

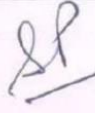


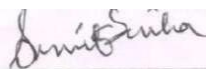

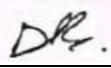
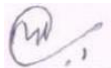
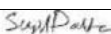
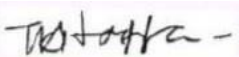
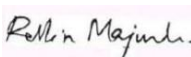
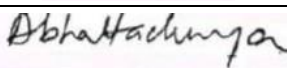
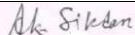
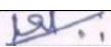


Minutes of the 22nd meeting of the IQAC Cell of IEM  
held on 22<sup>nd</sup> December, 2020 at 1.00 p.m. in Online  
Mode

Members present:

Prof. Dr. Satyajit Chakrabarti	Chairman of IQAC and Director	
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	
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	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	
Prof. Dr. Anupam Bhattacharya	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 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	<i>Supratim Auddy</i>

Agenda	<ol style="list-style-type: none"> <li>1. To read and confirm the minutes of the 21<sup>st</sup> (XXI/20-21) meeting held on 29<sup>th</sup> October, 2020 of IQAC cell.</li> <li>2. Planning for conduction and procedure of semester examination for 1<sup>st</sup> and 2<sup>nd</sup> year autonomous curriculum students.</li> <li>3. Planning and follow-up for next IIPC committee.</li> <li>4. All the faculties will be request to send a mail to IQAC whenever they apply for Research Reimbursement from the institute.</li> <li>5. HOD's of all the departments are requested to instruct the SPOC's to give there departmental reports on 15<sup>th</sup> &amp; last date of every month as assigned to them in 19<sup>th</sup> IQAC meeting held on 2<sup>nd</sup> August, 2020 .</li> <li>6. Planning and update from the departments for the upcoming NBA accreditation visit.</li> </ol>
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#### Resolutions:

22.1. To read and confirm the minutes of the 21<sup>st</sup> (XXI/20-21) meeting held on 29.10.2020 of IQAC cell.

The minutes of the 21<sup>st</sup> meeting of the IQAC Cell were read out and confirmed.

22.2. COE section has already published the end semester theory routine. A practical routine has been shared by individual departments. Due fees need to be cleared before examination. Details will be received from COE section. Online quizzes should be taken on a regular basis from the month of January as a part of curriculum.

22.3. HOD's of all the departments are requested to instruct the SPOC's to give their departmental reports on the 15<sup>th</sup> & last date of every month as assigned to them in the 19<sup>th</sup> IQAC meeting held on 2<sup>nd</sup> August, 2020. This can be done in parallel with posting of information in the IEM discussion group

22.4. There should be a systematic plan for the upcoming NBA visit for CSE, IT & ECE departments.

22.5. The following key points should be kept in mind for the overall performance enhancement of the institute:

- Innovation in projects, IP Creation (Patents): 100 US/ 200 IND in 2021
- Entrepreneurship: All first year students -> 300 Companies/year
- Improve Corporate Relationship: Building relationships with companies like JP Morgan, Microsoft, Amazon

- Foreign Collaboration
- Digital Content Creation: MOOCs Platform, website, digital course lectures, journal

22.6. The following strategies must be implemented in the eco-system:

- Weekly period for mentorship
- MOOCs certification should be part of the syllabus
- Departmental journal: Technical reports/month
- Digital lecture series: E-content development
- Awards for acknowledging the achievements of faculty members
- Workshops in weekly routine
- Research/Project grants
- The quality of the projects
- Research publication in collaboration
- Book and booklets publication
- Virtual industry visit/Internship: Report submission
- NGO activities
- Conferences, Seminars, professional body membership

22.7. It was discussed and decided by the IQAC committee members that Prof. Dr. Satyajit Chakrabarti will remain the Chairman of the IQAC meetings until the recruitment of the next Principal of the institute.

22.8. It was proposed by the committee members that a monthly newsletter will be issued by the IQAC.

The meeting ended with vote of thanks to the Chair.

Sd/-



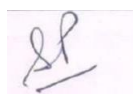
Prof. Dr. Satyajit Chakrabarti  
Chairman of the Meeting  
Internal Quality Assurance Cell (IQAC)



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: 21<sup>st</sup> December, 2020**

**NOTICE**

**Sub: 22<sup>nd</sup> Meeting of Internal Quality Assurance Cell (IQAC) to be held on 22<sup>nd</sup> December, 2020 at 1:00 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 22<sup>nd</sup> December at 1:00 PM onwards using Google Meet platform. Presence of all members of IQAC online meeting is solicited. The details of the online meeting are as follows:

Topic: 22<sup>nd</sup> IQAC Meeting

Time: December 22, 2020 1:00 PM India

Join Google Meeting:

<http://meet.google.com/xne-ddjq-krr>

Meeting ID: xne-ddjq-krr

**Agenda of the Meeting:**

1. Planning for conduction and procedure of semester examination for 1<sup>st</sup> and 2<sup>nd</sup> year autonomous curriculum students.
2. Planning and follow-up for next IIPC committee.
3. All the faculties will be request to send a mail to IQAC whenever they apply for Research Reimbursement from the institute.
4. HOD's of all the departments are requested to instruct the SPOC's to give there departmental reports on 15th & last date of every month as assigned to them in 19th IQAC meeting held on 2nd August 2020 .
5. Planning and update from the departments for the upcoming NBA accreditation visit.

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

**Prof.SanghamitraPoddar  
Prof.Arun K Bar  
IQAC Coordinator**