**Action Taken report of the 9th Meeting of IQAC**

**of IEM held on 18th August, 2017**

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| **Agenda No.** | **Agenda** | **Resolution** | **Action Taken Report** |
| 10.1 | To read and confirm the minutes of the 8th (VIII/17-18) meeting held on 21.03.2017 of IQAC cell.  | The minutes of the 8th meeting of the IQAC Cell were read out and confirmed. The Action Taken Report was read out also and confirmed.  | Nothing to report. |
| 10.2 | To congratulate all the team members and other faculty members to get the NAAC accreditation. |  Institute of Engineering and Management (IEM) group has been ranked ‘A’ Category by NAAC (National Assessment and Accreditation Council).It is all because of the team members and the faculty members who helped a lot so heartiest congratulate for all of them. This NAAC accreditation is required for the institute for autonomy of the college. The members of IQAC congratulate every faculty members. | This is very applauding earnings for the institute as we get the ‘A’ category. So we should work also with this dedication to earn more reputation. |
| 10.3 | To discuss about the new recruitment session.  | The institute would require faculty members in some of the department.so they would like to conduct a recruitment session to find some suitable faculty members for the college.The members of IQAC accepted this proposal. | Action has already been taken in this respect.The job is under process. |
| 10.4 | To discuss and analyze report of placement for previous year.  | It was reported that the placement was excellent and all eligible candidates of B.Tech, BBA, BCA and of other departments were placed in very good companies. The members requested for the comparison report of placement with the previous year. | The members have analyzed the previous report and in this year also they want the report of upcoming conference. |
| 10.5 | To discuss of all the topics that is needed for the NBA visit.   | The NBA (National Board of Accreditation) Affiliation is very important for the institute. So college has applied for it. The members requested to all the faculty to submit all the documents within time and resolve this matter very soon. | The members have checked the status of the report and give their updates.Told to be ready the required documents. |
| 10.6 | To examine the new rules of setting the question paper for mid-terms  | To improve the quality of examination members decided to change the pattern of the question paper and to give more problem-based question.The committee members has approved this decisions and requested for some of model question papers. | Process is going on. |
| 10.7 | To submit the proposed proposal for IEEE IEMCON and UEMCON 2017.   | 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. b) 8th IEEE UEMCON IEEE Annual Ubiquitous Computing, Electronics &amp; Mobile Communication Conference IEEE UEMCON 2017 will be organized with the sponsorship of IEEE USA, IEEE New York Section, IEEE Region 1.The members accepted the proposal. | Nothing to report. |

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)