



# MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

Nazirabad, P.O. Utchepota Via Sonarpur, Kolkata:700150

## NOTICE

Ref. no. MSIT/PO/NOTICE-2020-21/204-B

Date: 24.09.2020

### Introduction:

In pursuance of the National Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the **Internal Quality Assurance Cell (IQAC)** has been constituted with effect from **01.09.2020**.

Since quality enhancement is a continuous process, the IQAC will become a part of an institution's system and work towards realizing the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of institutions. The IQAC will make a significant and meaningful contribution in the post-accreditation phase of the institution. The IQAC will channelize the efforts and measures of an institution towards academic excellence.

The following will be the constitution and guidelines of the Committee.

### Members:

Sl. No.	NAME	Designation by Profession	Position in Committee
1	Prof.(Dr.) Ankur Ganguly	Principal-In-Charge	<b>Chairperson</b>
2	Prof. S.K Roy Chowdhury	Emeritus Professor	Advisory Member
3	Prof. (Dr.) S.K.Bhattacharya	Director-QA-TIG	Advisory Member
4	Mr. Sheak Hasim	Assistant Professor & HOD, CE	<b>Coordinator</b>
5	Prof.(Dr.) Tapobrata Bhattacharya	Professor & HOD, ME	<b>Convener</b>
6	Dr. Sumit Som	Assistant Professor & HOD, BSH	Member
7	Mr. Subhprattim Nath	Assistant Professor & HOD, CSE	Member
8	Mr. Subir Hazra	Assistant Professor & HOD, IT	Member
9	Dr. Swapnadip De	Assistant Professor & HOD, ECE	Member
10	Dr. Susmita Adhikary	Assistant Professor & FIC, EE	Member
11	Ms. Aparna Datta	Assistant Professor & FIC, CA	Member
12	Mr. Debarshi Ghosh	Assistant Professor & FIC, BA	Member
13	Ms. Joysree Das Roy	Dean-Student Affairs	Member
14	Mr. Subhas Kumar Basu	Coordinator-ADAC & Administrator	Member
15	Dr. Bikas Chandra Bhui	Associate Professor, BSH & Controller (E&UA)	Member
16	Mr. Saibal Banerjee	TPO	Member
17	Prof.(Dr.) Jagat Jyoti Mandal	Professor, Civil Engineering, NITTTR-Kolkata	Member Local Society

18	Mr. Puspasourav Biswas	Associate Director, PwC India	Industry Member
19	Mr. Puranta Bhandari	Vice President, Projects, Tribeni Constructions Ltd.	Industry Member
20	Mr. Anik Ray	Assistant Commissioner of Revenue, Govt of West Bengal	Alumni Member
21	Mr. Harish Samana	JE, Signal & Telecom, Indian Railways	Alumni Member
22	Ms. Protima Mishra	PWC, PMO & Operations Manager	Alumni Member
23	Dyuti Mohapatra	CSE-3rd Year	Student Member
24	Harshvardhan Singh	ME-3rd Year	Student Member

**Terms of Members:** Two years for nominated members.

**Frequency of Meeting:** At least 2 times in a semester and as & when necessary.

**Goals:**

1. To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the Institute.
2. To promote measures for institutional functioning towards quality enhancement through incorporation of quality culture and inculcate the culture for best practices across the Institute.
3. Documentation of the various programmes/activities leading to quality improvement

**Strategies:**

IQAC shall evolve mechanisms and procedures for

1. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
2. Ensuring quality of academic and research programmes
3. Optimization and integration of modern methods of teaching and learning

**Objectives:**

The main objectives of IQAC are:

1. To develop systematic strategies for continuous improvement of the academic and administrative performance of the institution to enhance and ensure the environment of transparent, accountable and credible culture of total quality.
2. To stimulate the methods for institutionalization and internationalization of best practices by proper coordination of various activities of documentation and communication through modern technologies.
3. To promote the methodology of effective teaching-learning of the programs through real time visualization with the ICT supported scholastic delivery system and implementation of the necessary remedies to reduce the curriculum gap.
4. To inculcate a creative and innovative ecosystem within the institution and to encourage social activities within the learners for their holistic development.




5. To become accredited by NAAC and NBA by 2021 - 22 to secure suitable position among the best institutions of this country.

#### **Roles and Responsibilities:**

1. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Institute
2. Facilitating the creation of a learner-centric environment favorable for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
3. Dissemination of information on the various quality parameters of higher education
4. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
5. Acting as a nodal agency of the Institute for coordinating quality-related activities, including adoption and dissemination of best practices
6. Development of Quality Culture in the Institute
7. Arrangement for Faculty evaluation from students, parents and other stakeholders on quality-related institutional processes
8. Facilitate the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
9. Organize workshops, seminars on quality related themes and promotion of quality circles and its documentation
10. Development and maintenance of Institutional database through software platform.
11. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of different accreditation bodies time to time.

#### **Modus operandi:**

1. The Committee/Cell/Council will be reporting to Coordinator – Academic Affairs as SPOC w.r.t. the office order (Ref. No. MSIT/PO/2020-21/140 dated 19.08.2020) to discuss and resolve issues of committee & inter-disciplinary nature on regular basis.
2. The Coordinator – Academic Affairs will report to HOI with all required details.
3. The HOI may call the individual committee for meeting as and when deemed fit by the same.

  
**Prof. (Dr.) Ankur Ganguly**  
**Principal- In-Charge**



CC: The GCEO – TIG, The Director-AQA-TIG, All the HODs/FICs, Dean-SA, Administrator, Controller (E&UA), Librarian, TPO, Coordinator - Website & Social Media Committee, Coordinator – Academic Affairs.