

# **Institute of Engineering & Management**



## **Action Taken Report on 15<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC)**

**13<sup>th</sup> May, 2019**

# Action Taken Report

## Agenda:

1. To confirm the resolution of the 14th meeting (XIV/18-19) of IQAC held on 5.12.2018.
2. To discuss about the upcoming affiliating university (MAKAUT) visit..
3. To discuss on the proposal for IEEE IEMCON 2019 and IEEE UEMCON 2019 International conference.

S.no.	Resolution in the meeting	Action taken
1	The resolutions of the 14 <sup>th</sup> meeting (XIV/18-19) of IQAC held on 5.12.2018 was read out and confirmed.	The minutes of the 14 <sup>th</sup> meeting (XIV/18-19) of IQAC held on 5.12.2018 was read out and approved.
2	The members requested all the departments to prepare the required documents in proper format and submit to the IQAC cell within time for verification for upcoming affiliating university (MAKAUT) visit.	IQAC members decided the deadlines specified for the preparation of the required documents for upcoming affiliating university (MAKAUT) visit.
3	The member accepted the proposal for IEEE IEMCON 2019 and IEEE UEMCON 2019 International conference.	Detailed formalities required for the conference (as listed below) was decided: <ul style="list-style-type: none"><li>• IEEE Application form uploaded</li><li>• Tentative Call for paper prepared</li><li>• Keynote invitation mail drafted</li><li>• Website for individual conference was hosted with updated details of committee and chair.</li></ul>