



# 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: 06/11/2020

Record Minutes of the 18<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC) held on 05/11/2020 at 08:30 PM using ONLINE Platform.

GoogleMeet Link: [meet.google.com/tqr-kgyi-abv](https://meet.google.com/tqr-kgyi-abv)

## **Members Present:**

- Prof. Buddhadeb Chattopadhyay (Chairman, IQAC)
- 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)
- Dr. Swarup Kr. Mitra (ECE)
- Mr. Atanu Banerjee (ECE)
- Mr. Surojit Bhattacharya (CSE)
- Mr. Mojammel Rahaman (Basic Sc.)
- Mr. Sandip Dutta (Head, CRTTC)
- Mr. Vishal Damani (Finance)
- 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)

## **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 2019-20 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:



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**Item No. 1 of Agenda: To confirm the minutes of the last IQAC meeting and matters arising thereof.**

Minutes of the 17<sup>th</sup> meeting (held on 20.09.2020) of IQAC of MCKVIE is circulated to all members and were confirmed.

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

ATR on 17<sup>th</sup> meeting held on 20/09/2020 was discussed and briefed to the members as follows:

Discussion on 17 <sup>th</sup> IQAC Meeting	Actions Taken
Preparation of Annual Quality Assurance Report (AQAR) to be submitted to NAAC at the end of ongoing Academic Year (2019-20)	The members of IQAC prepared the draft AQAR as per the responsibility given to them and sent the same to the Coordinator, IQAC.

**Item No 3 of Agenda: Preparation of AQAR of AY 2019-20 for submission to NAAC.**

The criterion wise discussion on draft Annual Quality Assurance Report (AQAR) for AY: 2019-20 prepared by the members have been discussed at length and it was decided to circulate the complied AQAR to all members for final verification of the information and data provided in it. It was also decided to submit the final AQAR to the Principal Sir with a request to place the same to next GB meeting for suggestions, if any and approval before uploading it to the website and subsequent submission to the NAAC.

Dr. Amit Phadikar was requested to make necessary arrangements for Green Audit for the AY:2019-20.

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

**Ranjib Biswas**  
Co-ordinator, IQAC