

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



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

**Quarter: 2<sup>nd</sup>, Academic Session: 2022-23**

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

**Venue: Conference Room, NIT**

**Mode of Meeting: Offline**

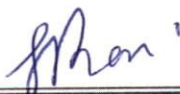
Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 25<sup>th</sup> November 2022 at 4:00 P.M. through offline mode at Conference Hall, Narula Institute of Technology

**Members present**

1. Prof. (Dr.) Maitreyi Ray Kanjilal, Principal
2. Mr. K.G. Pilsima, Sr. General Manager, Design & Engg. Electrosteel Castings Limited, Khardah Works, Khardah, Kolkata
3. Mr. Sovan Banerjee, CEO, WEBSOFT SOLUTION, Khardah, Kolkata
4. Mr. Pradip Chowdhury, Member of Rotary Club, Kamarhati
5. Dr. Nidhi Singh, Registrar
6. Prof. (Dr.) Sourav Saha, Dean R & D
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. Mr. Arkendu Mitra, EE
14. Mr. Abhishek Hazra, CE
15. Ms. Medha Ray, Librarian
16. Mr. Raja Mitra, Student

**Members absent**

1. Mr. Simarpreet Singh, Director JIS Group
2. Prof. Amlan Chakrabarti, Controller of Examinations
3. Mr. Partha Sarathi Nandi, Alumni, Deputy Manager (Distribution - Projects) / CESC Limited



**Agenda No.0**

**Opening of the Meeting**

**Resolution:**

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. New members were introduced. 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**

**Composition of the IQAC 2022-23**

**Resolution:**

The composition of the IQAC for the Academic Year 2022-23 was placed and noted.

**Agenda No. 2**

**Confirmation and approval of the minutes of the last IQAC meeting held on 25th August 2022**

**Resolution:**

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

**Agenda No. 3**

**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 25th August 2022 was placed and noted.

**Agenda No. 4**

**Attainment of POs and PSOs for the 2022 pass out batch UG & PG**

**Resolution:**

Review of the attainment of Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) of 2022 Pass out Batch was placed. It is suggested to conduct some co-curricular and extracurricular activities to strengthen the attainment of PO6 and PO7 for B-tech in Civil Engineering Department.

**Agenda No. 5**

**Analysis of Student Satisfaction Survey (SSS) on Teaching and Learning**

**Resolution:**

The analysis of SSS along with action taken report was placed. Based on the survey analysis, the Institute is emphasising on ICT based tools for student centric teaching-learning.

**Agenda No. 6**

**Preparation of AQAR**

**Resolution:**

It was discussed that the format for Annual Quality Assurance Report (AQAR)2021-22 was activated by the NAAC at Higher Education Institute (HEI) portal in the month of October 2022. The data and documents are being uploaded. The AQAR will be submitted by 31<sup>st</sup> December 2022.

**Agenda No. 7**

**Audit Report of Examination System**

**Resolution:**

As per the recommendation of Autonomy Peer Team, the Institute conducted audit of Examination system in the month of August,2022. The Audit report was placed.

**Agenda No. 8**

**Academic Audit Report of the Department**

Resolution: The academic audit report of the departments was placed. It is suggested to take necessary action as per the recommendation in the audit report.

**Agenda No. 9**

**Format of Academic and Administrative Audit (AAA)**

**Resolution:**

The format of Academic and Administrative Audit (AAA) was placed for review. The format was approved.

**Agenda No.10**

**Discussion on new policies with respect to NEP-2020**

**Resolution:**

Following points have been discussed context to NEP-2020 preparedness of the Institute- Multidisciplinary / Interdisciplinary, Academic Bank of Credits (ABC), Skill Development, Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course), Focus on Outcome based education (OBE). It has been discussed that the Institute will follow necessary policies on "Academic Bank of Credit", once the affiliating University MAKAUT, WB will circulate notification on "Academic Bank of Credit"

**Agenda No.-11**

**Any other point**

**Resolution:**

It has been discussed that to increase the industry supported laboratory more effort need to be given on industry collaboration signing MoU.

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**  
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## Internal Quality Assurance Cell (IQAC)

### Action Taken Report

Followings are the action taken report of the IQAC meeting held on 25<sup>th</sup> August 2022 through hybrid mode.

Agenda Number	Agenda Notes	Resolution	Action Taken
Agenda No. - 5	Alumni Activities	List of Alumni activities for the academic year 2021-22 were placed. It has been suggested to increase more interaction with Alumni.	The information has been circulated to Alumni Committee and Head of the department to increase involvement of Alumni in teaching-learning process through expert lectures, workshop, seminars and industry mentor
Agenda No.-6	Value Added Courses	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.	HODs are informed to discuss the matter in DAC to address this matter
Agenda No. -7	Academic and Administrative Audit (AAA)	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	The format of AAA along with weightage has been revised. Some qualitative parameters with respect to NEP-2020 are also included. The AAA for the academic year 2021-22 will be conducted in the month of December 2022



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		Audit (AAA) for the academic year 2021-22 will be conducted in the month of December 2022.	
Agenda No. -9	Revision of IQAC Composition	It has been discussed that the composition IQAC may be revised as per the updated guidelines of NAAC	As per the NAAC guidelines the composition of IQAC 2022-23 has been revised



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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