

Minutes of the 17<sup>th</sup> meeting of the IQAC Cell of IEM  
held on 2<sup>nd</sup> November, 2019 at 4.00 p.m. in the Gurukul Campus

Members present:

Prof. Dr. A. K. Nayak	Principal and Chairman of IQAC	<i>A. K. Nayak</i>
Prof. Dr. Arun Kumar Bar	Dean Engineering and Co-ordinator	<i>A. K. Bar</i>
Prof. Sanghamitra Poddar	H.O.D student Affairs & Alumni Relations and Co-ordinator	<i>S. Poddar</i>
Prof. Dr. Satyajit Chakrabarti	Management Representative	<i>S. C.</i>
Mrs. Rajashree Paul	Management Representative	<i>Rajashree Paul</i>
Mr. Somnath Chatterjee	CEO WEBEL	<i>S. Chatterjee</i>
Mr. Shantanu Pal	Sankalp Semiconductor Pvt. Ltd.	<i>Shantanu Pal</i>
Mr. Sumit Sinha	Ericsson India Global Services Pvt. Ltd.	<i>Sumit Sinha</i>
Prof. Dr. Malay Gangopadhyay	HOD, ECE	<i>M. Gangopadhyay</i>
Prof. Dr. Debika Bhattacharya	Dean Academics	<i>D. B.</i>
Prof. Dr. Mohuya Chakraborty	Dean HRDC	<i>M. C.</i>
Prof. Prabir Kumar Das	HOD, BSH	<i>P. K. Das</i>
Prof. Dr. Sujit Dutta	HOD, MBA	<i>S. Dutta</i>
Prof. Tapan Kumar Hazra	HOD, IT	<i>T. K. Hazra</i>
Prof. Tapas Kumar Datta	HOD, EE	<i>T. K. Datta</i>
Prof. Dr. Rabin Majumdar	HOD, BBA	<i>R. Majumdar</i>
Prof. Abhishek Bhattacharya	HOD, BCA and M.SC	<i>A. Bhattacharya</i>
Prof. Dr. Indraneel Mukhopadhyay	Principal, MBA	<i>I. Mukhopadhyay</i>
Prof. Anup Kumar Sikdar	External Experts	<i>A. Sikdar</i>
Prof. Dr. Debdoot Sheet	External Experts	<i>D. Sheet</i>
Mr. K.R.Lal	Administrative Staff	<i>K. R. Lal</i>
Mr. Angshuman Ray	Administrative Staff	<i>A. Ray</i>
Mr. Sohini Banerjee	Alumni	<i>S. Banerjee</i>
Ms. Arpita Kundu	Alumni	<i>A. Kundu</i>
Mr. Sri Prasad	Regional Head, Vivekananda Vigyan Mission, Kolkata Chapter, Vigyan Bharati; Community Representative	<i>S. Prasad</i>
Mr. Rajashree Nag	Alumni	<i>R. Nag</i>
Mr. Supratim Auddy	Alumni	<i>S. Auddy</i>

Agenda	<ol style="list-style-type: none"> <li>1. To read and confirm the minutes of the 16<sup>th</sup> (XVI/19-20) meeting held on 17<sup>th</sup> May, 2019 of IQAC cell.</li> <li>2. To moderate the syllabus, question paper pattern, exam conduction pattern after the initiation of autonomous institute status.</li> <li>3. Formation of new IQAC member committee.</li> <li>4. Formation of new exam cell.</li> <li>5. To discuss about the new recruitment process to be held on 7<sup>th</sup> December 2019.</li> <li>6. To make the next schedule of departmental audit.</li> <li>7. Need to initiate ME and EE departments for the NBA accreditation.</li> </ol>
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### Resolutions:

17.1 To read and confirm the minutes of the 15<sup>th</sup> (XV/19-20) meeting held on 13.02.2019 of IQAC cell.

The minutes of the 15<sup>th</sup> meeting of the IQAC Cell were read out and confirmed.

The Action Taken Report was read out also and confirmed.

17.2 With the application and initiation of the autonomous status immediate academic council meetings and syllabus committee meetings were scheduled in order to moderate the syllabus, question paper pattern.

It was decided that the institute will be conducting semester exams so decisions regarding question paper formation, answer script print, formation of exam cell were taken.

