

Ref. No: 13.05/IEM/IQAC/GM/2019-16

Date: 13th May, 2019


Notice

Sub: 16th Meeting of Internal Quality Assurance Cell (IQAC) to be held on 17th May, 2019
at 4:00 PM in Gurukul Campus

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, IQAC meeting to be held on 17th May 2019 at 4.00 P.M in Gurukul Campus. Presence of all members of IQAC is solicited,

Agenda of the Meeting:

1. To read and confirm the minutes of the 15th (XV/18-19) meeting held on 13.02.2019 of IQAC cell.
2. To moderate the question paper pattern.
3. To discuss about the new recruitment process and the admission system.
4. To make the next schedule of departmental audit.
5. To discuss of all the topics that is needed for the NBA visit.







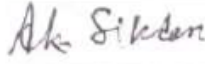
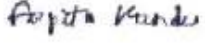



Prof. (Dr.) Himadri Nath Saha
Prof. Sanghamitra Poddar
Joint coordinator of IQAC Cell
Institute of Engineering & Management

Minutes of the 16th meeting of the IQAC Cell of IEM held on 17th May,
2019 at 4.00 p.m. in Gurukul campus

Members Present:

NAME	Designation & Affiliation	Sign
Prof. Dr. A. K Nayak	Principal and Chairman of IQAC	
Prof. Dr. Satyajit Chakrabarti	Management Representative	
Prof. Rajashree Paul	Management Representative	
Prof. Dr. Himadri Nath Saha	HOD,EEE and Coordinator of IQAC Cell	
Prof. Sanghamitra Poddar	Assistant Professor, BSH and Coordinator of IQAC Cell	
Prof. Dr. Debika Bhattacharya	Dean (Academics)	
Prof. Dr. Mohuya Chakraborty	HOD,IT	
Prof. Dr Arun Kumar Bar	HOD,BSH	
Prof. Dr. Malay Gangopadhyay	HOD, ECE	
Prof. Dr. Sujit Dutta	HOD, MBA	
Prof. Dr. Tapobrata Bhattacharya	HOD, ME	

Prof. Tapas Kumar Datta	HOD, EE	
Prof. Dr. Shamindra Nath Sanyal	HOD, BBA	
Prof. Abhishek Bhattacharya	HOD, BCA and M.SC	
Prof. Prabir Kumar Das	Assistant Professor , BSH	
Prof. Dr. Indraneel Mukhopadhyay	Principal MBA	
Mr. K.R. Lal	Administrative Staff	
Mr .Angshuman Ray	Administrative Staff	
Mr. Prajit Nandy	Sankalp Semiconductor Pvt Ltd.	
Mr. Sumit Sinha	Ericsson India Global Services Pvt. Ltd.	
Mr. Somnath Chatterjee	Capgemini India, Pvt Ltd.	
Mr. Sri Prasad	Regional Head Vivekananda Vigyan Mission Kolkata Chapter. Vigyan Bharati Community Representative	
Prof. Anup Kumar Sikdar	External Experts	
Prof. Dr. Saptarsi Goswami	External Experts	
Ms. Arpita Kundu	Alumni Member	
Mr. Soummyo Priyo Chattopadhyay	Alumni Member	
Mr. Dipanjan Mitra	Student	
Mr. Supratim Auddy	Student	

Agenda	<ol style="list-style-type: none"> 1. To read and confirm the minutes of the 15th (XV/18-19) meeting held on 13.02 2019 of IQAC cell. 2. To moderate the question paper pattern. 3. To discuss about the new recruitment process and the admission system. 4. To make the next schedule of departmental audit. 5. To discuss of all the topics that is needed for the NBA visit.
--------	---

Resolutions:

16.1. The minutes of the 15th (XV/18-19 of IQAC held on 13.02.2019 was read out and confirmed.

16.2. To moderate the question paper pattern.

The previous question paper pattern was checked and it is decided to moderate the pattern.

16.3. To discuss about the new recruitment process and the admission system.

The institute would require faculty members in some of the department. So they would like to conduct a recruitment process as per institute's rules and regulations to find some suitable faculty members for the department. What can be class schedule for the first year students and what are the extra new courses can be added to the course that is also discussed.

The members of IQAC accepted this proposal.

16.4. To make the next schedule of departmental audit.

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

16.5. To discuss of all the topics that is needed for the NBA visit.

The NBA (National Board of Accreditation) Affiliation is very important for the institute. So college has applied for NBA Accreditation of CSE, ECE, IT department's. The members requested to all the faculty members of CSE, ECE, IT departments to submit all the documents within time and resolve this matter very soon.

16.6 To examine the new rules of setting the question paper for mid-terms

To improve the quality of examination members decided to change the pattern of the question paper and to give more problem-based question.

The committee members has approved these decisions and requested for some of model question papers.

The meeting ended with vote of thanks to the Chair.



Prof. Dr. Himadri Nath Saha & Prof. Sanghamitra Poddar
Joint Coordinator of IQAC cell
Institute of Engineering & Management



APPROVED

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