



MCKV INSTITUTE OF ENGINEERING

Approved by AICTE & affiliated to Maulana Abul Kalam Azad University of Technology
NAAC Accredited 'A' Grade Institute

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

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Date: 14/09/2018

Record Minutes of the 11th Meeting of Internal Quality Assurance Cell (IQAC) held on 12/09/2018 at 02:30 PM.

Venue of Meeting: Conference Hall

Members Present:

- Prof. Buddhadeb Chattopadhyay (Chairman, IQAC)
- Prof. Parasar Bandyopadhyay (Director)
- Prof. Ananta Kr. Das (Registrar)
- Prof. Arun K. Jalan (Dean, Student Affair)
- Prof. Premananda Jana (Dean, Academic)
- Prof. Arghya Sarkar (EE)
- Dr. S.S. Thakur (CSE)
- Dr. Amit Phadikar (IT)
- Mr. Subir Bhadra (MCA)
- Dr. Manik Chandra Das (AUE)
- Mr. Subhra Nath Maiti (HSS)
- Mr. Tapas Kumar Biswas (Alumnus)
- Dr. Ranjib Biswas (ME) (Coordinator)

Members Absent:

- Prof. B. B. Paira, Advisor- Higher Education, Heritage Group of Institutions
- Prof. Debapriya De (Dean, Research & Consultancy)
- Mr. Atanu Banerjee (ECE)
- Mr. Mojammel Rahaman (Basic Sc.)
- Mr. Sandip Dutta (Head, CRTTC)
- Mr. Vishal Damani (Finance)

Agenda of the meeting:

1. To confirm the minutes of the last IQAC meeting and matters arising thereof.
2. Action Taken Report (ATR).
3. Finalization of **Annual Quality Assurance Report (AQAR)** of Academic Year (2017-18).
4. Inclusion of new members in IQAC.
5. Any other item with the permission of the Chair.

Proceedings of the meeting:

The Principal and Chairman of IQAC, Prof. (Dr.) Buddhadeb Chattopadhyay initiated the meeting by welcoming all members of IQAC. Following points were discussed and included in the resolution of the meeting:

Item No. 1 of Agenda: Confirmation of the Minutes of the 10th Meeting of IQAC

Minutes of the 10th meeting (held on 21/05/2018) of IQAC of MCKVIE is circulated to all members and were confirmed.



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Item No 2 of Agenda: Action Taken Report (ATR)

ATR on 10th meeting held on 21/05/2018 was discussed and briefed to the members as follows:

Discussion on 10 th IQAC Meeting	Actions Taken
Preparation of Annual Quality Assurance Report (AQAR) to be submitted to NAAC at the end of ongoing Academic Year (2017-18)	The members of IQAC prepared the AQAR and circulated to all members for final verification of the information and data provided in it.
360 Degree Feedback system for the Director, Principal, Deans and Heads of the departments	On behalf of IQAC, Prof. Debapriya De and Prof. Premananda Jana have prepared the draft questionnaire of the feedback and circulated to all members.

Item No 3 of Agenda: Finalization of Annual Quality Assurance Report (AQAR) of Academic Year (2017-18)

The Annual Quality Assurance Report (AQAR) for AY: 2017-18 prepared by IQAC has been approved by all members present. The coordinator of IQAC requested Principal Sir to place the same to the 59th meeting of BOG to be held on 21st September, 2018 for their suggestions, if any and approval before uploading it to the website and subsequent submission to the NAAC.

Item No 4 of Agenda: Inclusion of new members in IQAC

The coordinator informed all members that IQAC is in need to nominate new members in it as per the guidelines of the UGC. The existing members are going to complete their tenure of membership of a period of two years very soon. An external member Mr. Kaushik Bhattacharyya expressed his unwillingness to continue as member of IQAC. Other two members of IQAC, Prof. Samir Saha and Mr. Indranil Sanyal discontinued their services from MCKVIE. Prof. Parasar Bandyopadhyay also informed the members that other external member, Prof. B.B. Paira will not be able to continue his service anymore in our IQAC because of his health problem.

It is decided in the meeting that existing internal members will continue their services in the IQAC. Prof. Ananta Kr. Das, newly appointed Registrar has been co-opted as the new member of the IQAC. Prof. B. Chattopadhyay, the Principal will take necessary actions to nominate two external members of the IQAC very soon.

Item No 5 of Agenda: Any other item with the permission of the Chair

- The Principal, Prof. B. Chattopadhyay requested IQAC to go through the parameters of National Institutional Ranking Framework (NIRF) of MHRD, Govt. of India and to prepare the related documents so that Institute can participate in NIRF this year.
- The coordinator of IQAC explained the importance of both internal and external Academic and Administrative Audit (AAA) of all departments of the Institute which will help to maintain an organized methodology of documentation, internal



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communication and also to keep track of various quality related activities leading to quality improvement. It is decided that the members will place their opinion on process and policy of AAA for implementation in the next meeting

There being no other issues the meeting was ended with a vote of thanks, offered by the Principal.

Ranjib Biswas
Co-ordinator, IQAC