



**MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL**

(Formerly WEST BENGAL UNIVERSITY OF TECHNOLOGY)

Main Campus: NH 12, Haringhata, Post Office - Simhat, Police Station – Haringhata, Pin - 741249

City Campus: BF-142, Sector -I, Salt Lake, Kolkata -700 064

**Minutes of the meeting of Administrative Audit held on 25/02/2021 at Salt Lake Campus of the University, BF-142, Sector-1, Kolkata-64.**

The Members of the Audit Committee were:

1. Prof. B. B. Paira, Former Professor, Calcutta University
2. Prof. Dulal Chandra Ray, Former Professor, IEST-Sibpur
3. Prof. Gour Banerjee, Principal-The Heritage Academy
4. Dr. Somdatta Chakravorty, Director-IQAC

**Minutes of the meeting(25/02/2021):**

1. The meeting started with the presentation given by Dr. Chabita Saha for the Environmental Science department. In this regard, Prof. Paira advised keeping the documentation related to projects and incorporating the same in the report. Other members were also advised to include the status of the green audit, energy audit, and environmental audit. Members suggested various ways to improve the work such as real-time green audits, solar panels, etc.
2. The second presentation was given by Dr. Anandarup Sarangi for Placement Cell work. Prof. Paira suggested including the Placement Policy in the report and the said policy should be signed by each student at the time of admission. Other members also suggested preparing data in a collective way and making reports with every detail. The placement Officer was advised to take the necessary steps for Start-up.
3. The third presentation was given by Ms. Najmun Nessa for the Library department. Prof. Paira suggested developing a departmental library, maintaining footprints such as the number of students or teachers using the library per day and login or user IDs using the digital library per day.
4. The fourth presentation was given by Dr. Partha Pratim Lahiri for the Department of Registrar.
5. The fifth Presentation was given by Dr. Subhashis Datta for the Controller of Examinations department.
6. The sixth presentation was given by Mr. Supriya Tarafder for University extension activities like School Connect Programme and NSS. Prof. Paira suggested doing more work on the environment and involving more students in NSS work. Regarding tree-plantation work, members suggested a few names of the trees like rosewood, sandalwood, mahogany, etc., which will be beneficial for the University as well. Members also proposed making plans to improve signage for the University Haringhata campus.
7. The last presentation was given by Dr. Atri Bhowmik for the Finance department and Ekta Incubation Centre.

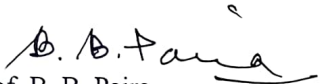
*B. B. Paira* *Dulal Chandra Ray* *Gour Banerjee*


*Chakravorty*

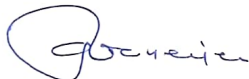
**Observations of Expert Members:**


1. The Placement of non-IT & CSE Programs needs improvement
2. Departmental Libraries to be set up
3. Need for Retiring rooms for faculty and staff.
4. Need for Day Care Centre for female faculty and staff
5. Need for Improvement in maintaining records of the University and/of Examination Results

**Signatures of Expert Members of the Audit Committee:**

  
Prof. B. B. Paira,  
Former Professor, Calcutta University

  
Prof. Dulal Chandra Ray  
Former Professor, IEST-Sibpur

  
Prof. Gour Banerjee,  
Principal, The Heritage Academy, Kolkata

  
Dr. Somdatta Chakravorty,  
Director-IQAC

Date: 25/02/2021



**Director**  
Internal Quality Assurance Cell  
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