



Narula Institute of Technology

(Autonomous Institute & affiliated to MAKAUT, WB, NAAC accredited with Grade "A")

81, Nilgunj Road, Agarpara, Kolkata-700 109

Phone: +91 33 2563 8888/7777, Telefax: +91 33 2583 7029

Website: www.nit.ac.in, Email: info@nit.ac.in

Narula Institute of Technology

81, Nilgunj Road, Agarpara,

Kolkata – 700109



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

Quarter: 3rd, Academic Session: 2022-23

Date: 23rd February 2023, Time: 3:30 PM

Mode of Meeting: Hybrid

Minutes of the Meeting, IQAC held on 23rd February, 2023



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Ref: NIT/IQAC/Notice/2022-23/03


Date: 16 February, 2023

Notice

The 3rd quarter meeting of Internal Quality Assurance Cell (IQAC) of the Academic Year 2022-23 will be held on 23rd February 2023 at 3 PM in the Conference room of Narula Institute of Technology. Members are requested to make it convenient to attend the meeting.

The agenda of the meeting is as follows:

Agenda No.	Agenda
1	Confirmation and approval of the minutes of the last IQAC meeting held on 25 th November, 2022
2	To note and ratification of Action Taken Report of last IQAC Meeting
3	Stake-holders' feedback Analysis
4	Academic and Administrative Audit Report
5	Reporting of past events organized at the institute.
6	Submission of AQAR 22-23.
7	Bench marking of the institute
8	Any other Point


Surajit Bari
IQAC Coordinator
NiT

Coordinator, IQAC
Narula Institute of Technology
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Attendance Sheet-IQAC Meeting-23rd February 2023

Sl. No.	Name	Signature
1	Mr. Simarpreet Singh	joined online
2	Prof. (Dr.) M. R. Kanjilal	
3	Mr. K.G. Pilsima	joined online
4	Mr. Sovan Banerjee	joined online
5	Mr. Pradip Chowdhury	
6	Dr. Nidhi Singh	Nidhi Singh
7	Prof. (Dr.) Sourav Saha	Absent
8	Dr. Amlan Chakraborty	Absent
9	Dr. Surajit Bari	
10	Dr. Rupa Bhattacharyya	
11	Dr. Susmita Karan	
12	Dr. Suchismita Maity	
13	Dr. Bansari Deb Majumder	
14	Dr. Bikas Panja	
15	Mr. Abhishek Hazra	Absent
16	Mr. Arkendu Mitra	joined online
17	Ms. Medha Ray	
18	Mr. Partha Sarathi Nandi	Medha Ray
19	Mr. Raja Mitra	Absent.



Internal Quality Assurance Cell (IQAC)

Action Taken Report

Followings are the action taken report of the IQAC meeting held on 25th November 2022 at Conference Room, NIT

Agenda Number	Agenda Notes	Resolution	Action Taken
Agenda No. 4	Attainment of POs and PSOs for the 2022 pass out batch UG & PG	Review of the attainment of Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) of 2022 Pass out Batch was placed. It is suggested to conduct some co-curricular and extracurricular activities to strengthen the attainment of PO6 and PO7 for B-tech in Civil Engineering Department.	The activities to strengthen the attainment of PO6: (PO6: The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.) and PO7 (PO7: Environment and sustainability: Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.) are being conducted by the department through project, hackathon, conference, seminar and Workshop and idea presentation and cultural programme.



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Agenda No. 6	Preparation of AQAR	It was discussed that the format for Annual Quality Assurance Report (AQAR)2021-22 was activated by the NAAC at Higher Education Institute (HEI) portal in the month of October 2022. The data and documents are being uploaded. The AQAR will be submitted by 31 st December 2022.	The NAAC has extended the last date of submission of AQAR 2021-22 upto 31 st May,2023. Uploaded data and documents are being fine-tuned and the AQAR 2021-22 will be submitted within 31 st May 2023.
Agenda No.-11	Any other point	It has been discussed that to increase the industry supported laboratory more effort need to be given on industry collaboration signing MoU. As suggested by our student representative, to provide official college mail id to all students.	Providing of official mail id to all the students is under discussion.

Dr. Surajit Bari

Coordinator, IQAC

Coordinator, IQAC

Narula Institute of Technology

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Prof. (Dr.) Maitreyi Ray Kanjilal

Chairman, IQAC & Principal

Narula Institute of Technology

Principal

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Minutes of the Meeting, IQAC held on 23rd February, 2023

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 25th November, 2022

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 22nd November, 2022 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 March 2023.

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 AQAR 22-23

Resolution:

The information is shared among the members and supporting documents of is being uploaded in the HEI portal.

Agenda No. - 7

Bench marking of the institute

Resolution:

Bench marking of the Institute has been placed.

Agenda No. - 8

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.

Coordinator, IQAC

Coordinator, IQAC

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Principal
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