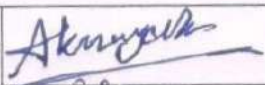
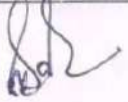
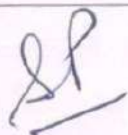
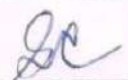
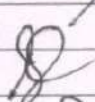


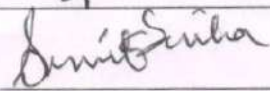
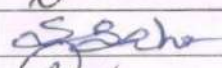
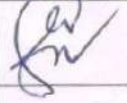

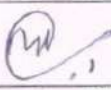

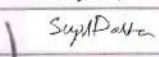
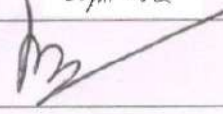

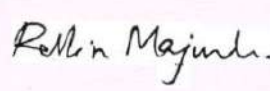
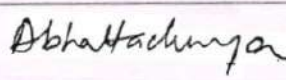
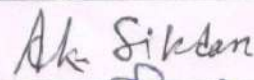
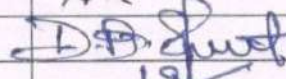
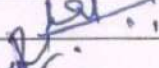
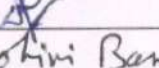
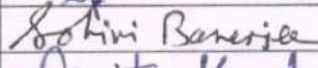

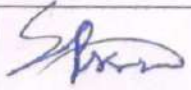
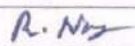
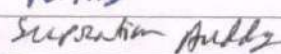


Minutes of the 18th meeting of the IQAC Cell of IEM
held on 5th March, 2020 at 4.00 p.m. in the Gurukul Campus

Members present:

• 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	

Agenda	<ol style="list-style-type: none"> 1. To read and confirm the minutes of the 17th (XVII/19-20) meeting held on 2nd November, 2019 of IQAC cell. 2. Planning to create data centre and benchmark. 3. Planning to discuss about 11th international Conference, 2nd Student Conference and 9th Spectrum. 4. Planning to discuss about 4th year project committee. 5. Planning to discuss about NATIONAL SERVICE SCHEME 2020-21. 6. To finalize the proposals of Research Projects to be sent to different funding agencies. 7. Planning to discuss about Industry Visit. 8. Discussion on timetable of Internal Examination of all the courses. 9. Planning to conduct the schedule of Parents-Teacher Association for all the courses of first year students. 10. Planning to discuss Central Assessment process (CAP) for all the first year courses. 11. Discussion onto conduct the various activities under the NSS and EVS collections for the MAR activities.
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Resolutions:

18.1. To read and confirm the minutes of the 16th (XVI/19-20) meeting held on 17.05.2019 of IQAC cell.

The minutes of the 16th meeting of the IQAC Cell were read out and confirmed.

The Action Taken Report was read out also and confirmed.

18.2. The H.O.D. of all the departments was instructed to appoint three SPOCs for the following works:

a. Research and Consultancy

b. Professional body report, student officials and industrial visits

c. FDP/MDP/Conferences

A report should be sent by the SPOCs to the Principal on 15th of every month keeping H.O.D. and every member of IQAC in cc.

18.3. Keep every member of IQAC as cc in all further notices.

18.4. The final year project allocation of the students should be done from 2nd year onwards and first review of student projects will be done by all the departmental faculties.

18.5. The following items are to be received from the Controller of Examinations (COE):

i. Academic calendar

ii. Exam time table

iii. Exam & review policy

iv. COE policy

v. Result analysis

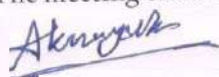
18.6. An online parent feedback form is to be prepared and mailed to the parents in order to improve our teaching-learning policy.

18.7. The NATIONAL SERVICE SCHEME 2020-21 will be looked after by Prof. Sanghamitra Poddar

18.8. The Central Assessment Process (CAP) for all the first year will be looked after by Prof. Sanghamitra Poddar

18.9. The various activities under the NSS and EVS collections for the MAR activities will be looked after by Prof. Sanghamitra Poddar

The meeting ended with vote of thanks to the Chair.



Sd/-

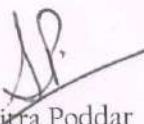
Prof. Dr. A. K. Nayak
Chairman of the Meeting
Internal Quality Assurance Cell (IQAC)



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)

INSTITUTE OF ENGINEERING & MANAGEMENT



Internal Quality Assurance Cell(IQAC)

Date:2nd March 2020

Notice

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, IQAC meeting to be held on, 5th march at 3.00 pm in the IQAC cell. Presence of all members of IQAC is solicited. Agenda of the Meeting:

1. Planning to create data centre and benchmark
2. Planning to discuss about 11th international Conference, 2nd Student Conference and 9th Specturm.
3. Planning to discuss about 4th year project committee.
4. Planning to discuss about NATIONAL SERVICE SCHEME 2020-21
5. To finalize the proposals of Research Projects to be sent to different funding agencies.
6. Planning to discuss about Industry Visit
7. Discussion on timetable of Internal Examination of all the courses
8. Planning to conduct the schedule of Parents-Teacher Association for all the courses of first year students
9. Planning to discuss Central Assessment process (CAP) for all the first year courses.
10. Discussion onto conduct the various activities under the NSS and EVS collections for the MAR activities.

 
Prof. Sanghamitra Poddar
Prof. Arun K. Bar
IQAC Coordinator