



# 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

Ph: +91 33 26549315/17 Fax +91 33 26549318 Web: [www.mckvie.edu.in/](http://www.mckvie.edu.in/)

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Date: 25/05/2017

Record Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held on 25/05/2017 at 11:00 AM.

Venue of Meeting: B 211

## Members Present:

- Prof. Asok Kumar (Chairman, IQAC)
- Prof. Parasar Bandyopadhyay (Director)
- Prof. Samir K. Saha (Dean, Academic)
- Prof. Arun K. Jalan (Dean, Student Affair)
- Dr. Sudipto Chaki, Head, AUE
- Prof. Bitasta Chanda (Head, B.Sc.)
- Dr. Satadal Saha, Head, ECE
- Prof. Arghya Sarkar (Head, EE)
- Mr. Asish K Bose (Head, HSS)
- Dr. Indrajit Dey (Head, IT)
- Dr. Prasenjit Chatterjee (Head, ME)
- Mr. Niloy K. Nag (Head, MCA)
- Mr. Sandip Dutta (Head, CRTTC)
- Mr. Subhra Nath Maiti (HSS)
- Mr. Subir Bhadra (MCA)
- Dr. Manik Chandra Das (AUE)
- Mr. Prasenjit Das (CSE)
- Mr. Mojammel Rahaman (Basic Sc.)
- Mr. Indranil Sanyal (Administration)
- Dr. Ranjib Biswas (ME) (Coordinator)

## Members Absent:

- Prof. Debapriya De (Dean, Research & Consultancy)
- Prof. Premananda Jana (Professor, CSE)
- Mr. S.S. Thakur (Head, CSE)
- Mr. Sougato Dey (IT)
- Ms. Nabamita Banerjee (Roy) (EE)
- Mr. Atanu Banerjee (ECE)

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 5<sup>th</sup> Meeting of IQAC

Minutes of the 5<sup>th</sup> meeting (held on 25.04.2017) of IQAC of MCKVIE is circulated to all members and were confirmed.



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## **Item No 2 of Agenda: Finalization of IQAC Members**

As discussed and decided in the last IQAC meeting held on 25.04.2017 to incorporate senior faculty members, senior officials, senior management of the institute and all Deans as permanent members, the existing IQAC has been re-established consisting of members nominated by the Chairman, IQAC, in association with Heads of all the departments (*ANNEXURE I*).

## **Item No 3 of Agenda: Identification of Module Coordinators and their function**

The Director, Prof. Parasar Bandyopadhyay described the importance of module coordinator to all members present. He explained that all courses under a B. Tech. programme can be broadly divided into seven modules like Humanities, Basic Sc., Engineering Sc., Professional Core, Professional Elective, Open/ Free Elective and Project/ Seminar. Prof. Bandyopadhyay suggested and also requested all HODs to identify module coordinators from different modules for all programmes. Details of modules, module coordinators and their functions are described in *ANNEXURE II*.

## **Item No 4 of Agenda: Preparedness for NAAC Peer Team Visit**

It is decided by the management of the Institute to invite NAAC Peer Team to visit our Institute for accreditation in the month of September, 2017. Dr. Ranjib Biswas explained the Grading Systems of NAAC in detail to all members. He has described the tentative 3 days schedule of NAAC Peer Team Visit. He has requested all HODs to prepare a presentation consisting of important elements that has been illustrated in Evaluative Reports of the Department of SSR. Considering the importance of key aspects of different criteria during Peer Team Visit, the members of the IQAC have been deployed against each Criteria of NAAC SSR to look after data collection, documentation and all related activities (*ANNEXURE III*).

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

Director requested all IQAC members to carry out industry related students projects in their final year as far as possible. Mr. Sougato Dey, representatives of IT department expressed the requirement of a project lab equipped with modern softwares and computers in this regard.

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. Director
3. All Deans
4. Prof. Premananda Jana
5. Prof. Arghya Sarkar
6. All HODs
7. All IQAC Members



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## ANNEXURE I

### Re-constituted IQAC

Sl.	Particulars	Nomenclature	Name
1	Chairman	Principal	Prof. (Dr.) Asok Kumar
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			Mr. S.S. Thakur (CSE)
8			Mr. Atanu Banerjee (ECE)
9			Prof. Arghya Sarkar (EE)
10			Dr. Amit Phadikar (IT)
11			Mr. Subhra Nath Maiti (HSS)
12			Mr. Subir Bhadra (MCA)
13			Dr. Manik Chandra Das (AUE)
14			Mr. Mojammel Rahaman (Basic Sc.)
15			
16	External members	Senior Academician	Prof. B. B. Paira, Advisor – Higher Education, Heritage Group of Institutions
17	Industrial members	Nominated by Principal	Mr. Kaushik Bhattacharya, IBM, Kolkata, India
18	Co-ordinator	Nominated by Principal	Dr. Ranjib Biswas



