



**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](mailto:director@iemcal.com)  
Website : [www.lem.edu.in](http://www.lem.edu.in)

Ref. No: 12.03/IEM/IQAC/GM/2021-23

Date: 12<sup>th</sup> March, 2021

**Notice**

**Sub: 23rd Meeting of Internal Quality Assurance Cell (IQAC) to be held on 16<sup>th</sup> March, 2021 at 11.00 a.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 16<sup>th</sup> March 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: 23<sup>rd</sup> IQAC Meeting

Time: 16<sup>th</sup> March, 2021 at 11.00 a.m.

Join Google Meeting: <http://meetgoogle.com/mfp-fmuh-wng>

Meeting ID: [mfp-fmuh-wng](http://meetgoogle.com/mfp-fmuh-wng)






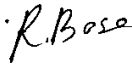
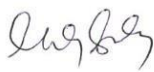



**Agenda of the Meetings:**







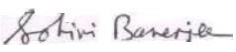

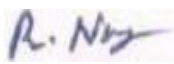
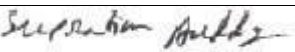
1. To confirm the resolutions of the 22<sup>nd</sup> (XXII /20-21) meeting held on 22<sup>nd</sup> December, 2020.
2. Inclusion of industrial members namely Mr. Kaushik Biswas, Head Legal, Corporate Affairs & Company Secretary, Tata Medical and Diagnostics Limited and Mr. Ritabrata Bose, IBM India, Global Services to the IQAC committee.
3. To discuss about status of online classes for the 2<sup>nd</sup> semester, 4<sup>th</sup> semester, 6<sup>th</sup> semester & 8<sup>th</sup> semester students.
4. To discuss about final year projects for the 4<sup>th</sup> year students.
5. To discuss about online examination conducted recently for autonomy batches.
6. To discuss about status of NBA work for ECE & IT departments.
7. To discuss about new AQAR format.
8. To discuss on miscellaneous works on the permission of the Chairperson.

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

**MINUTES OF 23rd MEETING OF IQAC CELL OF IEM HELD ON 16<sup>th</sup> MARCH, 2021,  
AT 11.00 A.M. IN ONLINE MODE**

**Members Present:**

Name	Designation & Affiliation	Sign
Prof. Dr. Satyajit Chakrabarti	Chairman of IQAC and Director	
Prof. Dr. Arun Kumar Bar	Co-ordinator (IQAC), Dean Engineering and H.O.D, EEE & Mechanical Engineering	
Prof. Dr. Sanghamitra Poddar	Co-ordinator (IQAC) and H.O.D student Affairs & Alumni Relations	
Mr. Somnath Chatterjee	CEO WEBEL	
Mr. Shantanu Pal	Sankalp Semiconductor Pvt. Ltd	
Mr. Kaushik Biswas	Head Legal, Corporate Affairs & Company Secretary, Tata Medical and Diagnostics Limited	
Mr. Ritabrata Bose	IBM India, Global Services	
Prof. Dr Malay Gangopadhyaya	HOD,ECE.	
Prof. Dr. Debika Bhattacharya	Dean Academics	
Prof. Dr. MohuyaChakraborty	Dean HRDC,HOD (CSE)	
Prof. Prabir Kumar Das	HOD, BSH	

Prof. Dr. Sujit Dutta	HOD, MBA	
Prof. Dr. Indraneel Mukhopadhyay	HOD, IT	
Prof. Anupam Bhattacharya	Principal, MBA	
Prof. Tapas Kumar Datta	HOD, EE	
Prof. Dr. Rabin Majumdar	HOD, BBA	
Prof. Abhishek Bhattacharya	HOD, BCA and M.SC	
Prof. Anup Kumar Sikdar	External Experts	
Prof. Dr. Debdoot Sheet	External Experts	
Mr. K.R.Lal	Administrative Staff	
Mr. Angshuman Ray	Administrative Staff	
Mr. Sohini Banerjee	Alumni	
Ms. Arpita Kundu	Alumni	
Mr. Sri Prasad	Regional Head, Vivekananda Chapter, Vigyan Bharati Community Representative	
Mr. Rajashree Nag	Alumni Member	
Mr. Supratim Auddy	Alumni Member	

<b>Agenda</b>	<ol style="list-style-type: none"> <li>1. To confirm the resolutions of the 22<sup>nd</sup> (XXII /20-21) meeting held on 22<sup>nd</sup> December, 2020.</li> <li>2. Inclusion of industrial members namely Mr. Kaushik Biswas, Head Legal, Corporate Affairs &amp; Company Secretary, Tata Medical and Diagnostics Limited and Mr. Ritabrata Bose, IBM India, Global Services to the IQAC committee.</li> <li>3. To discuss about status of online classes for the 2<sup>nd</sup> semester, 4<sup>th</sup> semester, 6<sup>th</sup> semester &amp; 8<sup>th</sup> semester students.</li> <li>4. To discuss about final year projects for the 4<sup>th</sup> year students.</li> <li>5. To discuss about online examination conducted recently for autonomy batches.</li> <li>6. To discuss about status of NBA work for ECE &amp; IT departments.</li> <li>7. To discuss about new AQAR format.</li> <li>8. To discuss on miscellaneous works on the permission of the Chairperson.</li> </ol>
---------------	---

### Resolutions:

- 23.1. The resolution of the 22<sup>nd</sup> (XXII/20-21) of IQAC meeting held on 29.10.2020 was read out and confirmed.
- 23.2. Mr. Kaushik Biswas, Head Legal, Corporate Affairs & Company Secretary, Tata Medical and Diagnostics Limited and Mr. Ritabrata Bose, IBM India, Global Services were included in IQAC committee by the consent of Chairman, IQAC.
- 23.3. Online classes for 2<sup>nd</sup> semester, 4<sup>th</sup> semester, 6<sup>th</sup> semester & 8<sup>th</sup> semester are to be taken with utmost care.
- 23.4. HODs of all the departments are requested to submit the status report of final year projects to IQAC.
- 23.5. COE section has already published Invigilation list for the mid-semester examination of Lateral entry students.
- 23.6. HODs of ECE & IT departments are requested to submit the status report for upcoming NBA visit.
- 23.7. It has been decided to mail the latest AQAR format to all HODs of various departments.
- 23.8. HOD's of all the departments are requested to instruct the SPOC's to give their departmental reports.

The meeting ended with vote of thanks to the Chair.



**APPROVED**

**Prof. Dr. Satyajit Chakrabarti**  
**Chairman of the Meeting**  
**Internal Quality Assurance Cell**  
**(IQAC)**




**Prof. Dr. Arun Kumar Bar & Prof. Dr. Sanghamitra Poddar**  
**Joint Coordinator of IQAC cell**  
**Institute of Engineering & Management**