



Internal Quality Assurance Cell (IQAC)

4th Minutes of Meeting

Meeting Date: 09.01.2020

Meeting time: 2.30 p.m.

Venue: Board Room, University Building III

Purpose: IQAC Activity Updates

The following members were present:

Sl. No.	Name & Designation
1.	Professor Subhasish Banerjee, Pro-VC, BWU
2.	Prof. Sanghamitra Kundu, Director – IQAC, BWU
3.	Ms. Mahua Pal, Registrar, BWU (Trust Nominee)
4.	Prof. Sankar Ganguly, Director – Research, BWU
5.	Prof. Debarati Chakraborty, Director – Project, BWU
6.	Dr. Anup Maiti, Dean Students' Welfare, BWU
7.	Dr. Somnath Ghosh, HOD, Department of Allied Health Sciences, BWU
8.	Dr. Pijush Mallick, HOD, Department of Biotechnology, BWU
9.	Dr. Angshuman Majumder, HOD, Department of ECE, BWU
10.	Dr. Gourab Chatterjee, HOD, Department of English & Literary Studies, BWU
11.	Dr. Mainak Mal, Assistant Professor, Department of Pharmaceutical Technology, BWU
12.	Ms. Bandana Basu, Librarian, BWU
13.	Mr. Sankar Ghosh, ACOE, BWU
14.	Dr. Anirban Mondal, HOD, Department of Management, BWU
15.	Mr. Arpan Kishore Sarbadhikari, Assistant Professor, Department of Computational Sciences, BWU
16.	Mr. Boudhayan Bhattacharya, Assistant Professor, Department of Computational Sciences, BWU
17.	Mr. Anindya Bose
18.	Ms. Monamie Mukherjee, Assistant Professor, Department of English & Literary Studies, BWU
19.	Dr. Kaushik Banerjee, Associate Professor & HOD, Department of Law, BWU
20.	Mr. Jayanta Aich, Assistant professor, Department of Computer Science and Engineering, BWU
21.	Dr. Surath Roy, Assistant Professor, Department of Basic & Applied Sciences
22.	Dr. Arpita Sarkar, Assistant Professor, Department of Basic & Applied Sciences
23.	Dr. Bishuddhananda Das, Assistant Professor, Department of Basic & Applied Sciences
24.	Mr. Jyotirishwar Kumar, Assistant Registrar, BWU
25.	Ms. Anandita Das, Assistant Registrar, BWU
26.	Mr. Gautam Deb, Systems Officer, BWU

The following members were unable to attend the meeting:

1.	Ms. Writuparna Pal, MCA 2 nd year, student, BWU
2.	Industrialist: Mr. Amit Mishra, CEO & Founder, Anix Systems Pvt. Ltd., Noida, UP
3.	Employer: Mr. Ranendra Narayan Dutta, Director and CEO, Nature Technologies Pvt. Ltd., Kolkata
4.	Local Municipality Chairman
5.	Jenna Mondal, MBA passed out student (BWU/MBA/16/018)
6.	Mr. Partha Mukhopadhyay, father of Mr. Kalpak Mukhopadhyay, MHN 1 st year, student, BWU



Internal Quality Assurance Cell (IQAC)

4th Minutes of Meeting

7.	Mr. Arindam Mitra, System Administrator, BWU
8.	Prof. J.K. Mondal, Dept. of Computer Science and Engineering, Kalyani University
9.	Mr. Ayan Mukherjee, Assistant Professor, Department of Cyber Science and Technology

The Honourable Pro Vice-Chancellor welcomed all the members. Director, IQAC then brought up the agenda and the minutes of the 3rd IQAC meeting for confirmation followed by the day's Agenda.

CONFIRMATION OF MINUTES of the 3rd IQAC Meeting

The minutes of the 3rd IQAC meeting held on 14th June, 2019 were circulated among all members present in the meet for confirmation.

After thorough review, as per Agenda 1 of the 3rd IQAC meeting (Finalization of the various feedback formats), Director IQAC stated that changes have been made in the Teacher Feedback Form and presented the same in front the team members. The modified teacher feedback form was approved by all members present in the meeting.

