



MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL
(Formerly WEST BENGAL UNIVERSITY OF TECHNOLOGY)
Main Campus: NH 12, Haringhata, Post Office - Simhat, Police Station – Haringhata, Pin - 741249
City Campus: BF-142, Sector -I, Salt Lake, Kolkata -700 064

Minutes of the meeting of IQAC members held on 06/07/2022, 12.00 noon at Haringhata Campus with

- I. Prof. Indranil Mukherjee
- II. Dr. Swapan Maity
- III. Dr. Somdatta Chakravorty
- IV. Dr. Bivash Mallick
- V. Prof. Sibamay Dasgupta
- VI. Ms. Debadrita Panda
- VII. Prof. Debashis De
- VIII. Prof. Nabarun Bhattacharyya
- IX. Dr. Debdu Naskar
- X. Mr. Krishnendu Saha
- XI. Dr. Debashis Giri
- XII. Dr. Tufan Naiya
- XIII. Dr. Sriparna Saha
- XIV. Dr. Sujoy Mistry

Points discussed in the meeting:

- 1) For criteria 1 it was reported that exit survey has been circulated and circulation of student feedback form are in process and it will centrally be submitted by IQAC. The summary of criteria 1 need to be submitted by the departments and finalise within 14th of July, 2022.
- 2) It was discussed that last date for completing all the data for Criteria -2 will be 12th of July, 2022. It was also resolved that Prof. Indranil Mukherjee will prepare a note regarding multiple shift for quality assessment matter and published it through Academic council to take a classification and approval. The shifting matter will be finalised by HODs with some directors.
- 3) All HODs were advised to make proper documentation of background papers for DVP.
- 4) It was decided to complete the collection of data by 14th of July, 2022 for criteria – 3.
- 5) For criteria – 4 it was reported that maximum data related to library collected and compiled, but finance data was not been collected, so Mr. Rabin Kumar Datta and Mr. Ashis Sarkar were advised to coordinate together to collect the data for finance. Except finance data, all data need to be finalised within 12th of July, 2022.

- 6) For criteria – 5 it was advised that all the data collection and finalisation should be completed with 14th of July, 2022.
- 7) For criteria – 6 it was advised all that the data need to be finalised with 14th of July, 2022.
- 8) For criteria –7 it was advised that all the data need to be completed within 12th of July and finalise the data within 14th of July, 2022.
- 9) It was also advised that academic audit for External and Internal need to be done. First audit reports need to be sent by 10th of July.
- 10) It was advised to do a workshop or general training for file management by the following persons) Mr. Amar Kanti Ghosh, b) Dr. Nabarun Bhattacharya and c) IC.
- 11) It was resolved that a Grievance Redressal Cell would be in the Administrative building and Registrar would be the Nodal officer for the cell.
- 12) It was advised that departments should arrange short term training programme, non-credit course internships between the time gaps of two semesters.
- 13) It was advised to dedicate a person keep liaison with all HoD for scholarship and student credit card.
- 14) It was discussed that last five years CET; JEMAT; PGET data is required so ACoE was advised to shared student application data for last five years.

Meeting ended with thanks to the chair.



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Action Taken Report Of IQAC Meeting Dated 06.07.2022

Resolution of Meeting 06.07.2022	Action Taken
06/07/2022 → SL NO-10	Workshop on general training for file management done at campus ,ERP is implemented.
06/07/2022 → SL NO-12	All major departments organized various seminar conference ,workshop ,webinar throughout the year.
06/07/2022 → SL NO-13	Proper staff is allotted in respective major departments .