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: 01.07.2021

Record Minutes of the 20th Meeting of Internal Quality Assurance Cell (IQAC) held on 30.06.2021 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. S.S. Thakur
- Dr. Atanu Banerjee
- Dr. Debopoma Kar Roy
- Prof. (Dr.) Amit Phadikar
- Mr. Subir Bhadra
- Dr. Sudipto Chaki
- Mr. Mojammel Rahaman
- Mr. Subhra Nath Maiti
- Prof. (Dr.) Arghya Sarkar
- Mrs. Mallika Mukherjee
- Ms. Roshni Dey
- Dr. Sagar Mukherjee
- Dr. Satadal Saha

Members Absent:

- Dr. Prasenjit Chatterjee
- Prof. (Dr.) Parthasarathi Chakraborthy
- Sri Devasish Basu
- Prof. (Dr.) Debapriya De
- Mr. Sandip Dutta
- Mr. Rohit Rustagi

Agenda of the meeting:

1. Confirmation of the minutes of the 19th IQAC meeting and matters arising thereof.
2. Action Taken Report (ATR).
3. Preparation of AQAR of A.Y. 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. Abhijit Lahiri 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: Confirmation of the minutes of the last IQAC meeting and matters arising thereof.

Minutes of the 19th meeting of IQAC of MCKVIE, held on 24.04.2021, as circulated to all members were confirmed.

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

ATR on 19th meeting held on 24.04.2021 was discussed and briefed to the members as follows:

Discussion on 19th IQAC Meeting	Actions Taken
Preparation of Students' Feedback Report	The feedback was supposed to be taken using the new ERP system. But as it is still in the developing phase, so feedback couldn't be taken. Principal Sir is requested to take the feedback of the final year students using our old feedback system; as they will be passing out shortly.
Progress of MIS	It has been developed substantially in the context of website, admission and examination. Other parts are also in progress.
Progress in Academic and Administrative Audit	It is going to be completed by next week.
Status of Green Audit Report	It is yet to be done.
Approval of the AQAR for the A.Y. 2019-20 by BoG	It is yet to be done.

Item No 3 of Agenda: Preparation of Annual Quality Assurance Report (AQAR) for A.Y. 2019-20 to be submitted to NAAC.

Dr. Satadal Saha, Coordinator, IQAC has reported that NAAC has extended the deadline for submission of the AQAR for the A.Y. 2019-20. He has also informed that he has already uploaded Part B of the AQAR to NAAC portal, though the verification needs to be done once more before submission of it. Dr. Saha has also informed that he has uploaded most of the fields related to Part A of the AQAR. But there is a requirement to upload the web links against some of the fields in Part A, which is yet to be uploaded in our institutional website. Once the website is ready with the uploaded data, he can complete the pending task.

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

1. Prof. Arghya Sarkar reported the following points in front of the present members.
    a. Our institute has applied for opening B.Tech. in Artificial Intelligence and Machine Learning with intake capacity of 60 under the Department of Information Technology from the A.Y. 2021-22.
    b. Our institute has applied for opening B.Voc in Software Development with intake capacity of 30 under the Department of Computer Science and Engineering from the A.Y. 2021-22.

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c. Our institute has applied for opening B.Voc in Automobile Servicing with intake capacity of 30 under the Department of Automobile Engineering from the A.Y. 2021-22.

d. Our institute has applied for opening B.Voc in Automotive Technology with intake capacity of 30 under the Department of Automobile Engineering from the A.Y. 2021-22.

e. Prof. Sarkar has informed that for all the courses, our institute has applied for the approval from AICTE and affiliation from MAKAUT.

2. Mr. Mojammel Rahaman raised an issue to set a deadline for collecting the data for the AQAR for the A.Y. 2020-21. The matter was discussed by some of the members regarding the feasibility of setting the deadline right at this moment. It has been unanimously decided that the job for collecting the data for different criteria of the AQAR may be started individually, if desired so, but the deadline may be fixed later; once the immediate concerns related to examination and associated matters are over.

3. Dr. Atanu Banerjee requested to provide some additional manpower for the execution of the AQAR related jobs. He was requested to submit the exact requirement to the Coordinator in consultation with Prof. Arghya Sarkar.

There being no other issues the meeting was ended with a vote of thanks.

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Dr. Satadal Saha
Coordinator, IQAC

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Prof. Abhijit Lahiri
Chairman, IQAC