



# MCKV INSTITUTE OF ENGINEERING

NAAC Accredited Grade "A" Autonomous Institute under UGC Act, 1956  
Approved by AICTE & affiliated to Maulana Abul Kalam Azad University of Technology  
243 G.T. Road (N), Liluah, Howrah- 711204, West Bengal, India  
Ph: +91 33 26549315/17 Fax +91 33 26549318 Web: [www.mckvie.edu.in](http://www.mckvie.edu.in)

Date: 01.04.2025

Record Minutes of the 35<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC) held on 25.03.2025 at 02:00 pm at the Conference Hall of the institute.

## Members Present:

- Prof. (Dr.) Abhijit Lahiri
- Dr. Pubali Mukherjee
- Dr. Tamal Roy
- Mr. Avijit Bose
- Mr. Sachin Balo
- Dr. Abhijit Dutta
- Mr. Tapas Biswas
- Dr. Dipankar Ghosh
- Dr. Juin Ghosh Sarkar
- Prof. (Dr.) S. S. Thakur
- Prof. (Dr.) Sudipto Chaki
- Prof. (Dr.) Arun Kumar Jalan
- Prof. (Dr.) Prasenjit Chatterjee
- Mr. Biswajit Majumdar
- Dr. Debopoma Kar Roy
- Mr. Subir Bhadra
- Mr. Sudeep Samanta
- Mr. Abhay Kejriwal
- Prof. (Dr.) Satadal Saha

## Members Absent:

- Prof. (Dr.) Parthasarathi Chakraborty
- Dr. Krishnendu Chattopadhyay
- Mr. Sandip Dutta
- Mr. Devasish Basu
- Mr. Saptarshi Maiti
- Ms. Riya Karmakar

## Agenda of the meeting:

1. Confirmation of the minutes of 34<sup>th</sup> meeting of IQAC held on 12.12.24.
2. Action Taken Report (ATR).
3. 2<sup>nd</sup> Internal Audit for A.Y. 2024-25.
4. Action taken report to improve students' attendance.
5. Revision of curriculum for all the UG and PG programs.
6. Reimbursement of registration fees for toppers in NPTEL.
7. Amendment of placement policy for MBA students.
8. Registration fee reimbursement for presenting research paper.
9. Recruitment/Re-designation/Resignation information.
10. Miscellaneous.

## Proceedings of the meeting:

Prof. (Dr.) Abhijit Lahiri, Principal, MCKVIE initiated the meeting by introducing Mr. Biswajit Majumdar, Headmaster, M. C. Kejriwal Vidyapeeth as a new member of IQAC. Prof. (Dr.) Satadal Saha, Coordinator, IQAC welcomed all the members present in the meeting. Following points were discussed and included in the resolution of the meeting:

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## Item No. 1 of Agenda: Confirmation of the minutes of 34<sup>th</sup> meeting of IQAC held on 12.12.24.

Minutes of the 34<sup>th</sup> meeting of IQAC of MCKVIE, held on 12.12.2024, as circulated to all the members, were confirmed.

## Item No. 2 of Agenda: Action Taken Report (ATR).

ATR on 34<sup>th</sup> meeting held on 12.12.2024 was discussed and briefed to the members as follows:

Discussion on 34 <sup>th</sup> IQAC Meeting	Actions Taken
<u>Item No. 3 of Agenda: Preparation of AQAR for A.Y. 2023-24:</u> As informed by IQAC Coordinator, the AQAR for A.Y. 2023-24 is on the verge of completion. Most of the Criteria-wise data have already been uploaded to NAAC portal. With some final check-up and validation it will be submitted soon.	The AQAR for A.Y. 2023-24 has been submitted to NAAC portal on 20.12.24.
<u>Item No. 7 of Agenda: Status report for organizing NAAC sponsored workshop on NEP.</u> The budget proposal of Rs. 1.4 lakh has been submitted to NAAC for approval for conducting a 5-day workshop on <i>Advancing Multidisciplinary and Inclusive Engineering Education through NEP 2020</i> . The proposed date of conduction of it is from 11 <sup>th</sup> to 15 <sup>th</sup> March, 2024.	There has been no response from NAAC regarding the issue. The issue is considered as closed now. Fresh communication can be done later.
<u>Item No. 10 of Agenda: Opening of new program.</u> As reported by IQAC Coordinator, our institute will be introducing BBA from A.Y. 2025-26. The application has been submitted to AICTE with NOC from MAKAUT.	AICTE inspection was held on 03.02.25, MAKAUT inspection was held on 11.02.25 and MAKAUT inspection report has been received on 21.03.25.
<u>Item No. 13 of Agenda: Miscellaneous.</u> It was proposed in the meeting that all the faculty members should do a training need analysis (TNA) to cope up with the current technologies or to improve efficiency level in various aspects, like pedagogy, management	TNA report has been submitted by HoD-EE, HoD-ECE, HoD-BSH, HoD-MS, HoD-AUE, HoD-ME and HoD-IT dept. HoD-CSE is requested to submit the TNA report as soon as possible.

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etc. A TNA format (Annexure- II) is presented by Dean-Academics and he is requested circulate the same to all the departments. Accordingly, all the HoDs will have to submit the collected reports from all the faculty members to him with 15 days of circulation.

