

Ref. No: 18.08/IEM/IQAC/GM/2021-25

Date: 18<sup>th</sup> August, 2021

**NOTICE**

**Sub: 25<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC) to be held on 23<sup>rd</sup> August, 2021 at 11:30 AM**

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, the 25<sup>th</sup> IQAC meeting will be held on, 23<sup>rd</sup> August 2021 at 11:30 am in the Science auditorium, Gurukul building. Presence of all members of IQAC is solicited.

**Topic: 25<sup>th</sup> IQAC Meeting**

**Time: August 23, 2021 11:30 AM**

**Agenda of the Meeting:**

1. To confirm the resolutions on 24<sup>th</sup> Meeting of IQAC held on 19th May 2021.
  - **For working out the mechanism for ensuring timely, efficient and periodic-progressive performance of academic, administrative, research and extension activities on regular basis.**
  - **Discussion on the seminar to be organized on 1<sup>st</sup> and 2<sup>nd</sup> September, in association with NAAC, Bangalore.**
  - **Discussion on Institute website which has to be thoroughly updated on a regular basis.**
2. To consider and approve the reports of different Standing Committees for the process of setting quality benchmarks/parameters for the various academic administrative, research and extension activities of the Institute.
3. To go through the on-line AQAR of 2019-20 submitted by the IQAC to NAAC.
4. To re-constitute the Standing Committee for Mock Assessment Process needed for preparation of NAAC Assessment due in April 2022. **(It is desirable as per NAAC)**
5. To discuss about the data collection for preparation of AQAR 2020-2021.
6. To discuss about the NBA work For CSE, ECE & IT departments.
7. To discuss about the new AQAR format.
8. Any other items with the permission of the Chairperson.


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















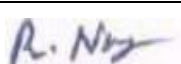
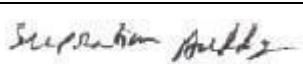
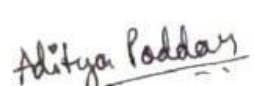
Prof. (Dr.) Arun Kumar Bar  
Prof. (Dr.) Sanghamitra Poddar  
Joint Coordinators  
Internal Quality Assurance Cell (IQAC)  
Institute of Engineering & Management, Kolkata

**Minutes of the 25<sup>th</sup> meeting of the IQAC Cell of IEM**  
**Held on 23<sup>rd</sup> August, 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. 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	
• 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. Apurba Ratan Ghosh	External Experts	

• Mr. Sarvesh Agarwal	Young Indians Kolkata, the Youth Wing of CII	
• Mr. Sreepasad Mambrakkaran Kuttan	Regional Head, Vivekananda Vigyan Mission, Kolkata Chapter, VigyanBharati	
• Mr. Rajashree Nag	Alumni	
• Mr. Supratim Auddy	Alumni	
• Mr. Aditya Poddar	Student	
• Miss. Oliva Debnath	Student	

<b>Agenda</b>	<ol style="list-style-type: none"> <li>1. To confirm the minutes on 24<sup>th</sup> Meeting of IQAC held on 19th May 2021. <ul style="list-style-type: none"> <li>➤ For working out the mechanism for ensuring timely, efficient and periodic- progressive performance of academic, administrative, research and extension activities on regular basis.</li> <li>➤ Discussion on the seminar to be organized during 1st and 2nd September in association with NAAC, Bangalore.</li> <li>➤ Discussion on Institute Website which has to be thoroughly updated on a regular basis.</li> </ul> </li> <li>2. To consider and approve the reports of different Standing Committees for the process of setting quality benchmarks/parameters for the various academic administrative, research and extension activities of the Institute.</li> <li>3. To go through the on-line AQAR of 2019-20 submitted by the IQAC to NAAC.</li> <li>4. To re-constitute the Standing Committee for Mock Assessment Process needed for preparation of NAAC Assessment due in April 2022.(It is desirable as per NAAC)</li> <li>5. To discuss about the data collection for preparation of AQAR 2020-2021.</li> <li>6. To discuss about the NBA work for CSE, ECE&amp; IT department.</li> <li>7. To discuss about the new AQAR format.</li> <li>8. Any other items with the permission of the Chairperson.</li> </ol>
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**Resolution:**

