

Minutes of the 21<sup>st</sup> meeting of the IQAC Cell of IEM  
held on 29<sup>th</sup> October, 2020 at 3.00 p.m. in Online Mode

Members present:

• Prof. Dr. A. K. Nayak	Chairman of IQAC and Principal	<i>Akayak</i>
• Prof. Dr. Arun Kumar Bar	Co-ordinator (IQAC), Dean Engineering and H.O.D, EEE & Mechanical Engineering	<i>Bar</i>
• Prof. Sanghamitra Poddar	Co-ordinator (IQAC) and H.O.D student Affairs & Alumni Relations	<i>Poddar</i>
• Prof. Dr. Satyajit Chakrabarti	Management Representative	<i>SC</i>
• Mrs. Rajashree Paul	Management Representative	<i>Rajashree Paul</i>
• Mr. Somnath Chatterjee	CEO WEBEL	<i>SC</i>
• Mr. Shantanu Pal	Sankalp Semiconductor Pvt. Ltd.	<i>SP</i>
• Mr. Sumit Sinha	Ericsson India Global Services Pvt. Ltd.	<i>Sumit Sinha</i>
• Prof. Dr. Sourav Saha	HOD, CSE	<i>Saha</i>
• Prof. Dr. Malay Gangopadhyaya	HOD, ECE	<i>Malay Gangopadhyaya</i>
• Prof. Dr. Debika Bhattacharya	Dean Academics	<i>Debika</i>
• Prof. Dr. Mohuya Chakraborty	Dean HRDC	<i>Mohuya</i>
• Prof. Prabir Kumar Das	HOD, BSH	<i>P.D.</i>
• Prof. Dr. Sujit Dutta	HOD, MBA	<i>Sujit Dutta</i>
• Prof. Dr. Indraneel Mukhopadhyay	HOD, IT & Principal, MBA	<i>Indraneel</i>
• Prof. Tapas Kumar Datta	HOD, EE	<i>Tapas Datta</i>
• Prof. Dr. Rabin Majumdar	HOD, BBA	<i>Rabin Majumdar</i>
• Prof. Abhishek Bhattacharya	HOD, BCA and M.SC	<i>Abhishek Bhattacharya</i>
• Prof. Anup Kumar Sikdar	External Experts	<i>Anup Sikdar</i>

• Prof. Dr. Debdoot Sheet	External Experts	<i>DD Sheet</i>
• Mr. K.R.Lal	Administrative Staff	<i>K.R. Lal</i>
• Mr. Angshuman Ray	Administrative Staff	<i>Angshuman Ray</i>
• Ms. Sohini Banerjee	Alumni	<i>Sohini Banerjee</i>
• Ms. Arpita Kundu	Alumni	<i>Arpita Kundu</i>
• Mr. Sri Prasad	Regional Head, Vivekananda Vigyan Mission, Kolkata Chapter, Vigyan Bharati; Community Representative	<i>Sri Prasad</i>
• Mr. Rajashree Nag	Alumni	<i>R. Nag</i>
• 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 20<sup>th</sup> (XX/19-20) meeting held on 16<sup>th</sup> April, 2020 of IQAC cell.</li> <li>2. Planning of Online inauguration program for 1<sup>st</sup> year batch (2020-2021) and carrying out their online classes.</li> <li>3. Planning of online mid semester examinations for the new batch.</li> <li>4. Planning for online semester examinations for students under autonomous status of the college.</li> <li>5. Misc. if any with the permission of the chairman</li> </ol>
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#### Resolutions:

1. 21.1. To read and confirm the minutes of the 20<sup>th</sup> (XX/19-20) meeting held on 16<sup>th</sup> April, 2020 of IQAC cell.

The minutes of the 20<sup>th</sup> meeting of the IQAC Cell were read out and confirmed.

The Action Taken Report was read out also and confirmed.

21.2. The program for online inauguration program for 1<sup>st</sup> year batch (2020-2021) was planned and the schedule of the program was discussed. The program was decided to be carried out using Youtube Live platform.

21.3. The mid-semester examination for the new batch was decided to be taken in the month of December using Google Classroom platform.

21.4. The faculties will be instructed to come to college physically to conduct the classes online from 2<sup>nd</sup> November in order to enhance the quality of teaching-learning process as the infrastructure of college is better.

21.5. According to the education minister of West Bengal, all universities can start their offline classes from 1<sup>st</sup> December. So, it was discussed and decided to conduct the classes in hybrid mode.

The meeting ended with vote of thanks to the Chair.



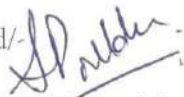
Sd/-

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: 28<sup>th</sup> October, 2020

**NOTICE**

**Sub: 21<sup>st</sup> Meeting of Internal Quality Assurance Cell (IQAC) to be held on 29<sup>th</sup> October, 2020 at 3:00 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 29<sup>th</sup> October at 3:00 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: 21st IQAC Meeting

Time: October 29, 2020 03:00 PM India

Join Google Meeting

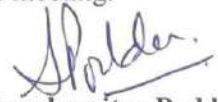
<http://meet.google.com/xne-ddjq-krr>

Meeting ID: xne-ddjq-krr

**Agenda of the Meeting:**

1. Planning of Online inauguration program for 1<sup>st</sup> year batch (2020-2021) and carrying out their online classes.
2. Planning of online mid semester examinations for the new batch.
3. Planning for online semester examinations for students under autonomous status of the college.
4. Misc. if any with the permission of the chairman

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

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