



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

Ph: +91 33 26549315/17 Fax +91 33 26549318 Web: www.mckvie.edu.in/

Date: 07/09/2019

Record Minutes of the 15th Meeting of Internal Quality Assurance Cell (IQAC) held on 06/09/2019 at 11:00 PM.

Venue of Meeting: Conference Hall

Members Present:

- Prof. Buddhadeb Chattopadhyay (Chairman, IQAC)
- Prof. Ananta Kr. Das (Registrar)
- Prof. Arun K. Jalan (Dean, Student Affair)
- Prof. Debapriya De (Dean, Research & Consultancy)
- Prof. Arghya Sarkar (EE)
- Dr. S.S. Thakur (CSE)
- Dr. Amit Phadikar (IT)
- Mr. Subir Bhadra (MCA)
- Dr. Manik Chandra Das (AUE)
- Mr. Subhra Nath Maiti (HSS)
- Mr. Atanu Banerjee (ECE)
- Mr. Mojammel Rahaman (Basic Sc.)
- Mr. Tapas Kumar Biswas (Alumnus)
- Dr. Ranjib Biswas (ME) (Coordinator)

Members Absent:

- Sri Devasish Basu, Dy. Chief Vigilance Officer (Elect.), Eastern Railway, Kolkata (External Member)
- Dr. Surojit Mookherjee, Former Executive Director, IBM, Kolkata (External Member)
- Mr. Sandip Dutta (Head, CRTTC)
- Mr. Vishal Damani (Finance)

Agenda of the meeting:

1. To confirm the minutes of the last IQAC meeting and matters arising thereof.
2. Action Taken Report (ATR).
3. Preparation of AQAR of AY 2018-19 for submission to NAAC.
4. Any other item with the permission of the Chair.

Proceedings of the meeting:

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: To confirm the minutes of the last IQAC meeting and matters arising thereof.

Minutes of the 14th meeting (held on 17/06/2019) of IQAC of MCKVIE is circulated to all members and were confirmed.

Item No 2 of Agenda: Action Taken Report (ATR)



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ATR on 14th meeting held on 17/06/2019 was discussed and briefed to the members as follows:

Discussion on 14 th IQAC Meeting	Actions Taken
MOOCs for B.Tech. Honours Degree by MAKAUT	Dr. Ranjib Biswas organized the awareness programme for the 1 st year students of different B.Tech. UG programmes of AY: 2018-19. He explained the importance and MAKAUT guidelines on MOOCs for B.Tech. Honours degree to the students.
External Audit	External audit has been conducted by Intertek during 23 rd – 25 th April, 2019

Item No 3 of Agenda: Preparation of AOAR of AY 2018-19 for submission to NAAC.

Members informed the house that the data collection and related documentation is under process to prepare the AQAR of AY: 2018-19. It is decided unanimously to submit the AQAR to the NAAC portal by the end of November, 2019.

Item No 4 of Agenda: Any other item with the permission of the Chair.

- i. Due the retirement of Dr. Parasar Bandyopadhyay, Director and resignation of Dr. Premananda Jana, IQAC felt it necessary to co-opt two new members for smooth conduct of the activities. All members of IQAC suggested including Dr. Swarup Kr. Mitra of ECE department and Mr. Surojit Bhattacharya of CSE department in the cell and the same has been approved by Dr. Buddhadeb Chattopadhyay, Principal and Chairman of IQAC.
- ii. Dr. Ranjib Biswas requested Principal Sir to make arrangements for Green Audit for the AY: 2018-19.

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

Ranjib Biswas
Co-ordinator, IQAC