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: 09.10.2021

Record Minutes of the 21st Meeting of Internal Quality Assurance Cell (IQAC) held on 07.10.2021 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
- Prof. (Dr.) Debapriya De
- 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
- Sri Devasish Basu
- Dr. Satadal Saha

Members Absent:

- Prof. (Dr.) Parthasarathi Chakraborthy
- Dr. Sagar Mukherjee
- Mr. Sandip Dutta
- Mr. Rohit Rustagi

Agenda of the meeting:

1. Confirmation of the minutes of the 20th IQAC meeting and matters arising thereof.
2. Action Taken Report (ATR).
3. Preparation of AQAR of AY 2020-21 for submission to NAAC.
4. Preparation of report as per IDP for A.Y. 2020-21.
5. Preparation for upcoming NBA and NAAC visit.
6. Status of institutional ERP system.
7. Preparation for institutional 360 degree feedback.
8. Discussion on result analysis procedure.
9. Constitution of resource allocation committee.
10. Activities of research committee.

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11. Externally funded STTP and FDP at our institute.
12. Any other item with the permission of the Chair.

Proceedings of the meeting:

The Principal and Chairman of IQAC, Prof. (Dr.) Abhijit Lahiri initiated the meeting by welcoming all the members of IQAC. Following points were discussed and included in the resolution of the meeting:

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

Minutes of the 20th meeting of IQAC of MCKVIE, held on 30.06.2021, as circulated to all members, were confirmed.

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

ATR on 20th meeting held on 30.06.2021 was discussed and briefed to the members as follows:

Discussion on 20th 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. Prof. (Dr.) Arghya Sarkar informed that the ERP system will be operational within next two months.
Progress of ERP	Along with the other parts that were discussed earlier, the ERP system has accommodated online admission system during last two months. Other parts of it are also in progress.
Progress in Academic and Administrative Audit	Principal Sir reported that Academic and Administrative audits have been completed and approved by the management.
Status of Green Audit Report	Green audit has not been done. Prof. (Dr.) Arghya Sarkar requested Prof. (Dr.) Amit Phadikar to make a query regarding Green audit implementation.
Submission of the AQAR for the A.Y. 2019-20	Coordinator, IQAC informed that the AQAR for the A.Y. 2019-20 has been successfully completed on 31st August, 2021.

Item No 3 of Agenda: Preparation of AQAR of AY 2020-21 for submission to NAAC.
Dr. Satadal Saha, Coordinator, IQAC informed that during last few years of the 1st cycle, the AQARs were being submitted to NAAC as per the format for affiliated institute. But as our institute has been operating as an Autonomous Institute from the A.Y. 2020-21, the corresponding AQAR is to be uploaded to NAAC portal in the format for autonomous institute. Queries

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regarding this issue were generated to NAAC office over phone from Principal's office and also through the institutional portal.

Item No 4 of Agenda: Preparation of report as per IDP for A.Y. 2020-21.
The Institutional Development Plan (IDP) for the A.Y. 2020-21 was earlier discussed in the 19th IQAC meeting. It has been discussed in this meeting to look after the departmental status after completion of the A.Y. 2020-21. Accordingly, the members requested Dr. Satadal Saha, Coordinator, IQAC to generate a query to all the departments and make a report of the current status w.r.t. the IDP.

Item No 5 of Agenda: Preparation for upcoming NBA and NAAC visit..
For smooth conduction of upcoming NBA and NAAC visits, two committees were being formed earlier in a meeting with Principal, HoDs and Deans of the institute. Prof. (Dr.) Arghya Sarkar proposed the nominations as given below:
NAB visit monitoring committee:
- Dr. Indrajit De
- Dr. S. S. Thakur
- Dr. Sudipto Chaki

NAAC visit monitoring committee:
- Dr. Shampa Sengupta
- Dr. Suchismita Ghosh
- Dr. Satadal Saha
- Prof. (Dr.) Arghya Sarkar
- Prof. (Dr.) Amit Phadikar

The present members unanimously accepted the committees.

Item No 6 of Agenda: Status of institutional ERP system.
Along with the other parts that were discussed earlier, the ERP system has accommodated online admission system during last two months. Other parts of it are also in progress. It has been requested by the members to incorporate the feedback system and Students' Satisfaction Survey within the ERP system.

Item No 7 of Agenda: Preparation for institutional 360 degree feedback.
Prof. (Dr.) Arghya Sarkar informed that the institutional 360 degree feedback will be operational in successive phases for different stake holders once the ERP system is fully operational. He also informed that the whole process is expected to be completed with next two months.

Item No 8 of Agenda: Discussion on result analysis procedure.
Principal Sir and Prof. Arghya Sarkar jointly informed that some suggestions have been received regarding the modification of the result analysis procedure for the students. But that requires further discussions in the offline mode for its finalization. Till then the current practice for result analysis is to be continued.

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Item No 9 of Agenda: Constitution of resource allocation committee.

Prof. (Dr.) Arghya Sarkar, Dean-Academics & Administration reported that some of the resources of the institute remain idle and therefore remain underutilized. He proposed to form a *Resource Allocation Committee*, the responsibility of which would be to identify those idle resources and make them utilized for internal revenue generation. The members delegated full authority to Principal Sir to form such a committee in consultation with HoDs and Deans through a physical meeting.

Item No 10 of Agenda: Activities of research committee.

Principal Sir informed that Prof. Suman Chakraborty of IIT, Kharagpur raised a proposal to accelerate the research activities in MCKVIE. He suggested submitting proposals for GYAN for the teachers under the age of 35 years by identifying the research gap. Principal Sir told that a meeting would be conducted to discuss the matter further. He requested Dr. Prasenjit Chatterjee, Dean-Research & Consultancy to lead the issue and arrange for the meeting.

In this context, Dr. Chatterjee informed that he has already taken initiative to guide faculty members to publish paper/ submit project proposal. He also informed that he had sent two forms to all the HoDs for collecting research data.

Item No 11 of Agenda: Externally funded STTP and FDP at our institute.

Prof. (Dr.) Arghya Sarkar informed that the CSE department of our institute has received fund from AICTE under ATAL FDP. He also informed that AUE and EE departments have received funds from AICTE-ISTE for conducting STTP.

Item No 12 of Agenda: Any other item with the permission of the Chair.

1. Dr. Prasenjit Chatterjee raised an issue regarding the plan of action to perform better in different ranking system. An elementary discussion was held in this context w.r.t. NIRF ranking, but the members suggested to sit together in an offline mode to discuss the issue in an effective way and prepare a roadmap for the same.
2. It was informed by Coordinator, IQAC that Prof. (Dr.) Amit Phadikar has requested through email to allow Mr. Sudip Samanta of EE department to work with him in the respective delegated domain of operation related to AQAR. The committee members accepted the proposal.
3. Dr. Atanu Banerjee requested to allow him to take the help of two Lab Instructors for smooth functioning of his responsibility w.r.t. to his delegated domain of operation related to AQAR. The committee members accepted the proposal and requested him to submit the proposed names to the Coordinator, IQAC for official recording.

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

Dr. Satadal Saha
Coordinator, IQAC

Prof. Abhijit Lahiri
Chairman, IQAC