

Ref. No: 23.10/IEM/IQAC/GM/2020-21

Date: 23<sup>rd</sup> October, 2020

## **Notice**

**Sub: 21st Meeting of Internal Quality Assurance Cell (IQAC) to be held on 29<sup>th</sup> October, 2020 at 3.00 p.m.**

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 IOAC 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:** 21<sup>st</sup> IQAC Meeting

**Time:** October 29, 2020 03:00 PM India

**Join Google Meeting:** <http://meetgoogle.com/xne-ddig-krr>

**Meeting ID:** xne-ddiq-krr

### **Agenda of the Meetings:**

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 colleges.
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. (Dr.) Arun Kumar Bar

Prof. Sanghamitra Poddar

Joint coordinator of IQAC Cell

Institute of Engineering & Management




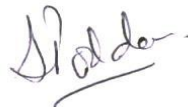






**Gurukul Campus :** Y-12, Salt Lake Electronics Complex, Sector-V, Kolkata 700091, Phone : (033) 2357 2969








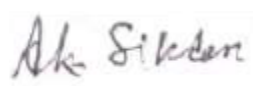
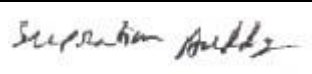
**Management House :** D-1, Salt Lake Electronics Complex, Sector-V, Kolkata 700091, Phone : (033) 2357 8908

**Ashram Building :** GN-34/2, Salt Lake Electronics Complex, Sector-V, Kolkata 700091, Phone : (033) 2357 2059/2995

**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:

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 M.B.A	
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	CEO,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	

<b>Agenda</b>	<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 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 colleges.</li> <li>5. Misc. if any with the permission of the chairman.</li> </ol>
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### Resolutions:


21.1 The minutes of the 20<sup>th</sup> (XX/19-20) of IQAC held on 16<sup>th</sup> April, 2020 was read out & confirmed.

21.2. The 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 university can start their online classes from 1<sup>st</sup> December. So, it was discussed & dedicated to discuss the classes in online mode. 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)**