

# **Institute of Engineering & Management**



**INSTITUTE OF ENGINEERING & MANAGEMENT**  
Good Education, Good Jobs

## **Action Taken Report of 20th Meeting of Internal Quality Assurance Cell (IQAC)**

23<sup>rd</sup> October, 2020

# Action Taken Report

## Agenda:

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 examinations for the students under IEM autonomous status.
3. To discuss the policy on mid semester examinations for 2<sup>nd</sup> year and 3<sup>rd</sup> year.

S. No.	Resolution in the Meeting	Action taken
1	The resolutions of the 19 <sup>th</sup> (XIX/19-20) of IQAC held on 02.04.2020 were read out and confirmed.	The resolutions and actions taken on the 19 <sup>th</sup> (XIX/19-20) of IQAC held on 02.04.2020 were confirmed and approved.
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 sets 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.	Semester exams of the 1st year students, who are registered under the IEM autonomous status, were held online from 8th June 2020. The exam was conducted using Google Classroom and invigilation was using Google Meet. The exam was for 3 hours with 100 marks. There were 10 sets of questions, each set containing 2 long type questions of 10 marks from which the students had to choose any 1 question to answer.

3	<p>Along with the committee members the COE have also decided to conduct improvement mid semester examinations 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.</p> <ul style="list-style-type: none"> <li>● Students will create a single pdf file of the entire answer script.</li> <li>● Name of the file as Student enrollment no_subject code.pdf. Ex: 12019002002001_BS-PH201.pdf</li> <li>● Students will write the set No. and total no. of pages in the answers script as per given template.</li> <li>● Students will join the Google meet link when asked by the teacher with their video and audio mode on.</li> <li>● Students will upload the pdf file within the allotted time. No extra time will be given for uploading</li> </ul>	<p>Students created a single pdf file of the entire answer script. Name the pdf file as Student enrolment no_ subject code.pdf Ex: 12019002002001_BS-PH201.pdf Students wrote the set No. and total no. of pages in the answers script as per the given template. Students joined the Google meet link when asked by the teacher with their video and audio mode on. Students uploaded the pdf file within the allotted time. No extra time was given for uploading.</p>
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