



MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

Nazirabad, P.O. Uchhepota, Kolkata:700 150.

Ref. no. MSIT/PO/2022-23/NOTICE/COMM/006

Date: 03.09.2022

NOTICE

In pursuance of the National Action Plan for performance evaluation, assessment, accreditation and quality up-gradation of institutions of higher education, the **Internal Quality Assurance Cell (IQAC)** has been re-constituted with effect from 01.09.2022.

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.	MEMBERS NAME	DESIGNATION BY PROFESSION	POSITION IN COMMITTEE
1	Prof. (Dr.) Tirthankar Datta	Professor-ECE & Principal	Chairman
2	Prof. (Dr.) S. K. Bhattacharya	Sr. Professor- Dept. of EE	Member
3	Dr. Arindam Roy	Member BOG	Member
4	Prof. (Dr.) Utpal Ganguly	Professor- BSH	Member
5	Prof. (Dr.) Tapobrata Bhattacharya	Professor-ME	Coordinator
6	Dr. Sheak Hasim	Assoc. Professor & HOD-CE	Member
7	Dr. Manash Chanda	Assoc. Professor & HOD-ECE	Member
8	Dr. Sumit Som	Assoc. Professor & HOD-BSH	Member
9	Mr. Subhprattim Nath	Asst. Professor & HOD-CSE	Member
10	Mr. Subir Hazra	Asst. Professor & HOD-IT	Member
11	Dr. Susmita Adhikary	Asst. Professor & FIC-EE	Member
12	Dr. Manish Mukhopadhyay	Asst. Professor & HOD-ME	Member
13	Prof. Subir Kumar Sarkar	Professor, Jadavpur University	Member (Local Institution)
14	Prof. Pritam Aitch	Assoc. Professor, Jadavpur University	Member (Local Institution)
15	Sri Utpal Biswas	Industry Consultant, Ex Voltas India	Member (Industry)
16	Sri Partha Sarkar	Academic Relationship Manager (TCS)	Member (Industry)
19	Sri Bappa Sarkar	Assistant Engineer (Irrigation & Waterways Dept.)	Member (Industry)
17	Sri Souradeep Banik	Tata Consultancy Service	Member (Alumnus)
18	Sri Pratyay Ghosh	Student -IT 3 rd year	Member (Student)

Terms of Members: Two years for nominated members.

Frequency of Meeting: Preferably 2 times in a semester and as and when necessary.

Roles and Responsibilities:

1. To develop the strategies for continuous improvement of an academic and administrative performance of the institution to enhance and ensure fostering an environment of quality and excellence.
2. To stimulate the process of institutionalization and internationalization of best practices.
3. To create learner centric environment by adapting effective teaching-learning process through deployment of technology, improved pedagogy and sustainable research.
4. To advice measures to create an ecosystem within the institution that encourages innovation and growth among all stakeholders with an eye to social commitment as well as adoption and dissemination of best practices.
5. To become accredited by NAAC and NBA to secure suitable position among the best institutions of this country.
6. To participate in QS I-GAUGE rating process.
7. To propose measures for faculty evaluation from students, parents and other stakeholders on quality-related institutional processes.
8. To recommend organizing workshops, seminars and faculty development programmes.

9. Preparation of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of different accreditation bodies time to time.
10. Appointing Academic Audit Committee periodically or as and when necessary, in order to review all the academic activities, including the curricula, academic rules and regulations for consequently acting on its recommendations.

03/09/2022
Prof. (Dr.) Tirthankar Datta
Principal

Principal

Meghnad Saha Institute of Technology

CC: Dr. Arindam Roy (Member-BOG), All Deans, All HODs/FICs, Administrative Officer, Controller (E&UA), Members of the committee, Asst. Manager - Compliance, SPOC - TCS-iON, Admin Office, Accounts Office, HR Office, T&P Office, Library, Notice Board, Website, Guard File.

