



MCKV INSTITUTE OF ENGINEERING

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

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Date: 06/11/2016

Record Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held on 04/11/2016 at 02.30 PM.

Venue of Meeting: A 207

Members Present:

- Prof. Asok Kumar (Chairman, IQAC)
- Prof. Parasar Bandyopadhyay (Director)
- 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)
- Prof. Arghya Sarkar (EE)
- Ms. Chandrani Sadhukhan (Head, EE)
- Dr. Ranjib Biswas (ME) (Coordinator, IQAC)

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 2nd Meeting of IQAC

Minutes of the 2nd meeting (held on 05/10/2016) of IQAC of MCKVIE, circulated to all members and were confirmed.

Item No 2 of Agenda: Up gradation of Laboratories of Electrical Engineering department.

Considering the lack of infrastructure of Electrical Engineering department and the need expressed by the Head, Electrical Engineering department, the Director and the Principal decided to upgrade the facilities and infrastructures in laboratories also agreed to provide a meeting room to facilitate the discussion and conduct other meetings among the members in the Electrical Engineering department.

Item No 3 of Agenda: Evaluation of Faculty Appraisal.

All members of the IQAC felt that Faculty Appraisal received to be evaluated by a peer group to be constituted by the Director and the Principal and their findings and recommendations are to be sent to the IQAC by the end of January, 2017.

Item No 4 of Agenda: Inclusion of TSS/ Laboratory instructor in IQAC.

As per the decision taken in BOG meeting, members of IQAC felt to include two (2) Laboratory Instructors, one from IT/ CSE/ MCA and other one from AUE/ ECE/ EE/ ME departments.

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

Coordinator, IQAC informed that the members of the cell have initiated the work to collect data to fill up SSR of NAAC. Also as requested by IQAC, all Heads of different departments are working on Evaluative Reports, a part of SSR, NAAC.

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

Dr. Ranjib Biswas
Co-ordinator, IQAC

CC : 1. Managing Trustee
2. Director
3. All Deans
4. All HODs
5. All IQAC Members