

Ref. No: 12.05/IEM/IQAC/GM/2021-24

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

**NOTICE**

**Sub: 24th Meeting of Internal Quality Assurance Cell (IQAC) to be held on 19<sup>th</sup> May, 2021 at 11:30 AM**

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 online IQAC meeting is to be held on 19<sup>th</sup> May at 11:30 AM 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: 24<sup>th</sup> IQAC Meeting

Time: May19, 2021 11:30 AM India

Join Google Meeting: <https://meet.google.com/gac-qgtm-qpf>

Meeting ID: gac-qgtm-qpf

**Agenda of the Meeting:**

1. To confirm the resolutions of the 23<sup>rd</sup> (XXIII/20-21) IQAC meeting held on 16.03.2021.
2. To discuss about inclusion of external member named Prof. Apurba Ratan Ghosh (Department of Environmental Science, University of Burdwan) to the IQAC committee.
3. To discuss about collection of data regarding the upcoming NAAC visit.
4. To discuss about status of online mid-semester examination conducted recently for autonomy batches.
5. To discuss about upcoming NAAC sponsored Webinar.
6. To discuss on course curriculum preparation for the upcoming semester of autonomy batches.
7. To discuss on upcoming online academic audits.
8. To consider all the other relevant point may be raised and discussed during the meeting with the permission of the Chairman.






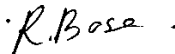





All members are requested to make it convenient to be present during the meeting.



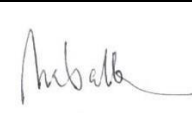




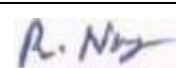

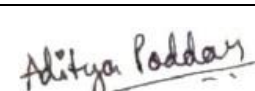


Prof.(Dr.) Arun Kumar Bar  
Prof.(Dr.) SanghamitraPoddar  
Joint Coordinators  
Internal Quality Assurance Cell (IQAC)  
Institute of Engineering & Management, Kolkata

**MINUTES OF THE 24TH MEETING OF THE IOAC CELL OF IEM**  
**HELD ON 19<sup>th</sup> MAY, 2021 AT 11.30 A.M. IN ONLINE MODE**

**Members present:**

Name	Designation & Affiliation	Sign
• Prof. Dr. Satyajit Chakrabarti	Chairman of IQAC, Principal 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. Shantanu Pal	Sankalp Semiconductor Pvt. Ltd.	
• Mr. Somnath Chatterjee	CEO, WEBEL	
• 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. Mohuya Chakraborty	Dean HRDC & HOD, CSE	
• Prof. Prabir Kumar Das	HOD, BSH	
• Prof. Dr. Sujit Dutta	HOD, MBA	

• Prof. Dr. IndraneelMukhopadhyay	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	
• Mr. K.R.Lal	Administrative Staff	
• Mr. Angshuman Ray	Administrative Staff	
• Prof. Dr. A. K. Nayak	External Experts	
• Prof. Anup Kumar Sikdar	External Experts	
• Prof. Dr. Debdoot Sheet	External Experts	
• Prof. ApurbaRatanGhosh	External Experts	
• Mr. SarveshAgarwal	Young Indians Kolkata, the Youth Wing of CII	
• Mr. Sreeprasad Mambrakkaran Kuttan	Regional Head, Vivekananda Vigyan Mission, Kolkata Chapter, VigyanBharati	
• Mr. Rajashree Nag	Alumni	
• Mr. SupratimAuddy	Alumni	
• Mr. AdityaPoddar	Student	
• Miss. OlivaDebnath	Student	

Agenda	<ol style="list-style-type: none"> <li>1. To confirm the resolutions of the 23<sup>rd</sup> (XXIII/20-21) IQAC meeting held on 16.03.2021.</li> <li>2. To discuss about inclusion of external member named Prof. Apurba Ratan Ghosh (Department of Environmental Science, University of Burdwan) to the IQAC committee.</li> <li>3. To discuss about collection of data regarding the upcoming NAAC visit.</li> <li>4. To discuss about status of online mid-semester examination conducted recently for autonomy batches.</li> <li>5. To discuss about upcoming NAAC sponsored Webinar.</li> <li>6. To discuss on course curriculum preparation for the upcoming semester of autonomy batches.</li> <li>7. To discuss on upcoming online academic audits.</li> <li>8. To consider all the other relevant point may be raised and discussed during the meeting with the permission of the Chairman.</li> </ol>
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Resolutions:

24.1. The resolutions of the 23<sup>rd</sup> (XXIII/20-21) IQAC meeting held on 16.03.2021 was read out and confirmed.

24.2. Prof. Apurba Ratan Ghosh (Department of Environmental Science, University of Burdwan), Mr. Sarvesh Agarwal (Young Indians Kolkata, the Youth Wing of CII) were included to the IQAC committee. Dr.A.K.Nayak (Ex-Principal, IEM) was reintroduced in the committee as an external expert.

24.3. All the HODs are requested to submit departmental data (criteria wise) to the IQAC within time for upcoming NAAC visit.

24.4. Prof. (Dr.) Debika Bhattacharya, Head of Controller of Examinations (COE) section, was requested to send the examination policies and student & alumni feedback for updating in the website.

24.5. All the committee members were informed about the grant received by the institute from NAAC to conduct a webinar and to arrange eminent speakers for the webinar.

24.6. All the HODs were requested to submit their updated syllabus and to highlight the changed portions (if any) in the syllabus for uploading in the institute website.

24.7. All departmental coordinators were requested to update the faculty list and faculty publication list and give an update to IQAC cell.

24.8. Prof. (Dr.) Debika Bhattacharya, Head of Controller Of Examinations (COE) section, updated the committee members about various online mid semester conducted by the institute.

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**