

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



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

Quarter: 4th, Academic Session: 2020-21

Date: 14th May 2021, Time:12:30 PM

Meeting Mode: Virtual

Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 14th May 2021 at 12:30 P.M through Online 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, EE
7. Prof. Amlan Chakraborty, COE
8. Mrs. Nidhi Singh, Registrar
9. Dr. Surajit Bari, ECE, Coordinator
10. Dr. Rupa Bhattacharyya, BS & Hu
11. Prof. (Dr.) B.K. Medya, IT
12. Ms. Rupa Saha, CA
13. Mr. Arya Banerjee, CE
14. Dr. Bikash Panja, ME
15. Ms. Swantana Sarkar, IT Specialist, Alumni
16. Mr. Debopam Chakraborty, Software Quality Analyst I, Structural, Engineering Simulation, Bentley Systems, Alumni
17. Mr. Kushal Kumar, Student, PG, Power System (EE)
18. Ms. Shramana Guchait, Student, UG, ECE

Members absent

1. Dr. Biswajit Halder, CSE
2. Dr. Biswajit Halder, EE
3. Ms. Susmita Das, EIE

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Coordinator, IQAC
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At the beginning of meeting, Prof. (Dr.) M. R. Kanjilal, Principal & Chairman, extended welcome to all the members present in the meeting of IQAC. Chairman wishes good health of all members and their family in this pandemic situation. There after Chairman 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 12th February ,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

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

Agenda No. -3

Implementation of R21 Curriculum

Resolution:

The framework of Autonomy Curriculum of Regulation 2021 have been presented., The MOOCs are included in the R21 curriculum with credit compared to R18 curriculum.

Agenda No. -4

Review of R&D Activities – Research Facilities, Consultancy, Patents, Grants, Publications

Resolution:

The R&D activities of the Institute for the academic year 2020-21 have been presented. The Members have suggested to publish more article in the international journal of repute

Agenda No. -5

Review of Performance of Statutory and Non-Statutory Committees

Resolution:

The review of performance of Statutory and Non-Statutory committee have been discussed.

Agenda No. -6

Submission of IIQA and SSR

Resolution:

The IIQA has been approved on 26th February ,2021. Filling of SSR was started. Due to 2nd wave of pandemic the date to fill of SSR has been extended.

Agenda No. -7

Discussion on online teaching-learning process

Due to pandemic situation, online teaching learning process is going on. LMS is working successfully.


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Agenda No. -8

Reporting of past events

The list of events organised at the institute has been presented. The list of faculty Staff and student who attended different FDP/MOOCs/ seminar/conferences /workshop has been presented

Agenda No.-9

Academic Calendar for the next academic year

Resolution:

The Academic calendar for the next session has been presented before the members and it has been discussed that the same will be uploaded in the website and also information will be disseminated to all students through Mentors.

Agenda No. -10

Planning for the Conduction of AAA

Resolution:

It has been decided that the Academic and Administrative Audit may be conducted in the month of September ,2021 depending on the situation of COVID-19.

Agenda No. -11

Online Semester Examination

Resolution:

Due to pandemic situation end semester examination will be conducted through online mode.

Agenda No. -12

Report on the Best Practices in the institute

Resolution:

The best practices of the Institute were reported in the format of NAAC and noted.

Agenda No. -13

SWOC Analysis

Resolution:

SWOC Analysis of the Institute was placed. The necessary remarks from the Members have been noted

Agenda No.- 14

Next Academic Year Plan

Resolution: The next Academic Year plan of the Institute was placed. The necessary remarks of the Members are noted.

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

M. Sen

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[Signature]
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 12th February 2021 through virtual mode.

Agenda Number	Agenda Notes	Resolution	Action Taken
Agenda No. - 5	Agenda No. - 5 Discussion on carrying out new MoU and review of the activities under existing MoUs	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.	The suggestions have been disseminated among the Head of the Departments and section of Dean R & D for necessary actions.
Agenda No.-8	Participation and Performance of Students, Staff and Faculty Members in MOOCs	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.	Students are motivated through Mentor for more participation in MOOCs. The discussion is going on with Coursera for MoU for enhancing participation.
Agenda No.-9	Any other Point	It was suggested to enhance Alumni Network through different activities.	The departments have been informed to take action through the Alumni association of the Institute.



Dr. Surajit Bari
Coordinator, IQAC



Prof. (Dr.) Maitreyi Ray Kanjilal
Principal
Narula Institute of Technology