



**INSTITUTE
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Date: 2nd March, 2020

Notice

Sub: 18th Meeting of Internal Quality Assurance Cell (IQAC) to be held on 5th March, 2020 at 3:00 PM

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, IQAC meeting to be held on, 5th March, 2020 at 3.00 pm in the IQAC cell. Presence of all members of IQAC is solicited.

Agenda of the Meeting:

1. To confirm the resolutions of the 17th (XVII /19-20) IQAC meeting held on 1st November, 2019.
2. Planning to create data center and benchmark.
3. Planning to discuss about 4th year project committee.
4. Planning to discuss about NATIONAL SERVICE SCHEME 2020-21.
5. To discuss about timetable of Internal Examination of all the courses.
6. Planning to conduct the schedule of Parents-Teacher meeting for all the courses of first year students.
7. Discussion on conducting various activities under the NSS scheme and details to be collected for the MAR activities.





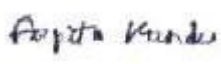

Prof. (Dr.) Arun Kumar Bar
Prof. Sanghamitra Poddar
Joint coordinator of IQAC Cell
Institute of Engineering & Management

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Minutes of the 18th meeting of the IQAC Cell of IEM held on 5th
March, 2020 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	
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 confirm the resolutions of the 17th (XVII /19-20) IQAC meeting held on 1st November, 2019. 2. Planning to create data center and benchmark. 3. Planning to discuss about 4th year project committee. 4. Planning to discuss about NATIONAL SERVICE SCHEME 2020-21. 5. To discuss about timetable of Internal Examination of all the courses. 6. Planning to conduct the schedule of Parents-Teacher meeting for all the courses of first year students. 7. Discussion on conducting various activities under the NSS scheme and details to be collected for the MAR activities.
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Resolutions:

18.1. The resolutions of the 17th (XVII /19-20) of IQAC held on 1st November, 2019 was read and confirmed.

18.2. The H.O.Ds of all the departments were requested to appoint three SPOCs for the following works:

- a. Research and Consultancy.
- b. Professional Body report, student officials & industrial visits.
- c. FDP/MDP/Conferences

A report has to be sent by the SPOCs to the principals 15th of every month keeping H.O.D and every members of IQAC in cc.

18.3. A policy has been made to distribute final year project among the students from 2nd year onwards and project reports will be assessed every year.

18.4. Prof. Sanghamitra Poddar has been appointed to look after NATIONAL SERVICE SCHEME 2020-21.

18.5. The following items are to be received from the Controller of Examination (COE)

- Academic calendar
- Exam time table
- Exam & review policy

- COE policy
- Result analysts

18.6. An online parent feedback form is to be prepared and mailed to the parents in order to improve teaching learning policy of the institution.

18.7. The details of various activities under the NSS scheme are to be collected for the MAR activities and will be looked after by Prof. Sanghamitra Poddar.

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