

Ref. No: 25.09/IEM/IQAC/GM/2018-13

Date: 25<sup>th</sup> September, 2018

## **Notice**

**Sub: 13th Meeting of Internal Quality Assurance Cell (IQAC) to be held on 28<sup>th</sup> September, 2018 at 4:00 PM**

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, IQAC meeting to be held on 28<sup>th</sup> September 2018 at 4.00 P.M in Gurukul Campus. Presence of all members of IQAC is solicited, Agenda of the Meeting:






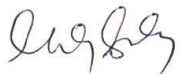

1. To read and confirm the minutes of the 12<sup>th</sup> (XII/18-19) meeting held on 29.05.2018 of IQAC cell.
2. To congratulate all the team members and other faculty members to get the NBA accreditation.
3. To discuss about the new recruitment process.
4. To discuss and analyze report of placement for previous year.
5. To discuss of all the topics that is needed for the Autonomy visit.
6. To examine the new rules of setting the question paper for mid-term.
7. To submit the proposed for IEEE IEMCON 2018 and IEEE UEMCON 2018.






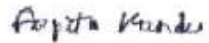



**Prof. (Dr.) Himadri Nath Saha**  
**Prof. Sanghamitra Poddar**  
**Joint coordinator of IQAC Cell**  
**Institute of Engineering & Management**

Minutes of the 13<sup>th</sup> meeting of the IQAC Cell of IEM held on 28<sup>th</sup>  
September, 2018 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 & CSE and Coordinator of IQAC	
Prof. Sanghamitra Poddar	Assistant Professor, BSH and Coordinator of IQAC	
Prof. Dr. Debika Bhattacharya	Dean (Academics)	
Prof. Dr. Mohuya Chakraborty	HOD,IT Dean (Faculty Development)	
Prof. Dr Arun Kumar Bar	Dean (Engineering)	
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	HOD, 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	

<p style="text-align: center;"><b>Agenda</b></p>	<ol style="list-style-type: none"> <li>1. To read and confirm the minutes of the 12<sup>th</sup> (XII/17-18) meeting held on 29.05.2018 of IQAC cell.</li> <li>2. To congratulate all the team members and other faculty members to get the NBA accreditation.</li> <li>3. To discuss about the new recruitment process.</li> <li>4. To discuss and analyze report of placement for previous year.</li> <li>5. To discuss of all the topics that is needed for the Autonomy visit.</li> <li>6. To examine the new rules of setting the question paper for mid-terms.</li> <li>7. To submit the proposed for IEEE IEMCON 2018 and IEEE UEMCON 2018.</li> </ol>
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## Resolutions:

13.1. The minutes of the 12<sup>th</sup> (XII/17-18) of IQAC held on 29.05.2018 cell was read out and confirmed.

13.2. To congratulate all the team members and other faculty members to get the NBA accreditation.

The members of IQAC congratulate every faculty members.

13.3. To discuss about the new recruitment process

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.

The members of IQAC accepted this proposal.

13.4. To discuss and analyze report of placement for previous year.

It was reported that the placement was excellent and all eligible candidates of B.Tech, BBA, BCA and of other departments were placed in very good companies.

The IQAC members requested for the comparison report of placement with the previous year.

13.5. To discuss of all the topics that is needed for the Autonomy visit.

The members requested to all the faculty members of CSE, ECE, IT departments to submit all the documents related to Autonomy within time and resolve this matter very soon.

13.6. To analyze 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 problems based question.

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

13.7. To submit the proposed proposal for IEEE IEMCON 2018 and UEMCON 2018.

a) 9th IEEE Annual Information Technology, Electronics and Mobile Communication Conference IEEE IEMCON 2018 will be organized with the help of IEEE Vancouver Section during 1<sup>st</sup> to 3<sup>rd</sup> November 2018.

b) 9th IEEE UEMCON IEEE Annual Ubiquitous Computing, Electronics & Mobile Communication Conference IEEE UEMCON 2018 will be organized with the sponsorship of IEEE USA, IEEE New York Section, IEEE Region I The members accepted the proposal.

The meeting ended with vote of thanks to the Chair.



**APPROVED**

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



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