Minutes of the meeting about NIRF and digital content, documentation with HOD, Directors held on 19th July, 2022 12.30 pm. at Haringhata Campus chaired by Hon'ble Vice - Chancellor.

Members Present in the meeting:

1. Dr. Partha Pratim Lahiri
2. Prof. Indranil Mukherjee
3. Prof. Jaya Bandopadhaya
4. Prof. Debdut Ghosh Thakur
5. Dr. Pranabesh Chakraborty
6. Prof. Tapan Kumar Parya
7. Prof. C.M. Hossain
8. Prof. Ananta Kumar Das
9. Dr. Bivash Mallick
10. Dr. Mihir Kumar Mahata
11. Dr. Monalisa Char
12. Dr. Sujit Mukherjee (Hybrid Mode)
13. Dr. Nabarun Bhattacharya (Hybrid Mode)
14. Dr. Debadrita Panda
15. Dr. Totan Ghosh
16. Dr. Sonia Kundu
17. Dr. Debasis Giri
18. Dr. Hiranmoy Mandal
19. Dr. Anwesha Sengupta
20. Mr. Pradip Mukhopadhaya
21. Dr. Md. Aftabuddin
22. Dr. Barun Sengupta
23. Dr. Soumen Kr. Pati
24. Dr. Rina Rani Ray
25. Dr. Chabita Saha
26. Dr. Tilendra shishir Sinha
27. Mr. Krishnendu Saha
28. Mr. Gourab Som

Resolution of the meeting

At the onset Hon'ble Vice Chancellor discussed about improvement of NIRF rank for the University and the necessity of making Digital content and proper documentation.

1) It was advised all the departments will take necessary steps to encourage activities organising different suitable programs. (students for start-up incubation and innovation.)

2) It was resolved that departmental research thrust areas are to be published at the website.

3) It was resolved that all departments will take extensive effort to increase their research publication of faculty members.

4) It was advised to study other technical state universities' data to improve the data of MAKAUT for improving the institutional ranking of the University.

5) It was resolved that the faculty members from different department will prepare digital repository of their lecture and digital version of the laboratory work in a time bound manner, which will be reviewed periodically.

6) It was also advised that each department will develop their departmental website for uploading of different data related to different activities through specific departmental website. The website will be linked with the main website of the University.

7) It was resolved that training and placement cell at different school will be created for training and placement activities. All the cells will maintain connection with the central cell of the University. For the Purpose a dedicated faculty in-charge may be appointed.

8) A workshops on file creation and file management will be conducted for HODs by the University. Mr. Pradip Mukhopadhyay, Dr. Nabarun Bhattacharya, Mr. Amar kanti Ghosh and other members may act as resource person for the programme.

9) All departments will take necessary steps in preparing compendium of different webinars for developing knowledge repository of the department.

10) It was suggested to add a mandatory field called "current assignment" in the ERP format for caution money.

Meeting has been ended with thanks to the chair and members.