



# 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: 07/12/2019

Record Minutes of the 16<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC) held on 06/12/2019 at 11:00 AM.

**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)
- Dr. Swarup Kr. Mitra (ECE)
- Mr. Subir Bhadra (MCA)
- Dr. Manik Chandra Das (AUE)
- Mr. Subhra Nath Maiti (HSS)
- Mr. Atanu Banerjee (ECE)
- Mr. Surojit Bhattacharya (CSE)
- 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.**



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Minutes of the 15<sup>th</sup> meeting (held on 06/09/2019) of IQAC of MCKVIE is circulated to all members and were confirmed.

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

ATR on 15<sup>th</sup> meeting held on 06/09/2019 was discussed and briefed to the members as follows:

Discussion on 15 <sup>th</sup> IQAC Meeting	Actions Taken
Submission of AQAR for AY: 2018-19	All the data are ready and uploaded to the website. It requires further checking and/or verification at some points before final uploading.
Green Audit	Green audit has been conducted.

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

Members informed the house that all the data related to the AQAR of AY: 2018-19 has been uploaded to the NAAC portal. But it requires further checking and/or verification at some points before final uploading. It is decided unanimously to submit the AQAR to the NAAC portal by middle of December, 2019.

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

There was no other item to discuss.

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

**Ranjib Biswas**  
Co-ordinator, IQAC