



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: 30/05/2018

Record Minutes of the 10th Meeting of Internal Quality Assurance Cell (IQAC) held on 21/05/2018 at 02:30 PM.

Venue of Meeting: Conference Hall

Members Present:

- Prof. Buddhadeb Chattopadhyay (Chairman, IQAC)
- Prof. Samir K. Saha (Dean, Academic)
- Prof. Arun K. Jalan (Dean, Student Affair)
- Prof. Premananda Jana (Professor, CSE)
- Prof. Debapriya De (Dean, Research & Consultancy)
- 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. Parasar Bandyopadhyay (Director)
- Prof. B. B. Paira, Advisor- Higher Education, Heritage Group of Institutions
- Prof. Asok Kumar (Professor, ECE)
- 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. Following points were discussed and included in the resolution of the meeting:

Item No. 1 of Agenda: Confirmation of the Minutes of the 8th Meeting of IQAC

Minutes of the 9th meeting (held on 04/04/2018) of IQAC of MCKVIE is circulated to all members and were confirmed.

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

As requested by the Principal, Prof. (Dr.) Buddhadeb Chattopadhyay, all members once again discussed about the importance and pros and cons of the Peer Feedback of **Faculty/ Laboratory Instructor/ Administrative Staff members** in educational institutions like us



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and unanimously agreed to consider the same later on. Presently, IQAC members felt it important to look after existing **Self Appraisal, Students' Feedback** and **Feedback from Head of the Department** and analysis of the same and consequently remedial actions based on the performance of the feedback of staff 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)

All members are working on preparation 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). It is decided that all members will submit the draft copy of filled up AQAR of their respective section/ criterion to the IQAC Coordinator by **1st June, 2018** and afterwards those will be compiled in a meeting by all members.

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

The house principally accepted the need of 360 Degree Feedback system for the Director, Principal, Deans and Heads of the departments. The members will design and frame the questionnaire for the 360 Degree Feedback for the Director, Principal, Deans and Heads of the departments and will be finalized after further discussion in the next meeting.

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

Ranjib Biswas
Co-ordinator, IQAC