

Ref. No: 02.03/IEM/IQAC/GM/2020-18

Date: 2nd March, 2020

Notice

Sub: 18th Meeting of Internal Quality Assurance Cell (IQAC) to be held on 5th March, 2020 at 3:00 PM

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, IQAC meeting to be held on, 5th March, 2020 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 center and benchmark.
2. Planning to discuss about 11th International Conference 2nd year Student Conference and 9th Spectrum.
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. Discussion onto conduct the various activities under the NSS and EVS to be collected for the MAR activities.
10. IQAC suggests few more courses which are in trend and in demand like (B. Tech & M. Tech CSBS, AIML, IoT & Cyber Security) in addition to the courses already introduced in the previous year keeping in mind better employability of the students.





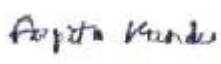



Prof. (Dr.) Arun Kumar Bar
Prof. Sanghamitra Poddar
Joint coordinator of IQAC Cell
Institute of Engineering & Management

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

Members Present:

NAME	Designation & Affiliation	Sign
Prof. Dr. A.K. Nayak	Chairman Of IQAC & Principal	
Prof. Dr. Satyajit Chakrabarti	Management Representative	
Prof. Rajashree Paul	Management Representative	
Prof. Sanghamitra Poddar	H.O.D of student Affairs & Alumni Relations and Coordinator of IQAC	
Prof. Dr. Debika Bhattacharya	Dean (Academics)	
Prof. Dr. Mohuya Chakraborty	Dean (HRDC)	
Prof. Dr Arun Kumar Bar	Coordinator of IQAC ,Dean Engineering & H.O.D of EEE & ME	
Prof. Dr. Malay Gangopadhyay	H.O.D, ECE	
Prof. Dr. Sujit Dutta	H.O.D, MBA	
Prof. Tapas Kumar Datta	H.O.D, EE	
Prof. Dr. Rabin Majumder	H.O.D, BBA	

Prof. Abhishek Bhattacharya	H.O.D, BCA and M.SC	
Prof. Dr. Sourav Saha	H.O.D, CSE	
Prof. Prabir Kumar Das	H.O.D, BSH	
Prof. Dr. Indraneel Mukhopadhyay	H.O.D ,IT	
Prof. Dr. Anupam Bhattacharya	Principal of MBA	
Mr. K.R. Lal	Administrative Staff	
Mr .Angshuman Ray	Administrative Staff	
Mr. Shantanu Pal	Sankalp Semiconductor Pvt Ltd.	
Mr. Sumit Sinha	Ericsson India Global Services Pvt. Ltd.	
Mr. Somnath Chatterjee	C.E.O,WEBEL	
Mr. Sri Prasad	Regional Head Vivekananda Vigyan Mission Kolkata Chapter. Vigyan Bharati Community Representative	
Prof. Anup Kumar Sikdar	External Experts	
Prof. Dr. Debdoot Sheet	External Experts	
Ms. Arpita Kundu	Alumni Member	
Ms. Sohini Banerjee	Alumni Member	
Mr. Rajashree Nag	Alumni Member	
Mr. Supratim Auddy	Alumni Member	

Agenda	<ol style="list-style-type: none"> 1. To read and confirm the minutes of the 17th (XVII /19-20) meeting held on 1st November, 2019 of IQAC cell. 2. Planning to create data centre and benchmark. 3. Planning to discuss about 11th international Conference, 2nd year Students Conference and 9th Spectrum. 4. Planning to discuss about the 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. Discussion onto conduct the various activities under the NSS and EVS to be collected for the MAR activities. 11. IQAC suggests few more courses which are in trend and in demand like (B. Tech & M. Tech CSBS, AIML, IoT & Cyber Security) in addition to the courses already introduced in the previous year keeping in mind better employability of the students.
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Resolutions:

18.1. The minutes of the 17th (XVII /19-20) of IQAC held on 1st November, 2019 was read out 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 & industrial visits.
- c. FDP/MDP/Conferences

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

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

18.4. The following items are to be received from the Controller of Examination (COE)

- Academic calendar
- Exam time table
- Exam & review policy

- COE policy
- Result analysts

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

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

18.7. The various activities under the NSS and EVS to be collected for the MAR activities will be looked after by Prof. Sanghamitra Poddar

18.8. Discussion about new courses.

The meeting ended with vote of thanks to the Chair.



Prof. Dr. Arun Kumar Bar & 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)