

Institute of Engineering & Management.



**Action Taken Report of 22nd Meeting of
Internal Quality Assurance Cell (IQAC)**

12th March, 2021

Action Taken Report

Agenda:

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

S. No.	Resolution in the Meeting	Action taken
1	The resolutions of the 21 st (XX1/ 20 -21) of IQAC were held on 29.10. 2020 were read out and confirmed.	The resolutions and actions taken on the 21 st (XX1/ 20 -21) of IQAC held on 29.10. 2020 were approved.
2	COE section informed that they have already published the end semester theory routine. A practical routine has also 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 procedures thoroughly.	The COE section has already published the end semester theory routine. A practical routine has been shared by individual departments. Due fees cleared before the examination. Details received from COE section. Online quizzes were taken regularly from January as a part of the curriculum.
3	All the faculty members will be requested to send a mail to IQAC whenever they apply for Research Reimbursement from the institute.	Faculty members sent mail to IQAC for research reimbursement from the institute.
4,	Head of the Departments of all the departments are requested to instruct the SPOC's to give them departmental reports on the 15 th & last date of every month as assigned to them in the 19 th IQAC meeting held on 2 nd April 2020.	Head of the Departments of all the departments received the departmental reports on the 15 th & last date of every month as assigned to them in the 19 th IQAC meeting held on 2 nd August 2020.

5.	Concerned Head of the Departments are requested to submit the detailed plan and status of SAR for the upcoming NBA visit.	A systematic plan for the upcoming NBA visit for CSE, IT & ECE departments was discussed.
6.	<p>The following key points should be kept in mind for the overall performance enhancement of the institute:</p> <ul style="list-style-type: none"> ● Entrepreneurship All first year students 300 Companies/year. ● Improve Corporate Relationship Building relationships with companies like JP Morgan. Microsoft, Amazon. ● Foreign Collaboration. ● Digital Content Creation MOOCs Platform, website, digital course lectures, journal 	<p>Entrepreneurship: All first-year students 300 Companies/year. Improve Corporate Relationship Building relationships with companies like JP Morgan. Microsoft, Amazon. Foreign Collaboration. Digital Content Creation MOOCs Platform, website, digital course lectures, journal were discussed.</p>
7.	<p>The following strategies must be implemented in the ecosystem:</p> <ul style="list-style-type: none"> ● 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 ● Workshops in weekly routine ● Research/Project grants ● The quality of the projects. ● Research publication in collaboration 	<p>The implementation of strategies like</p> <ul style="list-style-type: none"> ● Weekly period for mentorship ● MOOCS certification part of the syllabus ● Departmental journal: Technical reports/ month done ● Digital lecture series did E-content development Awards for acknowledging the achievements of faculty members done ● Incorporating Workshops in weekly routine ● Research/Project grants ● The quality of the projects accessed. ● Research publication in collaboration acknowledged. ● Book and booklets publication done ● Virtual industry visit Internship Report submission were done ● NGO activities planned and executed ● Conferences, Seminars, professional body membership were done.

	<ul style="list-style-type: none"> ● Book and booklets publication ● Virtual industry visit ● Internship Report submission ● NGO activities ● Conferences, Seminars, professional body membership 	
7.	It was discussed and decided by the IQAC committee members that Prof. Dr. Satyajit Chakrabarti will remain the Chairman of the IQAC meetings henceforth.	Dr. Satyajit Chakrabarti remained the Chairman of the IQAC meetings henceforth.
8.	It was proposed by the committee members that a monthly newsletter will be issued by the IQAC.	The newsletter was issued by the IQAC.