## Item No. 3 of Agenda: 2<sup>nd</sup> Internal Audit for A.Y. 2024-25.

As informed by IQAC Coordinator, the first internal academic audit was held during 28<sup>th</sup> to 30<sup>th</sup> October, 2024 and the second internal academic audit will be conducted during 26<sup>th</sup> to 28<sup>th</sup> March, 2025 as per the published schedule (Annexure-I). He requested all the HoDs to take necessary measures to comply with the deficiencies reported in the previous audits and be able to reflect a substantial growth of the department.

## Item No. 4 of Agenda: Action taken report to improve students' attendance.

The theory paper specific student attendance (Annexure-II) across all the departments and semesters has been presented by the IQAC Coordinator. It has been observed that CSE-AIML- 6<sup>th</sup> sem, AUE-6<sup>th</sup> sem, IT-6<sup>th</sup> sem and ME-4<sup>th</sup> sem are having poor attendance in almost all of the theory papers. Poor attendance has been observed in few theory papers of CSE-DS-6<sup>th</sup> sem, AUE-4<sup>th</sup> sem and ME-6<sup>th</sup> sem. The concerned HoDs are requested to look after the matter and take necessary steps to improve the attendance. They are requested to talk with the concerned faculty members as well. As informed by the IQAC Coordinator, the students having attendance lesser than 60% were debarred from appearing in the respective theory papers in CA2 examination (first class test).

## Item No. 5 of Agenda: Revision of curriculum for all the UG and PG programs.

As informed by the IQAC Coordinator, the discussion on the revision of the existing curriculum has been going on during last few months and it needs to be completed soon. All the HoDs are requested to submit the first draft curriculum structure along with the detailed first year syllabus by 30<sup>th</sup> April, 2025. They are also requested to formulate the curriculum in consultation with all the stake holders, especially the industry people. In this context, HoD-CSE informed that as the first batch of CSE-AIML is going to be graduated in 2026, the modification of syllabus for them can only be done in 2027. Moreover, since the model curriculum has not yet been published by AICTE for B.Tech (EE), HoD-EE is requested to check the model syllabus of leading Indian institutes and finalize the 1<sup>st</sup> draft version accordingly.

## Item No. 6 of Agenda: Reimbursement of registration fees for toppers in NPTEL.

As informed by IQAC Coordinator, henceforth the registration fees of the students who are included at least as 5% toppers in NPTEL will be reimbursed. The yearly budgetary expenditure

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under this head has already been approved by Honorable Chairman Sir. All the members present in the meeting appreciated the effort of the institute.

## Item No. 7 of Agenda: Amendment of placement policy for MBA students.

The revised placement policy for MBA students, as framed by the Placement Committee (Annexure-III), has been approved by all the members. The Head-T&P Cell is requested to upload the policy documents in our institutional website.

## Item No. 8 of Agenda: Registration fee reimbursement for presenting research paper.

It is reported by IQAC Coordinator that Mr. Pintu Das, Dr. Debopoma Kar Ray, Dr. Soma Bandyopadhyay, Mr. Sekhar Rana, Mrs. Chandrani Sadhukhan and Mr. Shubham Das (student) have appealed for the reimbursement of the registration fees for presenting the paper in conferences. One of the two papers presented by Mr. Pintu Das has not been accepted as the conference publication was not indexed under SCOPUS. Therefore, as per the institutional incentive policy, Rs. 23,000/- (Rupees Twenty Three Thousand only) may be reimbursed in total against the actual registration cost of Rs. 53,400/- (Rupees Fifty Three Thousand Four Hundred only) as per Annexure-IV.

## Item No. 9 of Agenda: Recruitment/Re-designation/Resignation information.

As reported by IQAC Coordinator, during August, 2024 to March 2025 one Emeritus Professor, one Assistant Professor, one Jr. Lab Instructor, one HR Coordinator and three Admission Counselors have joined the institute and the service of one Associate Professor and two Assistant Professors have been confirmed. During the same tenure, six academic and/or administrative staff members have left the institute by tendering resignation (Annexure-V). All the members expressed their deep grieve for the demise of Mr. Joydeb Karmakar, Workshop Assistant of AUE dept. on 29<sup>th</sup> January, 2025.

## Item No. 10 of Agenda: Miscellaneous.

The following information has been shared with all the present members by Principal Sir and the IQAC Coordinator.

1. NIRF-2025 data has been submitted on 19.01.25
2. Number of faculty members completed MMTTC conducted NEP workshop is 83 as on date.
3. Interview for recruitment of Dy. Registrar was held on 18.01.25, faculty positions in MS dept. was held on 22.01.25, faculty positions in CSE and IT dept. was held on 20.02.25.
4. The International Conference on Sustainable Communication, Machine Intelligence, and Metaverse (SCMIM-2025) has been successfully organized by MCKVIE in collaboration with Yuan Ze University (YZU), Taiwan during 7<sup>th</sup> to 8<sup>th</sup> February, 2025 in hybrid mode.
5. Institute for Academic Excellence (IAE) organized workshop on Curriculum design and credit framework was held online on 13.02.25. Dr. Satadal Saha, Mr. Sachin Balo, Mr.

