

Minutes of IQAC Meeting
Thursday, 21 February 2019
Board Room, Director's Office

AGENDA ITEMS:

The following were the agenda items:

1. Roll Call and Welcome [Procedural]
2. Approval of today's meeting's agenda items [Procedural]
3. Approval of 20 November 2018 minutes of meeting [Procedural]
4. Action Taken Report of 20 November 2018 meeting
5. Library Purchase system
6. Discussion on wholistic development of students
7. AQAR preparation process starting from 2017-18 Academic Year
8. Any other

1a. Roll Call (Agenda Item #1)

The meeting commenced at 4:30 PM.

Committee Members (in attendance)

1. Dr. K.S. Dasgupta (Chairman IQAC)
2. Anil Roy (Director IQAC)
3. Soman Nair (Executive Registrar)
4. Mr. Hasendrasinh Jhala
5. Binita Desai (Chairperson, Gender Cell)
6. Suman Mitra (Dean (AP))
7. Sanjeev Gupta (Dean (R&D))
8. Ranendu Ghosh (Dean (Students))
9. Asim Banerjee (faculty)
10. Sanjay Srivastava (faculty)
11. Ms. Anupama Panchal
12. Mr. Anamitra Das

Committee Members (absent)

1. Mr. Suresh Rangachar (Management Representative)
2. Mr. Bhargav Makwana
3. Mr. Samarth Parikh
4. Mr. Swapnil Khandelwal

1b. Welcome (Chairman IQAC) (Agenda Item #1)

Meeting started with the welcome of all members by Prof. Dasgupta. Then the IQAC Director took over for the further proceeding of the meeting.

2. Approval of today's meeting's agenda items [Procedural] (Agenda Item #2)

Approved.

3. Approval of Jan 2020 minutes of meeting [Procedural] (Agenda Item #3)

- Date of Meeting: 20 November 2018
- Minutes of Meeting sent to all: 12 Dec 2018

Approved.

4. Action Taken Report of Jan 2020 meeting (Agenda Item #4)

5. Library Purchase system (Anil Roy) (Agenda Item #5)

It was inquired in the meeting how library (Resource Centre) carried all purchases to cater to the requirements and demands of the users. After discussion it was advised that the Library Committee should be told to oversee the process and policy of purchases.

Actionable item:

1. Library Committee to be told. RESPONSIBILITY: IQAC Director.

6. Discussion on wholistic development of students (Anil Roy) (Agenda Item #6)

IQAC Director informed that UGC advises that the students must get wholistics development environment and eco-system in educational institutions. An awareness of this mandate should be created. Many faculty suggested that students should take responsibility of this requirement. Institute can only provide with the infrastructure, but use of that infrastructure is entirely on the students. It was finally concluded that the Dean (Students) will oversee this facility, but the sole responsibility would be with SBG.

Actionable item:

1. SBG to ensure that it is happening. And if some necessary action is desired from the institute, the requirement should come through the Dean (Students). RESPONSIBILITY: SBG Convenor.

7. AQAR preparation process starting from 2017-18 Academic Year (Anil Roy) (Agenda Item #7)

IQAC Director informed that preparation and submission of Annual Quality Assurance Report was mandatory. It was high time to start working in that direction. He promised that he would circulate clause-wise definition of data and the persons who were owners for each of these clauses. This would be taken up under the quality awareness program of the institute. One person from the secretaries would be identified as the single point-of-contact for this data collection task.

It was decided that the first draft of the 2017-18 AQAR must be prepared and circulated among all internal members by May 2020.

Actionable item:

1. IQAC Director to send the definition document to all.

2. IQAC Director will suggest the Director who could be the POC for this task.
3. A small team of 4-5 persons will be empowered to start collection of data.

RESPONSIBILITY: IQAC Director

8. Any other (Agenda Item #8)

Pen-and-paper attendance keeping of the meeting: IQAC Director brought a motion that we would follow a system of formal "Roll-Call" at the beginning of each meeting. Therefore a pen-and-paper attendance keeping should not be considered mandatory. It was passed unanimously by all those who were present in the meeting. It was decided to be implemented with immediate effect for IQAC Meetings.

Adjournment

Meeting concluded at 5:30 PM

A handwritten signature in blue ink, appearing to read "Anil K. Roy", is written over a horizontal blue line.

MoM Prepared by – Dr. Anil K. Roy, Director-IQAC