As per Agenda 6 of the 3rd IQAC meeting, Director IQAC stated that some modifications were made to the Field trip/Technical tour forms which will be further discussed in the 3rd Agenda of this 4th IQAC meeting.

Remaining all other agenda of the 3rd meeting of the Internal Quality Assurance Cell were confirmed by the members.

AGENDA 1: Re-constitution of the IQAC member composition

The IQAC Chairman, Pro VC Prof. Subhasish Banerjee introduced Dr. Sanghamitra Kundu as the new IQAC Director to the team.

Since many of the IQAC team members have left the University, the IQAC team was reconstituted with new members and student's representatives as per the NAAC guidelines. The IQAC, Chairman, Director & Registrar, Brainware University (BWU) welcomed all the new members and expressed their vision that IQAC team will work and focus on Quality Enhancement (QE) activities of the University.

Director IQAC further informed that Prof. J.K. Mondal, Dept. of Computer Science and Engineering, Kalyani University will be the external Advisor for IQAC, BWU. It was further suggested that the Alumni member, the Industrialist and the Employer in the existing team also needs to be updated, as they haven't been able to attend any of the previous IQAC meetings due to their own schedules, which will be finalized in the next IQAC meeting.

AGENDA 2: Work Plan of IQAC

a. Annual report submission from various departments and divisions

The IQAC Director detailed on the action plan of the IQAC. She directed that all departments should maintain proper records of all activities. Curricular, co-curricular and extracurricular activities should be maintained in separate records. Proof of all activities should be provided.

She further stated that all departments and divisions should prepare a bi-annual/annual report of their activities and achievements as per the format given by the IQAC and submit it to the IQAC for proper maintenance of records and also in the ease of maintenance of records as per NAAC requirements.

b. Finalization of Cells & Committees composition

To achieve easy and proper documentation of various activities of the University for NAAC and subsequent AQAR, the director of IQAC suggested the formation/modification of various cells and committees. These cells and committees will have a certain quorum, frequency of meetings, list of activities that will be documented as the templates suggested by IQAC.

The Pro VC applauded the suggestions and the team members approved the same.

Internal Quality Assurance Cell (IQAC)

4th Minutes of Meeting



The cells and committees that were formed/finalized are as follows:

1(a). TIMETABLE COMMITTEE

Sl. No	Member	Designation
1.	Mr. Suprativ Saha, Department of Computer Science & Engineering	Chairperson
2.	Mr. Surath Roy, Assistant Professor & HOD, Department of Mathematics	Coordinator/convener
3.	Prof. Manas Bhowmik, HOD, Department of Pharmaceutical Technology (Sreejan Manna)	Core team member
4.	Dr. Somnath Ghosh, Associate Professor & HOD, Department of Allied Health Sciences (Dr. Animesh Dey)	Core team member
5.	Dr. Pijush Mallick, Assistant Professor & HOD, Department of Biotechnology (Dr. Uma Shankar Prasad Uday)	Core team member
6.	Dr. Gourab Chatterjee, Assistant Professor & HOD, Department of English & Literary Studies (Alankar Das Dalal)	Core team member
7.	Mr. Sayan Bose, Assistant Professor, Department of Computational Sciences	Core team member
8.	Ms. Sriparna Guha, Assistant Professor, Department of Management	Core team member
9.	Ms. Moumita Mitra, Assistant Professor, Department of Law	Core team member

1(b). EXAM COMMITTEE (Nucleus Members)