### 17.3 Formation of new IQAC committee members

#### Members:

Names	Designation & Affiliation
• Prof. Dr. A. K. Nayak	Principal and Chairman of IQAC
• Prof. Dr. Arun Kumar Bar	Dean Engineering and Co-ordinator
• Prof. Sanghamitra Poddar	H.O.D student Affairs & Alumni Relations and Co-ordinator
• Prof. Dr. Satyajit Chakrabarti	Management Representative
• Mrs. Rajashree Paul	Management Representative
• Mr. Somnath Chatterjee	CEO WEBEL
• Mr. Shantanu Pal	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	Dean HRDC
• Prof. Prabir Kumar Das	HOD, BSH
• Prof. Dr. Sujit Dutta	HOD, MBA
• Prof. Tapan Kumar Hazra	HOD, IT
• Prof. Tapas Kumar Datta	HOD, EE
• Prof. Dr. Rabin Majumdar	HOD, BBA
• Prof. Abhishek Bhattacharya	HOD, BCA and M.SC

• Prof. Dr. Indraneel Mukhopadhyay	Principal, MBA
• Prof. Anup Kumar Sikdar	External Experts
• Prof. Dr. Debdoot Sheet	External Experts
• Mr. K.R.Lal	Administrative Staff
• Mr. Angshuman Ray	Administrative Staff
• Mr. Sohini Banerjee	Alumni
• Ms. Arpita Kundu	Alumni
• Mr. Sri Prasad	Regional Head, Vivekananda Vigyan Mission, Kolkata Chapter, Vigyan Bharati; Community Representative
• Mr. Rajashree Nag	Alumni
• Mr. Supratim Auddy	Alumni

17.4 Prof. Debika Bhattacharya has been appointed as the acting controller of examination. Prof. Subhabrata Sengupta was decided to be the assistant controller of examination.

17.5 To discuss about the next recruitment drive.

The departmental heads were asked to give a faculty requirement list for the upcoming recruitment drive.

17.6 To make the next schedule of departmental audit.

The next schedule of the departmental audit needs to be prepared and submitted within time.

17.7 The NBA (National Board of Accreditation) Affiliation is very important for the institute. So HOD s were instructed to apply for NBA Accreditation for EE and ME departments.

The meeting ended with vote of thanks to the Chair.

Sd/-



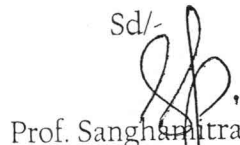
Prof. Dr. A. K. Nayak  
Chairman of the Meeting  
Internal Quality Assurance Cell (IQAC)

Sd/-



Prof. Dr. Arun Kumar Bar  
Coordinator (IQAC Cell)  
Internal Quality Assurance Cell (IQAC)

Sd/-



Prof. Sanghamitra Poddar  
Coordinator (IQAC cell)  
Internal Quality Assurance Cell (IQAC)



**Date:** 31<sup>st</sup> October, 2019

**NOTICE**

Sub: Meeting of IEM to be held on 11<sup>th</sup> November, 2019 at 04:30 PM

This is to inform all members of Grievance Redressal Committee of the Institute that a meeting will be held on 11<sup>th</sup> November, 2019 at 04:30pm in the Principal's office of the Gurukul Campus to transact the following agenda:

**1. The students have made a request to reduce the mid semester marks to 30 again.**

All members are requested to make it convenient to be present during the meeting.

  
Prof. Dr. A.K. Nayak

Principal

Institute of Engineering & Management, Kolkata

**To:**

Prof. Dr. Debika Bhattacharyya (Coordinator)

Prof. Gauri Mazumdar

Prof. Dr. A.K. Nayak

Prof. Dr. Mohuya Chakraborty

Prof. Dr. Swati Mukherjee

Prof. Nayantara Mitra

Prof. Samapika Das Biswas

Prof. Dr. S.N. Sanyal

Prof. Dr. Indraneel Mukhopadhyay

Prof. Sanghamitra Poddar

Prof. Tapas Datta

Prof. Subrata Basak

**Minutes of the meeting of the Grievance Redressal Committee of  
IEM held on 11<sup>th</sup> November, 2019 at 04:30 PM in the Gurukul Campus**

	Names	Signature
<b>Members Present</b>	Prof. Dr. Debika Bhattacharyya	<i>DBM</i>
	Prof. Gauri Mazumdar	<i>GM</i>
	Prof. Dr. A.K.Nayak	<i>A.K.Nayak</i>
	Prof. Dr. Mohuya Chakraborty	<i>MC</i>
	Prof. Dr. Swati Mukherjee	<i>SwatiM</i>
	Prof. Nayantara Mitra	<i>NayantaraMitra</i>
	Prof. Samapika Das Biswas	<i>SDB</i>
	Prof. Dr. Indraneel Mukhopadhyay	<i>IndraneelMukhopadhyay</i>
	Prof. Sanghamitra Poddar	<i>SP</i>
	Prof. Tapas Datta	<i>TapasDatta</i>
	Prof. Subrata Basak	<i>SB</i>
<b>AGENDA</b>	<b>1. The students have made a request to reduce the mid semester marks to 30 again.</b>	

**Resolutions:**

All the teachers unanimously decided that the mid semester exam marks will not be reduced because it gives them an opportunity to revise the entire syllabus before the final exams.

