

Ref. No: 31.03/IEM/IQAC/GM/2020-19

Date: 31st March, 2020

Notice

Sub: 19th Meeting of internal Quality Assurance Cell (IQAC) to be held on 2nd April, 2020 at 2.00 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 2nd April 2020 at 2:00 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: 19th IQAC Meeting

Time: 2nd April, 2020 02:00 PM India

Join Zoom Meeting: <http://zoom.us/j/345447129>

Meeting ID: 345447129

Agenda of the Meetings:

1. To read and confirm the minutes of the 18th (XVIII/19-20) meeting held on 5th March 2020 of IQAC Cell.
2. Managing online classes successfully.
3. Planning for online mid semester examinations.
4. Online monitoring of Final year project.



Prof. (Dr.) Arun Kumar Bar

Prof. Sanghamitra Poddar




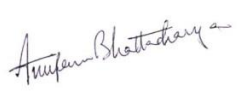

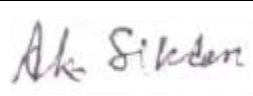

Joint coordinator of IQAC Cell

Institute of Engineering & Management

Minutes of the 19th meeting of the IQAC Cell of IEM held on 2nd April,
2020 at 2.00 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 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 18th (XVIII/19-20) meeting held on 5th March 2020 of IQAC Cell. 2. Managing online classes successfully. 3. Planning for online mid semester examinations. 4. Online monitoring of Final year project
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Resolution:

19.1. The minutes of the 18th (XVIII/19-20) of IQAC held on 5th March 2020 was read out and confirmed.

19.2 The H.O.D's of all the departments has appointed three SPOCs for the following works.

a. Research and Consultancy

b. Professional body report, student officials and industrial visits

c. FDP/ MDF Conferences.

Department: Electronics & communication Engineering

Division	Faculty Name	Faculty Email-id
Research and Consultancy	Prof. Mili Sarkar	mili.sarkar@iemcal.com
Professional body report, student officials and industrial visits	Prof. Arunava Mukhopadhyay	arunava.mukhopadhyay@iemcal.com
FDP/ MDF Conferences	Prof. Payel Midya	payel.midya@iemcal.com

Department: Computer Science and Engineering

Division	Faculty Name	Faculty Email-id
Research and Consultancy	Nilanjana DuttaRoy	nilanjana.duttaroy@iemcal.com
Professional body report, student officials and industrial visits	Nilanjana DuttaRoy	nilanjana.duttaroy@iemcal.com
FDP/ MDF Conferences	Nilanjana DuttaRoy	nilanjana.duttaroy@iemcal.com

Department: Mechanical Engineering

Division	Faculty Name	Faculty Email-id
Research and Consultancy	Dr. Rahul Baidya	rahul.baidya@iemcal.com
Professional body report, student officials and industrial visits	Asim Dhar Sandip Kumar Chaudhury	asim.dhar@iemcal.com sandip.chaudhury@iemcal.com
FDP/ MDF Conferences	Nikesh Kumar singh	nikesh.kumar@iemcal.com

Department: Information Technology

Division	Faculty Name	Faculty Email-id
Research and Consultancy	Dr. Maumita Chakraborty & Paramita Mitra	maumita.chakraborty@iemcal.com paramita.mitra@iemcal.com
Professional body report, student officials and industrial visits	Arup Kumar Chattopadhyay & KAJARI SUR	arup.chattopadhyay@iemcal.com kajari.sur@iemcal.com
FDP/ MDF Conferences	Moutushi Biswas Singh	moutushi.singh@iemcal.com

Department: Electrical & Electronics Engineering

Division	Faculty Name	Faculty Email-id
Research and Consultancy	Swati Chowdhuri	swati.chowdhuri@iemcal.com
Professional body report, student officials and industrial visits	Nirban Chakraborty	nirban.chakraborty@iemcal.com
FDP/ MDF Conferences	Pooja Joshi	pooja.joshi@iemcal.com

Department: Electrical Engineering

Division	Faculty Name	Faculty Email-id
Research and Consultancy	Sanjoy Mondal & Priyatosh mahish	sanjoy.mondal@iemcal.com priyatosh.mahish@iemcal.com
Professional body report, student officials and industrial visits	Debashis Jana & Swetadri Ghosh	debashis.jana@iemcal.com & swetadri.ghosh@iemcal.com
FDP/ MDF Conferences	Madhumita Pal	madhumita.pal@iemcal.com

Department: Basic Science & Humanities

Division	Faculty Name	Faculty Email-id
Research and Consultancy	Ruchira Mukherjee	ruchira.mukherjee@iemcal.com
Professional body report, student officials and industrial visits	Riya Barui	riya.barui@iemcal.com
FDP/ MDF Conferences	Arnab Basu	arnab.basu@iemcal.com

Department: Masters In Business Administration

Division	Faculty Name	Faculty Email-id
Research and Consultancy	swati mukherjee	swati.mukherjee@iemcal.com
Professional body report, student officials and industrial visits	Sohini Datta	sohini.datta@iemcal.com
FDP/ MDF Conferences	Saptaparna Ghosh	saptaparna.ghosh@iemcal.com

Department: Bachelor In Business Administration

Division	Faculty Name	Faculty Email-id
Research and Consultancy	Lavanya Tigga	lavanya.tigga@iemcal.com
Professional body report, student officials and industrial visits	soumik das	soumik.das@iemcal.com
FDP/ MDF Conferences	SAIKAT CHAKRABARTI	saikat.chakrabarti@iemcal.com

Department: Bachelor In Computer Science

Division	Faculty Name	Faculty Email-id
Research and Consultancy	Goldina Ghosh	goldina.ghosh@iemcal.com
Professional body report, student officials and industrial visits	Sujata Ghatak	sujata.ghatak@iemcal.com
FDP/ MDF Conferences	Soumi Dutta	soumi.dutta@iemcal.com

19.3 Keeping in mind the lockdown situation for COVID online classes had to be taken so that the students don't miss the academic schedule It was decided by the committee that the classes will continue on different online platforms like on Google Meet, Youtube Live, etc and assignments will be collected using Google classroom IEMCRP

19.4 In order to maintain the schedule of the academic calendar the Controller of Examination (COE) decided to conduct the 2nd mid semester online using Google Classroom. Different sets of questions will be created and assigned to the students.

19.5. The final year projects of the year students will be monitored by the mentors on a weekly basis so that the standard of the projects remain bright.

The meeting ended with cote 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