

Date: 06.02.2026

Record Minutes of the 38th Meeting of Internal Quality Assurance Cell (IQAC) held on 30.01.2026 at 02:00 pm at the Conference Hall of the institute in hybrid mode with online joining link <https://meet.google.com/nfq-racb-atn>.

Members Present:

- 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.) Parthasarathi Chakraborty
- Mr. Abhay Kejriwal
- Prof. (Dr.) Sudipto Chaki
- Prof. (Dr.) Arun Kumar Jalan
- Prof. (Dr.) Prasenjit Chatterjee
- Dr. Krishnendu Chattopadhyay
- Mr. Sandip Dutta
- Mr. Biswajit Majumdar
- Ms. Sharmistha Shee Kanrar (online)
- Mr. Debasis Saha
- Dr. Debopoma Kar Roy
- Mr. Sudeep Samanta
- Prof. (Dr.) Satadal Saha

Members Absent:

- Prof. (Dr.) Abhijit Lahiri
- Mr. Abhijit Roy
- Ms. Rupika Debnath
- Mr. Devasish Basu
- Mr. Rahul Saha
- Mr. Subir Bhadra

Agenda of the meeting:

1. Introduction of new members in IQAC.
2. Confirmation of the minutes of 37th meeting of IQAC held on 20.11.25.
3. Action taken report
4. Academic Audit report format.
5. Participation in NIRF-2026.
6. Registration fee reimbursement for presenting research paper.
7. Recruitment/Re-designation/Resignation information.
8. Green Audit report for 2024-25.
9. Internal Administrative Audit report for 2025-26.
10. Preparation of AQAR for A.Y. 2024-25.
11. Miscellaneous.

Proceedings of the meeting:

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:

Item No. 1 of Agenda: Introduction of new members in IQAC.

The IQAC has been reconstituted (**Annexure-I**) as per NAAC guideline and the new members were being introduced by the IQAC Coordinator. Also, all the existing members introduced themselves.

Mr. Debasis Saha of TCS, Kolkata expressed his eagerness in helping out the students in developing them for a better career prospect.

Item No. 2 of Agenda: Confirmation of the minutes of 37th meeting of IQAC held on 20.11.25.

Minutes of the 37th meeting of IQAC of MCKVIE, held on 20.11.2025, as circulated to all the members, were unanimously confirmed.

Item No. 3 of Agenda: Action taken report.

As per the record minutes of 37th IQAC meeting, no actionable job was being assigned to the cell.

Item No. 4 of Agenda: Academic Audit report format.

As informed by IQAC Coordinator, the current academic audit format is being raised in the 72nd GB meeting and a suggestion is being given the honorable GB members to check whether the current subjective type assessment be converted into objective type assessment.

The issue is being discussed by the members present in the meeting. It was pointed out that the current academic audit format is being developed as per the NAAC assessment and accreditation format. As the NAAC accreditation format is going to be changed into Binary Accreditation and/or Maturity Based Graded Level Accreditation format shortly, the current Academic Audit format may be reformed only after the new assessment format is being published by NAAC, so that the academic audit format remains in coherence with the reformed NAAC format.

Item No. 5 of Agenda: Participation in NIRF-2026.

As informed by IQAC Coordinator, the data is already uploaded in the NIRF portal. The last date of submission is 06.02.26. Data rechecking and revalidation process is going on. The submission will be done in due time.

Item No. 6 of Agenda: Recruitment/Re-designation/Resignation information.

The IQAC Coordinator presented a list of faculty members, Lab Instructors and other staff members who have joined the institute, left the institute, confirmed, promoted and are availing maternity leave during December, 2025 to January, 2026 (**Annexure-II**). It was also reported that as two Lab Instructors have left the department, HoD-ECE has submitted requisition for two Lab Instructors for smooth running of the departmental laboratories. Prevailing the current work load of the existing Lab Instructors, the members unanimously approved the appeal for recruitment of two Lab Instructors for ECE department.