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- Sumit Majumdar, Mr. Tapas Kr. Biswas, Dr. Abhijit Dutta, Dr. Pubali Mukherjee and Mr. Arindam Das participated in it.
6. Workshop on NAAC accreditation- new framework was held on 14.02.25. Prof. Anup Sikdar delivered speech and demonstrated the process. Institutional IQAC members and departmental NAAC coordinators attended the program.
  7. IAE organized workshop on Peer Perception w.r.t. NIRF-2025 was held online on 17.02.25. Dr. Satadal Saha and Mr. Sachin Balo attended the program.
  8. IAE conducted workshop on Institutional Development Plan (IDP) was held online on 06.03.25. Dr. Satadal Saha, Mr. Ankur Tiwari, Ms. Diyanjali Biswas, Ms. Chirashree Roy, Dr. Prasenjit Chatterjee, Dr. Sudipto Chaki and Ms. Arpita Sen participated in it.
  9. Green and Environmental Audit (ISO 14001:2015) for A.Y. 2023-24 was done. Audit report and certificate were received.
  10. MCKVIE has received "Green Future Award" in the event "Hulladek Honours 2025" organized by Hulladek Recycling Pvt. Ltd. at Dhono Dhonyo Auditorium on 08.03.25 for its significant contribution in e-waste management towards sustainable development for the society.
  11. Approximately 609 kg of e-waste has been disposed off on 24.03.25 through Hulladek Recycling Pvt. Ltd.
  12. Dr. Kalyan Biswas, Asst. Prof., ECE Dept., Mr. Subhasish Banerjee, Asst. Prof., ECE Dept. and Dr. Tamal Roy, Asso. Prof., EE Dept. will attend an FDP on Railways Signaling Systems and KAVACH to be conducted by IRISSET, Hyderabad during 21.04.25 to 02.05.25 in hybrid mode.
  13. Discussions are going on regarding placement oriented training for IT sector by TCS iON.
  14. Initiatives have been taken to train students with foreign languages like Japanese, German, Spanish and French.
  15. UGC is emphasizing to introduce course delivery and examination system through Indian languages as per NEP-2020.

There being no other issues the meeting was ended with a vote of thanks to the Chair.

*Satadal Saha*

Prof. (Dr.) Satadal Saha  
Coordinator, IQAC

*Abhijit Lahiri*

Prof. (Dr.) Abhijit Lahiri  
Chairman, IQAC

Minutes circulated to:

- Chairman Sir
- All the members of IQAC

## **Annexure-I**

### **MCKV Institute of Engineering NAAC Accredited Grade-A Autonomous Institute**

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#### **PROPOSED INTERNAL AUDIT SCHEDULE- Phase II**

The Internal Audit Schedule of Various Departments is as follows-

<b>Sl. No</b>	<b>Name of Department</b>	<b>Date of Audit</b>	<b>Time ( Proposed)</b>	<b>Name of Auditor</b>
1	Basic Sc & Humanities	26.03.2025	10.00 AM-12.00PM	Ms. Soma Bandyopadhyay & Ms.Anwesa Das
2	Management Sciences	26.03.2025	10.00 AM-12.00PM	Mr. Supriyo Das & Ms. Arpita Ghosh
3	AUE	26.03.2025	10.00 AM-12.00PM	Mr. Tapas Sarkar & Mr. Arijit Sarkar
4	CSE	27.03.2025	2.00 PM-4.00PM	Ms. Susmita Sarkar & Ms. Juin Ghosh (Sarkar)
5	ME	27.03.2025	10.00 AM-12.00PM	Ms.Susmita Sarkar & Ms. Soma Bandyopadhyay
6	IT	27.03.2025	2.00 PM-4.00PM	Ms. Chandrani Sadhukhan & Ms. Arpita Ghosh
7	EE	28.03.2025	2.00PM-4.00PM	Mr. Tapas Sarkar & Ms. Anwesa Das
8	ECE	28.03.2025	10.00 AM-12.00PM	Mr. Arijit Sarkar & Mr. Supriyo Das

**All the Audit time frame is proposed but the Auditors may adjust with respective HOD's as per convenience within the Time frame 26.03.2025 to 28.03.2025. The Date of Audit should not be altered.**

**Audit Cell**

**MCKV Institute of Engineering**  
**243, G. T. Road (N), Liluah, Howrah- 711204**  
**Subject wise % attendance for January-February, 2025**

