



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

**The minutes of the first meeting of the reconstituted IQAC held on 22.3.2018**

Members present:

1. Prof. Saikat Maitra – Chairman & Hon'ble Vice-Chancellor, MAKAUT, WB
2. Prof. Subrata Kumar Dey – Vice-Chairman & Pro Vice-Chancellor, MAKAUT, WB
3. Prof. Dr. Siddhartha Ray – Member & Former Director, NITTTR
4. Prof. (Dr.) Sriyankar Acharyya - Member & Prof. Dept. of CSE, MAKAUT, WB
5. Prof. (Dr.) Raja Banerjee – Member & Prof. Dept. of Bioinformatics, MAKAUT, WB
6. Prof. (Dr.) Debashis De - Member & Prof. Dept. of CSE, MAKAUT, WB
7. Dr. Rina Rani Ray – Member & Asso. Prof. Dept. of Biotechnology, MAKAUT, WB
8. Dr. Santanu Phadikar - Member & Asso. Prof. Dept. of CSE, MAKAUT, WB
9. Dr. Suparna Biswas - Member & Asst. Prof. Dept. of CSE, MAKAUT, WB
10. Shri Bivash Mallick – Member & Asst. Prof. Dept. of IEM, MAKAUT, WB
11. Dr. Indranil Mukherjee - Member & Registrar (Acting), MAKAUT, WB

Leave of absence:

1. Prof. (Dr.) Phalguni Gupta - Member
2. Shri Sabyasachi Dutta – Member & Honourable Mayor, Bidhan Nagar Municipality
3. Dr. Swapan Kumar Maity – Member & Inspector of Colleges, MAKAUT, WB

The meeting of the IQAC held on 22.3.2018 was chaired by Hon'ble Vice-Chancellor, Prof. Saikat Maitra. He welcomed the members present to the first meeting of the re-constituted IQAC. The meeting began with an introductory speech given by Director of the Cell designated as Member-Secretary, Dr. Jaya Bandyopadhyay. To prioritize the work of the IQAC in coherence with the guidelines of NAAC the following subjects were taken up for discussion in details.

**A.** For preparation of the Annual Quality Assurance Report (AQAR) for the on-going academic session 2017-18 ending on 30.06.2018 and for academic and administrative improvement of in-house departments and affiliated colleges, IQAC would address the following issues:

- (i) Guidelines framed by the Inspector of Colleges highlighting the power and functions of the Governing Bodies of the Colleges and of the Principal and Registrar of the Colleges would be addressed.
- (ii) College-wise report submitted by the University Nominees in the Governing Bodies and the Selection Committees would be addressed.
- (iii) To relook into the existing methodology followed in the inspection process of affiliated colleges by the University Team and to explore the possibility to initiate digitization of the approval process of affiliation.
- (iv) Formats of feedback for students' assessment of teachers, employers' assessment and guardians' recommendation are to be reconsidered and the possibility of making the system fully automated (online) would be explored.
- (v) To prepare guidelines for peer feedback of classroom – teaching by faculty.
- (vi) To arrange discussion for making classroom teaching/learning more interactive and participative – “Flipped Learning”.
- (vii) To motivate students' participation in debate, discussions and other interactive programmes to be held on a regular basis.
- (viii) Student mentoring system followed by the University to be documented as well digitization of the same to be taken up.
- (ix) Individual departments to take up the task of maintaining Course Files and Course Diaries on a regular basis.
- (x) Board of Studies to collate all documents in relation to updating of the curricula & syllabi and in that matter holding of workshops, whenever necessary.
- (xi) Industry-academia interaction to be enhanced.
- (xii) Online learning through MOOC/SWAYAM is being implemented by the University. Students are to be encouraged to pursue open on-line courses. Baskets comprising of such courses are to be designed by the University for the benefit of in-house and affiliated college students.
- (xiii) Colleges would be requested to upload document of workshops, innovative programmes, research practices and other academic programmes organized by them in the website of the University.
- (xiv) Faculty Members are to be encouraged to pursue online courses on emerging areas for which University would make payments from its on-going TEQIP-III programme.
- (xv) Documented programmes / events organized by University in a session would be published in a book with photographs.

(xvi) Staff Training Programmes to be organized by the University.

(xvii) To undertake programmes for improvement of the peripheral educational institutions for which University has already initiated its efforts to develop the schools surrounding its Haringhata Campus.

**B.** From the meeting a draft was accepted regarding distribution of work for preparation of the AQAR for the period July 2017 - June 2018 vide annexure - 1.

**C.** Further resolved that for successful implementation of the NBA programme in CSE and Biotechnology, a Committee has to be constituted.

The meeting ended with a vote of thanks to the chair.

Sd/-  
Prof. Saikat Maitra  
(Chairman & Vice-Chancellor,  
MAKAUT, WB)

Sd/-  
Dr. Jaya Bandyopadhyay  
(Director & Asso. Prof. Dept of  
Biotechnology, MAKAUT, WB)

## Work Distribution for preparation of AQAR (July'2017 - June'2018)

Part A : Dr Jaya Bandyopadhyay with Dr Bratati Ghosh

Part B:

**Criterion I :**

**Curricular Aspects**

Dr Indranil Mukherjee 9830007759  
Prof. (Dr) Raja Bannerjee 8902497775  
Shri Bivash Mallick (Convenor) 9432673621  
(with Dr. Bratati Ghosh)

**Criterion II :**

**Teaching Learning & Evaluation**

Dr Santanu Phadikar 9434185367  
Dr Suparna Biswas 9433171785  
Mr. Mihir Sing 9903646012  
Dr. Kaushik Mazumdar (Convenor) 9433129635

**Criterion III :**

**Research, Consultancy and Extension**

Dr Jaya Bandyopadhyay  
Prof (Dr) Debashis De 9830363215  
Prof (Dr) Rina Rani Ray (Convenor) 9830312540

**Criterion IV :**

**Infrastructure and Learning Resources**

Dr Aftabuddin (Convenor) 9433070606  
Ms Najmun Nesa 9433275672  
Mr. Bivash Mallick

**Criterion V :**

**Student Support & Progression**

Dr Amiya Karmakar 9831850090  
Dr Tufan Naiya 9830045343  
Mr. Subanjan Sarkar (Convenor) 9433283987  
Dr. Sujoy Mistry 7001651185  
Dr. Sriparna Saha

**Criterion VI :**

**Governance Leadership & Management**

Dr. S.K Maity(IC) (Convenor) 9433029769  
Prof.(Dr) Sriyankar Acharya 9903389062  
Ms. Rupali Patua

**Criterion VII :**

**Innovation & Best Practices**

Prof. Subrata Kumar Dey(Pro VC) 9830278216  
Prof. B.B.Paira  
Dr. Jaya Bandyopadhyay (Convenor)

Co-ordinator :

Prof. B.B.Paira-, Academic Advisor  
Dr. Jaya Bandyopadhyay, Director

**Target date of the first draft of AQAR is 15<sup>th</sup> May, 2018.**