

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



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

Quarter: 4th, Academic Session: 2019-20

Date: 4th May 2020, Time:6:00 PM

Mode: Online (Zoom Platform)

Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) held on 4th May 2020 at 6:00 P.M through Online Mode (Zoom Platform).

Members present

1. Prof. (Dr.) M.R. Kanjilal, Principal
2. Mr. Simarpreet Singh, Director JIS Group
3. Dr. Prabir Kumar Aditya, CEO Sprinriver Technology Private Ltd.
4. Prof. (Dr.) S.C. Konar, Dean R & D
5. Mrs. Nidhi Singh, Registrar
6. Mr. Surajit Bari, ECE, Coordinator
7. Dr. Rupa Bhattacharyya, BS & Hu
8. Prof. (Dr.) B.K. Medya , IT
9. Ms. Rupa Saha, CA
10. Dr. Biswajit Halder, CSE
11. Dr. Bikash Panja, ME
12. Dr. Sriparna Guha, BS & Hu
13. Ms. Susmita Das, EIE
14. Dr. Biswajit Halder, EE
15. Mr. Arya Banerjee, CE
16. Ms. Swantana Sarkar, Alumni, ECE
17. Ms. Shramana Guchait, Student, UG, ECE

Members absent

1. Mr. Harsh Kumar Jha, Former MD Tata Metaliks Ltd & the Former President, BCCI/ICC
2. Mr. Pradip Chowdhury, Member of Rotary Club, Kamarhati
3. Ms. Debasmita Banerjee, Alumni, IT
4. Ms. Nilanjana Mukherjee, Alumni, EE
5. Mr. Debopam Chakraborty, Alumni, CE



6. Ms. Debashree Nandi Aich , Alumni , MCA

7. Mr. Kushal Kumar, Student, PG, Power System (EE)

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 19th February ,2020

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 19th February ,2020 was placed and noted.

Agenda No. -3

Report on the Best Practices in the institute

Resolution:

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

Agenda No. -4

Submission of IIQA and preparation of SSR for NAAC Accreditation (Cycle -2)

Resolution:

It has been decided that the IIQA will be submitted within validity period of accreditation. After approval of IIQA, SSR will be submitted. However, the SSR will be prepared before submission of IIQA.

Agenda No. -5

Discussion on online teaching-learning process

Resolution:

Due to pandemic situation, online teaching-learning process has been adopted. Due to internet bandwidth issue, few students from suburban place are getting disconnected from online class. The study materials are shared to all students via email, WhatsApp and Google Classroom. It has been discussed that video lectures will be prepared for each course and uploaded in the server, so that students can access at their convenient time.

Agenda No. -6

End Semester Examination

Resolution:

After detail discussions about the Institutional academic activities during this COVID-19 situation, it has been decided that the end semester examinations will be conducted online with reference to the circular issued by the Regulatory Bodies on 29th April,2020. However, detail feedback will carry out from the students about their condition of internet and other accessories i.e. computer, laptop, smart phone.

Agenda No. -7

To report on webinar organized during present pandemic situation

Resolution:

The report of webinar organized during pandemic situation was placed. The activities have been appreciated by the members.

Agenda No. -8

To report on Social Activities during present pandemic situation

Resolution:

The social activities which were performed during the pandemic situation by the Students, Staff and Faculty Members were reported and noted.

Agenda No.-9

Academic Calendar for ongoing semester and the next academic year

Resolution:

Due to COVID-19 the Academic calendar for the ongoing semester has been revised and 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.

The Academic Calendar for 2020-21 Session has been discussed and after incorporating the points raised, it has been approved.

Agenda No. -10

Submission of compliance report to the NBA for the extension of accreditation period of 4 number of UG Programme: CE, ECE, EE, IT

Resolution:

Compliance report of the UG Programme CE, ECE, EE, IT has been reviewed for submission.

Agenda No. -11

Discussion on webinar organized by NAAC

Resolution:

It has been discussed that the NAAC is organising series of webinar on Assessment and Accreditation, so the IQAC Coordinator and few faculty members should attend the programme and shared the information to others for SSR preparation.

Agenda No. -12

Planning for the Conduction of AAA

Resolution:

It has been decided that the Academic and Administrative Audit may be conducted in the month of August ,2020 depending on the situation of COVID-19

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

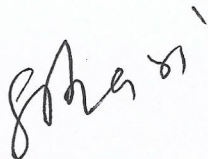
Resolution: The next Academic Year plan of the Institute was placed. The necessary remarks of the Members are noted.

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.



Coordinator, IQAC



Principal
Narula Institute of Technology

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NARULA INSTITUTE OF TECHNOLOGY

Annexure-I

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Internal Quality Assurance Cell (IQAC)

Action Taken Report

Followings are the action taken report of the IQAC meeting held on 19th February, 2020 at Conference Room, NIT, Agarpara, Kolkata.

Agenda Number	Agenda Notes	Resolution	Action Taken
Agenda No.-3	Odd semester result analysis and attainment of COs	Odd semester results of all the programme were placed and it has been discussed that though the attainment of most of the COs are satisfactory but the department will take necessary action where the attainment is not at per.	The suggestions have been disseminated among the Head of the Departments 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. Two Faculty members and three students were recognized as NPTEL Star. The recognition as 'NPTEL STAR' was appreciated by the members. It was suggested to increase a greater number of participations in MOOCs.	Students are motivated through Mentor for more participation in MOOCs. The Students and Faculty Members are awarded for good performance in MOOCs in the Annual Institute Award Ceremony.
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.

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