



INSTITUTE OF ENGINEERING & MANAGEMENT

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Ref. No: 31.03/IEM/IQAC/GM/2020-19

Date: 31st March, 2020

Notice

Sub: 19th Meeting of internal Quality Assurance Cell (IQAC) to be held on 2nd April, 2020 at 2.00 p.m.

Due to the unavoidable circumstances caused by the spread of corona virus (COVID-19) all the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, an emergency online IQAC meeting is to be held on 2nd April 2020 at 2:00 pm onwards using Google Meet platform. Presence of all members of IQAC online meeting is solicited. The details of the online meeting are as follows:

Topic: 19th IQAC Meeting

Time: 2nd April, 2020 02:00 PM India

Join Zoom Meeting: <http://zoom.us/j/345447129>

Meeting ID: 345447129

Agenda of the Meetings:

1. To confirm the resolution of the 18th (XVIII/19-20) IQAC meeting held on 5th March 2020.
2. To discuss about rules and regulations of online classes.
3. Planning for online mid semester examinations.
4. Online monitoring of Final year project.

Prof. (Dr.) Arun Kumar Bar

Prof. Sanghamitra Poddar

Joint coordinator of IQAC Cell

Institute of Engineering & Management







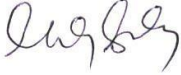


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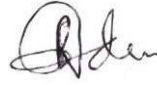






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Ashram Building : GN-34/2, Salt Lake Electronics Complex, Sector-V, Kolkata 700091, Phone : (033) 2357 2059/2995

Minutes of the 19th meeting of the IQAC Cell of IEM held on 2nd April,
2020 at 2.00 p.m. in Online Mode

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 & 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 resolution of the 18th (XVIII/19-20) IQAC meeting held on 5th March 2020.2. To discuss about rules and regulations of online classes.3. Planning for online mid semester examinations.4. Online monitoring of Final year project.
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Resolution:

19.1. The minutes of the 18th (XVIII/19-20) of IQAC held on 5th March 2020 was read out and confirmed.

19.2 Keeping in mind the lockdown situation for COVID classes will be taken in online mode so that the students don't miss the academic schedule. It was decided by the committee that the classes will be continued on different online platforms like on Google Meet, Youtube Live etc. and assignments will be collected using Google classroom and IEMCRP.

19.3 In order to maintain the schedule of the academic calendar the Controller of Examination (COE) decided to conduct the 2nd mid semester in online mode using Google Classroom. Different sets of questions will be created and assigned to the students.

19.4. The final year projects will be monitored by the mentors on a weekly basis so that the standard of the projects remain up to mark.

The meeting ended with cote 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