The meeting ended with vote of thanks to the Chair.

*A.K.Nayak*

**Prof. Dr. A.K.Nayak**

Principal

Institute of Engineering & Management, Kolkata

**Date:** 31<sup>st</sup> October, 2019

**NOTICE**

Sub: Meeting of the Disciplinary Committee IEM to be held on 14<sup>th</sup> November, 2019 at 04:15 PM

This is to inform all members of the Disciplinary Committee of the Institute that a meeting will be held on 14<sup>th</sup> November, 2019 at 04:15pm in the Principal's office of the Gurukul Campus to transact the following agenda:

1. The behavior of the students towards the faculty members and fellow classmates is deteriorating.
2. The students need to be addressed to wear the college uniform properly.

All members are requested to make it convenient to be present during the meeting.



**Prof. Dr. A.K. Nayak**

Principal

Institute of Engineering & Management, Kolkata

**To:**

Prof. Dr. Debika Bhattacharyya  
Prof. Gauri Mazumdar  
Prof. Dr. A.K. Nayak  
Prof. Dr. Mohuya Chakraborty  
Prof. Dr. Swati Mukherjee  
Prof. Nayantara Mitra  
Prof. Samapika Das Biswas  
Prof. Dr. S.N. Sanyal  
Prof. Dr. Indraneel Mukhopadhyay  
Prof. Sanghamitra Poddar  
Prof. Tapas Datta  
Prof. Subrata Basak

**Minutes of the meeting of the Disciplinary Committee of  
IEM held on 14<sup>th</sup> November, 2019 at 04:15 p.m. in the Gurukul Campus**

	Names	Signature
<b>Members Present</b>	Prof. Dr. Debika Bhattacharyya	DBM
	Prof. Gauri Mazumdar	Gm
	Prof. Dr. A.K.Nayak	A.K.Nayak
	Prof. Dr. Mohuya Chakraborty	MC
	Prof. Dr. Swati Mukherjee	Swati
	Prof. Nayantara Mitra	Nayantara Mitra
	Prof. Samapika Das Biswas	SB
	<del>Prof. Dr. Ananta Kumar</del>	<del>Prof. Dr. Ananta Kumar</del>
	Prof. Dr. Indraneel Mukhopadhyay	IMukhopadhyay
	Prof. Sanghamitra Poddar	SP
	Prof. Tapas Datta	Tapas Datta
	Prof. Subrata Basak	SB
<b>AGENDA</b>	<b>1. The behavior of the students towards the faculty members and fellow classmates is deteriorating.</b> <b>2. The students need to be addressed to wear the college uniform properly</b>	

**Resolutions:**

1. It is hereby resolved that special sessions will be conducted on life skills by the English department teachers during the soft skill classes highlighting on behavioral etiquettes and ethics under the leadership of Prof. Samapika Das Biswas.
2. Proctors Prof. Aditya Ray and Prof. Arun Chatterjee were requested to deal with students not coming in proper college uniform very strictly.

The meeting ended with vote of thanks to the Chair.



Prof. Dr. A.K.Nayak

Principal

Institute of Engineering & Management, Kolkata



**Date:** 31<sup>st</sup> October, 2019

**NOTICE**

Sub: Meeting of IEM to be held on 6<sup>th</sup> November, 2019 at 04:15 PM

This is to inform all members of the Anti-Ragging Committee of the Institute that a meeting will be held on 6<sup>th</sup> November, 2019 at 04:15pm in the Principal's office of the Gurukul Campus to transact the following agenda:

1. Addressing the students about the consequences of drinking and smoking in the hostel premises.
2. Mentoring sessions for students

All members are requested to make it convenient to be present during the meeting.



**Prof. Dr. A.K. Nayak**

Principal

Institute of Engineering & Management, Kolkata

**To:**

Prof. Dr. Debika Bhattacharyya (Coordinator)  
Prof. Gauri Mazumdar  
Prof. Dr. A.K. Nayak  
Prof. Dr. Mohuya Chakraborty  
Prof. Dr. Swati Mukherjee  
Prof. Nayantara Mitra  
Prof. Samapika Das Biswas  
Prof. Dr. S.N. Sanjal  
Prof. Dr. Indraneel Mukhopadhyay  
Prof. Sanghamitra Poddar  
Prof. Tapas Datta  
Prof. Subrata Basak

**Minutes of the meeting of the Anti-Ragging Committee of  
IEM held on 6<sup>th</sup> November, 2019 at 04:15 p.m. in the Gurukul Campus**

