**Action Taken report of the 10th Meeting of IQAC**

**of IEM held on 17th November, 2017**

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| **Agenda No.** | **Agenda** | **Resolution** | **Action Taken Report** |
| 10.1 | To read and confirm the minutes of the 10th (X/17-18) meeting held on  22.08.2017 of IQAC Cell | The minutes of the 10th meeting of the IQAC Cell were read out and  Confirmed.  The Action Taken Report has been confirmed. | Nothing to report. |
| 10.2 | To place the proposal for the conference IEMENTECH 2018 in IEM, Kolkata. | The Institute has proposed to conduct jointly with the association of  IEEE Kolkata will organize the 2nd International Conference on Electronics, Materials  Engineering, and Nano-technology IEMENTECH 2018 on May 4th and 5th IEMENTech  2018 provides an International forum for researchers, developers, engineers & Academicians who are involved in research projects. | Preparation is going on and the proposal has been passed in the BOG meeting. |
| 10.3 | To submit the proposal for the International Conference IEEE CCWC 2018 at  Las Vegas, USA on 8-10 January 2018 | The following conferences are proposed to be conducted:   1. 8th IEEE CCWC 2018 Annual Computing and communication workshop and   conference to be held at University of Nevada, Las Vegas from 8th to 10th January  2018.  b) This conference will include a peer-reviewed program of technical sessions,  special sessions, business application sessions, tutorials, and demonstration  sessions.  The members accepted the proposal and resolve to report to BOG for further  action. | Preparation is going on and the proposal has been passed in the BOG meeting. |
| 10.4 | To discuss about the progress of the Audit report and analyze it. | To place the analysis report of audit and consider it and to give some  Updates about it. | The members have analyzed the audit report and give some updates on it. |
| 10.5 | To congratulate all the team members for the success of IEEE IEMCON and IEEE UEMCON 2017 | The Institute has proposed to conduct the IEEE IEMCON conference  a)8th IEEE Annual Information Technology, Electronics and Mobile  Communication Conference IEEE IEMCON 2017 will be organized with the help of  IEEE Vancouver Section during 3-5 October 2017.  The Institute has also proposed to conduct 2nd conference IEEE UEMCON conference  b) 8th IEEE UEMCON IEEE Annual Ubiquitous Computing, Electronics &  Mobile Communication Conference IEEE UEMCON 2017 will be organized with the sponsorship of IEEE USA, IEEE New York Section, IEEE Region 1. | The Institute has conducted both the conference successfully as per the schedule. The members congratulate all the team members of the conference. |
| 10.6 | To make the schedule of departmental audit | The status of departmental audit report needs to be ready. | The members has checked the status of the report and give their updates. |

The meeting ended with vote of thanks to the Chair.

Sd/- Sd/-

Prof. Dr. A. K. Nayak Prof. 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)