CSE(1)	4th Sem	PC-CS401		PC-CS402		PC-CS403		PC-CS404		BS-M404											
			81.46		78.89		83.76		83.29		77.20										
CSE (1)	6th Sem	PC-CS601		PC-CS602		PC-CS603		PC-CS604		PE-CS601A/C		PE-CS602B/C									
			83.27		88.55		74.54		77.44		80.20		77.68								
CSE (2)	4th Sem	PC-CS401		PC-CS402		PC-CS403		PC-CS404		BS-M404											
			76.32		66.55		79.65		73.73		79.51										
CSE (2)	6th Sem	PC-CS601		PC-CS602		PC-CS603		PC-CS604		PE-CS601A		PE-CS601B		PE-CS601C		PE-CS602B		PE-CS602C			
			84.05		76.54		66.46		74.95		73.87		79.12		88.14		75.98		70.98		
CSE AIML	4th Sem	PC-CS(D) 401		PC-CS 402		PC-CS 403		PC-CS 404		PC-CS 405		HM-HU 401									
			68.90		70.34		68.13		65.02		92.27		70.58								
CSE AIML	6th Sem	PC-CS(AM)601		PC-CS602		PC-CS(AM)603		PE-CS601A		PE-CS601B		PE-CS602C									
			52.55		53.71		56.32		47.24		70.30		49.10								
CSE DS	4th Sem	BS-M404		PC-CS(D) 401		PC-CS 402		PC-CS 403		PC-CS 404											
			73.88		77.61		82.46		82.11		77.86										
CSE DS	6th Sem	PC-CS601		PC-CS602		PC-CS603		PC-CS(D)604		PE-CS601A		PE-CS601B		PE-CS602C							
			78.64		77.81		77.45				61.60		80.87		59.05						
AUE	4th Sem	BS-M404		ES-AUE401		PC-AUE401		PC-AUE402		PC-AUE403		PC-AUE404									
			75.60		64.63		82.14		55.78		61.27		50.60								
AUE	6th Sem	PE AUE601A		PC-AUE601		PC-AUE602		HM-HU604													
			31.48		61.90		42.86		57.26												
ECE	4th Sem	ES-CS401		PC-EC401		PC-EC402		PC-EC403		BS-BIO 401		BS-M402									
			72.28		67.65		80.40		72.88		88.14		78.58								
ECE	6th Sem	PC-EC601		PC-EC602		PE-EC601A		PE-EC601C		PE-EC601D		OE-EE601A		OE-IT601B		HM-HU601		HM-HU602			
			78.61		78.25		85.64		78.16		76.67		72.00		88.94		88.52		71.07		
EE	4th Sem	PC-EE403		PC-EE402		PC-EE401		ES-ME4019		HM-HU402											
			79.76		75.80		79.18		69.44		62.60										
EE	6th Sem	PC EE 601		PC EE 602		PE-EE601A		PE-EE601C		OE-CS601F		OE-EC601B		OE-EC601A		OE-EC601C					
			75.40		73.08		78.65		72.77		72.26		83.28		83.93		71.56				
IT(1)	4th Sem	ES-IT401		PC-IT401		PC-IT402		PC-IT403		BS-M404		BS-BIO401									
			73.28		82.07		85.17		88.28		81.48		81.03								
IT(2)	4th Sem	ES-IT401		PC-IT401		PC-IT402		PC-IT403		BS-M404		BS-BIO401									
			73.73		62.15		76.95		73.90		68.93		82.20								
IT	6th Sem	PC-IT601		PC-IT602		PE-IT601B		PE-IT602A		OE-CS 601H											
			53.15		57.86		57.62		50.66		55.75										
ME	4th Sem	PC-ME 401		PC-ME 402		PC-ME 403		PC-ME 404		BS-M 404											
			53.60		53.82		34.67		56.67		64.50										
ME	6th Sem	PC ME 601		PC-ME 602		PE-ME601 A		PE-ME602A		HM-HU 603											
			61.39		88.49		37.50		53.70		74.31										

### PLACEMENT DECLARATION FORM

## PLACEMENT POLICY, RULES AND TERMS & CONDITIONS

- To define the placement activity coming under the purview of Training & Placement Cell.
- To streamline the placement process to ensure fair opportunity in an equitable manner for students to begin their work career.
- To ensure satisfaction of all stakeholders as far as practicable.
- To lay down the rules and regulations governing placement process at MCKV Institute of Engineering for all streams and programmes with due regard to the specific requirements of different programmes.

- a) All students seeking placement through the Training & Placement Cell shall duly fill in the Placement Declaration Form (All Details required for Campus Recruitment) and submit it within the due date as notified by Training & Placement Cell.
- b) Students who do not register for placement by the due date will automatically be excluded from the placement process. Under no circumstances, students who fail to submit data by due date shall be allowed to sit in campus drive organized by and through Training and Placement cell and shall be considered as "NOT INTERESTED IN CAMPUS DRIVE".
- c) Students are advised to be extremely cautious in opting out of placement registration as the opportunity for placement registration cannot be given after the due date under any circumstances.
- d) Students are advised strictly to inform the Training & Placement Cell of any change in their database as soon as it is affected and keep their contact details updated (contact address, e-mail id, mobile number etc.). The Training & Placement Cell shall in no case be held responsible for any delay in communication arising out of false or incomplete information furnished by students. Students shall provide true & authentic details to Training & Placement Cell like marks, parentage, YOP etc. and any false details or

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suppression of facts shall result in withdrawal of job. Offer, if selected by any Company for which Training & Placement Cell shall not be held responsible.

- e) Intimation regarding campus recruitments or notifications thereof is given out by the Training & Placement Cell prior to such campus recruitment drives. However, students are to consult the notice board and respective group mail/personal email/Class Representative /Placement Representative regularly to update themselves on such events in their own interest.
- Institute Refers to MCKV Institute of Engineering

Unless otherwise specified, the following terms and conditions apply to all students who desire to participate in the campus recruitment drive organized by and through Training & Placement Cell / Institute and such students shall put their signature in order to be eligible and considered for such drives.

The policy of the Training & Placement Cell is to arrange placement opportunity for eligible and registered students of the Institute subject to the undermentioned terms and conditions: -

### **CRITERIA OF ELIGIBILITY**

- A student seeking placement support through Training & Placement Cell should normally have 60% or equivalent score throughout their academic career without standing arrears / gaps, preferably without any gap years during their academic career. However, this varies from each recruiting company. In addition to this, the student has to satisfy additional criteria of eligibility set by the specific recruiting company as per prevailing conditions, all students should declare their 10th and 12th marks percentage, based upon their respective board rules and also on the basis of all marks obtained in all subjects appearing in their mark sheets, including additional subjects, if any.
- In case where the recruitment organization has any other relaxed / stringent norms, notification to that effect will be given by Training & Placement Cell and eligible candidates thereof will be allowed participation on case-to-case basis as per the decision of Head -Training & Placement, in consultation with the recruiter.
- Besides the above basic rules, student's placements and training will be governed by the Placement Policy of the Institute in general which will be displayed on all respective Notice Boards of the Institute.
- He / She should not have any kind of disciplinary action taken or contemplated against him / her by the Institute and or/outside by Government agencies/law enforcement agencies.

