**Minutes of the 13th meeting of the IQAC Cell of IEM**

**held on 28th September, 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 of EEE & CSE and Co-ordinator of IQAC |
| * Prof. Sanghamitra Poddar
 | Assistant Professor, BSH and Co-ordinator of IQAC |
| * 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
 | Dean (Academics) |
| * Prof. Dr. Mohuya Chakraborty
 | HOD,IT, Dean (Faculty Development) |
| * Prof. Dr.Arun Kumar Bar
 |  Dean (Engineering) |
| * 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
 | HOD, BSH |
| * Prof. Dr. Indraneel Mukhopadhyay
 | Principal ,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. Dipanjan Mitra
 | Student |
| * Mr. Supratim Auddy
 | Student |

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| Agenda | 1. To read and confirm the minutes of the 12th (XII/17-18) meeting held on 29.05.2018 of IQAC cell.
2. To congratulate all the team members and other faculty members to get the NBA accreditation.
3. To discuss about the new recruitment process.
4. To discuss and analyze report of placement for previous year.
5. To discuss of all the topics that is needed for the Autonomy visit.
6. To examine the new rules of setting the question paper for mid-terms.
7. To submit the proposed for IEEE IEMCON 2018 and IEEE UEMCON 2018.
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Resolutions:

13.1 To read and confirm the minutes of the 12th (XII/17-18) meeting held on 29.05.2018 of IQAC cell.

 The minutes of the 12th meeting of the IQAC Cell were read out and confirmed.

The Action Taken Report was read out also and confirmed.

13.2 To congratulate all the team members and other faculty members to get the NBA accreditation.

 The members of IQAC congratulate every faculty members.

13.3 To discuss about the new recruitment process.

 The institute would require faculty members in some of the department.so they would like to conduct a recruitment process as per institute’s rules and regulations to find some suitable faculty members for the department.

 The members of IQAC accepted this proposal.

13.4 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 IQAC members requested for the comparison report of placement with the previous year.

13.5 To discuss of all the topics that is needed for the Autonomy visit.

 The members requested to all the faculty members of CSE, ECE, IT departments to submit all the documents related to Autonomy within time and resolve this matter very soon.

13.6 To analyze 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.

13.7 To submit the proposed proposal for IEEE IEMCON 2018 and UEMCON 2018.

 a) 9th IEEE Annual Information Technology, Electronics and Mobile Communication Conference IEEE IEMCON 2018 will be organized with the help of IEEE Vancouver Section during 1-3 November 2018.

 b) 9th IEEE UEMCON IEEE Annual Ubiquitous Computing, Electronics &;Mobile Communication Conference IEEE UEMCON 2018 will be organized with the sponsorship of IEEE USA, IEEE New York Section, IEEE Region 1.The members accepted the proposal.

The meeting ended with vote of thanks to the Chair.

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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)