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Ref. No: 23.10/IEM/IQAC/GM/2020-21

Date: 23rd October, 2020

Notice

Sub: 21st Meeting of Internal Quality Assurance Cell (IQAC) to be held on 29th October, 2020 at 3.00 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 29th 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: 21st IQAC Meeting

Time: October 29, 2020 03:00 PM India

Join Google Meeting: <http://meetgoogle.com/xne-ddig-krr>

Meeting ID: xne-ddiq-krr

Agenda of the Meetings:

1. To confirm the resolutions of the 20th (XX/19-20) IQAC meeting held on 16th April, 2020.
2. To discuss about the planning of online inauguration program for 1st year batch (2020-2021) and carrying out their online classes.
3. To discuss about the planning of online mid semester examinations for the new batch.
4. To discuss about the planning for online semester examinations for students under autonomous status of college.








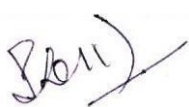

All members are requested to make it convenient to be present during the meeting.








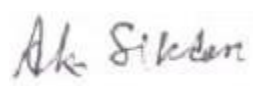
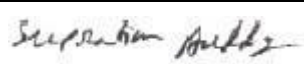
Prof. (Dr.) Arun Kumar Bar
Prof. Sanghamitra Poddar
Joint coordinator of IQAC Cell
Institute of Engineering & Management

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Minutes of the 21st meeting of the IQAC Cell of IEM held on 29th October, 2020 at 3.00 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 |  |
| 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 M.B.A |  |
| 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"> 1. To confirm the resolutions of the 20th (XX/19-20) IQAC meeting held on 16th April, 2020. 2. To discuss about the planning of online inauguration program for 1st year batch (2020-2021) and carrying out their online classes. 3. To discuss about the planning of online mid semester examinations for the new batch. 4. To discuss about the planning for online class for students using college infrastructure. |
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Resolutions:

21.1 The resolutions of the 20th (XX/19-20) of IQAC meeting held on 16th April, 2020 was read out & confirmed.

21.2. The online inauguration program for 1st year batch (2020-2021) was planned and the schedule of the program was discussed. The program was decided to be carried out using YouTube Live platform.

21.3. It has been decided that the mid-semester examination for the new batch will be taken in the month of December using Google Classroom platform.

21.4. It has been decided that the faculties will come to college physically to conduct the classes online from 2nd November in order to enhance the quality of teaching-learning process.

21.5. According to the Education minister of West Bengal, all university can start their online classes from 1st December. So, it was discussed to continue the classes in online mode.

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