. Samir K Saha	▪ Frame policies, rules and procedures for performing assessment, its recording, and compilation/ processing of data for the programmes.
2	Mr. Atanu Banerjee	▪ Ensure preparation of reports for producing evidences of attainments of COs and POs as well as supporting the process of issuing competency profiles to graduates.
3	Mr. Subir Bhadra	▪ Co-ordinate academic audit of all programmes on a regular basis. ▪ To maintain all records and documents of last 5 Years

Feedback Analysis:

S. No.	Members	Functions
1	Prof. Premananda Jana	▪ Frame policies, rules and procedures for performing analysis, its recording, and compilation/ processing of feedback of stakeholders like Students, Faculty Members, Employers, Alumni and Parents.
2	Mr. S.S. Thakur	▪ Ensure preparation of reports of actions taken based on feedback of stakeholders.
3	Mr. Subir Bhadra	▪ Keeping all records of last 5 years.

Faculty Appraisal:

S. No.	Members	Functions
1	Prof. Asok Kumar	▪ Performing analysis, its recording, and compilation/ processing of Faculty Appraisals. ▪ Ensure preparation of reports of actions taken based on feedback of stakeholders. ▪ Keeping all records of last 5 years.