Sl. No	Member	Designation
1.	Prof. Subhasish Banerjee, Pro-VC, BWU	Chairperson
2.	Ms. Mahua Pal, Registrar, BWU	Member
3.	Prof. Sanghamitra Kundu, Director, IQAC	Member
4.	Mr. Gautam Deb, Representative - Administration	Member
5.	Dr. Anup Maiti, Dean Students	Member
6.		Controller of Examinations
7.	Mr. Sankar Ghosh,	Assistant Controller of Examinations & Convener
8.	Mr. Subhanjan Majumder, Teacher Representative	Assistant Controller of Examinations
9.	Mr. Dipankar Saha, Teacher Representative	Assistant Controller of Examinations
10.	Ms. Sriparna Guha, Dept. of Management	Departmental Representative
11.	Mr. Soumik Ash, Dept. of Law	Departmental Representative
12.	Dr. Sriparna De, Dept. of Allied Health Sciences	Departmental Representative
13.	Dr. Sanchita Das, Dept. of Pharmaceutical Technology	Departmental Representative
14.	Dr. Suman Bhandari, Dept. of Biotechnology	Departmental Representative
15.	Mr. Pankaj Sanda, Dept. of Electronics and Communication Engineering	Departmental Representative
16.	Mr. Subhajit Mukherjee, Dept. of Electrical Engineering	Departmental Representative
17.	Mr. Sourav Das, Dept. of English & Literary Studies	Departmental Representative
18.	Mr. Surath Roy, Dept. of Basic & Applied Sciences	Departmental Representative
19.	Dr. Arpita Sarkar, Dept. of Basic & Applied Sciences	Departmental Representative
20.	Dr. Bishuddhananda Das, Dept. of Basic & Applied Sciences	Departmental Representative
21.	Ms. Sumana Chakraborty, Dept. of Computational Sciences	Departmental Representative
22.	Mr. Jayanta Aich, Dept. of Computer Science and Engineering	Departmental Representative



Internal Quality Assurance Cell (IQAC)

4th Minutes of Meeting

23.	Mr. Saikat Banerjee, Dept. of Cyber Science & Technology	Departmental Representative
24.	Mr. Arnab Basu, Dept. of Journalism and Mass Communication	Departmental Representative
25.	Mr. Subhojyoti Roy Chowdhury, Dept. of Multimedia	Departmental Representative

1(c). FEEDBACK MONITORING COMMITTEE

Sl. No	Member	Designation
1.	Prof. Subhasish Banerjee, Pro-VC, BWU	Member
2.	Dr. Anup Kumar Maiti, Dean Students, BWU	Chairperson
3.	Mr. Gautam Deb, Systems Officer, BWU	Convener
4.	Mr. Mrinal Mohan Bhattacharya, Training & Placement Officer, BWU	Member
5.	Ms. Anandita Das, Assistant Registrar, BWU	Member
6.	Prof. Sanghamitra Kundu, Director IQAC, BWU	Member
7.	Mr. Bireswar Ray Chaudhuri	Invited Member

1(d) LIBRARY COMMITTEE

Sl. No	Member	Designation
1.	Prof. Subhasish Banerjee, Pro-VC, BWU	Chairperson
2.	Ms. Mahua Pal, Registrar, BWU	Member
3.	Ms. Bandana Basu, Librarian, BWU	Convener, member secretary
4.	Mousumi Adak, Assistant Librarian	Member
5.	Mr. Biplab Kr. Chandra, Assistant Librarian, BWU	Member
6.	Professor Sankar Ganguly, Director Research, BWU	Member
7.	Dr. Anup Kr. Maiti, Dean Students, BWU	Member
8.	Prof. Manas Bhowmik, HOD, Department of Pharmaceutical Technology, BWU	Member
9.	Dr. Somnath Ghosh, Associate Professor & HOD, Department of Allied Health Sciences, BWU	Member
10.	Dr. Pijush Mallick, Assistant Professor & HOD, Department of Biotechnology, BWU	Member
11.	Dr. Gourab Chatterjee, Assistant Professor & HOD, Department of English & Literary Studies, BWU	Member
12.	Dr. Sandip Roy, Associate Professor & HOD, CSS	Member
13.	Dr. Kaushik Banerjee, Associate Professor & HOD, Department of Law	Member
14.	Dr. Angshuman Majumdar, Associate Professor & HOD, ECE	Member
15.	Mr. Subhajit Mukherjee, Assistant Professor & TIC, EE	Member
16.	Mr. Nityananda Mahato, Assistant Professor & TIC, ME	Member
17.	Dr. Bishuddhananda Das, Assistant Professor, Dept. of Basic Sciences (Physics)	Member
18.	Dr. Arpita Sarkar, Assistant Professor, Dept. of Basic Sciences (Chemistry)	Member
19.	Dr. Surath Roy, Assistant Professor, Dept. of Basic Sciences (Mathematics)	Member
20.	Prof. Sanghamitra Kundu, Director IQAC	Member
21.	Mr. Abir Saha	Finance Officer