### **RULES AND REGULATIONS**

- 1) Attendance criteria — The candidates must have minimum level of attendance as per rules, to be entitled for placement. This attendance shall be calculated periodically and the Training & Placement Cell will not be providing assistance to candidates below desired level of attendance. This criterion of attendance will also cover presence of technical training, Corporate Talks, Seminars, Grooming Sessions and Mock Interviews scheduled for the candidates. Any candidate attending less than 80% attendance in Training Classes, Grooming Sessions, Mock Interviews organized by the Institute may not be allowed to participate in Placement Activity and in case the Placement Advisory Committee concurs unanimously to accord such absenting students an opportunity for placement, Students not attaining

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the minimum attendance in their normal, regular academic classes are not entitled to attend placement activity, unless approved by the competent authority of the Institute.

Students absenting in more than three campus drives during the entire campus calendar may be automatically debarred from appearing in future campus drives organized by and through Training & Placement Cell, without further reference. In case absenteeism due to any medical reasons, an application in hard copy by the student, shall be forwarded and recommended by the Head of the Department, to Training & Placement Cell, along with all relevant documents. However, a candidate /Student can place such medical reasons for absence in a campus drive, only once in an academic year, unless there are extenuating circumstances, with substantial proof to this effect, which shall be ratified by the Placement Committee.

- 2) It is mandatory for students of MCKVIE, seeking placements, to appear in MCKVIE PRE CAMPUS ASSESSMENT TEST (MCKVPAT) or such other test conducted through ASSESSMENT VENDORS. Students who do not appear in MCKVPAT will be considered as not interested for placements and hence no placement assistance will be extended to them.
- 3) Students who clear the above test as enumerated in point 2 will be given an opportunity to participate in Campus Recruitment Drives whereas Students who do not pass MCKVPAT need to re-appear for MCKVPAT again or through others assessment vendors as decided by college.
- 4) Every student should fulfill the criteria set forth by the Training & Placement Cell, as well as the hiring company to be eligible for being considered for placement in respective companies.
- 5) No student against whom disciplinary action of any kind has been taken / or being contemplated by the Institute shall be allowed to avail of placement services offered by the Institute.
- 6) The Training & Placement Cell reserves the right to withdraw the placement assistance to any student/group of students and even withhold / cancel a job offer made to an eligible student if his conduct is found unsatisfactory / repeatedly violates the terms and conditions of the Placement Policy.
- 7) Every candidate has to fulfill the recruiter client 's requirements as stated in recruiter Client Requirement Form (Job Description / Hiring Template) over and above fulfilling all terms and conditions mentioned above. Any relaxation in eligibility criteria shall be affected only if the hiring company agrees to the proposition as confirmed by the Training & Placement.
- 8) Candidates registered with the Training & Placement Cell for placement & further registered for any specific campus / pool / off campus drive cannot normally be absent in any of the recruitment drives for which the candidate is already registered nor can withdraw at any stage of the selection process or reject the offer (if selected).
- 9) It is the responsibility of the student to check Announcements/Notices/ updated information/shortlisted names etc. displayed on the notice boards of Placement Office/Department Notice Boards/emails/group emails. Students are expected to respond on time as per the notification. Failure to see the notice board / emails OR not receiving phone calls, will not be accepted as an excuse for not participating in any campus Recruitment event.
- 10) Many times, it can happen that campus recruitment process can stretch till late night. All students have to inform this their parents and should arrange their own transportation. MCKVIE OR The Training & Placement Cell shall not be responsible for boarding, lodging or health and safety of the attending students during the course of the campus drive and/or beyond. The onus and responsibility of safety

Dr. H. D. D. D.  
31/3/2025

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and health, of any student during campus drive/s is the responsibility of the concerned student and his parents, guardians and family.