Item No. 7 of Agenda: Registration fee reimbursement for presenting research paper.

As reported by IQAC Coordinator, applications have been submitted by Dr. Diptadip Maiti, Asst. Prof., CSE Dept, Mr. Sudipta Hazra, Asst. Prof., CSE Dept. and Mr. Soumyojit Halder, Student, AUE Dept. for reimbursement of the registration fees for presenting research paper in conference (**Annexure-III**). As reported by IQAC Coordinator, Dr. Maiti has submitted all necessary documents in support of the claim. But Mr. Hazra couldn't submit the presentation certificate and also there has been no DAC approval against the paper submitted by Mr. Halder. Hence, the members present in the meeting unanimously decided to approve Rs. 4000/- against the paper submitted by Dr. Maiti. But the reimbursement against the papers submitted by Mr. Hazra and Mr.

Halder can only be done on getting the presentation certificate and DAC approval from them respectively.

Item No. 8 of Agenda: Green Audit report for 2024-25.

As informed by IQAC Coordinator, the green audit for A.Y. 2024-25 has been done successfully and the corresponding report and certificate has been obtained from the auditing organization (**Annexure-IV**). In this context, the IQAC Coordinator raised the importance of contribution to sustainable development goals (SDG), reduction of power consumption, carbon footprint etc. for a better sustainable world. Being a responsible organization, all the high power consuming electrical/ electronic gadgets/ devices may be replaced by low power, efficient, star-rated gadgets/ devices in a phase-by-phase manner.

Item No. 9 of Agenda: Internal Administrative Audit report for 2025-26.

The internal administrative audit report (**Annexure-V**) is being displayed by IQAC Coordinator. Dean-Administration briefly described the process of the audit.

Item No. 10 of Agenda: Preparation of AQAR for A.Y. 2024-25.

IQAC Coordinator informed that though the submission of AQAR for A.Y. 2024-25 is not required as per NAAC instruction, still preparing AQAR is having immense importance in accumulating the institutional data and retrieving it back as and when required. So it is decided to prepare the AQAR for A.Y. 2024-25. All the criteria In-Charges are requested to prepare their respective section and complete it by the end of February, 2026.

Item No. 11 of Agenda: Miscellaneous.

The following points have been discussed under this agenda.

1. As raised by the IQAC Coordinator, the 3rd and the 4th semester detailed syllabus as per the approved curriculum structure w.e.f. 2025-26 is to be developed so that it becomes effective from next odd semester for the second year students. In this regard, following timeline has been proposed and accepted unanimously by the members present in the meeting.
 - DAC approval incorporating the feedback from all the stakeholders to be completed by 28.02.2026.
 - BoS approval to be completed by 13.03.2026.
 - Academic Council approval to be completed by 17.04.2026.
2. IQAC Coordinator informed about the following issues:
 - All the proposed dates for NBA visit for ECE and EE departments have been elapsed. On 12.01.26 NBA asked to upload DCP link to the institutional website and send the corresponding link to them. After several verbal communication with them over phone the issue is clarified and the job has been done. The same has been reported to NBA through their portal on 16.01.26. The visit date is yet to come from them.
 - The MS department is preparing the SAR for NBA accreditation. HoD-MS is requested to submit a progress report in the next IQAC meeting.
 - The data is uploaded in the NIRF portal. The last date of submission is 06.02.26. Data rechecking and revalidation process is going on. The submission will be done in due time.



MCKV INSTITUTE OF ENGINEERING

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Ph: +91 33 26549315/17 Fax +91 33 26549318 Web: www.mckvie.edu.in

- Green and Environmental Audit for A.Y. 2024-25 has been done.

