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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:**







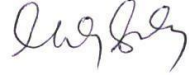


1. To confirm the resolutions of the 16<sup>th</sup> (XVI/18-19) IQAC meeting held on 17<sup>th</sup> May 2019.
2. To discuss on moderation of the syllabus and question paper pattern after initiation of autonomous institute status
3. Formation of new IQAC committee.
4. Formation of new exam cell.
5. To discuss about the new recruitment process to be held on 7<sup>th</sup> December, 2019.
6. To discuss about the procedure of NBA accreditation of ME and EE departments.





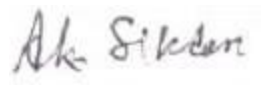

Prof. (Dr.) Arun Kumar Bar  
Prof. Sanghamitra Poddar  
Joint coordinator of IQAC Cell  
Institute of Engineering & Management

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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	R. Paul
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 confirm the resolutions of the 16<sup>th</sup> (XVI/18-19) IQAC meeting held on 17<sup>th</sup> May 2019.</li> <li>2. To discuss on moderation of the syllabus and question paper pattern after initiation of autonomous institute status</li> <li>3. Formation of new IQAC 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 discuss about the procedure of NBA accreditation of ME and EE departments.</li> </ol>
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### Resolutions:

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

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

17.3 New IQAC committee has been formed.

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.
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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. COE section has been formed. Prof. Debika Bhattacharya has been appointed as the acting controller of examination. Prof. Subhabrata Sengupta was decided to be the assistant controller of examination. It has also been decided that the institute will be conducting semester exams so decisions regarding question paper formation, answer script print, procedure for evaluation of answer scripts will be taken care by COE section.

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

17.6 The NBA (National Board of Accreditation) Affiliation is very important for the institute. College has decided to apply for NBA Accreditation of EE and ME departments. The members requested to all the faculty members of EE and ME departments to prepare and submit SAR within time and resolve this matter very soon.

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**