	Names	Signature
<b>Members Present</b>	Prof. Dr. Debika Bhattacharyya	DB
	Prof. Gauri Mazumdar	GM
	Prof. Dr. A.K.Nayak	A.K.Nayak
	Prof. Dr. Mohuya Chakraborty	MC
	Prof. Dr. Swati Mukherjee	Swati
	Prof. Nayantara Mitra	Nayanaramitra
	Prof. Samapika Das Biswas	SBM
	Prof. Dr. Indraneel Mukhopadhyay	Indraneel
	Prof. Sanghamitra Poddar	SP
	Prof. Tapas Datta	Tapas Datta
	Prof. Subrata Basak	SB
<b>AGENDA</b>	<b>1. Addressing the students about the consequences of drinking and smoking in the hostel premises.</b> <b>2. Mentoring sessions for students</b>	

**Resolutions:**

1. Prof. Sanghamitra Poddar and Prof. Krishanu Banerjee were given instructions to meet the students residing at the girls and boys hostel respectively and address them regarding the rules and regulations highlighting the ill effects and consequences of drinking and smoking.

The meeting ended with vote of thanks to the Chair.



**Prof. Dr. A.K.Nayak**

Principal

Institute of Engineering & Management, Kolkata

**Date:** 31<sup>st</sup> October, 2019

**NOTICE**

**Sub: Meeting of IEM to be held on 4<sup>th</sup> November, 2019 at 04:15 PM**

This is to inform all members of the Internal Complaints Committee (ICC) of the Institute that a meeting will be held on 4<sup>th</sup> November, 2019 at 04:15pm in the Principal's office of the Gurukul Campus to transact the following agenda:

- 1. To organize a seminar on women empowerment.**
- 2. Including Yoga classes for the up-coming semester.**
- 3. To arrange self-defense classes after college hours for the girl students.**
- 4. To organize mixed basketball tournament to promote positivity among students.**

All members are requested to make it convenient to be present during the meeting.

  
**Prof. Dr. A.K. Nayak**

Principal

Institute of Engineering & Management, Kolkata

**To:**

Prof. Dr. Debika Bhattacharyya (Coordinator)  
Prof. Gauri Mazumdar  
Prof. Dr. A.K. Nayak  
Prof. Dr. Mohuya Chakraborty  
Prof. Dr. Swati Mukherjee  
Prof. Nayantara Mitra  
Prof. Samapika Das Biswas  
Prof. Dr. S.N. Sanyal  
Prof. Dr. Indraneel Mukhopadhyay  
Prof. Sanghamitra Poddar  
Prof. Tapas Datta  
Prof. Subrata Basak

**Minutes of the meeting of the Internal Complaints Committee of  
IEM held on 4<sup>th</sup> November, 2019 at 04:15 p.m. in the Gurukul Campus**

	Names	Signature
<b>Members Present</b>	Prof. Dr. Debika Bhattacharyya	<i>DBM</i>
	Prof. Gauri Mazumdar	<i>Gm</i>
	Prof. Dr. A.K.Nayak	<i>A.K.Nayak</i>
	Prof. Dr. Mohuya Chakraborty	<i>MC</i>
	Prof. Dr. Swati Mukherjee	<i>Swati</i>
	Prof. Nayantara Mitra	<i>Nayantara Mitra</i>
	Prof. Samapika Das Biswas	<i>SDB</i>
	<del>Prof. Dr. S.N. Saha</del>	<i>Bhattacharya</i>
	Prof. Dr. Indraneel Mukhopadhyay	
	Prof. Sanghamitra Poddar	<i>SP</i>
	Prof. Tapas Datta	<i>Tapas Datta</i>
	Prof. Subrata Basak	<i>SB</i>
<b>AGENDA</b>	<b>1. To organize a seminar on women empowerment.</b> <b>2. Including Yoga classes for the up-coming semester.</b> <b>3. To arrange self-defense classes after college hours for the girl students.</b> <b>4. To organize mixed basketball tournament to promote positivity among students.</b>	

**Resolutions:**

1. Prof. Gauri Majumdar was requested to conduct the women's day by inviting successful women scientists and engineers to set an example for the students and the teachers.
2. Prof. Asim Dawn was requested to conduct yoga classes and organize mixed basketball tournament for students and corporates to increase industry exposure and positivity among students. The dates for the tournament was fixed to be 19<sup>th</sup>-21<sup>st</sup> November 2019, 4.30pm onwards at the IEM Management House basketball court.

The meeting ended with vote of thanks to the Chair.

*A.K.Nayak*

**Prof. Dr. A.K.Nayak**

Principal

Institute of Engineering & Management, Kolkata