

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



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

Quarter: 2nd Academic Session: 2020-21

Date: 13th November 2020, Time:4:00 PM

Mode of Meeting: Virtual

Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 13th November 2020 at 4:00 PM through virtual mode.

Members present

1. Prof. (Dr.) M.R. Kanjilal, Principal
2. Mr. Simarpreet Singh, Director JIS Group
3. Mr. Harsh Kumar Jha, Former MD Tata Metaliks Ltd & the Former President, BCCI/ICC
4. Dr. Prabir Kumar Aditya, CEO Sprinriver Technology Private Ltd.
5. Mr. Pradip Chowdhury, Member of Rotary Club, Kamarhati
6. Prof. (Dr.) S.C. Konar, Dean R & D
7. Prof. Amlan Chakraborty, COE
8. Mrs. Nidhi Singh, Registrar
9. Dr. Surajit Bari, ECE, Coordinator
10. Dr. Rupa Bhattacharyya, BS & Hu
11. Ms. Rupa Saha, CA
12. Dr. Biswajit Halder, CSE
13. Dr. Bikash Panja, ME
14. Ms. Susmita Das, EIE
15. Dr. Biswajit Halder, EE
16. Mr. Arya Banerjee, CE
17. Ms. Swantana Sarkar, IT Specialist ,IBM, Alumni
18. Mr. Debopam Chakraborty, Software Quality Analyst I, Structural, Engineering Simulation, Bentley Systems, Alumni
19. Ms. Shramana Guchait, Student, UG, ECE

Members absent

1. Prof. (Dr.) B.K. Medya, IT
2. Mr. Kushal Kumar, Student, PG, Power System (EE)

At the beginning of meeting, 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 18th August 2020

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 18th August ,2020 was placed and noted.

Agenda No. - 3

Discussion on NIRF Data for Submission

Resolution:

The members identified there has been a drop in score in Teaching, Learning and Recourses (TLR) and Graduation Outcomes (GO) in NIRF ranking 2020. 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 presented by Dean R & D. It has been 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 and Higher Study from the Institute.

Agenda No. -7

Reporting of past events organized at the institute

Resolution:

The list of events which were organized, have been placed.

Agenda No. -8

Preparation of IIQA for Cycle -2, NAAC visit

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Resolution:

The validity period of NAAC accreditation is up to 31st December 2020. As per guideline of NAAC, IIQA is being prepared. IIQA will be submitted within 31st December,2020.

Agenda No. - 9

Analysis of Academic and Administrative Audit report

Resolution:

The analysis of Academic and Administrative Audit has been placed and noted.

Agenda No. -10

Any other Point

It has been discussed regarding the notification by the NAAC for the extension of the validity of NAAC accreditation.

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



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Internal Quality Assurance Cell (IQAC)


Action Taken Report

Followings are the action taken report of the IQAC meeting held on 18th August 2020 through virtual mode.

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. Few COs, POs and PSOs are not attained. It has been suggested to take necessary action for the COs, POs and PSOs which are not attained, and which are marginally attained.	All the Head of the department have been informed to take necessary measures.
Agenda No. - 9	Any other Point	It has been suggested webinar or seminar on NEP may be organized by the institute.	The proposed date of webinar on NEP has been scheduled on 26 th March, 2021.


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