



BRAINWARE UNIVERSITY

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

Minutes of the Meeting

1st Meeting of the Internal Quality Assurance Cell (IQAC)

Date: 11th October, 2018

Time: 12.00 noon

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.	Mr. 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.	Dr. S. K. Chatterjee, Trust Nominee	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.	Mr. Arindam Mitra, System Administrator, BWU	Member, IQAC
16.	Ms. Writuparna Pal, BCA 3 rd year student, BWU	Member, IQAC
17.	Mr. Partha Mukhopadhyay, father of Mr. Kalpak Mukhopadhyay, B.Sc. (HN) 3 rd year student, BWU	Member, IQAC
18.	Prof. Manas Bhowmick, HOD, Department of Pharmaceutical Technology, BWU	Committee Member, AQAR
19.	Mr. Jyotirishwar Kumar, Assistant Registrar, BWU	Committee Member, AQAR
20.	Mr. Gautam Deb, Systems Officer	Committee Member, AQAR

The following IQAC members were unable to attend the meeting:

- Mr. Amitava Das, Controller of Examinations
- 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
- Prof. Subhansu Bandyopadhyay, Adviser to Chancellor

The Honourable Vice-Chancellor welcomed all the members. Director, IQAC then requested Advisor, Prof. Paira to give his valuable suggestions on Curricular Aspects (Agenda I) as well as Feedback System (Agenda II).

➤ Suggestions were actually given on all criteria of AQAR (including Agenda I and Agenda II) as follows :

1. Registrar was assigned the responsibility of **website linkage** for IQAC.
2. **Part A : Institutional Data** for AQAR to be made ready by the next meeting.
3. **Part B : Criterion I – Curricular Aspects :**
 - Convenor was requested to fill up the necessary document for the period 1st July, 2017 – 30th June, 2018. Supporting documents must be maintained.
 - CBCS to be offered for all courses.
 - Value added courses should be introduced e.g. Cyber-security, Cyber Law & IPR, Block Chain and so on. The courses may be open to all with suitable pre-requisites.
 - Teacher's **feedback** should include peer's review of teaching skills.
 - **Feedback** format to be prepared along with graphical representation and analysis.
 - Corrective measures should be implemented after every feedback.
4. **Part B : Criterion II – Teaching-Learning and Evaluation :**
 - Examination reforms to be implemented in 2018-19 may be shown in 2017-18 as data under future planning.
 - One of the important reforms includes uploading of Academic Transcripts in National Academic Depository.
 - Student Satisfaction Survey should be in numerical scale of 5.
5. **Part B : Criterion III – Research, Innovations and Extension**
 - BWU is promoting funded research.
 - Faculty participation in seminars/workshops/conferences is also supported by BWU.
 - Literacy Camp (both for young and old) may be conducted by students through NSS.
 - Industry-Institute Partnership Cell should be constituted.
 - Collaboration was also suggested with Industry for training, plant visit, etc.

- Consultancy Cell also to be constituted.
- 6. **Part B : Criterion IV – Infrastructure and Learning Resources**
 - Convenor was requested to collect Infrastructural data.
- 7. **Part B : Criterion V – Student Support and Progression**
 - BWU has implemented *Earn While You Learn* scheme. It was advised to maintain money receipts for the payments made in this regard.
 - Year-wise & department-wise data for GATE, NET, JRE etc. to be stored.
 - Alumni Association should be constituted and registered.
- 8. **Part B : Criterion VI – Governance, Leadership and Management**
 - Academic Audit should be conducted.
- 9. **Part B : Criterion VII – Institutional Values and Best Practices**
 - Gender-equity promotion programs should be conducted.
 - Empowerment of people through skill development to be focussed as University thrust area.

➤ The following points were also discussed :

- It was suggested by Trust Nominee, Dr. S. K. Chatterjee that all faculty members should try to focus on some expertise area.
- Certificate or Training Course in Audit may be started.
- A course on Elements of Commerce may be offered to Engineering students which will be helpful for guiding students interested for Entrepreneurship.
- Suggestions for quality improvement were sought from the student member of IQAC.
 - ✓ The student member has requested for value added courses and hands-on-training which are already in planning.
It was mentioned by Hon. Vice-Chancellor that value added courses may also be attended online (as NPTEL, MOOC, Swayam courses etc.). Students will be allowed to transfer credit for such online courses.
 - ✓ One project should be allotted to each student instead of individual lab based project. This can enhance the quality of the project work. The suggestion was taken by the house and shall be evaluated in internal meetings.
- The stakeholder, Mr. Kalpak Mukhopadhyay, was satisfied by the proceedings of the meeting as well as the initiatives of the University.
- The 2nd meeting of the IQAC will be tentatively held at the end of November, 2018.
- Agenda for the 2nd meeting of IQAC shall include University Roadmap and Department-wise Growth Plan.

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