**Minutes of the 19th meeting of the IQAC Cell of IEM**

**held on 2nd April,2020 at 2.00 p.m. in online mode**

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**Members present:**

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| * Prof. Dr. A. K. Nayak | Chairman of IQAC and Principal |  |
| * Prof.Dr.Arun Kumar Bar | Co-ordinator (IQAC), Dean Engineering and H.O.D, EEE & Mechanical Engineering |  |
| * Prof. Sanghamitra Poddar | Co-ordinator (IQAC) and H.O.D student Affairs & Alumni Relations |  |
| * 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. Sourav Saha | HOD, CSE |  |
| * Prof. Dr. Malay Gangopadhyaya | HOD,ECE |  |
| * Prof. Dr. Debika Bhattacharya | Controller of Examinations & Dean Academics |  |
| * Prof. Dr. Mohuya Chakraborty | Dean HRDC |  |
| * Prof. Prabir Kumar Das | HOD,BSH |  |
| * Prof. Dr.Sujit Dutta | HOD,MBA |  |
| * Prof. Dr. Indraneel Mukhopadhyay | HOD, IT & Principal,MBA |  |
| * Prof. Tapas Kumar Datta | HOD,EE |  |
| * Prof. Dr. Rabin Majumdar | HOD,BBA |  |
| * Prof. Abhishek Bhattacharya | HOD, BCA and M.SC |  |
| * Prof. Anup Kumar Sikdar | External Expert |  |
| * Prof. Dr. Debdoot Sheet | External Expert |  |
| * 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 |  |

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| Agenda | 1. To read and confirm the minutes of the 18th (XVIII/19-20) meeting held on 5th March, 2020 of IQAC cell. 2. Managing online classes successfully 3. Planning for online mid semester examinations 4. Online monitoring of Final year projects |

Resolutions:

19.1. To read and confirm the minutes of the 17th (XVII/19-20) meeting held on 02.11.2019 of IQAC cell.

The minutes of the 17thmeeting of the IQAC Cell were read out and confirmed.

The Action Taken Report was read out also and confirmed.

19.2. The H.O.D. of all the departments has appointed three SPOCs for the following works:

a. Research and Consultancy

b. Professional body report, student officials and industrial visits

c. FDP/MDP/Conferences

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| **DEPARTMENT** | ELECTRONICS & COMMUNICATION ENGINEERING | |
| **DIVISION** | **FACULTY NAME** | **FACULTY E-MAIL ID** |
| Research and Consultancy | Prof Mili Sarkar | mili.sarkar[@iemcal.com](mailto:lavanya.tigga@iemcal.com) |
| Professional body report, student officials and industrial visits | Prof. Arunava Mukhopadhyay | arunava.mukhopadhyay[@iemcal.com](mailto:soumik.das@iemcal.com) |
| FDP/MDP/Conferences | Prof. Payel Midya | payel.midya[@iemcal.com](mailto:saikat.chakrabarti@iemcal.com) |

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| **DEPARTMENT** | COMPUTER SCIENCE AND ENGINEERING | |
| **DIVISION** | **FACULTY NAME** | **FACULTY E-MAIL ID** |
| Research and Consultancy | Prof Nilanjana Dutta Roy | nilanjana.duttaroy@iemcal.com |
| Professional body report, student officials and industrial visits | Prof Nilanjana Dutta Roy | nilanjana.duttaroy@iemcal.com |
| FDP/MDP/Conferences | Prof Nilanjana Dutta Roy | nilanjana.duttaroy@iemcal.com |

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| **DEPARTMENT** | MECHANICAL ENGINEERING | |
| **DIVISION** | **FACULTY NAME** | **FACULTY E-MAIL ID** |
| Research and Consultancy | Prof, Dr. Rahul Baidya |  |
| Professional body report, student officials and industrial visits | Prof. Asim Kumar Dhar and Prof Sandip Kumar Chowdhury | [asim.dhar@iemcal.com](mailto:asim.dhar@iemcal.com)  [sandip.chaudhury@iemcal.com](mailto:sandip.chaudhury@iemcal.com) |
| FDP/MDP/Conferences | Prof. Nikesh Kumar Singh | [nikesh.kumar@iemcal.com](mailto:nikesh.kumar@iemcal.com) |

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| **DEPARTMENT** | INFORMATION TECHNOLOGY | |
| **DIVISION** | **FACULTY NAME** | **FACULTY E-MAIL ID** |
| Research and Consultancy | Prof. Maumita Chakraborty and Prof. Paramita Mitra | [maumita.chakraborty@iemcal.com](mailto:maumita.chakraborty@iemcal.com);  paramita.mitra@iemcal.com |
| Professional body report, student officials and industrial visits | Prof. Arup Kumar Chattopadhyay and Prof. Kajari Sur | [arup.chattopadhyay@iemcal.com](mailto:arup.chattopadhyay@iemcal.com);  kajari.sur@iemcal.com |
| FDP/MDP/Conferences | Prof. Dr. Moutushi Biswas Singh | moutushi.singh@iemcal.com |

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| **DEPARTMENT** | ELECTRICAL AND ELECTRONICS ENGINEERING | |
| **DIVISION** | **FACULTY NAME** | **FACULTY E-MAIL ID** |
| Research and Consultancy | Swati Chowdhury | [swati.chowdhuri@iemcal.com](mailto:swati.chowdhuri@iemcal.com) |
| Professional body report, student officials and industrial visits | Nirban Chakraborty | [nirban.chakraborty@iemcal.com](mailto:nirban.chakraborty@iemcal.com) |
| FDP/MDP/Conferences | Pooja Joshi | [poojajoshi1311@gmail.com](mailto:poojajoshi1311@gmail.com) |