- 11) Strict discipline needs to be followed by every student during the recruitment process. Any students found misbehaving or during misconduct will be debarred from the entire placement season.
- 12) To facilitate placement to maximum number of students in any batch, it is the policy of the Institute to allow only one offer to any candidate. Whenever selection a student is confirmed by a recruiter, the name of the student will be taken off from the list of unplaced students and the said student will not be eligible for appearing in any recruitment drive organized by the Institute thereafter unless in special circumstances as per exigency of situation. Only if a dream package like 8-9 lakh and above is offered then placed students may be allowed to sit for campus drive or under outstanding circumstances, where a renowned company asks for all the students, including placed, to appear for a campus drive which may be considered as 'Dream offer'.
- 13) A candidate getting a job offer through the Training & Placement Cell must join the organization from which he has received the offer. Failure to do so will result in the loss of goodwill for the Institute and even dropping the Institute from the recruiter's future drives affecting the career of other classmates / juniors. Hence, those students who have received placement through Training & Placement Cell, with a particular organization, but intends to pursue other interest to benefit their career, shall keep Training & Placement informed immediately of their intentions of not joining the organization for which they have been selected. Students are requested to cooperate in this regard for the benefit of all concerned. However, violation of this code may result in disciplinary steps being taken by the Institute as deemed fit and proper, including but not limiting to penal charges.
- 14) It must be clearly understood that the Institute contact various recruiters and puts all efforts to get organizations to recruit our students through ON-CAMPUS / POOL-CAMPUS / OFF-CAMPUS modes and has no role in the process of selection by the individual organizations nor has any role in the choice of function / location for which the recruitment is done by the recruiters which is driven purely by their business demands. While it is our effort to facilitate the placement of maximum number of students, placement for all eligible students may not be possible, since campus recruitment is dependent on a host of factors, including students' performance on the day of the drive. Performance of the students is the key factor during the course of Campus interview and its favorable outcome / results.
- 15) Disqualification from placement activity: The Institute expects a high level of moral, ethical and professional behavior from all its students. Therefore, in the interest of the students and Institute, any student can be disqualified from the placement opportunity and appropriate actions can be initiated against him/her if his/her behavior is not found befitting the institute. Any student found violating the discipline rules set by the company or defaming the institute name will be disallowed from the placements for the rest of the academic year.
- 16) Students must bring their identity cards with them whenever they go through a placement process in campus or off campus, also their testimonials, photographs and updated CVs and any other materials as advised from time to time.
- 17) Any eligible candidate not following the interview dress code, Training & Placement Cell can stop them from appearing for the particular placement drive and/or any subsequent drives in the future.
- 18) Any candidate indulging in any of the following malpractices during the placement process, he / she will



be debarred from placements.

- 19) After accepting a job offer, if any student decides to withdraw his/her acceptance any time during the year, he/she must inform the company concerned through the Training & Placement Cell immediately. However, such behavior on the part of students is strongly discouraged and Training — Placement Cell may not issue NOC to such students.
- 20) Any Candidate not honoring the offers made or terms and conditions set forth by any recruiting company, the candidate has to bear the legal consequences by the corporate, and Institute (MCKVIE) will not be responsible in such matters. Additionally, in case if any student declines a job offer during the course of Interview and/or thereafter the Interview, he/she shall forfeit his/her candidature for any future campus drives by and through training & Placement Cell, and the records of Training & Placement Cell shall show such students as — Placed—Refused to Join.
- 21) Training & Placement Cell is not responsible in any matter relating to companies deferring joining or not honoring the job offers made to students, onus of fulfilling a commitment 'made in good faith' lies only on employers and not on the Institute i.e., MCKVIE.
- 22) Training & Placement Cell is not responsible in any manner relating to recruitment and selection process of a particular company, and shall not intervene or interfere in the recruitment and selection process. It is accepted that all companies shall recruit the best candidate as per their recruitment procedure, job fit of the candidate, including their soft skills and technical knowledge but not limiting to any of the above areas. It is the prerogative and discretion of the company, about the candidate to be selected, and over this the Institute or Training-Placement Cell have no control or jurisdiction.
- 23) Even after placement candidates are required to maintain proper discipline and conduct as per the rules of the Institute. In case of any non-compliance or an act of indiscipline, the Institute may be constrained to write to the company to withdraw the appointment offer / or award any other punishment as the Institute may think appropriate.
- 24) The Institute keeps its rights reserved to make changes in the Placement Policy any time as may be appropriate. The placement rules/guidelines/procedure, as may be modified from time to time will be binding to all students. A Placement Committee comprising of the Head of the Institute, all HODs, Deans, Head of Training & Placement Cell, shall meet regularly each month, preferably fortnightly, and/or when such situation occurs to convene a meeting of the Committee, and the decisions taken in such meetings of the Committee, shall be informed to all stake holders, and shall be binding.  
  
The Placement Committee may call the Class representatives (nominated by each department for each batch), in such meetings and sort out any issue/s through peaceful discussion, during normal working hours or otherwise.
- 25) For all matters not covered in the policy, the Management of the Institute will use its own discretion to take appropriate decisions from time to time and on case-to-case basis, and such decision shall be binding on all interested parties.
- 26) Placement assistance is only a value-added support service that is being extended to our students, and does not guarantee a job opportunity nor it is mandatory.
- 27) In the event of any conflict or inconsistency between the terms of this policy, rules and regulations and /or any document referred to herein or in the terms of any attachment thereto, the terms of these placement policy shall prevail and the decision of the placement Committee, taken in this regard shall

govern the interpretation thereof.

