



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

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Date: 26/04/2017

Record Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held on 25/04/2017 at 11.00 AM.

Venue of Meeting: Conference Hall

Members/ Invitees Present:

- Prof. Parasar Bandyopadhyay (Director)
- Prof. B. B. Paira, Heritage Group of Institutions (External Member)
- Mr. Kaushik Bhattacharya, IBM, Kolkata, India (External Member)
- Mr. Atanu Banerjee (Member, ECE)
- Mr. Subhra Nath Maiti (Member, HSS)
- Mr. Subir Bhadra (Member, MCA)
- Mr. Mojammel Rahaman (Member, Basic Sc.)
- Dr. Manik Chandra Das (Member, AUE)
- Mr. Indranil Sanyal (Member, Administration)
- Dr. Ranjib Biswas (ME) (Coordinator)
- Prof. Samir K. Saha (Dean, Academic)
- Prof. Arun K. Jalan (Dean, Student Affair)
- Prof. Debapriya De (Dean, Research & Consultancy)
- Prof. Premananda Jana (Professor, CSE)
- Prof. Arghya Sarkar (Professor, EE)
- Prof. Bitasta Chanda (Professor, B.Sc.)

Members/ Invitees Absent:

- Prof. Asok Kumar (Principal & Chairman, IQAC)
- Prof. Samir K. Saha, Dean (Academic)
- Mr. Prasenjit Das (Member, CSE)
- Ms. Nabamita Banerjee (Roy) (Member, EE)
- Mr. Sougato Dey (Member, IT)

In absence of the Principal and Chairman, IQAC, Prof. Asok Kumar due to his illness, the Director, Prof. Parasar Bandyopadhyay, initiated the meeting by welcoming all members of IQAC and other invitees. Dr. Bandyopadhyay introduced the external members of IQAC, Prof. B. B. Paira of Heritage Group of Institutions and Mr. Kaushik Bhattacharya of IBM, Kolkata, India to all present in the meeting. The Director referred the discussion on objectives and roles of IQAC taken place in last BOG meeting held on 21/04/2017. As advised by the Director, the Coordinator of IQAC, Dr. Ranjib Biswas presented the organizational structure of IQAC of MCKV Institute of Engineering, different units, members and their functions in detail to all members present. Prof. Paira suggested to rename the 'Assessment Committee' to 'Institutional Assessment Committee'.

Apart from the above, following points were discussed and included in the resolution of the meeting:



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Item No. 1 of Agenda: To confirm the minutes of the last IQAC meeting and matters arising thereof

Minutes of the 4th meeting (held on 20/04/2017) of IQAC of MCKVIE, circulated to all members and were confirmed.

Item No 2 of Agenda: Finalize function of all committees and units to ensure Quality of Teaching Learning process.

All members of IQAC and other invitees accepted the necessity of different mechanisms/ cells/ units/ coordinators to be actively functioning in IQAC to build and ensure quality culture in the institute. With reference to the discussion made in last IQAC meeting, it is also approved by all members in the meeting to include the Director, Deans, Professors as regular member of IQAC. Also some senior faculty members may be included by replacing existing junior faculty members of IQAC to be nominated by the Principal in consultation with the HODs.

Item No 3 of Agenda: Involvement of stake holders like Students, 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 sustain, ensure and enhance quality of teaching learning process of the institute. Both the external members suggested enhancing the interaction with alumni and employer. Mr. Kaushik Bhattacharya of IBM, Kolkata explained the importance of alumni and placement record in maintaining and building reputation of the institute. He has suggested to collect alumni feedback and to organize alumni meet in/ outside the campus on regular basis. Prof. B.B. Paira recommended to maintain a database of alumni and also to keep track of their career growth. He has suggested implementing a system of rewarding alumni to recognize their achievements in their career.

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

It is decided to identify the activities of each and every cell of IQAC of the institute and to initiate the functioning of the same by allotting the responsibility to all members and also to identify coordinator of each cell/ unit.

Prof. Paira proposed to implement some active learning methods suitable to courses and Mr. Bhattacharyya requested to strengthen outreach activities of the institute to be conducted by NSS/ Rotaract unit.

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