

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



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

Quarter: 1st, Academic Session: 2021-22

Date: 13th August 2021, Time:3:30 PM

Mode of Meeting: Virtual

Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 13th August 2021 at 3:30 PM through virtual mode, NIT, Agarpara.

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. 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, EIE
14. Ms. Medha Ray, Librarian
15. Mr. Arkendu Mitra, EE
16. Mr. Abhishek Hazra, CE
17. Dr. Bikash Panja, ME
18. Mr. Raja Mitra, Student

Members absent

1. Mr. Partha Sarathi Nandi, Alumni, Deputy Manager (Distribution - Projects) / CESC Limited


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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 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 14th May ,2021

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 14th May,2020 was placed and noted.

Agenda No. - 3

Stake-holders' feedback Analysis

Resolution:

Stake-holders' 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.

Agenda No. - 4

Academic and Administrative Audit Report

Resolution:

Academic and Administrative Audit (AAA) will be conducted on set parameters in the month of September ,2021.

Agenda No. -5

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.

Agenda No. -6

Submission of SSR.

Resolution:


The information and supporting documents of SSR is being uploaded

Agenda No. - 7

Any other Point

It has been suggested Faculty should undergo AICTE ATAL FDP.

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 14th May 2021 through virtual mode.

Agenda Number	Agenda Notes	Resolution	Action Taken
Agenda No. -4	Review of R&D Activities – Research Facilities, Consultancy, Patents, Grants, Publications	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	The suggestions have been disseminated to Heads of the department and R & D Cell
Agenda No.-9	Academic Calendar for the next academic year	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.	Mentors and POC have been informed to take necessary action
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 Composition of the IQAC has been revised as per NAAC guidelines.



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Prof. (Dr.) Maitreyi Ray Kanjilal
Principal
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