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

Prof. (Dr.) Satadal Saha
Coordinator, IQAC

Prof. (Dr.) Abhijit Lahiri
Chairman, IQAC

Minutes circulated to:

- Chairman Sir
- All the members of IQAC



Annexure-I
MCKV INSTITUTE OF ENGINEERING

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No. MCKVIE/PO/25-26/51

Date: 12th December, 2025

Office Order

To
All Concerned

Sub.-: Reconstitution of IQAC

This is to inform all concerned that IQAC is hereby re-structured with the following members:

Composition of IQAC

SL.No.	Nomenclature	Name	Designation
1	Chairman	Prof. (Dr.) Abhijit Lahiri	Principal
2	Teachers	Dr. Pubali Mukherjee	HoD, Dept. of ECE
3		Dr. Tamal Roy	HoD, Dept. of EE
4		Mr. Avijit Bose	HoD, Dept. of CSE
5		Mr. Sachin Balo	HoD, Dept. of IT
6		Dr. Abhijit Dutta	HoD, Dept. of ME
7		Mr. Tapas Biswas	HoD, Dept. of AUE
8		Dr. Dipankar Ghosh	HoD, Dept. of BSH
9		Dr. Juin Ghosh Sarkar	HoD, Dept. of MS
10		Prof. (Dr.) S.S. Thakur	Prof, Dept. of CSE
11		Management Representative	Prof. (Dr.) Parthasarathi Chakraborty
12	Mr. Abhay Kejriwal		Trustee Member
13	Senior Administrative Officer	Prof. (Dr.) Sudipto Chaki	Dean, Administration
14		Prof. (Dr.) Arun Kumar Jalan	Dean, Student Affairs
15		Prof. (Dr.) Prasenjit Chatterjee	Dean, Research & Consultancy
16		Dr. Krishnendu Chattopadhyay	Controller of Examination
17		Mr. Sandip Dutta	Head, T&P Cell
18		Mr. Abhijit Roy	Assistant Account Officer
19	Nominee from the Local Society	Mr. Biswajit Majumdar	Headmaster, M C Kejriwal Vidyapeeth
20	Nominee from the Students	Ms. Rupika Deb Nath	Student, Dept. of EE
21	Nominee from the Alumni	Ms. Sharmistha Shee Kanrar	Junior Telecom Officer (JTO), BSNL (Enterprise Business)
22	Nominee from Industry	Mr. Devasish Basu	GGM, Kolkata Metro Railway Corp. Ltd.
23		Mr. Dabasis Saha	Business Head - Asia Pacific Manufacturing, TCS Kolkata
24		Mr. Rahul Saha	Associate Principal-Data Sciences-AI Evangelist, LTIMindtree
25	Coordinator	Prof. (Dr.) Satadal Saha	Dean, Academics
26	Extended Committee Members	Dr. Debopoma Kar Ray	Asst. Prof., Dept. of EE
27		Mr. Subir Bhadra	Asst. Prof., Dept. of CSE
28		Mr. Sudeep Samanta	Asst. Prof., Dept. of EE

Terms of Reference:

- The function of the Cell is to develop and monitor the quality benchmark of the Institute.
- The duration of the Cell will be of 2 years until further order.
- The members should conduct a meeting at least once in three months.
- Chairperson of the Committee is empowered to co-opt any member as and when required for proper functioning of the Cell.
- Any other as may be directed by the Principal/Chairman.

Cooperation of all concerned is requested.

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Principal

CC: Chairman
CEO, MCKV Group
Deans & HODs
Members of the Committee
Notice Board

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MCKV Institute of Engineering

Staff Matters :Dec 2025 - Jan 2026

(i) STAFF APPOINTMENT STATUS						
Sl.No.	Name	Department	Designation	Qualification	Experience (in years)	Date of Joining

(ii) STAFF CONFIRMATION STATUS						
Sl.No.	Name	Department	Designation	Qualification	Experience (in years)	Date of Confirmation
1	Subhojit Paul	AUE	Assistant Professor	Master of Engineering Ph.D (Pursuing)	5.5	02-Jan-26

