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Ref. No: 12.04/IEM/IQAC/GM/2020-20

Date: 12<sup>th</sup> April, 2020

## Notice

**Sub: 20th Meeting of internal Quality Assurance Cell (IQAC) to be held on 16<sup>th</sup> 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 online IQAC meeting is to be held on 29<sup>th</sup> October at 3:00 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: 20<sup>th</sup> IQAC Meeting

Time: 16<sup>th</sup> April, 2020 at 2.00 p.m.

Join Google Meeting: <http://meetgoogle.com/avm-tgfp-jwi>

Meeting ID: avm-tgfp-jwi

### **Agenda of the Meetings:**









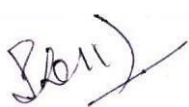

1. To confirm the resolutions of the 19<sup>th</sup> (XIX/19-20) IQAC meeting held on 2<sup>nd</sup> April, 2020.
2. To conduct semester examination for the students under IEM autonomous status.
3. To discuss the policy on improvement mid semester examination for 2<sup>nd</sup> year and 3<sup>rd</sup> year.








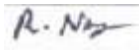

Prof. (Dr.) Arun Kumar Bar  
Prof. Sanghamitra Poddar  
Joint coordinator of IQAC Cell  
Institute of Engineering & Management

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**Minutes of the 20<sup>th</sup> meeting of the IQAC Cell of IEM held on 16<sup>th</sup> April, 2020 at 2.00 p.m.  
in Online Mode**

Members Present:

NAME	Designation & Affiliation	Sign
Prof. Dr. A.K. Nayak	Chairman Of IQAC & Director	
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 & HOD of EEE & ME	
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. Dr. Sourav Saha	HOD, CSE	
Prof. Prabir Kumar Das	HOD, BSH	
Prof. Dr. Indraneel Mukhopadhyay	HOD ,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	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 19<sup>th</sup> (XIX/19-20) IQAC meeting held on 2<sup>nd</sup> April, 2020.</li> <li>2. To conduct semester examination for the students under IEM autonomous status.</li> <li>3. To discuss the policy on mid semester examination for 2<sup>nd</sup> year and 3<sup>rd</sup> year.</li> </ol>
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### Resolutions:

20.1. The resolutions of the 18th (XVIII /19-20) of IQAC meeting held on 05.03.2019 was read out and confirmed.

20.2. The Controller of Examinations (COE) along with the committee members decided to take the online semester exams of the 1st year students, who are registered under the IEM autonomous status, from 8th June, 2020. The exam will be conducted using Google Classroom and invigilation will be done using Google Meet. The examination will be held for 3 hours of 100 marks. There will be 10 set of questions and each set contains 2 long answer type questions of 10 marks among which the students will have to choose any 1 question to answer.

20.3. Along with the committee members the COE have also decided to conduct improvement mid semester examination for 2<sup>nd</sup> year and 3<sup>rd</sup> year students in online mode. It has been decided that the last date for question submission will be 15th May, 2020. The following instructions are suggested for successful conduction of examination.

- Students will create a single pdf file of the entire answer script.
- Name of the file as Student enrollment no\_subject code.pdf.  
Ex: 12019002002001\_BS-PH201.pdf
- Students will write the set No. and total no. of pages in the answers script as per given template.
- Students will join the Google meet link when asked by the teacher with their video and audio mode on.
- Students will upload the pdf file within the allotted time. No extra time will be given for uploading

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**