

Institute of Engineering & Management



Action Taken Report on 23rd Meeting of Internal Quality Assurance Cell (IQAC)

12th May, 2021

Action Taken Report

Agenda:

1. To confirm the resolutions of the 22nd (XXII /20-21) meeting held on 22nd 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 the status of online classes for the 2nd semester, 4th semester, 6th semester & 8th semester students.
4. To discuss final year projects for the 4th year students.
5. To discuss online examinations conducted recently for autonomy batches.
6. To discuss the status of NBA work for ECE & IT departments.
7. To discuss the new AQAR format.
8. To discuss miscellaneous issues on the permission of the Chairperson.

S. No.	Resolution in the Meeting	Action taken
1	The resolution of the 22 nd (XXII/20-21) of the IQAC meeting held on 29.10.2020 was read out and confirmed.	The resolution and action taken report of the 22 nd (XXII/20-21) of the IQAC meeting held on 29.10.2020 was approved.
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.	Mr. Kaushik Biswas, Head Legal, Corporate Affairs & Company Secretary, Tata Medical and Diagnostics Limited and Mr. Ritabrata Bose, IBM India, Global Services were made aware of their roles and responsibilities in IQAC.
3	Online classes for 2 nd semester, 4 th semester, 6 th semester & 8 th semester are to be taken with utmost care.	All stakeholders were intimated about the same.
4	HODs of all the departments are requested to submit the status report of final year projects to IQAC.	Detailed report on the final year project was submitted to IQAC.
5	The COE section has already published an Invigilation list for	Invigilation list for the mid-semester examination of Lateral entry students was disseminated among

	the mid-semester examination of Lateral entry students.	faculty members.
6	HODs of ECE & IT departments are requested to submit the status report for the upcoming NBA visit.	Detailed report on NBA pre qualifier submission and SSR preparation was submitted to IQAC.
7	It has been decided to mail the latest AQAR format to all HODs of various departments.	The latest AQAR was sent to all concerned.
8	HOD's of all the departments are requested to instruct the SPOC's to give their departmental reports.	Detailed departmental report was submitted to IQAC.