(iii) PROMOTION STATUS -NIL						
Sl.No.	Name	Department	Designation	Qualification	Experience (in years)	Date of Confirmation

(iv) MATERNITY LEAVE - NIL						
Sl.No.	Name	Department	Designation	Qualification	Experience (in years)	Date of Confirmation

(v) STAFF RESIGNATION / RETIREMENT STATUS						
SL. No.	Name	Department	Designation	Qualification	Experience in MCKVIE	Last Working Day
1	Mr. Udaybhanu Dutta	ECE	Senior Laboraroty Instructor	Diploma in Electronics & Telecommunication Eng.	13+	18-Dec-25
2	Mr. Arijit Sen	ECE	Junior Laboraroty Instructor	Diploma in Electronics & Telecommunication Eng.	18+	12-Jan-26
3	Mr. Nabin Kumar Mandal	ME	Junior Laboraroty Instructor	Diploma in Mechanical Engineering. BA	14+	23-Jan-26

Subhojit Paul

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, Academic/ OAC
1	2025-26	08-12-2025	Dr. Dipadip Maiti	Asst. Prof.	CSE	Presented Research Paper in IEEE International Conference on Computing, Intelligence, and Application (CIACON 2025) held during 18th to 19th July, 2025 at Dr. B. C. Roy Engineering College, Durgapur	International Conference	Impact of Bio-Inspired Optimization Techniques on EEG Signal Classification for Psychiatric Disorder Diagnosis	Yes	8000	-	4,000	-	4,000	30-01-2026
2	2025-26	08-12-2025	Mr. Sudipta Hazra	Asst. Prof.	CSE	Presented Research Paper in IEEE International Conference on Computing, Intelligence, and Application (CIACON 2025) held during 18th to 19th July, 2025 at Dr. B. C. Roy Engineering College, Durgapur	International Conference	Class Topper Optimization Algorithm Based Optimal Cryptographic Technique	Yes	6000	-	-	-	-	30-01-2026
3	2025-26	15-01-2026	Mr. Soumyajit Halder	Student	AUE	Presented Research Paper in 3rd International Conference on Mechanical Engineering (IACON 2026) held during 8th to 10th January, 2026 at Jadavpur University, Kolkata	International Conference	Dynamic Response of a Load Sensing Axial Piston Pump in a Bleed-off Circuit Configuration: An Experimental Examination	No	4,500	-	-	-	-	30-01-2026

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Annexure-IV



NATURE GUARD CERTIFICATE

GREEN AND ENVIRONMENTAL AUDIT CERTIFICATE (ISO 14001:2015)

This is to certify that an expert Audit Team of Nature Guard has assessed thoroughly and as per norms the Green audit And Energy Audit of MCKV Institute of Engineering, Howrah for the Academic Year July,2024-June,2025 with the assistance of Internal Audit Team of MCKV,IQAC and Greenovation club,MCKV.

The assessment and recommendations are based on verified data presented before the audit team on the situation as they exist at the time of audit.

This Audit is conducted to ensure that a Green Policy is followed and implemented in the campus across all Academic and Non Academic departments and with potential to develop into a Carbon Neutral Campus by adopting a dedicated Green Practices with approved remediation practices in position.

CERTIFICATE NO. EMS/NG/24-25/10

ISSUE DATE : 29/04/2025

EXPIARY DATE : 28/04/2026

Prof B.B. Paira
President of Nature Guard,
Academic Advisor, MAKUT

Prof(Dr) Anup Kumar Sikdar
Joint Secretary Nature Guard,
Scientist and Emeritus, Prof. of
Biotechnology, NAAC Assessor

Dr Samir Kanti Datta, FRSC
Joint Secretary Nature Guard,
Dean of Science The Bhowanipore
Education Society College, Kolkata

