



**MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL  
(Formerly WEST BENGAL UNIVERSITY OF TECHNOLOGY)  
BF-142, SECTOR-I, SALT LAKE, KOLKATA-700 064**

2<sup>nd</sup> Meeting of Internal Quality Assurance Cell (IQAC) held on 11<sup>th</sup> December, 2015

**Minutes of the meeting :**

The meeting was attended by:

- (1) Prof. Subrata Kumar Dey – Vice-Chairman & Pro Vice-Chancellor, MAKAUT
- (2) Prof. Souren Mitra – Member (Expert) from JU, Dept. of Production Engineering
- (3) Dr. Jaya Bandyopadhyay – Member, Head, Dept. of Biotechnology, MAKAUT
- (4) Dr. Raja Banerjee – Member, Head, Dept. of Bioinformatics, MAKAUT
- (5) Dr. Debashis De – Member, Head, Dept. of CSE & IT, MAKAUT
- (6) Dr. Indranil Mukherjee – Member, Dept. of Management & Natural Sciences, MAKAUT & Controller of Examinations (Acting)
- (7) Dr. Rafikul Islam – Registrar, MAKAUT
- (8) Dr. Madhumita DasSarkar – Invitee, Coordinator NAAC, MAKAUT

The following couldnot attend the meeting and was granted leave of absence:

- (1) Prof. Ranjan Bhattacharya – Chairman & Vice-Chancellor, MAKAUT
- (2) Prof. Avijit Kar – Member (Exper) from JU, Dept. of CSE
- (3) Prof. Prabir De – Member (Expert) from JU, Dept. of Mechanical Engineering
- (4) Prof. S. Kundu – Member, Dept. of CSE, MAKAUT
- (5) Dr. Sriyankar Acharya – Member, Dept. of CSE, MAKAUT
- (6) Dr. Sriparna Banerjee – Member, Dept. of IEM, MAKAUT

The meeting was called to discuss matters relating to this University for NAAC and also regarding awarding CAS to the faculties who are in queue. The meeting was conducted by Pro Vice-Chancellor in the absence of Vice-Chancellor.

The meeting discussed at length on the intricacies involved in the process for applying Before NAAC (National Assessment & Accreditation Council) for necessary accreditation. It was pointed out, for successful completion of the process, how important it is for the University to complete appointment in vacant faculty positions as well as in the administrative posts. As the appointment in faculty positions in advertised posts requires certain governmental formalities, it was decided maintaining the forms the appointment to be processed. As far as awarding CAS to the faculties, it was stated that already 5 Associate members are in the queue to be promoted as Professors. At present University has a lone professor who is to attain the age of superannuation in the month of December, 2015. It was decided that matter may be processed with due urgency so that by the time the inspection by NAAC will commence, University will be in a position to highlight its professor strength. Further regarding awarding CAS to the existing faculties it was pointed out by the members who are in the position of HOD's that while formalizing the formalities involved in conducting the process certain matters have crept up which is dragging implementation of the process.

In the meeting the resolution taken from the 29<sup>th</sup> Executive Council meeting of the University was quoted which states "It is resolved CAS will be implemented for the two candidates Dr. Santanu Phadikar & Ms. Atreyee Biswas, who have been approved by the screening committee. For the other four candidates whose APIs have been considered by this screening committee another meeting will be held without delay. The IQAC cell must be consulted before the screening committee meeting. The

pending CAS cases for others to be taken up immediately". Taking this decision of the Executive Council into consideration, it was resolved that as in the case of intra-grade career progression of Assistant Professors, in the 3 member Screening Committee which is constituted for implementation, the Head of the Department is the Chairman, so he may be delegated to conduct the process as deemed fit following the Government norms and matters cropping up in the process may be taken up by the Chairman himself for necessary implementation, as decision of the screening committee in this case is utmost. Further reported in the meeting that CAS has been implemented for the two candidates approved by the screening committee, Dr. Santanu Phadikar and Ms. Atreyee Biswas.

As was resolved from the 1<sup>st</sup> meeting of the cell that the implementation of CAS shall be guided as per the conditions laid down in the Govt. order No. 1197(28)-Edn(U)/1U-41/11(pt) dated 31.12.2012, from the 2<sup>nd</sup> meeting too it was decided to follow the same norms. Other conditions laid down from the 1<sup>st</sup> meeting of the cell, as at the end of every calendar year each teacher will have to submit a Self-Assessment Report (SAR) in the prescribed format along with signed copies of all supporting documents to the Head of the Department (H.O.D) concerned, where the scores based on API (Academic Performance Indicators) would be calculated by the incumbent teacher himself/herself, was decided to be continued till any further order. These would be subsequently authenticated after necessary verification by the IQAC. Each such authenticated report (SAR) would be maintained in the Personal Files of the teacher. Additionally, soft copy including all such reports arranged department-wise and alphabetically for the year is to be duly preserved in the institution for future reference or use.

In case the H.O.D himself/herself is the candidate then in that case Vice-Chancellor/Pro Vice-Chancellor shall nominate any one from within the University to officiate the necessary proceedings.

For verifying the API score after being endorsement by the H.O.D it shall be forwarded to the expert for further verification. As and when required the subject expert to be nominated by the Vice-Chancellor/Pro Vice-Chancellor.

It was also resolved that the faculty members who have submitted their credentials have to do it afresh as per the guidelines laid in the order which may be ratified by the Head as Chairman of the Screening Committee. It is also resolved that all relevant papers of CAS after proper verification by HOD to be sent to Registrar for finalizing the process at the earliest.

It was reported in the meeting that a team has been formed for successful implementation of the procedures involved in NAAC and best efforts were being taken so that the SAR could be uploaded on time presently by the 31<sup>st</sup> of December, 2015. It was decided that side by side University will be taking up the procedures involved with NBA.

Further resolved that a meeting of the IQAC to be conducted to report on the SAR and other related matters at the earliest.

Sd/-

Vice-Chairman  
(Prof. Subrata Kumar Dey)

Sd/-

Member Secretary  
(Dr. Syed Rafikul Islam)