



**B. P. Poddar Institute of Management & Technology**  
**Internal Quality Assurance Cell (IQAC)**  
**Academic Year 2019-2020**

**MINUTES OF THE MEETING**

**Date:** 31/01/2020,

**Time:** 4.00 PM,

**Venue:** Conference Room (Block-A)

**Agenda of the meeting:**

- 9.1 To finalize the internal audit format
- 9.2 To present the academic performance report of the students for the AY 2018-19
- 9.3 To present the achievements report for the AY 2018-19
- 9.4 To present the R&D activities report for the AY 2018-19
- 9.5 To present the training and placement report for the AY 2018-19
- 9.6 To present the Audit report for AY 2018-19

The IQAC meeting was held on 31<sup>st</sup> January 2020. The following members attended the meeting.

S.No	Name of the Person	Designation & Affiliation
<b>Chairperson:</b>		
1.	Prof. Dr. Sutapa Mukherjee	Principal
<b>Nominee from Local Societies:</b>		
2.	Prof. Dr. J.K.Mondal	Professor, Kalyani University
<b>Teacher Faculties:</b>		
3.	Prof. Dr. B.N.Chatterji	Member, Professor Emeritus, CSE
4.	Dr. Ivy Majumdar	Member, H.O.D. ECE
5.	Dr. Ranjana Goswami	Member, H.O.D. AS&H
6.	Dr. Sabnam Sengupta	Member, H.O.D. IT
7.	Dr. Nandita Sanyal	Member, H.O.D. EE
8.	Dr. Ananya Kanjilal	Member, H.O.D. CSE
9.	Ms. Inadyuti Dutt	Member, AP, CA
<b>Administrative Officers:</b>		
10.	Dr. Subhasish Pradhan	Member, Registrar
11.	Mr. Debasish Bakshi	Member, TPO
<b>Coordinator/Director of IQAC:</b>		
12.	Dr. Arijit Saha	IQAC Coordinator

The following members were absent:

S.No	Name	Designation	Reason
<b>Members from the Management:</b>			
1.	Dr. Subir Choudhury	Chief Mentor	Prior engagement
<b>Nominee from Local Societies:</b>			

2.	Mr. Sanjoy Ghosh	IC, Baguihati P.S.	Prior engagement
<b>Nominee from Industry:</b>			
3.	Dr. Sandipan Sarkar	Distinguished Engineer, IBM	Prior engagement
<b>Nominee from Alumni, Student and Parents:</b>			
4.	Dr. Atanu Roy Chowdhury	Member, Alumni Representative	Prior engagement

The Chairperson Prof. Dr. Sutapa Mukherjee welcomed the members for the IQAC meeting followed by review presentation made by Dr. Arijit Saha, Coordinator of IQAC. The following points were discussed in the meeting:

**Agenda 9.1: To finalize the internal audit format**

**Resolution:** The existing format for setting “target for department academic audit” and “format for department academic audit” have been placed before the committee members. A rigorous discussion is made and some modifications in “Faculty Contribution” part is suggested. It is suggested to include Total number of publications separately for SCI/Scopus indexed journals and other indexed journals. Also total publications for conferences and books are also to be included.

**Proposed By:** Dr. Ananya Kanjilal

**Seconded By:** Prof. Dr. B.N.Chatterji

**Resolution:** In “Departmental Infrastructure” part it is suggested to have two columns where one column will be for “existing facilities” and the other for “newly added facilities”. For point no. 21, it is also suggested to include No. of datasheet/manuals/journals to be added in dept. library.

**Proposed By:** Dr. Nandita Sanyal

**Seconded By:** Prof. Dr. Sutapa Mukherjee

**Resolution:** For “format for department academic audit” it is discussed in detail and it is agreed that the audit form has to be modified. Also it is discussed that henceforth academic audit has to be performed in presence of two external experts, where one will be from Makaut and the other will be from some other University.

**Proposed By:** Prof. Dr. J.K.Mondal

**Seconded By:** Prof. Dr. Sutapa Mukherjee

**Agenda 9.2: To present the academic performance report of the students for the AY 2018-19**

**Resolution:** The academic performance report of the students for the AY 2018-19 was presented before the committee and it is suggested that a five year result analysis index is to be made.

**Proposed By:** Prof. Dr. J.K.Mondal

**Seconded By:** Prof. Dr. Sutapa Mukherjee

**Agenda 9.3: To present the achievements report for the AY 2018-19**

**Resolution:** The achievements report for the AY 2018-19 was presented before the committee and it is noted by all members.

**Proposed By:** Dr. Arijit Saha

**Seconded By:** Prof. Dr. Sutapa Mukherjee



**Agenda 9.4: To present the R&D activities report for the AY 2018-19**

**Resolution:** The R&D activities report for the AY 2018-19 was presented before the committee and it is noted by all members.

**Proposed By:** Dr. Ananya Kanjilal

**Seconded By:** Prof. Dr. Sutapa Mukherjee

**Resolution:** Regarding publications it is discussed that henceforth Institute will encourage for publications in SCI/Scopus indexed journals only. And for conference publications it will be encouraged to publish in Elsevier, springer, ACM conferences only, as they publish their proceedings as book series which carries points for API.

**Proposed By:** Prof. Dr. J.K.Mondal

**Seconded By:** Prof. Dr. B.N.Chatterji

**Agenda 9.5: To present the training and placement report for the AY 2018-19**

**Resolution:** The training and placement report for the AY 2018-19 was presented before the committee and it is noted by all members.

**Proposed By:** Dr. Arijit Saha

**Seconded By:** Mr. Debasish Bakshi

**Agenda 9.6: To present the Audit report for AY 2018-19**

**Resolution:** The Audit report for AY 2018-19 was presented before the committee and it is noted by all members.

**Proposed By:** Dr. Arijit Saha

**Seconded By:** Prof. Dr. Sutapa Mukherjee

The meeting ended with formal vote of thanks by IQAC Coordinator Dr. Arijit Saha

*Arijit Saha*  
31/1/2020  
Dr. Arijit Saha  
Coordinator (IQAC)

*sm*  
Prof. Dr. Sutapa Mukherjee  
Principal

CC:

1. All committee members
2. Office
3. System Cell for Web hosting