

Institute of Engineering & Management



Action Taken Report on 17th Meeting of Internal Quality Assurance Cell (IQAC)

2nd March, 2020

Action Taken Report

Agenda:

1. To confirm the resolutions of the 16th (XVI/18-19) IQAC meeting held on 17th 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 7th December, 2019.
6. To discuss about the procedure of NBA accreditation of ME and EE departments.

S.no.	Resolution in the meeting	Action taken
1	The resolutions of the 16 th (XVI/18-19) meeting of IQAC meeting held on 17 th May 2019 was read out and confirmed.	The resolutions and actions taken of the 16 th (XVI/18-19) meeting of IQAC held on 17 th May 2019 was approved.
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.	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.
3	New IQAC committee has been formed.	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

		<p>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 The above members are included in the IQAC committee.</p>
4	<p>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.</p>	<p>Designation of responsibilities were given. Deadlines regarding question paper submission were decided.</p>
5	<p>The departmental heads were asked to give a faculty requirement list for the upcoming recruitment drive.</p>	<p>The departmental heads have submitted the faculty requirement list for the upcoming recruitment drive.</p>
6	<p>The NBA (National Board of Accreditation) Affiliation is very important for the institute. College has decided to apply</p>	<p>H.O.D's were requested to apply for NBA Accreditation for EE and ME departments. Deadlines for submission of SARs was decided.</p>

	<p>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.</p>	
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