



# 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: 01/12/2017

Record Minutes of the 8<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC) held on 30/11/2017 at 03:30 PM.

Venue of Meeting: SIT Hall

## Members Present:

- Prof. Buddhadeb Chattopadhyay (Chairman, IQAC)
- Prof. Parasar Bandyopadhyay (Director)
- Prof. B. B. Paira, Advisor- Higher Education, Heritage Group of Institutions
- Mr. Kaushik Bhattacharya, Ex-IBM, Kolkata, India
- Prof. Samir K. Saha (Dean, Academic)
- Prof. Arun K. Jalan (Dean, Student Affair)
- Prof. Asok Kumar (Professor, ECE)
- Prof. Debapriya De (Dean, Research & Consultancy)
- Mr. S.S. Thakur (CSE)
- Dr. Amit Phadikar (IT)
- Mr. Atanu Banerjee (ECE)
- Mr. Subir Bhadra (MCA)
- Dr. Manik Chandra Das (AUE)
- Mr. Mojammel Rahaman (Basic Sc.)
- Mr. Tapas Kumar Biswas (Alumni)
- Mr. Indranil Sanyal (Administration)
- Mr. Vishal Damani (Finance)
- Dr. Ranjib Biswas (ME) (Coordinator)

## Members Absent:

- Prof. Premananda Jana (Professor, CSE)
- Prof. Arghya Sarkar (EE)
- Mr. Subhra Nath Maiti (HSS)
- Mr. Sandip Dutta (Head, CRTTC)

The Principal and Chairman of IQAC, Prof. (Dr.) Buddhadeb Chattopadhyay initiated the meeting by welcoming all members of IQAC. At the outset, the Director officially announced that the Institute has obtained prestigious ‘Grade A’ by **National Assessment and Accreditation Council (NAAC)**.

Following points were discussed and included in the resolution of the meeting:

## Item No. 1 of Agenda: Confirmation of the Minutes of the 7<sup>th</sup> Meeting of IQAC

Minutes of the 7<sup>th</sup> meeting (held on 09/08/2017) of IQAC of MCKVIE is circulated to all members and were confirmed.

## Item No 2 of Agenda: Implementation of Students’ Feedback & Faculty Appraisal System

The Director, Prof. Parasar Bandyopadhyay started the discussion on the Students’ Feedback, Faculty Self Appraisal and Peer Feedback on Teachers by the Head of the Department that



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Institute has in its present system. Later on Dr. Ranjib Biswas highlighted the questionnaire and assessment system of existing Students' Feedback, Faculty Self Appraisal and Peer Feedback on Teachers by the Head of the Department through PPT. After discussion in the house, following points were decided and agreed by all members present:

- a) Mr. Kaushik Bhattacharya, Ex-IBM, Kolkata, India shared his invaluable suggestions, emphasizing on introduction of a feedback of the faculty members to be given by the peers in addition to the head of the department. The peers may give a separate feedback for staff members of his/ her department for which Feedback questionnaire is to be designed.
- b) It is decided to implement following types of feedback system to evaluate the performance of the faculty members.
  - i) **Self Appraisal** (existing format)
  - ii) **Students' Feedback** (with modification by providing space for "**Comments**" in existing format).
  - iii) **Peer Feedback** (to be designed)
  - iv) **Feedback from Head of the Department** (Title of the existing form is to be modified)
- c) Prof. B. B. Paira, Advisor- Higher Education, Heritage Group of Institutions proposed to give a weightage of **40% to Self Appraisal, 20% each to Feedback from Head of the Department, Students' Feedback and Peer Feedback** to calculate overall performance of the faculty members. He also suggested the following Indices of Rating for Overall Faculty performance, which can be implemented with immediate effect.

Sl. No.	Grade	Performance
1	Outstanding	80-100%
2	Very Good	70-79%
3	Good	60-69%
4	Needs Improvement	<60%

- d) It is decided that the Faculty performance indices are to be finally analyzed by the Director and Principal and the same is to be conveyed to the concerned. Based on the performance indices used for measuring quality of teaching, learning and summary of the index values, the "**Outstanding**" category of faculty members are to be rewarded at least by issuing a letter of appreciation. The faculty members under "**Needs Improvement**" category are to be counseled by the Director, Principal and concerned Head of the Department. Depending on the outcome of the counseling, the faculty member/s may be sent to participate in Pedagogical Training, Domain Knowledge Training or any other method as deemed fit to improve the quality of the faculty members.
- e) Prof. Paira suggested implementing a **360 Degree Feedback** system or process to evaluate the performance of the Director, Principal and Heads of the departments.



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- f) It was also agreed by the members of the IQAC to introduce similar performance evaluation system for all administrative staff members and laboratory instructors of the Institute.

### **Item No 3 of Agenda: Future plan of the IQAC**

Due to shortage of time and preoccupation of external members of IQAC, it is decided to discuss and set the future plan of the IQAC in the next meeting.

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

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**Ranjib Biswas**  
**Co-ordinator, IQAC**

CC:

1. Managing Trustee
2. All HODs
3. All IQAC Members