- 25.1. The minutes of the 24<sup>th</sup> meeting (XXIV/20-21) of the IQAC cell were read out and confirmed.
- 25.2. IQAC committee considered and approved the reports of different Standing Committees for the process of setting quality benchmarks/parameters for the various academic administrative, research and extension activities of the Institute.
- 25.3. IQAC has gone through the on-line AQAR of 2019-20 which has already been submitted to NAAC.
- 25.4. The Standing Committee for Mock Assessment Process needed for preparation of NAAC Assessment has been re-constituted.
- 25.5. IQAC cell already mailed the data template for the AQAR 2020-2021 to all departments. Members of all the departments are requested to submit the departmental data template along with supporting documents within proper date.
- 25.6. Discussion regarding upcoming meeting for NBA visit for CSE, ECE & IT department was conducted and progress of preparation related to the visit was monitored.
- 25.7 External member Prof. Apurba Ratan Ghosh discussed about the new AQAR format. Also give us his valuable suggestion regarding AQAR data fill up.
- 25.8 Discussion regarding external academic audit was done. The dates were scheduled on 28<sup>th</sup>-30<sup>th</sup> September, 2021 and external experts responsible for the visit were decided (attached herein). It was suggested that Prof. Dr. Debika Bhattacharya would act as the chairman for the academic audit. The format and resource person for academic audit has been attached with this document.
- 25.7. Preparation of the external academic audit was discussed and delegated to SPOCs for every department as follows:

Name of SPOCs	Department
Prof. Srijita Basu, Prof. Bavrabi Ghosh	CSE
Prof. Srijita Chakraborty, Prof. Soham Kanti Bishnu	ECE
Prof. Arijita Das	EE
Prof. Ranjita Chowdhury	EEE
Prof. Dwaipayan De	ME
Prof. Kajari Sur	IT
Prof. Soumi Datta	BCA & M.Sc
Prof. Sohini Datta	MBA
Prof. Tina De	BSH
Prof. Rabin Majumder	BBA

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

## **Format for Department Academic Audit**

**Name of the Department:**

**Date:**

**Name, Designation and Address of Academic Audit Experts:**

**Members of Staff Present:**

Criterion	Items	Verification Yes/No	Comments	Suggestions for improvement
<b>I. Curriculum</b>	Steps followed in the designing of syllabus & curriculum			
	Contents of the Curriculum			
	Validation done			
	IDC/ EDC			
	Credits allotted/distribution – logic			

<b>II. Curriculum Transaction</b>	Teaching methods & teaching aids			
	E-learning modules			
	Project work UG/PG			
	Internal assessment – components–Uniqueness			
	Student support – remedial coaching			
	Parents meeting – evaluation of student’s progress			
	Feedback from students			
	Steps taken on the feedback			



<b>III. Faculty Profile</b>	Projects completed/ongoing			
	Seminars / conferences attended			
	Papers/articles/books published			
	FDP / RC / OC / Training Program/Workshop			
	Preparation of E-learning materials/ Content			
	Acted as resource persons			
	M.Phil.&Ph.D awarded			

<b>IV. Profile of Students</b>	Demand ratio (Applications received Vs Sanctioned Strength)			
	Students involvement in extra-curricular & Co-curricular activities			
	Study tour / industrial visits /exhibitions / Internship /Training			
	Achievements			

<b>V. Infrastructure in the Department</b>	No. of classrooms			
	No. of laboratories			
	No. of computers – for teachers			
	No. of computers – for students			
	No. of computers – research scholars			
	No. of instruments			

<b>VI. Activities of the Department</b>	MoUs signed			
	Consultancy			
	Collaborations			
	Association Meetings			
	Guest lectures			
	Conference / Seminar /Workshop conducted			
	Extension Activity			
	Interaction with Industry /Research Centres/Educational Institutions			
	Newsletters/Magazine			
	Placement			

**Please comment on SWOC Analysis:**

**Strength:**

**Weakness:**

**Opportunities:**

**Challenges:**

**Best Practice(s)/Innovations of the Department:**

**Future Plans of the Department:**

**Signature of the HoD with Seal**

**Signature of the Academic Audit Experts**

DATE	RESOURCE PERSON	TIME	DEPARTMENT
28th September, 2021	Dr. Debashis De, Professor, Maulana Abul Kalam Azad University of Technology, West Bengal	10.00AM- 1.00PM	Computer Science & Engineering
		2.00PM- 5.00PM	Electronics & Communication Engineering
28th September, 2021	Dr. Manoj Mitra, Professor & Ex Dean of Jadavpur University	12.00PM- 5.00PM	Electrical Engineering, Mechanical Engineering, Electrical & Electronics Engineering
29th September, 2021	Dr. Jyotsna Kumar Mandal, Professor, Ex. Dean, Faculty of Engineering, Technology & Management, University of Kalyani	10.00AM- 1.00PM	Information Technology
		2.00P.M.- 5.00P.M.	Bachelor of Computer Applications & M.Sc.
30th September, 2021	Dr. Kaushik Kundu, Professor of Aliah University & Dr. Jyotsna Kumar Mandal, Professor, Ex. Dean, Faculty of Engineering, Technology & Management, University of Kalyani	10.00AM-1.00 PM	Master of Business Administration
30th September, 2021	Dr. Jyotsna Kumar Mandal, Professor, Ex. Dean, Faculty of Engineering, Technology & Management, University of Kalyani	2.00P.M.- 5.00P.M.	Basic Science & Humanities
	Dr. Kaushik Kundu, Professor of Aliah University	2.00P.M.- 5.00P.M.	Bachelor of Business Administration