

Institute of Engineering & Management



Action Taken Report on 25th Meeting of Internal Quality Assurance Cell (IQAC)

6th September, 2021

Action Taken Report

Agenda:

1. To confirm the resolutions on 24th 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 a regular basis.**
 - Discussion on the seminar to be organized on 1st and 2nd September, in association with NAAC, Bangalore.**
 - Discussion on the 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 the data collection for preparation of AQAR 2020-2021.
6. To discuss the NBA work For CSE, ECE & IT departments.
7. To discuss the new AQAR format.
8. Any other items with the permission of the Chairperson.

S. No.	Resolution in the Meeting	Action taken
1	The minutes of the 24 th meeting (XXIV/20-21) of the IQAC cell were read out and confirmed.	The resolution and action taken report of the 24 th meeting (XXIV/20-21) was approved.
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.	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 were disseminated among all concerned.
3	IQAC has gone through the on-line AQAR of 2019-20 which has already been submitted to NAAC.	IQAC approved AQAR and discussions related to the data collection were done.
4	The Standing Committee for Mock Assessment Process needed for preparation of NAAC Assessment has been reconstituted.	The Standing Committee for Mock Assessment Process needed for preparation of NAAC Assessment was circulated among all stakeholders.

5	IQAC cell has 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 the proper date.	Departmental data template along with supporting documents was submitted within the deadline.																						
6	Discussion regarding the upcoming meeting for NBA visit for CSE, ECE & IT department was conducted and progress of preparation related to the visit was monitored.	A progress report for NBA visits for CSE, ECE & IT department was submitted to IQAC.																						
7	External member Prof. Apurba Ratan Ghosh discussed the new AQAR format. Also give us his valuable suggestion regarding AQAR data fill up.	The suggestions were incorporated in preparation of AQAR.																						
8	Discussion regarding external academic audit was done. The dates were scheduled on 28th-30th 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.	Formalities regarding external academic audit like inviting external experts, collection of related data etc were done.																						
9	<p>Preparation of the external academic audit was discussed and delegated to SPOCs for every department as follows:</p> <table border="1" data-bbox="300 1171 793 1816"> <thead> <tr> <th data-bbox="300 1171 600 1211">Name of SPOCs</th> <th data-bbox="600 1171 793 1211">Department</th> </tr> </thead> <tbody> <tr> <td data-bbox="300 1211 600 1319">Prof. Srijita Basu, Prof. Bavrabi Ghosh</td> <td data-bbox="600 1211 793 1319">CSE</td> </tr> <tr> <td data-bbox="300 1319 600 1473">Prof. Srijita Chakraborty, Prof. Soham Kanti Bishnu</td> <td data-bbox="600 1319 793 1473">ECE</td> </tr> <tr> <td data-bbox="300 1473 600 1514">Prof. Arijita Das</td> <td data-bbox="600 1473 793 1514">EE</td> </tr> <tr> <td data-bbox="300 1514 600 1585">Prof. Ranjita Chowdhury</td> <td data-bbox="600 1514 793 1585">EEE</td> </tr> <tr> <td data-bbox="300 1585 600 1626">Prof. Dwaipayan De</td> <td data-bbox="600 1585 793 1626">ME</td> </tr> <tr> <td data-bbox="300 1626 600 1666">Prof. Kajari Sur</td> <td data-bbox="600 1626 793 1666">IT</td> </tr> <tr> <td data-bbox="300 1666 600 1706">Prof. Soumi Datta</td> <td data-bbox="600 1666 793 1706">BCA & M.Sc</td> </tr> <tr> <td data-bbox="300 1706 600 1747">Prof. Sohini Datta</td> <td data-bbox="600 1706 793 1747">MBA</td> </tr> <tr> <td data-bbox="300 1747 600 1787">Prof. Tina De</td> <td data-bbox="600 1747 793 1787">BSH</td> </tr> <tr> <td data-bbox="300 1787 600 1816">Prof. Rabin Majumder</td> <td data-bbox="600 1787 793 1816">BBA</td> </tr> </tbody> </table>	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 SPOCs acted as a nodal point for collection of all data required for external academic audit.
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