

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



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

Quarter: 1st, Academic Session: 2020-21

Date: 18th August 2020, Time:3:00 PM

Mode of Meeting: Virtual

Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 18th August 2020 at 3:00 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. Mrs. Nidhi Singh, Registrar
8. Dr. Surajit Bari, ECE, Coordinator
9. Dr. Rupa Bhattacharyya, BS & Hu
10. Prof. (Dr.) B.K. Medya, IT
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, Alumni
19. Mr. Kushal Kumar, Student, PG, Power System (EE)

Members absent

1. Prof. Amlan Chakraborty, COE
2. Ms. Shramana Guchait, Student, UG, ECE

Handwritten signature
Coordinator, IQAC
Narula Institute of Technology
Agarpara

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 is approved.

Agenda No. - 1

Confirmation and approval of the minutes of the last IQAC meeting held on 4th May ,2020

Resolution:

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

Agenda No. - 2

To note and ratification of Action Taken Report of last IQAC Meeting

The action taken report (Annexure-I) of the last IQAC meeting held on 4th May,2020 was placed and noted.

Agenda No. - 3

Result Analysis

Resolution:

The analysis of students' results for the last academic year have been presented by the Controller of Examination. The comparison of CGPA with previous academic year has also been placed. It has been observed that the pass percentage of students without backlog has been improved.

Agenda No. - 4

Review of Attainment of COs, POs, PSOs of each Programme of the Institute

Resolution:

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.

Agenda No. - 5

Stakeholders feedback Analysis

Resolution:

Stakeholders feedback analysis on curriculum & syllabus and other parameters for the development of the Institute has been placed. Necessary suggestions from members have been noted and discussed for further action and forwarded to the respective HOD for necessary action

Agenda No. - 6

Academic and Administrative Audit Report

Resolution:

Academic and Administrative Audit (AAA) will be conducted on set parameters in the month of September ,2020.

Agenda No. -7

Reporting of past events organized at the institute.

Resolution:

The list of past events which were organized at the institute have been placed and noted. It has been suggested to conduct workshop on Wireless Body Area Network for CSE Dept., Embedded Systems and Robotics for EIE Dept., Dam & River Protection for CE dept.

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Agenda No. - 8
Organization of International Conference

Resolution:

The 3rd International Conference on Computational Advancement in Communication Circuits and Systems (ICCACCS-2020) will be digitally held during 26-28 November 2020. To maintain the quality peer review of the papers, need to be done on set parameters.

Agenda No. - 9
Strategic Plan 2020-25

The five years strategic plan from academic session 2020-21 to 2024-25 has been presented and after discussion and necessary modification, the strategic plan forwarded to BOG for final approval

Agenda No. - 10
Any other Point

It has been suggested webinar or seminar on NEP may be organized by the institute.

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



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Coordinator, IQAC

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Prof. (Dr.) Maitreyi Ray Kanjilal
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 4th May 2020 through virtual mode.

Agenda Number	Agenda Notes	Resolution	Action Taken
Agenda No.-4	Submission of IIQA and preparation of SSR for NAAC Accreditation (Cycle -2)	It has been decided that the IIQA will be submitted within validity period of accreditation. After approval of IIQA, SSR will be submitted. However, the SSR will be prepared before submission of IIQA	Data collection committee has been formed to prepare the SSR for cycle -2.
Agenda No. -5	Discussion on online teaching-learning process	Due to pandemic situation, online teaching-learning process has been adopted. Due to internet bandwidth issue, few students from suburban place are getting disconnected from online class. The study materials are shared to all students via email, WhatsApp and Google Classroom. It has been discussed that video lectures will be prepared for each course and uploaded in the server, so that students can access at their convenient time.	The video lectures are being prepared and uploading in Server for student access.
Agenda No.- 15	Any other Point	It was proposed that the IQAC committee would be revised for the next Academic Year and it will be constituted following NAAC guidelines.	The IQAC Committee has been constituted as per NAAC guideline.

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