



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 Internal Quality Assurance Cell (IQAC) Meeting held on 18.8.2020 through Google Meet**

The meeting was attended by:

1. Prof. Saikat Maitra - Chairman
2. Dr. Somdatta Chakravorty - Director
3. Prof. B. B. Paira - Advisor IQAC *B. B. Paira*
4. Sri Tanushyam Chattopadhyay - External member (Representation from Industry)
5. Prof. Raja Banerjee - Member *Raja B*
6. Dr. Jaya Bandyopadhyay - Member *Jaya B*
7. Dr. Debasis Giri - Member *Debasis Giri*
8. ~~Dr.~~ Pradyut Sarkar - Member *Pradyut Sarkar*
9. Dr. Suparna Biswas - Member *Suparna Biswas*
10. ~~Sri~~ Bivash Mallick - Member *Bivash Mallick*
11. Dr. Amiya Karmakar - Member *Amiya Karmakar*

Leave of Absence Granted:

1. Mr. Mayank Jalan
2. Dr. Indranil Mukherjee
3. Mr. Asish Nandy
4. Chairman, Haringhata Municipality

The meeting commenced with the Chairman welcoming the members for their august presence in the meeting amidst pandemic arising out of Covid-19 virus. The following discussions took place and resolutions taken:

1. Confirmation of the minutes of the last IQAC meeting held on 27.1.2020
2. The working pattern of the Placement Cell is to be revamped and strengthened. The Training and Placement Cell would be expanded comprising experts from domains such as Management, Humanities etc. to make it more effective. It was suggested to include Career Counseling as part of Training & Placement Cell activity.
3. It was decided to re-frame Mission and Vision of the University inline with the Mission and Vision of the Departments as well.

4. It was decided to explore possibilities to apply for re-assessment of NAAC grade of the University. It was suggested that the Directors will choose a representative from each School for NAAC accreditation process and preparation.
5. It was decided that each Department should obtain CO-PO mapping of every existing and new Course of the University.
6. It was suggested that every faculty should prepare SWOT analysis of himself/herself and submit to Department and IQAC.
7. It was advised to develop a database of all records related to research work by faculty, activities by the Ph.d students, published papers and number of Ph.D students etc. in IQAC. With help of HoDs of Departments.
8. It was suggested that HoDs take initiative for effective formation of alumni association.
9. It was resolved that every faculty member should communicate officially using their official email id in the domain makaut.ac.in. It was also suggested that the staff of the university also be given email in university domain. It was also suggested that staff training should be a continuous process and in every six months training programmes have to be formulated.
10. Formation of multidisciplinary research committee has been encouraged for multidisciplinary research in the University.
11. It was also suggested that use of "in-house" for designating University courses and activities should be avoided. Instead, the word 'University' should be used in its place.
12. It was reported that all pending Career Advancement Scheme applications upto June, 2020 have been processed and completed. It was also reported that Expert Assessment in CAS would be based on the parameters: Academic Record, Academic Domain Knowledge and Teaching, Professional Development, Co-curricular Activities, Extension Activities and Research Contribution.
13. The activities of the IQAC for the period February to August, 2020 placed by the Director of the Cell was accepted for implementation and to explore further scope of development.

It was resolved that:

- All new courses to be introduced by the university in the academic session 2020-21 to be reported in detail to the IQAC.

- HoD's to take initiative for developing a programme on the self-assessment of faculties. To ascertain their weaknesses and based on it further proposals to be initiated.
  - IQAC to design a format for necessary capturing of data for analysis and for NAAC purpose.
14. Submission of AQAR to be expedited.  
Resolved: In every department HoD's or his nominee to take the responsibility to provide the information latest by 18<sup>th</sup> September, 2020. After which it will be again reviewed after 15 days.
15. All faculties to design online lecture notes.

The meeting ended with thanks to the chair.

*Somdatta Chakravorty 18/8/2020*

Dr. Somdatta Chakravorty  
(Director, IQAC)  
MAKAUT, WB

*Saikat Maitra 18/08/2020*

Prof. (Dr.) Saikat Maitra  
Hon'ble Vice Chancellor  
MAKAUT, WB