Internal Quality Assurance Cell (IQAC)

4th Minutes of Meeting



2. TRAINING & PLACEMENT CELL

Sl. No.	Member	Designation
1.	Mr. Mrinal Mohan Bhattacharya, Training and Placement Officer, BWU	Convener & Nucleus
2.	Mr. Biswajit Roy, Training & Placement Manager, BWU	Nucleus Member
3.	Ms. Mahua Guha Basu, Senior Manager - Training and Placements	Nucleus Member
4.	Kaustabh Goswami, Manager Corporate Relations	Nucleus Member
5.	Mr. Siddhartha Ghosh, Soft Skill Trainer, BWU	Nucleus Member
6.	Mr. Arnab Ghosh, Placement Manager, BWU	Nucleus Member
DEPARTMENTAL REPRESENTATIVES		
7.	Dr. Angshuman Majumdar, (B.tech) Mr. Arighna Basak, (Diploma)	Member, ECE Dept. Representatives
8.	Mr. Sitikantha Chatterjee (M.Tech) Mr. Kaustav Roy (B.Tech) Mr. Shiplu Das (Diploma)	Members, CSE Dept. Representatives
9.	Dr. Uma Shankar Prasad Uday (M.Sc., B.Sc. Biotechnology) Dr. Suman Bhandary (M.Sc. B.Sc., Microbiology)	Members, Biotechnology Dept. Representatives
10.	Mr. Mainak Chakraborty	Member, Dept. of Management & Commerce
11.	Ms. Amrita Das Gupta Mr. Soumik Ash	Members, Dept. of Law
12.	Mr. Shamboo Panda (B. Pharm) Mr. Rahul Mukhopadhyay (D. Pharm)	Members, Dept. of Pharmacy
13.	Dr. Somnath Ghosh Dr. Gopeswar Mukherjee	Members, Dept. of Allied Health Sciences
14.	Dr. Sandip Roy (MCA) Mr. Aryabhatta Ganguly (M.Sc. in Comp. Sci) Mr. Abhradeep Chatterjee (B.Sc., M.Sc. in Advanced Networking & Cyber Security) Mr. Madhab Bandyopadhyay (BCA) Mr. Kaushik Chanda	Dept. of Computational Sciences
15.	Dr. Abhijit Pramanik (for M.Sc. in maths) Mr. Aditya Narayan Ghosh	Dept. of Mathematics
16.	Mr. Jaydeep Dasgupta	Dept. of Mass communication and journalism
17.	Dr. Gourab Chatterjee Monamie Mukherjee	Dept. of English and Literary Studies

3. COMMUNITY OUTREACH AND EXTENSION ACTIVITY CELL

Sl. No.	Member	Designation
1.	Ms. Mahua Pal, Registrar, BWU	Chairperson
2.	Mr. Jyotirishwar Kumar, Assistant Registrar, BWU	Convener
3.	Ms. Anandita Das, Assistant Registrar, BWU	Member
4.	Prof. Debarati Chakraborty, Director Projects	Member
5.	Dr. Pijush Mallick, Assistant Professor & HOD, Dept. Biotechnology, BWU	Member
6.	Dr. Anup Maiti, Dean Students, BWU	Member

Internal Quality Assurance Cell (IQAC)

4th Minutes of Meeting



4. COMMUNICATION AND MARKETING CELL

Sl. No.	Member	Designation
1.	Ms. Mahua Pal, Registrar, BWU	Chairperson
2.	Ms. Anandita Das, Assistant Registrar, BWU	Convener
3.	Mr. Monoj Mukherjee	Member
4.	Mr. Srimanta Dalui	Member
5.	Mr. Kalyan Ghoshal	Member
6.	Mr. Srimanta Ghosh	Member

