



## BRAINWARE UNIVERSITY

398, Ramkrishnapur Road, Barasat, North 24 Parganas, Kolkata - 700 125

### Minutes of the Meeting

### 2<sup>nd</sup> Meeting of the Internal Quality Assurance Cell (IQAC)

Date: 6<sup>th</sup> March, 2019

Time: 3 p.m.

Venue: Board Room, University Building III, Brainware University

The following members were present:

| Sl. No. | Name and Affiliation   |                        |
|---------|--|------------------------|
| 1.      | Prof. Subrata Kumar Dey, Vice-Chancellor, BWU  | Chairman, IQAC         |
| 2.      | Prof. B. B. Paira, Ex-Advisor – Higher Education, Heritage Group of Institutions                         | Advisor, IQAC-BWU      |
| 3.      | Prof. Sharmistha Ghosh, Dean, Science, BWU   | Director, IQAC         |
| 4.      | Prof. Dilip Debnath, Dean, Engineering, BWU  | Member, IQAC           |
| 5.      | Dr. Sudipto Bhattacharyya, , HOD, Department of Computer Science & Engineering, BWU                      | Member, IQAC           |
| 6.      | Dr. Soumya Paul, HOD, Department of Computational Science, BWU   | Member, IQAC           |
| 7.      | Dr. Kaushik Banerjee, HOD (Acting), Department of Management, BWU  | Member, IQAC           |
| 8.      | Dr. Pijush Mallick, HOD, Department of Biotechnology, BWU  | Member, IQAC           |
| 9.      | Dr. Gourab Chatterjee, HOD, Department of Humanities & Social Science, BWU                               | Member, IQAC           |
| 10.     | Dr. Mainak Mal, Assistant Professor, Department of Pharmaceutical Technology, BWU                        | Member, IQAC           |
| 11.     | Mr. Amitava Das, Controller of Examinations, BWU   | Member, IQAC           |
| 12.     | Ms. Mahua Pal, Registrar, BWU  | Member, IQAC           |
| 13.     | Dr. Anup Maiti, Dean Students' Welfare, BWU  | Member, IQAC           |
| 14.     | Ms. Bandana Basu, Librarian, BWU   | Member, IQAC           |
| 15.     | Ms. Writuparna Pal, BCA 3 <sup>rd</sup> year student, BWU  | Member, IQAC           |
| 16.     | Mr. Partha Mukhopadhyay, father of Mr. Kalpak Mukhopadhyay, B.Sc. (HN) 3 <sup>rd</sup> year student, BWU | Member, IQAC           |
| 17.     | Prof. Manas Bhowmick, HOD, Department of Pharmaceutical Technology, BWU                                  | Committee Member, AQAR |
| 18.     | Mr. Jyotirishwar Kumar, Assistant Registrar, BWU   | Committee Member, AQAR |

|     |   |                        |
|-----|---|------------------------|
| 19. | Mr. Gautam Deb, Systems Officer   | Committee Member, AQAR |
| 20. | Dr. Debjani Sarkar, Assistant Professor, Department of Pharmaceutical Technology, BWU | Committee Member, AQAR |
| 21. | Dr. Anirban Mandal, Associate Professor, Department of Management, BWU                | Committee Member, AQAR |
| 22. | Dr. Saprativ P. Das, Assistant Professor, Department of Biotechnology, BWU            | Committee Member, AQAR |
| 23. | Dr. Asit Gope, HOD, Department of Commerce, BWU                                       | Invited Member         |

The following IQAC members were unable to attend the meeting:

- Local Municipality Chairman
- Jenna Mondal, MBA passed out student (BWU/MBA/16/018)
- **Employer** : Mr. Ranendra Narayan Dutta, Director and CEO, Nature Technologies Pvt. Ltd., Kolkata
- **Industrialist** : Mr. Amit Mishra, CEO & Founder, Anix Systems Pvt. Ltd., Noida, UP

The Honourable Vice-Chancellor welcomed all the members. Director, IQAC then requested Advisor, Prof. Paira to give his valuable suggestions on the day's Agenda:

#### AGENDA 1 : Review of all Criteria of AQAR

1. **Part A : Institutional Data** for AQAR was presented by the Convener. It was also informed by Registrar that as per suggestion given in the 1<sup>st</sup> IQAC meeting, *website linkage* for IQAC has been done.
2. **Part B : Criterion I – Curricular Aspects :**  
Criteria I should be filled up for the academic year 2018-19 and to be presented in the next meeting.
3. **Part B : Criterion II – Teaching-Learning and Evaluation :**
  - Teacher-Student ratio of the University to be improved. For post-graduate courses, teacher-student ratio should be 1:12 whereas at undergraduate level, the ratio should be maintained between 1:15 to 1:20.
  - Smart Class Room to be created.
  - Examination Reforms to be highlighted in the document.
  - Student Satisfaction Survey should be filled up online by all students of each department.
4. **Part B : Criterion III – Research, Innovations and Extension**
  - University Fellowship Scheme as JRF/SRF may be created.
  - Recognition of talent as Best Teacher Award, Best Student Award may be started.
  - Workshop on IPR to be conducted.



- Skill Development may be shown under extension activities.
5. **Part B : Criterion IV – Infrastructure and Learning Resources**
- AICTE norm for Library requirement should be followed.
  - Group discussion room should be allocated in the library.
  - Computer centre with servers has to be developed. Computer to student ratio should be maintained as per standard norms.
6. **Part B : Criterion V – Student Support and Progression**
- Identification of weak students and conduction of remedial classes should be done.
  - Career Counselling Cell to be started.
  - Higher level coaching or guidance may be provided for GATE, NET, IES, GMAT, GRE etc.
  - Meeting of the Student Board should be held in every 3 months.
  - Alumni Association should be constituted and registered.
7. **Part B : Criterion VI – Governance, Leadership and Management**
- Workshop on Curriculum Development should be done.
  - Suggestion was given to take Membership of Institution of Engineers.
8. **Part B : Criterion VII – Institutional Values and Best Practices**
- Gender-equity promotion programs should be conducted.
  - Seminar on Environmental Consciousness should be arranged.
  - Weekly seminar for students and faculty members should be initiated by different departments.
  - Road map or future plan to be prepared.
  - Institutional best practices to be identified.

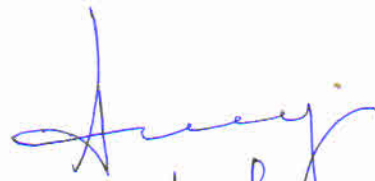

## AGENDA 2 : Feedback Format

- Existing feedback forms were submitted in the meeting by Director, IQAC and suggestions were sought from external advisor, Prof. Paira regarding improvement of the forms. Valuable advice was given in this regard. It was decided that the existing formats will be edited accordingly and placed for final approval in the next meeting.
  - It was suggested that peer feedback of teaching should be done in each semester.
- The following points were also discussed :
- It was suggested by Prof. Paira that a separate NAAC Steering Committee should be formed in internal meetings for preparation of NAAC Self Study Report of the University.

- Suggestions for quality improvement were sought from the student member of IQAC who was found to be satisfied by the University Educational, Infrastructural as well as Placement facilities.
- The stakeholder, Mr. Kalpak Mukhopadhyay, was also satisfied by the proceedings of the meeting as well as the initiatives of the University.

The meeting ended with a vote of thanks by the Director, IQAC.

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8/3/19  
  
**VICE CHANCELLOR**  
**Brainware University**  
**Barasat, Kolkata-700125**