

Ref. No: 29.10/IEM/IQAC/GM/2019-17

Date: 29<sup>th</sup> October, 2019

**Notice**

**Sub: 17th Meeting of Internal Quality Assurance Cell (IQAC) to be held on 1<sup>st</sup> November, 2019 at 4:00 P.M. in Gurukul Campus**

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, IQAC meeting to be held on 1<sup>st</sup> November, 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 16<sup>th</sup> (XVI/18-19) meeting 17th May, 2019 of IQAC cell.
2. To moderate the syllabus, question paper pattern, exam conduct pattern after the initiation of autonomous institute status.
3. Formation of new IQAC member committee.
4. Formation of new exam cell.
5. To discuss about the new recruitment process to be held on 7th December 2019.
6. To make the next schedule of departmental audit.
7. Need to initiate ME and EE departments for the NBA accreditation.
8. IQAC suggests introduction of the following new courses:
  - I. B. Tech and M. Tech CSBS( Computer Science and Business Systems)
  - II. B. Tech CSE(Artificial Intelligence and Machine Learning)
  - III. M. Tech IoT & Cyber Security including block chainBased on the feedback and suggestions from different stakeholders specially Alumni and corporates.





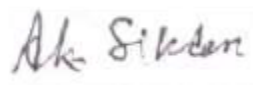



Prof. (Dr.) Arun Kumar Bar  
Prof. Sanghamitra Poddar  
Joint coordinator of IQAC Cell  
Institute of Engineering & Management

Minutes of the 17<sup>th</sup> meeting of the IQAC Cell of IEM held on 1<sup>st</sup>  
November, 2019 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	
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. Tapan Kumar Hazra	H.O.D ,IT	
Prof. Dr. Indraneel Mukherjee	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	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	

Agenda	<ol style="list-style-type: none"> <li>1.To read and confirm the minutes of the 16<sup>th</sup> (XVI/18-19) meeting held on 17<sup>th</sup> May 2019 of IQAC cell.</li> <li>2.To moderate the syllabus, question paper pattern, pattern after the initiation of autonomous institute status</li> <li>3. Formation of new IQAC member committee.</li> <li>4. Formation of new exam cell.</li> <li>5. To discuss about the new recruitment process to be held on 7<sup>th</sup> December, 2019.</li> <li>6. To make the next schedule of departmental audit.</li> <li>7. Need to initiate ME and EE departments for the NBA accreditation.</li> <li>8. IQAC suggests introduction of the following new courses: <ol style="list-style-type: none"> <li>i. B. Tech and M. Tech CSBS( Computer Science and Business Systems)</li> <li>ii. B. Tech CSE(Artificial Intelligence and Machine Learning)</li> <li>iii. M. Tech IoT &amp; Cyber Security including block chain Based on the feedback and suggestions from different stakeholders specially alumni and corporates.</li> </ol> </li> </ol>
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#### Resolutions:

17.1. The minutes of the 16<sup>th</sup> (XVI/18-19) of IQAC held on 17<sup>th</sup> May 2019 was read out and confirmed.

17.2 With the application and initiation of the autonomous status immediate academic council meetings and syllabus committee meetings were scheduled in order to moderate the syllabus question paper pattern.

It was decided that the institute will be conducting semester exams so decisions regarding question paper formation, answer script print, formation of exam cell were taken.

### 17.3 Formation of new IQAC committee members:

NAME	Designation & Affiliation
Prof. Dr. A.K. Nayak	Chairman Of IQAC & Principal
Prof. Dr. Satyajit Chakrabarti	Management Representative
Prof. Rajashree Paul	Management Representative
Prof. Sanghamitra Poddar	HOD 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
Prof. Dr. Malay Gangopadhyay	HOD, ECE
Prof. Dr. Sujit Dutta	HOD, MBA
Prof. Tapas Kumar Datta	HOD, EE
Prof. Dr. Rabin Majumder	HOD, BBA
Prof. Abhishek Bhattacharya	HOD, BCA and M.SC
Prof. Prabir Kumar Das	HOD, BSH
Prof. Dr. Tapan Kumar Hazra	HOD ,IT
Prof. Dr. Indraneel Mukherjee	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	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

17.4 Prof Debika Bhattacharya has been appointed as the acting controller of examination. Prof. Subhabrata Sengupta was decided to be the assistant controller of examination.

17.5. To discuss about the next recruitment drive.

The departmental heads were asked to give a faculty requirement list for the upcoming recruitment drive.

17.6 To make the next schedule of departmental audit.

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

17.7. The NBA (National Board of Accreditation) Affiliation is very important for the institute. So H.O.D's were instructed to apply for NBA Accreditation for EE and ME departments.

17.8. Discussion regarding to introduction of new course.

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. Arun Kumar Bar & Prof. Sanghamitra Poddar**  
**Joint Coordinator of IQAC cell**  
**Institute of Engineering & Management**