5. ENTREPRENEURSHIP AND INNOVATION CELL

Sl. No.	Member	Designation
1.	Prof. Sankar Gangopadhyay, Director Research	Chairman
2.	Prof. Debarati Chakraborty, Director Project	Vice President
3.	Dr. Kaushik Banerjee, Associate Professor & HOD (Acting), Department of Law	IPR Coordinator
4.	Mr. Jyotirishwar Kumar, Assistant Registrar	ARIIA Coordinator
5.	Ms. Mahua Pal, Registrar	NIRF Coordinator
6.	Ms. Anandita Das, Assistant Registrar	Social Media Coordinator
7.	Dr. Sandip Roy, Associate Professor, Department of Computer Science & Engineering	Startup Coordinator
8.	Dr. Anirban Mandal, Associate Professor, Department of Management	Internship Activity Coordinator
9.	Prof. Manas Bhowmik, HOD, Department of Pharmaceutical Technology	Member
10.	Dr. Angshuman Majumdar, Associate Professor & HOD, Department of Electronics & Communication Engineering	Member
11.	Dr. Somnath Ghosh, Associate Professor & HOD, Department of Allied Health Sciences	Member
12.	Dr. Pijush Mallick, Assistant Professor & HOD, Department of Biotechnology	Member
13.	Dr. Gourab Chatterjee, Assistant Professor & HOD, Department of English & Literary Studies	Member
14.	Dr. Anup Kumar Maiti, Associate Professor, Department of Basic Sciences & Applied Sciences and Dean Students' Welfare	Member
15.	Dr. Souvik Pal, Associate Professor, Department of Computer Science & Engineering	Member
16.	Dr. Arindam Ghosh, Assistant Professor, Department of Management	Member
17.	Mr. Avik Mitra, Assistant Professor, Department of Multimedia	Member
18.	Mr. Abir Saha, Finance Officer	Member
19.	Mr. Aniruddha Bhandari, Law Officer	Member

6. STUDENT WELFARE

Sl. No.	Member	Designation
	Prof. Subhasish Banerjee, Pro-VC	Chairperson
	Dr. Anup Maiti, Dean Students, BWU	Nucleus Member
	Ms. Anandita Das, Assistant Registrar, BWU	Convener & Nucleus Member



Internal Quality Assurance Cell (IQAC)

4th Minutes of Meeting

	Mr. Gautam Dev, Systems Officer, BWU	Nucleus Member
	Ms. Deepanwita Dey, Office Executive, Registration Department, BWU	Nucleus Member
	Ms. Reena Chatterjee, Senior Student Relations Officer, Registration Department, BWU	Nucleus Member
DEPARTMENTAL REPRESENTATIVES		
	Mr. Arighna Basak Dr. Angshuman Majumdar	Member, ECE dept.
	Ms. Sanjukta Mishra Ms. Sayani Manna Mr. Ritesh Prasad	Member, CSE dept.
	Dr. Uma Shankar Prasad Uday Dr. Suman Bhandary	Member, Dept. of Biotechnology
	Mr. Sujit Kumar Ray	Member, Dept. of Management
	Mr. Debabrata Chattopadhyay	Member, Dept. of Commerce
	Ms. Purbita Das	Member, Dept. of Law
	Ms. Piyali Khamkat Ms. Sumana Das	Member, Dept. of Pharmaceutical Technology
	Dr. Animesh Dey Dr. Sriparna Dey Mr. Amit Sharma	Member, Dept. of Allied Health Sciences
	Mr. Basudev Saha Mr. Boudhayan Bhattacharya Mr. Ayan Mukherjee Mr. Partha Pratim Dasgupta Ms. Ahona Ghosh	Member, Dept. of Computational Sciences
	Dr. Surath Roy	Member, Dept. of Mathematics
	Mr. Arnab Basu	Dept. of Mass Communication and Journalism
	Mr. Sourav Chakraborty	Dept. of English & Literary studies