- 28) This policy is uploaded in official website of the Institute for wide notification and all stakeholders are being duly informed therein.
- 29) Students cannot withdraw or absent themselves during any stage of the recruitment process. Latecomers in Aptitude/other virtual events for Aptitude Test/GD/ Interview will not be allowed to appear for the selection process and TP Cell shall not intervene in such cases and such students shall be marked absent.
- 30) Students shall not disclose the name of the company to any outsider, friends and peers, agencies, other colleges, who are our competitors-this is strictly prohibited. All information sent by Training and Placement Cell is confidential and strict confidentiality shall be maintained by all students, failing which such conducts shall be construed as misconducts and shall result & debarment from campus drives.
- 31) Students are advised to clear all their doubts during the Pre placement talk by the Company and TP Cell is not liable to resolve / clarify to the students at any time thereafter. Students should ask relevant questions to the recruiting company officials and maintain proper discipline and decorum, as expected in civil society, during all stages of the recruitment process.
- 32) Students should not discuss their problems with the Company Officials directly during the recruitment process or anytime subsequent to the process. Students shall not directly contact any company officials for any reason/s whatsoever. Such conduct shall be considered as grave misconduct and the student can be debarred from campus drives.
- 33) It is strongly advised to students to keep ready their Govt Ids—AADHAR CARD, PAN CARD, PASSPORT before they appear in campus drives, preferably as soon as they join the Institute.
- 34) a) All the students must be ready to apply & appear for all placement opportunities related to either their major or minor or both the specialization. The placement of the student may be provided or facilitated in either the Major or Minor specialization, without any choice or preference.
- b) Students with standing backlogs/arrears/ATKTs shall not be considered for placement drives, unless the recruiting company specifically allows students with standing arrears to sit for Campus drives.
- 35) a) If a Company indicates early joining in their offer letters or while communicating about probable job openings, such cases shall be reported to the Training and Placement Cell and HOD of the respective department at the earliest. Early joining shall be permitted in exceptional cases depending on the merit of the case on the recommendation of HOD of the respective department, who shall issue the NO OBJECTION CERTIFICATE.
- b) If a student is allowed to join early, then she/he shall have to give an undertaking whereby she/he shall diligently undertake the assignments given to him/her and report to the concerned faculty member on mutually agreed days. Failure in submitting the assignments and meeting faculty members on the assigned day/s shall result in JEOPARDIZING THE CAREER OF THE STUDENT, AND THE STUDENT MUST TAKE ALL PRECAUTIONS AND SAFEGUARDS TO COMPLETE THE ASSIGNMENTS ETC AS REQUIRED. The student shall be required to appear in the mid-term and end semester examinations as per regular academic schedule.
- 36) a) Attendance is mandatory and students must perform their best in all job interview/tests.
- b) Students should not have any locational preference w.r.t job position offered by any specific company.

Dr. Sandip Datta  
21/3/2021

Harsh  
Candhi

SD  
Bee  
Ran

Surajit

alabini



On selection students must be ready to join at any location as per company requirement.

e) Each student must mandatorily follow a proper chain of communication in case of any issues related to jobs, placement opportunities, or training & development. The chain of communication to be followed must be -----



Note: - In Case of any student is found breaking or interrupting the chain of communication, he /she shall be debarred from all placement assistance.

37) Without prejudice to the generality of the foregoing paragraphs, TP CELL does not warrant that the information as stated in its various communication is complete, true, accurate, or not misleading--TP Cell is merely sharing the information available in the public domain and /or communication received from the company/corporate, vendors, agencies, associations and like.

While TP CELL strives to ensure that the information contained in email communication is accurate and reliable, TP CELL/Institute make no warranties or representations as to the accuracy, correctness, reliability, or otherwise with respect to such information, and TP CELL/and or Institute assumes no liability or responsibility for any omission or error in the content of this communication.

Despite the best efforts of the TP CELL to provide accurate information on the email or any other form of communication, it is not possible to ensure that all the information provided here is up to date. The TP Cell may unintentionally include inaccuracies or errors with respect to the description of any matter and/or any issue. No liability shall be imposed on the TP Cell/and or Institute, in the event of any damage, error, injury, or loss caused to any person or User, whether direct or indirect, caused to him due to use or inability to use the information provided by TP Cell or any links or hyperlinks provided in the information. The usage of any link or hyperlink by any User will be at his / her own risk and the TP CELL assumes no liability for any damage caused THEREUPON.

Any advice or information received through communication or otherwise on behalf of TP CELL should not be relied upon without consulting primary, accurate and up-to-date sources of information or specific professional advice and making primary and preliminary inquiries and upon satisfaction, the user may proceed further, especially in cases pertaining to application in company jobsite/link or similar online campus/job application.



## DECLARATION

I declare that I have carefully studied the above-mentioned PLACEMENT POLICY, RULES AND TERMS & CONDITIONS, understood the contents therein and accept them in totality without any reservations.

Signature of the Student: \_\_\_\_\_ Date: \_\_\_\_\_

Name Of the Student: \_\_\_\_\_ Stream: \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_

