Narula Institute of Technology
81, Nilgunj Road, Agarpara, Kolkata – 700109

Minutes of the Meeting, Internal Quality Assurance Cell (IQAC)

Quarter: 2nd Academic Session: 2019-20

Date: 29th November 2019, Time:3:30 PM

Venue: Conference Room, NIT, Agarpara, Kolkata

Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 29th November 2019 at 3:30 PM at Conference Room, NIT, Agarpara.

Members present

1. Prof. (Dr.) M.R. Kanjilal, Principal

2. Mr. Simarpreet Singh, Director JIS Group

3. Dr. Prabir Kumar Aditya, CEO Sprinriver Technology Private Ltd.

4. Mr. Pradip Chowdhury, Member of Rotary Club, Kamarhati

5. Prof. (Dr.) S.C. Konar, Dean R & D

6. Mrs. Nidhi Singh, Registrar

7. Mr. Surajit Bari, ECE, Coordinator

8. Dr. Rupa Bhattacharyya, BS & Hu

9. Prof. (Dr.) B.K. Medya , IT

10. Ms. Rupa Saha, CA

11. Dr. Biswajit Halder, CSE

12. Dr. Bikash Panja,ME

13. Dr. Sriparna Guha, BS & Hu

14. Ms. Susmita Das, EIE

15. Dr. Biswajit Halder, EE

16. Mr. Arya Banerjee, CE

17. Ms. Swantana Sarkar, Alumni, ECE

18. Ms. Debashree Nandi Aich , Alumni , MCA

19. Mr. Kushal Kumar, Student, PG, Power System (EE)

20. Ms. Shramana Guchait, Student, UG, ECE

Members absent

1. Mr. Harsh Kumar Jha, Former MD Tata Metaliks Ltd & the Former President, BCCI/ICC

2. Ms. Debasmita Banerjee, Alumni, IT

3. Ms. Nilanjana Mukherjee, Alumni, EE

4. Mr. Debopam Chakraborty, Alumni, CE

At the beginning of meting, Prof. (Dr.) M. R. Kanjilal, Principal & Chairman, extended welcome to all the members present in the meeting of IQAC and requested the coordinator to proceed as per agenda. Leave of absence has been approved.

Agenda No. - 1
Confirmation and approval of the minutes of the last IQAC meeting held on 11th September, 2019
Resolution:
The minutes of the last meeting which had been circulated earlier, has been placed and approved.

Agenda No. -2
To note and ratify of Action Taken Report of last IQAC Meeting
The action taken report (Annexure-I) of the last IQAC meeting held on 11th September ,2019 was placed and noted.

Agenda No. - 3
Discussion on NIRF Data for Submission
Resolution:
It has been suggested to take care and carry out more analysis on the data before final submission.

Agenda No. - 4
Reporting of Parent-Teacher meeting by each Department
Resolution:
The cumulative report on Parent-Teacher meeting of different department was placed. The activity was appreciated by the members.

Agenda No. - 5
Review of R&D activity i) Research Facilities ii) Consultancy iii) Grants iv) Publications
Resolution:
The report of R & D activity was placed. Members appreciated the R & D Activities and suggested to apply for more Govt. and Non. Govt. Grants. It is also suggested to give emphasis on more consultancy work.

Agenda No. - 6
Analysis of placement status (Placement/Higher Education/ Entrepreneurship)
Resolution:
Placement status of latest graduation batch has been placed and noted. It has been suggested to improve number of Entrepreneurs from the Institute.

Agenda No. -7
Discussion to Initiate the preparation of NAAC SSR submission (cycle 2)
Resolution:
The validity period of NAAC accreditation is up to 31st December, 2020. It has been proposed to prepare NAAC SSR according to the Revised Accreditation Framework.

Agenda No. - 8
SWOC Analysis
Resolution:
SWOC analysis was presented. The necessary remarks from the members have been noted.

Agenda No. - 9
Any other Point

- It has been discussed that the review of participative learning, collaborative learning, problem, and project-based learning will be presented in the next meeting.
- Reformation of Examination System may be discussed in the next meeting
- It has been discussed that there is very good impact of value-added courses on student's placement, higher studies, and entrepreneurship.
- It was discussed that students should report to their Mentor regarding their activities related to Mandatory Additional Requirement (MAR).

The meeting ended with a vote of thanks to all the members present.

Coordinator, IQAC

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Internal Quality Assurance Cell (IQAC)

Action Taken Report

Followings are the action taken report of the IQAC meeting held on 11th September 2019 at Conference Room, NIT, Agarpara, Kolkata.

Agenda Number	Agenda Notes	Resolution	Action Taken
Agenda No.- 4	Review of Attainment of COs, POs, PSOs of each Programme of the Institute	Attainment of COs, POs, PSOs for each programme have been placed. Most of the COs, POs, and PSOs have been attained successfully. Attainment of few COs, POs and PSOs have been attained marginally. It has been suggested to take necessary action for the COs, POs and PSOs which are attained marginally. It has also been suggested to increase the target level of attainment through discussions in respective Board of Studies.	All the Head of the department have been informed to take necessary measures.

Agenda No. - 6	Analysis of Academic and Administrative Audit Report	Academic and Administrative Audit (AAA) was conducted on set parameters. The report of AAA for the last academic session has been placed. The performances of the Institute based on AAA have been appreciated by the members. It has been suggested to give more effort on quality publications, collaborations with industry and other Institute of repute, student internship and participative learning.	Faculty members are informed to publish research papers in WoS, Scopus and SCI indexed journal. Departments are informed to increase number of linkages with industry and other Institute for collaborative work. All the Head of the departments are informed to enhance the engagement of students in internship and participative learning.
Agenda No. - 9	Any other Point	Members have suggested to place SWOC analysis of the Institute in the next quarter IQAC meeting.	SWOC of the Institute has been prepared and will be placed in the next IQAC meeting.

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