7. IT & OTHER INFRASTRUCTURE

Sl. No.	Member
1.	Mr. Sanjib Kar, Estate Officer, Administration, BWU
2.	Mr. Nirmalya Mitra, Technical Officer, IT, BWU
3.	Mr. Gautam Chanda, Administration Executive
4.	Ms. Bandana Basu, Librarian
5.	Mr. Suman Gangapadhyay, Hostel Warden
6.	Mr. Suvankar Bhattacharya, Hostel Super
7.	Ms. Debjani Paul, Hostel Warden
8.	Ms. Joyita Banerjee, Hostel Super

AGENDA 3: Finalization of various academic/research forms

The following forms were put forward for approval:

1. R & D guidelines containing forms
 - a. Application form for publication incentive
 - b. Application form for seed grant
2. Ph.D. rules and regulations containing (forms in Appendices)



Internal Quality Assurance Cell (IQAC)

4th Minutes of Meeting

- a. Ph.D research proposal report format
 - b. Topic of research and supervisor approval form
 - c. Consent of external supervisor's organization
 - d. External supervisor's bio data format
 - e. Doctoral research progress report
3. Project Progress report format
 4. Final year Student project report guidelines and templates
 5. Student project application form
 6. Travel allowance application
 7. One day industrial visit/field trip
 - a. Visit Report template
 - b. student feedback/visit report (modified)
 - c. Industry feedback of the visit
 8. Mentoring Guidelines
 - a. Guidelines
 - b. Formats
 - c. Year-wise specific guidelines

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

AGENDA 4. Mentoring Scheme

It was decided that all departments are to conduct mentoring according to the schedule allotted in the timetable as per the mentoring guidelines finalized in Agenda 3 (No. 8). The mentoring will be started as per the mentoring guidelines mentioned on a trial basis and will be implemented if the departments are able to conduct it successfully in the on-going semester.

AGENDA 5. CBCS implementation updates

It was suggested that all the University departments should float more of such courses that can be taken up by the students as Generic courses for their wider exposure and enrichment; and also, to broaden the students' choices.

AGENDA 6. Any other issue with the permission of the Chair

- a. The Pro-VC suggested that during the FDP on 'Teaching-learning' conducted by the University, it should be mandatory that senior subject experts for all concerned departments should be present to guide the junior faculty undergoing the FDP. The suggestion was noted and welcomed by all the members present.
- b. Director Research Suggested cross-checking and refinement of UG and PG syllabi of all departmental courses, so that there is no overlapping of content between UG and PG courses.
- c. Director IQAC also informed all present that IQAC is planning to conduct a FDP with external speakers on 'Mentoring for Mental Health of Students', the schedule of the same have not been decided though.
- d. Director IQAC suggested updating of the Grievance Redressal committee (GRC) and Internal Complaints Committee (ICC); she also suggested that the GRC and ICC should proactively conduct events and activities to raise awareness about their functions to all stakeholders.
 - i. The updated and approved GRC members are as follows:
 - Dr. Kaushik Banerjee, HOD Dept. of Law, BWU – Chairperson
 - Mr. Aniruddha Bhandari, Law Officer, BWU – Member
 - Dr. Manas Bhowmick, HOD, Dept. of Pharmaceutical Technology – Member
 - Dr. Anup Kr. Maiti, Dean, Students' Welfare – Member

Internal Quality Assurance Cell (IQAC)

4th Minutes of Meeting



Mr. Kuntal Mondal, Student Code: BWU/BTS/17/018 – Vice Chancellor's Nominee as Special Invitee.

ii. The updated and approved ICC members are as follows:

Ms. Bandana Basu, Librarian – Presiding Officer

Dr. Sanchita Das, Assistant Professor, Dept. of Pharmaceutical technology

Ms. Soma Mitra, Assistant Professor, Dept. of Computer Science & Engineering

Ms. Sumana Chakraborty, Assistant Professor, Dept. of Computer Science & Engineering

Ms. Monamie Mukherjee, Assistant Professor, Dept. of English & Literary Sciences

Mr. Aniruddha Bhandari, Law Officer

Dr. Anirban Mondal, Associate Professor, Dept. of Management

Mr. Siddhartha Sanyal, Sr. Administration Executive

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