



BRAINWARE UNIVERSITY

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

Minutes of the Meeting **3rd Meeting of the Internal Quality Assurance Cell (IQAC)**

Date: 14th June, 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.	Ms. Bandana Basu, Librarian, BWU	Member, IQAC
14.	Prof. Manas Bhowmick, HOD, Department of Pharmaceutical Technology, BWU	Committee Member, AQAR
15.	Mr. Gautam Deb, Systems Officer	Committee Member, AQAR
16.	Dr. Anirban Mandal, Associate Professor, Department of Management, BWU	Committee Member, AQAR
17.	Dr. Shampa Sen, Professor, Department of Biotechnology, BWU	Invited Member
18.	Dr. Asit Gope, HOD, Department of Commerce, BWU	Invited Member



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19.	Mr. Subhojyoti Roychowdhury, Department of Multimedia, BWU	Invited Member
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The following IQAC members were unable to attend the meeting:

- Dr. Anup Maiti, Dean Students' Welfare, BWU
- Local Municipality Chairman
- Jenna Mondal, MBA passed out student (BWU/MBA/16/018)
- Ms. Writuparna Pal, BCA 3rd year student, BWU
- Mr. Partha Mukhopadhyay, father of Mr. Kalpak Mukhopadhyay, B.Sc. (HN) 3rd year student, BWU
- **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 circulated the minutes of the 2nd IQAC meeting for confirmation and requested Advisor, Prof. Paira to give his valuable suggestions on the day's Agenda:

CONFIRMATION OF MINUTES of the 2nd IQAC Meeting

The minutes of the 2nd IQAC meeting held on 6th March, 2019 were circulated among all members present in the meet for confirmation. After thorough review, all agenda of the 2nd meeting of the Internal Quality Assurance Cell were confirmed by the members.

AGENDA 1: Finalization of various Feedback Format

As per the suggestions received in the 2nd IQAC meeting, the revised feedback forms of the five stakeholders, viz. Student, Teacher, Employer, Parent and Alumni were presented in the meeting by Director, IQAC. The final formats of all the five feedback forms were approved by all members present in the meeting. It was also advised by Prof. Paira, that the final feedback report should be preserved year-wise along with graphical analysis.

AGENDA 2: Self-Appraisal Form

The proposed self-appraisal form as per latest UGC guidelines was put forward by Registrar. The proposed format was appreciated by external Advisor, Prof. Paira and was approved by all members present in the meeting after minor modifications.



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AGENDA 3: Peer Appraisal Form

A newly designed peer appraisal form for evaluation of organization, presentation, and professionalism of lecture delivered by a faculty member in a classroom was presented by Director, IQAC. The format was finalized with minor suggestions given by Prof. Paira.

AGENDA 4: Other Academic Forms

The following academic forms were put forward for approval.

1. Application form for Ph.D. Supervisor/ Joint Supervisor
2. Application form for seeking permission to attend Conference, Seminar, Workshop, STTP, FDP
3. Industrial Training/ Vocational Training/ Field Trip/ Study Tour Approval Form
4. Technical Tour Report Form

All the proposed forms were approved by all members after minor modifications.

AGENDA 5: Planning of Academic Audit

It was informed by Hon. Vice-Chancellor that as per decision taken in the 10th Academic Council meeting, Academic Audit of various departments of the University shall be conducted from the next academic session. The names suggested as Academic Auditors were as under:

1. Prof. B. B. Paira, Ex-Advisor – Higher Education, Heritage Group of Institutions
2. Prof. Devadutta Sinha, Former Professor, Department of Computer Science & Engineering, University of Calcutta
3. Prof. J. K. Mandal, Professor, Department of Computer Science & Engineering, University of Kalyani.

The Academic Audit form was presented by Prof. Paira and the points to be evaluated in Academic Audit were discussed.

It was also suggested by the Advisor that Green Audit / Environmental Audit should be planned for the entire campus.

AGENDA 6: Status of AQAR Report for 2018-19

The status of AQAR Report for 2018-19 was reviewed. The following suggestions were made by the external Advisor:

- Mission, Vision of the University as well as Departmental Mission, Vision to be revisited by a University team. The team members for the said task shall be as under :
 1. Dr. Sharmistha Ghosh
 2. Dr. Sudipto Bhattacharyya
 3. Dr. Anirban Mandal
 4. Ms. Mahua Pal



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The revised Mission, Vision to be presented in the next IQAC meeting.

- Value-Added courses should be introduced for every programme.
- Online Student Satisfaction Survey should be conducted as per NAAC Criteria.
- NIRF measures to be taken by the University. A committee should be constituted in that regard.
- The *Earn While You Learn Scheme* introduced by the University gives the students a unique opportunity to earn during their tenure of study. It was suggested by Prof. Paira that the said scheme may be shown as Institute Distinctiveness in NAAC criteria.
- Opportunities should be created for students through MOU with foreign Universities.

There being no other issues, the meeting ended with a vote of thanks by the Director, IQAC.

A handwritten signature in blue ink, appearing to read "Deep", written over a horizontal line.

VICE-CHANCELLOR
Brainware University
Barasat, Kolkata-700125