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## ANNEXURE II

### Module Coordinators:

S. No.	Subject Area/ Module	Sub Area/ Sub Module	Proposed Module Coordinator/ (Department)
1	Humanities and Social Sciences ( <i>HS</i> )	HSS	Module Coordinator 1 (HSS)
		Management	Module Coordinator 2 (Management)
2	Basic Sciences ( <i>BS</i> )	Mathematics,	Module Coordinator 3 (Mathematics)
		Physics,	Module Coordinator 4 (Physics)
		Chemistry, Biology	Module Coordinator 5 (Chemistry)
3	Engineering Sciences ( <i>ES</i> )	Materials, Workshop, Drawing, Basics of Mechanical Engineering	Module Coordinator 6 (Mechanical Engg.)
		Basics of electrical, Electronics, Instrumentation	Module Coordinator 7 (Electrical/ Electronics & Communication Engg.)
		Computer Engineering	Module Coordinator 8 (Computer Sc. & Engg.)
4	Professional Subjects- Core ( <i>PC</i> )	Relevant to the chosen specialization/ branch	Module Coordinator 9 (Departmental)
5	Professional Subjects- Electives ( <i>PE</i> )	Relevant to the chosen specialization/ branch	Module Coordinator 10 (Departmental)
6	Open Subjects- Electives ( <i>OE</i> )	from other technical and/ or emerging subject areas	Module Coordinator 11 (Departmental)
7	Project Work, Seminar and/or Internship in Industry or elsewhere		Module Coordinator 12 (Departmental)

### Duties and Functions of Module Coordinators:

- Module coordinators are responsible to coordinate with faculty members to frame COs, assessment process, CO, PO mapping, attainment of PO etc. of the courses in association with the faculty members of that module in coordination with Programme Coordinator.
- Module Coordinator collects data and documents from the concerned faculty and submits to programme coordinator.
- Also he/ she will be responsible to frame policies for assessment of courses belonging to the module in association with Programme Coordinator.



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## ANNEXURE III

### IQAC Members deployed against each Criteria of NAAC SSR:

Criteria	Key Aspects	Faculty/ Staff Member
<b>I. Curricular Aspects</b>	1.1 Curriculum Design and Development	Prof. Premananda Jana (Professor, CSE)
	1.1 Curricular Planning and Implementation	
	1.2 Academic Flexibility	
	1.3 Curriculum Enrichment	
	1.4 Feedback System	
<b>II. Teaching-Learning and Evaluation</b>	2.1 Student Enrolment and Profile	Prof. Samir K. Saha (Dean, Academic) & Mr. Atanu Banerjee (ECE)
	2.2 Catering to Student Diversity	
	2.3 Teaching-Learning Process	
	2.4 Teacher Quality	
	2.5 Evaluation Process and Reforms	
	2.6 Student Performance and Learning Outcomes	
<b>III. Research, Consultancy and Extension</b>	3.1 Promotion of Research	Prof. Debapriya De (Dean, Research & Consultancy) & Mr. Mojammel Rahaman (Basic Sc.)
	3.2 Resource Mobilization for Research	
	3.3 Research Facilities	
	3.4 Research Publications and Awards	
	3.5 Consultancy	
	3.6 Extension Activities and Institutional Social Responsibility	
	3.7 Collaborations	
<b>IV. Infrastructure and Learning Resource</b>	4.1 Physical Facilities	Dr. Manik Chandra Das (AUE) & Mr. S.S. Thakur (CSE)
	4.2 Library as a Learning Resource	
	4.3 IT Infrastructure	
	4.4 Maintenance of Campus Facilities	
<b>V. Student Support and Progression</b>	5.1 Student Mentoring and Support	Prof. Arun K. Jalan (Dean, Student Affair) & Mr. Subir Bhadra (MCA)
	5.2 Student Progression	
	5.3 Student Participation and Activities	
<b>VI. Governance, Leadership and Management</b>	6.1 Institutional Vision and Leadership	Prof. Parasar Bandyopadhyay (Director) & Mr. Subhra Nath Maiti (HSS)
	6.2 Strategy Development and Deployment	
	6.3 Faculty Empowerment Strategies	
	6.4 Financial Management and Resource Mobilization	
	6.5 Internal Quality Assurance System	
<b>VII. Innovations and Best Practices</b>	7.1 Environment Consciousness	Prof. Arghya Sarkar (EE) & Dr. Amit Phadikar (IT)
	7.2 Innovations	
	7.3 Best Practices	