

Institute of Engineering & Management



Action Taken Report on 24th Meeting of Internal Quality Assurance Cell (IQAC)

18th August, 2021

Action Taken Report

Agenda:

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

S. No.	Resolution in the Meeting	Action taken
1	The resolutions of the 23 rd (XXIII/20-21) IQAC meeting held on 16.03.2021 was read out and confirmed.	The resolution and action taken report of the 23 rd (XXIII/20-21) IQAC meeting held on 16.03.2021 was approved.
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.	Prof. Apurba Ratan Ghosh (Department of Environmental Science, University of Burdwan), Mr. Sarvesh Agarwal (Young Indians Kolkata, the Youth Wing of CII) and Dr.A.K.Nayak (Ex-Principal, IEM) were made aware of their roles and responsibilities in IQAC.
3	All the HODs are requested to submit departmental data (criteria wise) to the IQAC	Detailed departmental data (criteria wise) was submitted to IQAC.

	within time for the upcoming NAAC visit.	
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.	Prof. (Dr.) Debika Bhattacharya, Controller of Examinations (COE) mailed the examination policies and student & alumni feedback.
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.	Preparations like inviting guest speakers and target audience, poster preparation related to NAAC sponsored seminars were done.
6	All the Head of the Departments were requested to submit their updated syllabus and to highlight the changed portions (if any) in the syllabus for uploading in the institute website.	Updated syllabus was submitted to IQAC by the Head of the Departments.
7	All departmental coordinators were requested to update the faculty list and faculty publication list and give an update to IQAC cell.	Faculty list and faculty publication list was finalized and mailed to IQAC.
8	Prof. (Dr.) Debika Bhattacharya, Head of Controller Of Examinations (COE) section, updated the committee members about various online mid semesters conducted by the institute.	IQAC members appreciated the effort by COE section regarding the exam conduction process.