

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



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

**Quarter: 3<sup>rd</sup>, Academic Session: 2021-22**

**Date: 11<sup>th</sup> February 2022, Time: 4:00 PM**

**Mode of Meeting: Virtual**

Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 11<sup>th</sup> February 2022 at 4:00 PM through virtual mode.

**Members present**

1. Prof. (Dr.) Maitreyi Ray 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. Mrs. Nidhi Singh, Registrar
7. Prof. Amlan Chakrabarti, Controller of Examinations
8. Prof. (Dr.) Sourav Saha, CSE
9. Dr. Surajit Bari, ECE, Coordinator
10. Dr. Rupa Bhattacharyya, BS & Hu
11. Dr. Susmita Karan, BS & Hu
12. Dr. Suchismita Maiti, IT
13. Dr. Bansari Deb Majumder, EE
14. Ms. Medha Ray, Librarian
15. Dr. Bikash Panja, ME
16. Mr. Arkendu Mitra, EE
17. Mr. Partha Sarathi Nandi, Alumni, Deputy Manager (Distribution - Projects) / CESC Limited
18. Mr. Raja Mitra, Student

**Members absent**

1. Mr. Abhishek Hazra, CE

  
**Coordinator, IQAC**  
Narula Institute of Technology  
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At the beginning of meeting, Prof. (Dr.) M. R. Kanjilal, Principal, 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 12<sup>th</sup> November, 2021**

**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**

**Resolution:**

The action taken report (Annexure-I) of the last IQAC meeting held on 12<sup>th</sup> November, 2021 was placed and noted.

**Agenda No. - 3**

**Reporting of past event**

**Resolution:**

Report of past event was placed

**Agenda No. - 4**

**Review of requirement of Building, Laboratories, Library, Faculty & Staff.**

**Resolution:**

For each of the category, the review report has been placed. It was suggested to proceed as per requirements.

**Agenda No. - 5**

**Discussion on carrying out new MoU and review of the activities under existing MoUs**

**Resolution:**

It has been discussed to increase new MoU with industry/Institute for enhancing activities of students' internship. The activity report of existing MoUs have been placed and noted.

**Agenda No. - 6**

**Review of the functioning of e-governance**

**Resolution:**

The report of e-governance of the Institute was placed and noted.

**Agenda No. -7**

**Review of participative learning, collaborative learning, problem, and project-based learning**

**Resolution:**

Report of Student engagement in participative learning, collaborative learning, problem, and project-based learning from different programme was placed. It was also discussed that apart from curricular activities, students are also engaged in Hakathon, Project Exhibition, innovative idea presentation, paper presentation, model presentation, debate & quiz competition etc. The student centric learning approach was highly appreciated by the members.

**Agenda No. - 8**

**Participation and Performance of Students, Staff and Faculty Members in MOOCs**

**Resolution:**

Report on participation and certification by Students, Staff and Faculty members in different MOOCs was presented. It was suggested to increase a greater number of participations in MOOCs.

**Agenda No. - 9**

**Clarification of AQAR 2019-20 and submission of AQAR 2020-21**

**Resolution:**

- The AQAR 2019-20 was submitted on 31<sup>st</sup> December, 2021. AQAR 2019-20 has been reviewed by the NAAC and clarifications have been asked to submit signed supporting documents for Part-A and Part-B as per review comments. The data and documents as per clarifications are being uploaded.
- The date of submission of the AQAR 2020-21 has been extended by the NAAC up to 31<sup>st</sup> March 2022 due to 3<sup>rd</sup> wave of Pandemic. The data for AQAR 2020-21 is also being uploaded in the NAAC HEI portal.

**Agenda No. – 10**

**NAAC Peer Team Visit**

**Resolution:**

The SSR of NIT for cycle-2 has been prequalified after data verification and validation (DVV) process. The date for NAAC Peer Team has been scheduled on 4<sup>th</sup> -5<sup>th</sup> March, 2022.

**Agenda No. - 11**

**Any other Point**

It has been reported that the offline classes have been started following the COVID-19 protection rules.

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

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 12<sup>th</sup> November ,2021 through virtual mode.

Agenda Number	Agenda Notes	Resolution	Action Taken
Agenda No.-3	Discussion on NIRF Data for Submission	The members appreciated the increase in score in Teaching, Learning & Resources (TLR), Graduation Outcomes (GO), Outreach and inclusivity. Suggested to focus more on R & D activity.	The suggestions have been shared with Faculty and Staff Members through R & D cell and Heads of the departments for necessary action.
Agenda No. -5	Review of R&D activity i) Research Facilities ii) Consultancy iii) Grants iv) Publications	The report of R & D activity was placed. Suggested to apply for more Govt. and Non. Govt. Grants. It is also suggested to give emphasis on more consultancy work.	The suggestions have been shared with Faculty and Staff Members through R & D cell and Heads of the departments for necessary action.
Agenda No.-6	Analysis of placement status (Placement/Higher Education/ Entrepreneurship)	Placement status of latest graduation batch has been placed and noted. It has been suggested to improve number of Entrepreneurs from the Institute.	The suggestions has been shared with IIC and EDC of the institute for necessary measures.
Agenda No.-9	Review of attainment of COs, POs, PSOs	Attainment of COs, POs, PSOs for each programme have been placed. 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 program may increase the target level of COs.	The suggestions have been shared with the Head of the concern department for implementation .

  
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Agenda No. -11	Any other Point	<ul style="list-style-type: none"> <li>• NAAC SSR has been submitted on 8th September,2022, the DVV process has been initiated</li> <li>• The NBA Prequalifies of the Program B-Tech in ECE, CSE, IT and EE will be submitted within month of December,2021</li> </ul>	The prequalifies of the Program B-Tech in ECE, CSE, IT and EE have been submitted on 14 <sup>th</sup> January ,2022.
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Principal, Narula Institute of Technology

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