

# **Institute of Engineering & Management**



## **Action Taken Report on 18<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC)**

31<sup>st</sup> March, 2020

# Action Taken Report

## Agenda:

1. To confirm the resolutions of the 17<sup>th</sup> (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.

S.no	Resolution in the meeting	Action taken						
1	The resolutions of the 17 <sup>th</sup> (XVII /19-20) of IQAC held on 1st November, 2019 was read and confirmed.	The resolutions of the 17 <sup>th</sup> (XVII /19-20) of IQAC held on 1 <sup>st</sup> November, 2019 was approved.						
2	<p>The H.O.Ds of all the departments were requested to appoint three SPOCs for the following works:</p> <p>Research and Consultancy. Professional Body report, student officials &amp; industrial visits. FDP/MDP/Conferences</p> <p>A report has to be sent by the SPOCs to the principals 15<sup>th</sup> of every month keeping H.O.D and every members of IQAC in cc.</p>	<p>Three SPOCs have been appointed by the HODs of all the departments for the following works:</p> <p>a. Research and Consultancy b. Reports on Professional bodies, student bodies and different industrial visits conducted. c. Conduction of FDP, MDP and Conferences</p> <p>Reports were sent by the SPOCs to the Principal on 15th of every month keeping H.O.Ds and every member of IQAC in cc.</p> <p style="text-align: center;"><b><u>Department : Electronics and communication engineering</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Division</th> <th style="text-align: center;">Faculty Name</th> <th style="text-align: center;">Faculty Email-id</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Research and Consultancy</td> <td style="text-align: center;">Prof. Mili Sarkar</td> <td style="text-align: center;">mili.sarkar@iemcal.com</td> </tr> </tbody> </table>	Division	Faculty Name	Faculty Email-id	Research and Consultancy	Prof. Mili Sarkar	mili.sarkar@iemcal.com
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<b>Division</b>	<b>Faculty Name</b>	<b>Faculty Email-id</b>

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3	A policy has been made to distribute final year project among the students from 2 <sup>nd</sup> year onwards and project reports will be assessed every year.	The final year project allocation of the student wise done from 2 <sup>nd</sup> year onwards and review of students' projects were done once in a year.		
4	Prof. Sanghamitra Poddar has been appointed to look after NATIONAL SERVICE SCHEME 2020-21.	The NATIONAL SERVICE SCHEME 2020-21 is now be looked after by Prof. Sanghamitra Poddar.		
5	<p>The following items are to be received from the Controller of Examination (COE)</p> <ul style="list-style-type: none"> <li>● Academic calendar</li> <li>● Exam time table</li> <li>● Exam &amp; review policy</li> <li>● COE policy</li> <li>● Result analysts</li> </ul>	<p>The following items were received from the Controller of Examination (COE) and have been discussed among faculty members:</p> <ul style="list-style-type: none"> <li>- Academic calendar</li> <li>- Exam time table</li> <li>- Exam and review policy</li> <li>- COE policy</li> <li>- Result analysts</li> </ul>		

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.	An online parent feedback form was prepared and mailed to the parents in order to improve teaching learning policy.
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.	Prof. Sanghamitra Poddar circulated a form to the students to collect details of NSS events for MAR activities.