



MCKV INSTITUTE OF ENGINEERING

NAAC Accredited Grade "A" Autonomous Institute under UGC Act, 1956
Approved by AICTE & affiliated to Maulana Abul Kalam Azad University of Technology

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: 24.04.2021

Record Minutes of the 19th Meeting of Internal Quality Assurance Cell (IQAC) held on 24.04.2021 at 08:00 PM using ONLINE Platform.

Google Meet Link: meet.google.com/cyr-drmb-hfq

Members Present:

- Prof. (Dr.) Abhijit Lahiri
- Prof. (Dr.) Arun Kumar Jalan
- Dr. Prasenjit Chatterjee
- Dr. S.S. Thakur
- Dr. Atanu Banerjee
- Dr. Debopoma Kar Roy
- Prof. (Dr.) Amit Phadikar
- Mr. Subir Bhadra
- Dr. Sudipto Chaki
- Mr. Mojammel Rahaman
- Prof. (Dr.) Parthasarathi Chakraborty
- Prof. (Dr.) Arghya Sarkar
- Mrs. Mallika Mukherjee
- Ms. Roshni Dey
- Dr. Sagar Mukherjee
- Sri Devasish Basu
- Dr. Satadal Saha

Members Absent:

- Mr. Subhra Nath Maiti
- Prof. (Dr.) Debapriya De
- Mr. Sandip Dutta
- Mr. Rohit Rustagi

Agenda of the meeting:

1. To confirm the minutes of the 18th IQAC meeting and matters arising thereof.
2. Action Taken Report (ATR).
3. Finalization of various academic and research targets for academic year 2020-21.
4. Feedback form template discussion for all the stake holders.
5. Development and maintenance of institutional database through MIS.
6. Report of academic and administrative audit.
7. Preparation of AQAR of AY 2019-20 for submission to NAAC.
8. Any other item with the permission of the Chair.



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Proceedings of the meeting:

The Principal and Chairman of IQAC, Prof. Abhijit Lahiri initiated the meeting by welcoming all members of IQAC. He then permitted Dr. Satadal Saha, Coordinator, IQAC to conduct the meeting.

The Coordinator, IQAC informed that the composition of IQAC has been reconstituted as per the guidelines of NAAC in 2020 [please refer to ANNEXURE I]. He then introduced all the members of IQAC in front of the present members. By welcoming all the members of IQAC, he started the meeting. 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 18th meeting of IQAC of MCKVIE, held on 05.11.2020, as circulated to all members were confirmed.

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

ATR on 18th meeting held on 05.11.2020 was discussed and briefed to the members as follows:

Discussion on 18 th IQAC Meeting	Actions Taken
<i>Preparation of Annual Quality Assurance Report (AQAR) for A.Y. 2019-20 to be submitted to NAAC</i>	Part B of the AQAR has been compiled. Part A of it requires some more information for its finalization.

Item No 3 of Agenda: Finalization of various academic and research targets for academic year 2020-21.

It was reported that a meeting consisting of Principal, Heads and Deans was held in last December and an **Institutional Development Plan (IDP) [2020-21]** was formulated for the overall development of the institute. The Coordinator, IQAC presented and read out the plan in front of all the present members of the IQAC for their consideration and approval. It was then unanimously accepted by all the present members of IQAC. [please refer to ANNEXURE II]

Item No 4 of Agenda: Feedback form template discussion for all the stake holders.

It was reported that a Feedback Questionary Review Committee meeting was held in April, 2020 and a **Students' Feedback Question Set** was formulated for taking the feedback from the students regarding different aspects of teaching-learning through online platform [please refer to ANNEXURE III]. The Coordinator, IQAC presented and read out the question set for the Faculty members and the Laboratory Instructors in front of all the present members of the IQAC for their consideration and approval. It was then unanimously accepted by all the present members of IQAC. Principal Sir is requested to take further action so that the feedback can be taken from the students as soon as possible.



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Item No 5 of Agenda: Development and maintenance of institutional database through MIS.

Prof. (Dr.) Arghya Sarkar briefly described about the initiatives taken by the institute regarding MIS. He further informed that more information regarding this can be obtained from Mr. Nilay Nag.

Item No 6 of Agenda: Report of academic and administrative audit.

Principal Sir informed that the academic audit reports submitted by the internal auditors carried some non-compliances against different departments. Those reports were being sent to the departments to mitigate the non-compliances. The departments were revisited by the internal auditors to check the non-complied issues. The revisited audit reports show that all the departments have complied with all the assessment criteria of the audit. He also informed that few non-compliances have been observed in different administrative departments. They have been asked to comply the same by 7th of May, 2021 for further audit. Both the reports will be placed to the management for final approval.

Item No 7 of Agenda: Preparation of AQAR of AY 2019-20 for submission to NAAC.

Coordinator, IQAC informed that Part B of the AQAR, as submitted by the members of IQAC, has been compiled. Majority of Part A of IQAR has also been compiled. He presented the compiled report and following points were discussed:

- As the institutional website is in the modification stage right now, it has been suggested to cite the institutional URL against point number 3, 4, 9 and 10 of Part A of IQAR. By the time the compiled AQAR being approved by the management of the institute, the institutional website may be fully working and the exact web link may be provided before the uploading of data to NAAC portal.
- Regarding point number 16 of Part A of AQAR, Prof. Sarkar is requested to get the AISHE certificate and provide the same to the Coordinator, IQAC as soon as possible.
- Regarding point number 17 of Part A of AQAR, the Coordinator, IQAC is requested to contact Mr. Nilay Nag to get the details.

Item No 8 of Agenda: Any other item with the permission of the Chair.

With the permission of the Chairman, following points were discussed, as raised by the Coordinator, IQAC:

- As some earlier members of IQAC have left and new members are being added, there requires reorientation of the criteria wise responsibilities as far as Part B of AQAR is concerned. Coordinator, IQAC has proposed and presented the list of responsibilities. [please refer to ANNEXURE IV].
- The Coordinator, IQAC requested Prof. Amit Phadikar to brief the current status of Green Audit for the year 2019-20. Prof. Phadikar informed that he cost of the audit has increased a lot compared to the last audit. He has made the audit report ready to be signed by the auditor, once the monetary issues are being solved. CEO Sir asked Prof. Phadikar to



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explain the auditing criteria, which he explained in short. Mr. Devasish Basu informed that the green audit can be fruitfully conducted in cooperation with CESC. He requested Prof. Phadikar to contact CESC for this. As a conclusion, Prof. Phadikar is requested to close the matter so that the green audit report can be obtained very soon.

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

Dr. Satadal Saha
Coordinator, IQAC

Prof. Abhijit Lahiri
Chairman, IQAC