



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

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

Date: 07/12/2018

Record Minutes of the 12th Meeting of Internal Quality Assurance Cell (IQAC) held on 06/12/2018 at 03:00 PM.

Venue of Meeting: Conference Hall

Members Present:

- Prof. Buddhadeb Chattopadhyay (Chairman, IQAC)
- Prof. Parasar Bandyopadhyay (Director)
- Prof. Ananta Kr. Das (Registrar)
- Sri Devasish Basu, Dy. Chief Vigilance Officer (Elect.), Eastern Railway, Kolkata (External Member)
- Dr. Surojit Mookherjee, Former Executive Director, IBM, Kolkata (External Member)
- Prof. Arun K. Jalan (Dean, Student Affair)
- Prof. Debapriya De (Dean, Research & Consultancy)
- 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. Mojammel Rahaman (Basic Sc.)
- Mr. Vishal Damani (Finance)
- Mr. Tapas Kumar Biswas (Alumnus)
- Dr. Ranjib Biswas (ME) (Coordinator)

Members Absent:

- Prof. Premananda Jana (Dean, Academic)
- Mr. Atanu Banerjee (ECE)
- Mr. Sandip Dutta (Head, CRTTC)

Agenda of the meeting:

1. To confirm the minutes of the last IQAC meeting and matters arising thereof.
2. Action Taken Report (ATR).
3. Introduction of new external members of IQAC.
4. India Today- MDRA Best Colleges Ranking- 2019.
5. Internal and external Academic and Administrative Audit (AAA).
6. Finalization of 360 Degree Feedback system for the Director, Principal, Deans and Heads of the departments.
7. 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:



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Item No. 1 of Agenda: Confirmation of the Minutes of the 11th Meeting of IQAC

Minutes of the 11th meeting (held on 12/09/2018) of IQAC of MCKVIE is circulated to all members and were confirmed.

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

ATR on 11th meeting held on 12/09/2018 was discussed and briefed to the members as follows:

Discussion on 11 th IQAC Meeting	Actions Taken
Finalization of Annual Quality Assurance Report (AQAR) of Academic Year (2017-18)	Final version of AQAR of Academic Year 2017-18, which was placed to BOG has been approved and the uploaded in the Institute's website and subsequently submitted to NAAC on 04/10/2018.
Inclusion of new members in IQAC	On behalf of IQAC, Prof. Buddhadeb Chattopadhyay requested Sri Devasish Basu, Dy. Chief Vigilance Officer (Elect.), Eastern Railway, Kolkata and Dr. Surojit Mookherjee, Former Executive Director, IBM, Kolkata to join our IQAC and both of them accepted the same and have been co-opted as external member of IQAC. Also Prof. Ananta Kr. Das, newly appointed Registrar has been co-opted as IQAC member.
Any other item with the permission of the Chair (National Institutional Ranking Framework (NIRF) of MHRD, Govt. of India)	The team led by Dr. S.S. Thakur collected and prepared the documents for NIRF application and same has been successfully submitted on 16/11/2018 to NIRF portal of MHRD, Govt. of India.

Item No 3 of Agenda: Introduction of new external members of IQAC.

Dr. Chattopadhyay introduced the newly adopted external members of IQAC, Sri Devasish Basu, Dy. Chief Vigilance Officer (Elect.), Eastern Railway, Kolkata and Dr. Surojit Mookherjee, Former Executive Director, IBM, Kolkata to all present in the meeting. The On behalf of IQAC, the Principal expressed his thankfulness to the external members for accepting ours invitation to join IQAC of our Institute. Prof. Parasar Bandyopadhyay felicitated both the external members by presenting flower bouquet to them. The Coordinator of IQAC, Dr. Ranjib Biswas explained in brief the objective, goal and scope of the IQAC of MCKV Institute of Engineering to the members.

Item No 4 of Agenda: India Today- MDRA Best Colleges Ranking- 2019

Dr. S. S. Thakur, the Head of a committee formed to look after the activities to apply for India Today- MDRA Best Colleges Ranking- 2019, informed the members about its importance parameters of the same. He also detailed about the present status of the form to be



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submitted for the said ranking assured that completed form in all respect will be submitted by 11-12th December, 2018.

Item No 5 of Agenda: Internal and external Academic and Administrative Audit (AAA)

Dr. Ranjib Biswas informed all members present in the house about the expectation of National Assessment and Accreditation Council (NAAC) from accredited Higher Education Institutions (HEIs) to undertake continuous Academic and Administrative Audits (AAA) to scientifically and systematically review the quality of academic and administrative process in the institution. Sri Devasish Basu suggested only to think on internal AAA for our institution right at this moment and the same has been agreed by other members unanimously. For the implementation, it is required to formulate a guideline and the performance indices to carry out the internal audit which is decided to be discussed in the next meeting.

Item No 6 of Agenda: Finalization of 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 360 Degree Feedback system for the Director, Principal, Registrar, Deans and Heads of the departments. The questionnaire was placed before the members of the house. After an in depth discussion, the process and questionnaire for Director, Principal, Registrar, Deans and Heads of the departments have been finalized, (**ANNEXURE I**). Both the external members appreciated the initiative to implement the 360 Degree Feedback system at our Institute. The same will be placed to the next BOG for final approval.

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

Ranjib Biswas
Co-ordinator, IQAC