Year of Passing : \_\_\_\_\_

Institute Roll No : \_\_\_\_\_

Mobile No : \_\_\_\_\_

E-Mail ID : \_\_\_\_\_

Signature of the Parents / Guardian : \_\_\_\_\_

Name of the Parents / Guardian : \_\_\_\_\_

Signature of the Student

Signature of Parent

**Annexure-IV**

**Reimbursement of Registration Fees for attending Conference by the Staff Members and Students of MCKVIE**

Sl. No.	Academic Year	Date of Submission of Application	Name of Applicant	Designation	Dept.	Event Details	Type of Event	Paper Title	SCOPUS Indexed ?	Actual Registration Fee (INR)	TA Claimed (INR)	Approved Registration Fee (INR)	Approved TA (INR)	Total Amount Approved (INR)	Date of Approval by Dean, Academics/ IQAC
1	2023-24	28-02-25	Mr. Pintu Das	Lab Instructor	IT	Presented Research Paper in COMSYS-2023: Internatinal Conference on Frontiers in Computing and Systems 2023 held during 16th to 17th October 2023 online	International Conference	Detection of Diseases in Rubber Leaves Based on Different Classification Models and Comparatives Analysis Using Python	Yes	10,000	-	4,000	-	4,000	25-03-25
2	2023-24	28-02-25	Mr. Pintu Das	Lab Instructor	IT	Presented Research Paper in ICSSAI-2023: Internatinal Conference on Security, Surveillance and Artificial Intelligence 2023 held during 1st to 2nd December 2023 at Techno India University, Kolkata	International Conference	Detection of Diseases in Mango Leaves Based on Different Classification Algorithms and their Comparisons using Machine Learning	No	8,500	-	-	-	-	-
3	2023-24	16-05-24	Dr. Debopoma Kar Ray	Asst. Prof.	EE	Presented Research Paper in CIEC-2024: 3rd International Conference on Control, Instrumentation, Energy and Communication 2024 held during 25th to 27th January 2024 at Dhono Dhonno Auditorium, Kolkata	International Conference	Traction Locomotive Incipient Fault Analysis using Wavelet based Particle Swarm Optimization	Yes	7,000	-	4,000	-	4,000	25-03-25
4	2024-25	06-01-25	Dr. Soma Bandyopadhyay	Asst. Prof.	CSE	Presented Research Paper in ICACA-2024: International Conference on Advanced Computing and Applications 2024 held during 23rd to 24th February 2024 at Techno Main Saltlake, Kolkata	International Conference	Classification of Bloom's Taxonomy Based University Examination Questions: A Recurrent Neural Network and Natural Language Processing Approach	Yes	5,900	-	4,000	-	4,000	25-03-25
5	2024-25	20-02-25	Mr. Sekhar Rana	Asst. Prof.	ECE	Presented Research Paper in EDKCON-2024: IEEE Electron Devices Kolkata Conference 2024 held during 30th November to 1st December 2024 at Fairfield by Marriott, Newtown, Kolkata	International Conference	Performance Optimization of Thin Film Micro-Patterned Piezoresistive Low Pressure Sensor	Yes	7,500	-	4,000	-	4,000	25-03-25
6	2024-25	13-03-25	Ms. Chandrani Sadhukhan	Asst. Prof.	EE	Presented Research Paper in C3IT 2024: 4th Internatinal Conference on Computer, Communication, Control and Informtiaon Technology 2024 held during 28th to 29th September 2024 at AOT, Adisaptagram	International Conference	Model Based Thermal Fault Diagnosis of Lithium-ion Batteries using Extended Kalman Filter	Yes	8,000	-	4,000	-	4,000	25-03-25
7	2024-25	21-03-25	Mr. Shubham Das	Student	CSE-DS	Presented Research Paper in ISAI 2025: 2nd Internatinal Symposium onArtificial Intelligence 2025 held during 5th to 7th March 2025 at NIT Sikkim	International Symposium	Attention Enhanced Visual Feature Extraction for Medical Image Retrieval using Multi-Stage Residual Networks	Yes	6500	-	3000	-	3000	25-03-25

## MCKV Institute of Engineering

Staff Matters : August 2024 - March 2025

### (i) STAFF APPOINTMENT STATUS

Sl.No.	Name	Department	Designation	Qualification	Experience (in years)	Date of Joining
1	Mr. Subhojit Paul	AUE	Assistant Professor	ME	6+ years	02-Jan-25
2	Mrs. Chandrima Dey	Administration	Admission Counsellor	B.Tech	3+ years	01-Mar-25
3	Ms. Mousumi Das	Administration	Admission Counsellor	MA	5+ years	01-Mar-25
4	Ms. Debjani Biswas	Administration	Admission Counsellor	MA	2+ years	01-Mar-25
5	Mr. Sagar Biswas	EE	Jr. Laboratory Instructor	DEE	23+ years	01-Mar-25
6	Dr. Sujit Mukherjee	MS	Emeritus Professor	PhD	40+ years	10-Mar-25
7	Mr. Suman Kumar Chakraborty	Administration	HR Coordinator	M.Com	16+ years	17-Mar-25

### (ii) STAFF CONFIRMATION STATUS

Sl.No.	Name	Department	Designation	Qualification	Experience (in years)	Date of Confirmation
1	Dr. Soumyajit Das	MS	Associate Professor	PhD	16+ years	10-Aug-24
2	Dr. Sougata Majumder	MS	Assistant Professor	PhD	14+ years	01-Sep-24
3	Mr. Soumya Pal	CSE	Assistant Professor	M.Tech	6+ years	01-Dec-24

### (iii) PROMOTION STATUS -NIL

### (iv) MATERNITY LEAVE - NIL

### (v) STAFF RESIGNATION / RETIREMENT STATUS

SL. No.	Name	Department	Designation	Qualification	Experience in MCKVIE	Last Working Day
1	Mr. Diptayan Bhattacheryya	MS	Assistant Professor	MBA	13+ years	08-Oct-24
2	Dr. Animesh Talapatra	AUE	Assistant Professor	PhD	17+ years	03-Dec-24
3	Mr. Rohit Rustagi	Administration	Asst. Accounts Officer	ICA	4+ years	15-Feb-25
4	Mrs. Nandita Das	Administration	HR Coordinator	MA	4+ years	28-Feb-25
5	Mr. Rejaul Haque Molla	CSE	Jr. Laboratory Instructor	M.Tech	5 months	28-Feb-25
6	Mr. Shukla Mondal	CSE	Assistant Professor	M.Tech	1+ years	27-Mar-25

Date: 18-Mar-2025