Mrs. Chandrabali Datta
Scientist and IRCA certified
Lead Auditor

Mr. Mihir Jana
Board Member of Nature Guard

NATURE GUARD

OFFICE ADDRESS – GANGES GARDEN, 106, KIRAN CHANDRA SINGHA ROAD, BLOCK- A3, SHOP NO.- 5, SHIBPUR,
HOWRAH- 711 102, WEST BENGAL, INDIA



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Administrative Audit Report (AY: 2025-26) Duration – 24th to 26th November, 2025

Name of the Process / Name of the Dept.	Name of the Head / In-Charge of Dept.	Strength	Deviation	Remarks
Store	Mr. Biswanath Chanda	<ol style="list-style-type: none"> 1. Entry and issue of items is digital / software based. 2. Stock items rectification process is properly maintained using challan and invoice. 	<ol style="list-style-type: none"> 1. No proper plan is implemented for disposal of obsolete items. 2. No specific periodical stock checking is observed. 	<p>Ok</p> <p>Need to be updated</p>
Library	Mr. Tapas Kanti Sarkar	<ol style="list-style-type: none"> 1. No of resources is increased and stock & records are maintained properly. 2. New Plagiarism Software (DrillBit) is purchase. 3. Library event like orientation program & NDLI Club event are organised by the time to time. 		<p>Ok</p> <p>Need to be updated</p>
HR	Mr. S K Chakraborty	<ol style="list-style-type: none"> 1. Employee file with service book is maintained properly for each staff. 2. Self-appraisal file is maintained properly. 	<ol style="list-style-type: none"> 1. Library policy in written format is not updated. 2. No photocopy machine is available in the library. 	<p>Ok</p> <p>Need to be updated</p>

*Sd/-
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			2. Staff welfare file training need analysis, leave rules etc are not found.	
General Maintenance	Mr. Prabir Ghosh	1. Preventive maintenance plan is present & executed time to time. 2. Disposal plan & process is maintained properly.		Ok
Training & Placement Cell	Mr. Sandeep Dutta	1. Finishing school & training placement program is organised.	1. Lack of cleanliness is observed in washroom.	Need to be updated
			1. Skill requirement analysis report is not available. 2. Placement planning/policy is not found. 3. Alumni feedback is not maintained properly.	Ok
Purchase	Mr. Biswanath Chanda	1. The purchase process are well maintained & monitored. 2. Institute has centralised asset register (Fixed Asset Register)		Need to be updated
			1. No Central Purchase Committee is found. 2. File for maintenance of project account not maintained for last 3 years.	Need to be updated

Debi alankari



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<p>Hardware Department & Electronics (Computer Hardware and Maitaince)</p>		<ol style="list-style-type: none"> 1. Disposal process is maintained & disposal records are found. 2. Call register log book is maintained. 3. Maintenance register for electronics equipment is maintained. 	<p>Ok</p>
<p>Admission & Students Cell</p>	<p>Ms. Arpita Sen & Mr. Sandip De</p>	<ol style="list-style-type: none"> 1. List of UG, PG programs, eligibility criteria, entry of each program are maintained. 2. All steps and activities for admission process is followed during admission. 3. Register is maintained for admission withdrawal by the students. 	<p>Ok</p>
<p>Student Counselling</p>	<p>Ms. Satakshi Ghoshal</p>	<ol style="list-style-type: none"> 1. Long-term support is provided for each student. 2. Serious cases such as depression, harassment is handled properly. 	<p>Need to be updated</p>
			<p>Ok</p>



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General Administration	Dr. Sudipta Chaki	1. All higher education & accreditation records are properly maintained. 2. Governing Body resolutions are well maintained.	1. No organised file is maintained properly. 2. Feedback for student counselling effectiveness is not maintained.	Need to be updated
				Ok
			1. Recruitment policy need to be maintained.	Need to be updated

S. Chakraborty

Asanas 10/12/2025
.....
Chairman, Internal Audit Cell

(Signature) 10/12/25
.....
Convener, Internal Audit Cell

.....
Co-Ordinator, Internal Audit Cell