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| **DEPARTMENT** | ELECTRICAL ENGINEERING | |
| **DIVISION** | **FACULTY NAME** | **FACULTY E-MAIL ID** |
| Research and Consultancy | Sanjoy Mondal and Priyatosh Mahish | [sanjoy.mondal@iemcal.com](mailto:sanjoy.mondal@iemcal.com)  [priyatosh.mahish@iemcal.com](mailto:priyatosh.mahish@iemcal.com) |
| Professional body report, student officials and industrial visits | Debasish Jana and Swetadri Ghosh | [debashis.jana@iemcal.com](mailto:debashis.jana@iemcal.com)  [swetadri.ghosh@iemcal.com](mailto:swetadri.ghosh@iemcal.com) |
| FDP/MDP/Conferences | Madhumita Pal | [madhumita.pal@iemcal.com](mailto:madhumita.pal@iemcal.com) |

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| **DEPARTMENT** | BASIC SCIENCE AND HUMANITIES | |
| **DIVISION** | **FACULTY NAME** | **FACULTY E-MAIL ID** |
| Research and Consultancy | Prof Ruchira Mukherjee | [ruchira.mukherjee@iemcal.com](mailto:ruchira.mukherjee@iemcal.com) |
| Professional body report, student officials and industrial visits | Prof Riya Barui | [riya.barui@iemcal.com](mailto:riya.barui@iemcal.com) |
| FDP/MDP/Conferences | Prof Arnab Basu | [arnab.basu@iemcal.com](mailto:arnab.basu@iemcal.com) |

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| **DEPARTMENT** | MASTERS IN BUSINESS ADMINISTRATION | |
| **DIVISION** | **FACULTY NAME** | **FACULTY E-MAIL ID** |
| Research and Consultancy | Dr. Swati Mukherjee | swati.mukherjee@iemcal.com |
| Professional body report, student officials and industrial visits | Prof Sohini Datta | sohini.datta@iemcal.com |
| FDP/MDP/Conferences | Prof. Saptaparna Ghosh | saptaparna.ghosh@iemcal.com |

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| **DEPARTMENT** | BACHELOR IN BUSINESS ADMINISTRATION | |
| **DIVISION** | **FACULTY NAME** | **FACULTY E-MAIL ID** |
| Research and Consultancy | Prof Lavanya Deepika Tigga | [lavanya.tigga@iemcal.com](mailto:lavanya.tigga@iemcal.com) |
| Professional body report, student officials and industrial visits | Prof Soumik Das | [soumik.das@iemcal.com](mailto:soumik.das@iemcal.com) |
| FDP/MDP/Conferences | Prof Saikat Chakrabarti | [saikat.chakrabarti@iemcal.com](mailto:saikat.chakrabarti@iemcal.com) |

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| **DEPARTMENT** | BACHELOR OF COMPUTER APPLICATION | |
| **DIVISION** | **FACULTY NAME** | **FACULTY E-MAIL ID** |
| Research and Consultancy | Dr.Goldina Ghosh | [goldina.ghosh@iemcal.com](mailto:goldina.ghosh@iemcal.com) |
| Professional body report, student officials and industrial visits | Prof Sujata Ghatak | [sujata.ghatak@iemcal.com](mailto:sujata.ghatak@iemcal.com) |
| FDP/MDP/Conferences | Dr. Soumi Dutta | [soumi.dutta@iemcal.com](mailto:saikat.chakrabarti@iemcal.com) |

19.3. Keeping in mind the lockdown situation for COVID-19 online classes had to be taken so that the students don’t miss their academic schedule. It was decided by the committee that the classes will continue on different online platforms like Zoom, Google Hangouts Meet, Youtube Live, etc and assignments will be collected using Google classroom or IEMCRP.

19.4. In order to maintain the schedule of the academic calendar the Controller of Examination (COE) decided to conduct the 2nd mid-semester online using Google Classroom. Different sets of questions will be created and assigned to the students.

19.5. The final year projects of the 4th year students will be monitored by the mentors on a weekly basis so that the standard of the projects remain high.

The meeting ended with vote of thanks to the Chair.

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Prof. Dr. A. K. Nayak Prof. Dr.Arun Kumar Bar

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)

**Date: 31st March, 2020**

**NOTICE**

**Sub:** 19th Meeting of Internal Quality Assurance Cell (IQAC) to be held on 2nd April, 2020 at 2:00 PM

Due to the unavoidable circumstances caused by the spread of corona virus (COVID-19) all the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, an emergency online IQAC meeting is to be held on 2nd April at 2:00 pm onwards using ZOOM platform. Presence of all members of IQAC online meeting is solicited. The details of the online meeting are as follows:

Topic: 19th IQAC Meeting

Time: Apr 2, 2020 02:00 PM India

Join Zoom Meeting

<https://zoom.us/j/345447129>

Meeting ID: 345 447 129.

Agenda of the Meeting:

1. Managing online classes successfully
2. Planning for online mid semester examinations
3. Online monitoring of Final year projects

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

**Prof.SanghamitraPoddar**

**Prof.Arun K Bar**

**IQAC Coordinator**