

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



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

**Quarter:1<sup>st</sup>, Academic Session: 2022-23**

**Date: 25<sup>th</sup> August 2022, Time: 4:00 PM**

**Venue: Meeting was conducted through hybrid mode -  
Conference Room, NIT and Zoom Platform**

Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 25<sup>th</sup> August 2022 at 4:00 P.M. through hybrid mode.

**Members present**

1. Prof. (Dr.) Maitreyi Ray Kanjilal, Principal
2. Mr. Harsh Kumar Jha, Former MD Tata Metaliks Ltd & the Former President, BCCI/ICC
3. Dr. Prabir Kumar Aditya, CEO Sprinriver Technology Private Ltd.
4. Dr. Nidhi Singh, Registrar
5. Prof. Amlan Chakrabarti, Controller of Examinations
7. Dr. Surajit Bari, ECE, Coordinator
8. Dr. Rupa Bhattacharyya, BS & Hu
9. Dr. Susmita Karan, BS & Hu
10. Dr. Suchismita Maiti, IT
11. Dr. Bansari Deb Majumder, EE
12. Dr. Bikash Panja, ME
13. Ms. Medha Ray, Librarian
14. Mr. Partha Sarathi Nandi, Alumni, Deputy Manager (Distribution - Projects) / CESC Limited
15. Mr. Raja Mitra, Student

**Members absent**

1. Mr. Simarpreet Singh, Director JIS Group
2. Mr. Pradip Chowdhury, Member of Rotary Club, Kamarhati
3. Mr. Abhishek Hazra, CE
4. Mr. Arkendu Mitra, EE

  
Coordinator, IQAC  
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At the beginning of the meeting, Prof. (Dr.) Maitreyi Ray Kanjilal, Principal, NIT and Chairman of IQAC, extended a welcome to all the members present in the meeting of IQAC. The chairman wishes good health to all members and their families. Thereafter Chairman requested the Coordinator to proceed as per the agenda. Leave of absence is approved.

**Agenda No. 1**

**Confirmation and approval of the minutes of the last IQAC meeting held on 24th June 2022**

**Resolution:**

The minutes of the last meeting which had been circulated earlier have been placed and approved.

**Agenda No. 2**

**To note and ratify of Action Taken Report of the last IQAC Meeting**

**Resolution:**

The action taken report (Annexure-I) of the last IQAC meeting held on 24th June 2022 was placed and noted.

**Agenda No. 3**

**Even Semester Result Analysis of Student**

**Resolution:**

After the pandemic, the even semester examination was conducted through offline mode in the even semester June 2022. The results analysis of all the UG and PG programme was placed. Pass percentage of the students of different programme of the Institute is up to the mark. It has been suggested to discuss the attainment of POs and PSOs for 2022 pass out batch in the next IQAC meeting.

**Agenda No. 4**

**Review of Extension Activities**

**Resolution:**

The list of extension activities for the previous academic year were placed. The involvement of students, faculty & staff members in the extension activities has been appreciated.

**Agenda No. 5**

**Alumni Activities**

**Resolution:**


List of Alumni activities were placed. It has been suggested to increase more interaction with Alumni.

**Agenda No. 6**

**Value Added Courses**

**Resolution:**

The list of value-added courses conducted in the last semester was placed. Number of students attended the courses was also placed. The impact of courses for the improvement in student placement was discussed. It is suggested that some courses may be included in the next revision of curriculum as electives.

  
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**Agenda No. 7**

**Academic and Administrative Audit (AAA)**

**Resolution:**

It is suggested to revise the parameters and weightage of Academic and Administrative Audit. Few qualitative parameters may also be incorporated into the format with respect to NEP 2020. It is also discussed that academic audit at department level is being conducted by the department itself. The Academic and Administrative Audit (AAA) for the academic year 2021-22 will be conducted in the month of December 2022.

**Agenda No. 8**

**Amendment of existing policies**

**Resolution:**

Is suggested that to revisit the existing policies & if required amendment may be carried out.

**Agenda No.9**

**Revision of IQAC Composition**

**Resolution:**

It has been discussed that the composition of IQAC may be revised as per the updated guidelines of NAAC

**Agenda No.10**

**Any other point**

**Resolution:**

It has been discussed that as per the suggestion from Autonomy Expert Team for cycle 2, the Institute has taken initiative to conduct the Audit of Examination System under Autonomy.

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



Dr. Surajit Bari  
Coordinator, IQAC

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Prof. (Dr.) Maitreyi Ray Kanjilal  
Chairman, IQAC & Principal  
Narula Institute of Technology

**Principal**  
Narula Institute of Technology  
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## Internal Quality Assurance Cell (IQAC)

### Action Taken Report

Followings are the action taken report of the IQAC meeting held on 24<sup>th</sup> June 2022 through hybrid mode.

Agenda Number	Agenda Notes	Resolution	Action Taken
Agenda No. - 6	R & D Activities - Research Facilities, Consultancy, Patents, Grants, Publications	The R & D activities of the institute have presented for the academic year 2021-22. It has been suggested that to carry out the comparison of R & D activities reference to previous academic year	The comparison of R & D activities was carried out by R & D Committee with respect to previous academic year. Based on the comparison it has been informed to faculty members to publish paper in SCI, WoS and UGC Care list journal
Agenda No. - 10	SWOC Analysis	The Strength, Weakness, Opportunities, and Challenges (SWOC) of the institute were presented. It has been discussed that consultancy is one of the opportunities of the institute. Therefore, it has been suggested that faculty members should involve more in consultancy work	Dean- R & D, HODs and Institute Innovation Cell have been informed to take necessary action to receive more consultancy work from industry and other agencies by the faculty members



Dr. Surajit Bari

Coordinator, IQAC

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Prof. (Dr.) Maitreyi Ray Kanjilal

Chairman, IQAC & Principal,

Narula Institute of Technology

Principal

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