



# 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

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Date: 05/04/2018

Record Minutes of the 9<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC) held on 04/04/2018 at 03:00 PM.

Venue of Meeting: Conference Hall

**Members Present:**

- Prof. Buddhadeb Chattopadhyay (Chairman, IQAC)
- Prof. Parasar Bandyopadhyay (Director)
- Prof. Samir K. Saha (Dean, Academic)
- Prof. Premananda Jana (Professor, CSE)
- Prof. Arghya Sarkar (EE)
- Dr. 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. Subhra Nath Maiti (HSS)
- Mr. Tapas Kumar Biswas (Alumni)
- Dr. Ranjib Biswas (ME) (Coordinator)

**Members Absent:**

- Prof. B. B. Paira, Advisor- Higher Education, Heritage Group of Institutions
- Prof. Asok Kumar (Professor, ECE)
- Prof. Arun K. Jalan (Dean, Student Affair)
- Prof. Debapriya De (Dean, Research & Consultancy)
- Mr. Sandip Dutta (Head, CRTTC)
- Mr. Indranil Sanyal (Administration)
- Mr. Vishal Damani (Finance)

The Principal and Chairman of IQAC, Prof. (Dr.) Buddhadeb Chattopadhyay initiated the meeting by welcoming all members of IQAC. At the outset, the Principal handed over the Peer Team Report on Institutional Accreditation (National Assessment and Accreditation Council (NAAC)) to the IQAC.

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

**Item No. 1 of Agenda: Confirmation of the Minutes of the 8<sup>th</sup> Meeting of IQAC**

Minutes of the 8<sup>th</sup> meeting (held on 30/11/2017) of IQAC of MCKVIE is circulated to all members and were confirmed.



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## **Item No 2 of Agenda: Finalization of Peer Feedback Form for Faculty/ Laboratory Instructor/ Administrative Staff members**

All members discussed on pros and cons of the Peer Feedback of **Faculty/ Laboratory Instructor/ Administrative Staff members** in educational institutions and all are agreed to consider the same in next Academic Year (2018-19). Presently, IQAC will focus on existing **Self Appraisal, Students' Feedback** and **Feedback from Head of the Department with minor modification**. The sub committees (*ANNEXURE I*) constituted earlier will look after on these three feedback systems. Also they will carry out the required analysis of the data which will be collected through the feedback systems and will suggest the next course of actions depending on the outcome of the feedback.

It is decided to give a weightage of **50% to Self Appraisal, 25% each to Feedback from Head of the Department and Students' Feedback** to calculate overall performance of the faculty members.

## **Item No 3 of Agenda: Preparation of Annual Quality Assurance Report (AQAR) to be submitted to NAAC at the end of ongoing Academic Year (2017-18)**

The Coordinator-IQAC briefly explained the importance of **Annual Quality Assurance Report (AQAR)**, which is to be submitted to the NAAC after completion of the ongoing semester (i.e. in the month of July, 2018). All members initially will study and identify the information/ data required to fill up the prescribed format of AQAR of NAAC. Later on, members will start preparing the AQAR after collecting all data from different departments of the Institute.

## **Item No 4 of Agenda: 360 Degree Feedback system for the Director, Principal, Deans and Heads of the departments**

Implementation of 360 Degree Feedback system for the Director, Principal, Deans and Heads of the departments in our Institute has been principally accepted by all members. However the methodology and structure of the same will be decided after further discussion.

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

Mr. Mojammel Rahaman expressed his views to take students feedback at the end of each Class Tests, but due to shortage of time it is decided to take feedback from the students during Practical Examinations.

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