



**INSTITUTE
OF ENGINEERING & MANAGEMENT**
Salt Lake Electronics Complex, Kolkata-700 091, WB, INDIA

Phone : (033) 2357-2969/2059/2995
(033) 2357-8189/8908/5389
Fax : 91-33-2357-8302
E-mail : director@iemcal.com
Website : www.iem.edu.in

Ref. No: 19.12/IEM/IQAC/GM/2020-22

Date: 19th December, 2020

Notice

Sub: 22nd Meeting of Internal Quality Assurance Cell (IQAC) to be held on 22nd December, 2020 at 1.00 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: 22nd IQAC Meeting

Date & Time: 22nd December, 2020 at 1.00 p.m.

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

Meeting ID: xne-ddiq-krr

Agenda of the Meetings:

1. To confirm the resolutions of the 21st (XX1/ 20 -21) of IQAC meeting held on 29.10. 2020.
2. To discuss about planning for conduction and procedure of semester examination for 1st and 2nd year autonomous curriculum students.
3. To discuss about Research Reimbursement policies for the faculty members.
4. To discuss about collection and analysis of departmental activity reports from HOD's of all the departments.
5. To discuss about planning and update from the departments who have been applied for NBA accreditation.










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






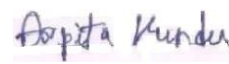
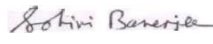

Prof. (Dr.) Arun Kumar Bar
Prof. Sanghamitra Poddar
Joint coordinator of IQAC Cell
Institute of Engineering & Management

Gurukul Campus : Y-12, Salt Lake Electronics Complex, Sector-V, Kolkata 700091, Phone : (033) 2357 2969
Management House : D-1, Salt Lake Electronics Complex, Sector-V, Kolkata 700091, Phone : (033) 2357 8908
Ashram Building : GN-34/2, Salt Lake Electronics Complex, Sector-V, Kolkata 700091, Phone : (033) 2357 2059/2995

Minutes of the 22nd meeting of the IQAC Cell of IEM held on 22nd December, 2020 at 1.00 p.m. in Online Mode

Members Present:

NAME	Designation & Affiliation	Sign
Prof. Dr. Satyajit Chakrabarti	Chairman Of IQAC & Director	
Prof. Rajashree Paul	Management Representative	R. Paul
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"> 1. To confirm the resolutions of the 21st (XX1/ 20 -21) of IQAC meeting held on 29.10. 2020. 2. To discuss about planning for conduction and procedure of semester examination for 1st and 2nd year autonomous curriculum students. 3. To discuss about Research Reimbursement policies for the faculty members. 4. To discuss about collection and analysis of departmental activity reports from HOD's of all the departments. 5. To discuss about planning and update from the departments who have been applied for NBA accreditation.
--------	--

Resolutions:

22.1. The resolutions of the 21st (XX1/ 20 -21) IQAC meeting held on 29.10. 2020 was read out and confirmed.

22.2. COE section informed that they have already published the end semester theory routine. A practical routine has been shared by individual departments. It has been decided that due fees need to be cleared before examination. Online quizzes should be taken on a regular basis from the month of January as a part of curriculum. IQAC reviewed all the procedure thoroughly.

22.3. All the faculty members will be requested to send a mail to IQAC whenever they apply for Research Reimbursement from the institute.

22.4. HOD's of all the departments are requested to instruct the SPOC's to give them departmental reports on the 15th & last date of every month as assigned to them in the 19th IQAC meeting held on 2nd April 2020.

22.5. Concerned HODs are requested to submit the detail plan and status of SAR for the upcoming NBA visit.

22.6. The following key points should be kept in mind for the overall performance enhancement of the institute:

- a) Entrepreneurship for All first year students (300 Companies/year).
- b) Improve Corporate Relationship Building relationships with companies like JP Morgan. Microsoft, Amazon.
- c) Foreign Collaboration.
- d) Digital Content Creation MOOCs Platform, website, digital course lectures, journal.

22.7. The following strategies has been discussed for betterment of institutional growth:

- Weekly period for mentorship
- MOOCs certification should be part of the syllabus
- Departmental journal: Technical reports/ month
- Digital lecture series: E-content development
- Awards for acknowledging the achievements of faculty members
- Inclusion of workshops in weekly routine
- Research/Project grants
- Maintaining of quality of the projects.
- Research publication in collaboration
- Books and book chapters publication
- Virtual industry visit and Internship Report submission
- NGO activities
- Conferences, Seminars, professional body membership

22.8. It was discussed and decided by the IQAC committee members that Prof. Dr. Satyajit Chakrabarti will remain the Chairman of the IQAC meetings henceforth.

22.9. It was proposed by the committee members that a monthly newsletter will be issued by the IQAC.

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