**Minutes of the 11th meeting of the IQAC Cell of IEM**

**held on 23rd February, 2018 at 4.00 p.m. in the Gurukul Campus**

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**Members present:**

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| **Names** | **Designation &** **Affiliation** |
| * Prof. Dr. A. K. Nayak
 | Principal and Chairman of IQAC |
| * Prof. Dr. Himadri Nath Saha
 | HOD,EEE and Co-ordinator |
| * Prof. Sanghamitra Poddar
 | Assistant Professor, BSH and Co-ordinator |
| * Prof. Dr. Satyajit Chakrabarti
 | Management Representative |
| * Mrs. Rajashree Paul
 | Management Representative |
| * Mr. Somnath Chatterjee
 | Capgemini India Pvt. Ltd. |
| * Mr. Prajit Nandy
 | Sankalp Semiconductor Pvt. Ltd. |
| * Mr. Sumit Sinha
 | Ericsson India Global Services Pvt. Ltd. |
| * Prof. Dr. Malay Gangopadhyay
 | HOD,ECE |
| * Prof. Dr. Debika Bhattacharya
 | HOD,CSE |
| * Prof. Dr. Mohuya Chakraborty
 |  HOD,IT |
| * Prof. Dr.Arun Kumar Bar
 |  HOD,BSH |
| * Prof. Dr.Sujit Dutta
 |  HOD,MBA |
| * Prof. Dr. Tapobrata Bhattacharya
 |  HOD,ME |
| * Prof. Tapas Kumar Datta
 |  HOD,EE |
| * Prof. Dr.Shamindra Nath sanyal
 |  HOD,BBA |
| * Prof . Abhishek Bhattacharya
 |  HOD, BCA and M.SC |
| * Prof. Prabir Kumar Das
 | Assistant Professor, BSH |
| * Prof. Dr. Indraneel Mukhopadhyay
 | Professor ,MBA |
| * Prof. Anup Kumar Sikdar
 |  External Experts |
| * Prof. Dr. Saptarsi Goswami
 |  External Experts |
| * Mr. K.R.Lal
 | Administrative Staff |
| * Mr. Angshuman Ray
 | Administrative Staff |
| * Mr. Soummyo Priyo Chattopadhyay
 | Alumni |
| * Ms. Arpita Kundu
 | Alumni |
| * Mr. Sri Prasad
 | Regional Head,Vivekananda Vigyan Mission,Kolkata Chapter, Vigyan Bharati;Community Representative |
| * Mr. Rajashree Nag
 | Student |
| * Mr. Supratim Auddy
 | Student |

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| Agenda | 1. To confirm the minutes of the 10th (X/17-18) meeting held on 17.11.2017 of IQAC
2. To read the action taken report of the 10th meeting (X/17-18) of IQAC.
3. To report the Feedbacks of the stakeholders and action taken thereon.
4. To place the marks obtained in Departmental Self Evaluation reports (in NAAC format) and internal audit observations of all the departments.
5. To fix a deadline for submission of Evaluation report in NBA format by the CSE,ECE,IT departments.
6. To analyze faculty positions after recruitment considering the new Teacher student ratio 1:20.
7. To discuss about the upcoming NBA visit of the CSE Departments.
8. To report API scores of all faculty members department wise.
9. To place Departmental performance analysis.
10. To moderate the question paper pattern.
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Resolutions:

11.1 To read and confirm the Minutes and Action Taken Report of the 10th meeting of the IQAC Cell.

The minutes of the 10th meeting of the IQAC Cell were read out and confirmed.

The Action Taken Report was read out also and confirmed.

11.2 To read the action taken report of the 10th meeting (1II/17-18) of IQAC

The agenda wise Action Taken Report of the previous 10th meeting of IQAC of the university to be placed in the council for consideration.

11.3 To report the Feedbacks of the stakeholders and action taken thereon.

Feedbacks were taken from the teachers and staffs regarding on the facilities available in the university, quality of the students, infrastructure, positives and negatives in general.

11.4 To place the marks obtained in Departmental Self Evaluation reports (in NAAC format) and internal audit observations of all the departments.

All the departmental HODs have filled up the Self-evaluation reports for their respective departments in NAAC format. The departmental evaluation reports were marked out of 100 following the marking guidelines prepared by IQAC. An internal audit has been performed.

11.5 To fix a deadline for submission of Evaluation report in NBA format by the CSE,ECE,IT departments.

 An NBA format evaluation report is to be prepared by the above three departments. A deadline is to be decided for submitting that report by each of these departments.

11.6 To analyze faculty positions after recruitment considering the new Teacher student ratio 1:20.

 The faculty positions after recruitment is to be analyzed to comply with Teacher Student ratio 1:20.

11.7 To discuss about the upcoming NBA visit of the CSE Departments.

 IQAC members asked the CSE departments to submit all the required documents within time.

11.8 To report API scores of all faculty members department wise.

 The API score of all the faculty members department wise is to be prepared.

11.9 To place Departmental performance analysis.

 The performance of each department is to be analyzed taking into consideration publications, patent, filled, project proposal submitted, FDP attended, Conference organized etc.

11.10 To moderate the question paper pattern.

 The previous question paper pattern were checked and decided to moderate the pattern.

The meeting ended with vote of thanks to the Chair.

 Sd/- Sd/-

Prof. Dr. A. K. Nayak Prof. Dr. Himadri Nath Saha

Chairman of the Meeting Coordinator (IQAC Cell)

Internal Quality Assurance Cell (IQAC) Internal Quality Assurance Cell (IQAC)

 Sd/-

Prof. Sanghamitra Poddar

Coordinator (IQAC cell)

Internal Quality Assurance Cell (IQAC)