

Institute of Engineering & Management



Action Taken Report on 13th Meeting of Internal Quality Assurance Cell (IQAC)

3rd December, 2018

Action Taken Report

Agenda:

1. To confirm the resolutions of the 12th (XII/17-18) IQAC meeting held on 29.05.2018 of IQAC cell.
2. To discuss about the new recruitment process.
3. To discuss and analyse report of placement for previous year.
4. To discuss of all the topics that is needed for the Autonomy visit.
5. To analyse the new rules of setting up the question paper for mid-terms.
6. To discuss about the proposal of proposed IEEE IEMCON 2018 and IEEE UEMCON 2018 conference.

S. No.	Resolution in the Meeting	Action taken
1	The resolution of the 12 th (XII/17-18) of IQAC meeting held on 29.05.2018 was read out and confirmed.	The resolution and action taken report of the 12 th (XII/17-18) of IQAC meeting held on 29.05.2018 was approved.
2	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.	The recruitment process was conducted and suitable candidates were shortlisted by the expert committee for faculty position of the institute.
3	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 to prepare a comparison report of placement considering last 5 years.	The comparison report of placement was prepared and circulated among all the stakeholders.

4	The IQAC members requested to all the faculty members of all the departments to submit the documents related to Autonomy within time and resolve this matter very soon.	IQAC members decided the deadlines specified for the preparation of the required documents for upcoming Autonomy visit.
5	In order to improve the quality of assessment procedure, IQAC members decided to change the pattern of the question paper and to provide more problems oriented questions.	The modified question paper template and related instructions were circulated among faculty members.
6	The members accepted the proposal for IEEE IEMCON 2018 and UEMCON 2018 International conference.	Detailed formalities required for the conference (as listed below) was decided: <ul style="list-style-type: none"> ● IEEE Application form uploaded ● Tentative Call for paper prepared ● Keynote invitation mail drafted Website for individual conference was hosted with updated details of committee and chair members.