



Government of West Bengal
Higher Education Department
Technical Branch

Bikash Bhavan, Salt Lake, Kolkata – 700091

Phone: 033-2321-2550, 033-2337-6564, 033-2321-1212; e-mail:- higheredutechbr@gmail.com

No. 476 - Edn (T) -10M-50/16

Dated, Kolkata, the 5th July, 2016

Notification

All India Council for Technical Education has recommended the setting up of a verifiable system for Academic Performance Index (API) related information which is necessary for implementation of Career Advancement Scheme (CAS) for the teachers and non-teaching staff of Technical Institutions in West Bengal. Such information has to be documented and collated by Internal Quality Assurance Cell (IQAC) of the Government Engineering & Technology Colleges.

To maintain parity in the evaluation of API among the Technical colleges of the State it has been decided to form IQACs in the Government Engineering & Technology Colleges.

After careful consideration of the matter the Governor has been pleased to constitute IQAC in line with UGC Regulation, 2010 in the Government Engineering & Technology Colleges in the State. The **composition and functions** of IQAC will be as follows:

Composition

- (a) Principal -- Chairperson
- (b) Five senior teachers and one senior administrative official --- Member
- (c) Two external experts on Quality Management/
Industry/ Local community ---- Member
- (d) Director / Co-ordinator ---- Member Secretary.

Functions

The members at (b) and (c) above shall be nominated by the Principal of the College in consultation with the academic body / committee of the college. The tenure of such nominated members shall be for a period of two years. The IQAC shall meet at least once in a quarter. The quorum of the meeting shall be two- third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

By order of the Governor

Sd/-

Special Secretary to the Government of West Bengal

No. 476/1(13) - Edn (T) -10M-50/16

Dated, Kolkata, the 5th July, 2016

Copy forwarded for information and necessary action to:-

1. The Secretary, Higher Education Department, Bikash Bhavan, Kolkata- 700 091.
2. The Joint Secretary, (Appointment Br), Higher Education Department, Kol-700 091.
3. Sr. P.A. to the Principal Secretary, Higher Education Department.
4. The Director, Directorate of Technical Education, West Bengal, Bikash Bhavan, Kol-700 091.
5. The Principal /Officer-in- Charge, Government College of Engg. & Leather Technology, Kolkata.
6. The Principal / Officer- in – Charge, Government College of Engg. & Ceramic Technology, Kolkata.
7. The Principal / Officer- in – Charge, Government College of Engg. & Textile Technology, Serampore.
8. The Principal/Officer-in –Charge, Government College of Engg. & Textile Technology, Berhampore.
9. The Principal / Officer- in – Charge, Kalyani Government Engg. College, Kalyani, Nadia.
10. The Principal / Officer- in – Charge, Jalpaiguri Government Engg. College, Jalpaiguri.
11. The Principal / Officer- in – Charge, Purulia Government Engineering College, Purulia.
12. The Principal / Officer- in – Charge, Cooch Behar Government Engineering College, Cooch Behar.
13. Office copy.

Deputy Secretary to the Government of West Bengal.