



**INSTITUTE  
OF ENGINEERING & MANAGEMENT**  
Salt Lake Electronics Complex, Kolkata-700 091, WB, INDIA

Phone : (033) 2357-2969/2059/2995  
(033) 2357-8189/8908/5389  
Fax : 91-33-2357-8302  
E-mail : [director@iemcal.com](mailto:director@iemcal.com)  
Website : [www.lem.edu.in](http://www.lem.edu.in)

Ref. No: 06.09/IEM/IQAC/GM/2021-26

Date: 6<sup>th</sup> September, 2021

**Notice**

**Sub: 26th Meeting of Internal Quality Assurance Cell (IQAC) to be held on 9<sup>th</sup> September, 2021 at Science Auditorium & Hybrid Mode**

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, a meeting is scheduled in hybrid mode on 9<sup>th</sup> September, All members who wish to join the physical meeting are requested to come at Science Auditorium 11 am onwards. The link for joining the meeting online is as follows: [meet.google.com/jsu-oezm-has](https://meet.google.com/jsu-oezm-has).

The details of the online meeting are as follows:

**Topic:** 26<sup>th</sup> IQAC Meeting

**Date & Time:** 9th September, 2021, 11:00 AM

**Venue for Physical Meeting:** Science Auditorium

For joining online, the details are as follows:

**Join Google Meeting:** [meet.google.com/jsu-oezm-has](https://meet.google.com/jsu-oezm-has).

**Meeting ID:** isu-oezm-has

**Agenda of the Meetings:**

1. To confirm the resolutions of the 25<sup>th</sup> (XXV/21-22) meeting held on 23<sup>rd</sup> August, 2021 of IQAC cell.
2. To discuss about the upcoming Academic Audit.
3. To discuss about the necessary data required for NAAC SSR.

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

Prof. (Dr.) Arun Kumar Bar  
Prof. (Dr.) Sanghamitra Poddar  
Joint coordinator of IQAC Cell  
Institute of Engineering & Management









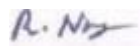
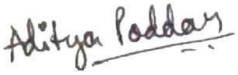
**Gurukul Campus :** Y-12, Salt Lake Electronics Complex, Sector-V, Kolkata 700091, Phone : (033) 2357 2969  
**Management House :** D-1, Salt Lake Electronics Complex, Sector-V, Kolkata 700091, Phone : (033) 2357 8908  
**Ashram Building :** GN-34/2, Salt Lake Electronics Complex, Sector-V, Kolkata 700091, Phone : (033) 2357 2059/2995

**Minutes of the 26<sup>th</sup> meeting of the IQAC Cell of IEM**  
**Held on 9<sup>th</sup> September, 2021 at 11.00 a.m. in science auditorium & also Online Mode**

-

**Members present:**

Name	Designation & Affiliation	Sign
• Prof. Dr. Satyajit Chakrabarti	Director	
• Prof. Dr. Arun Kumar Bar	Co-ordinator (IQAC), Principal	
• Prof. Dr. Sanghamitra Poddar	Co-ordinator (IQAC) and H.O.D student Affairs & Alumni Relations	
• Prof. Rajashree Paul	Management Representative	R. Paul
• Mr. Shantanu Pal	Sankalp Semiconductor Pvt. Ltd.	
• Prof. Dr. Malay Gangopadhyaya	HOD, ECE	
• Prof. Dr. Debika Bhattacharyya	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	Professor, 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 resolutions of the 25<sup>th</sup> (XXV/21-22) meeting held on 23<sup>rd</sup> August, 2021 of IQAC cell.</li> <li>2. To discuss about the upcoming Academic Audit.</li> <li>3. To discuss about the necessary data required for NAAC SSR.</li> </ol>
---------------	--

### **Resolution of the meeting:**

- 26.1 The resolutions of the 25<sup>th</sup> (XXV/21-22) meeting held on 23<sup>rd</sup> August, 2021 was read out and confirmed.
- 26.2 It has been decided that Academic Audit will be conducted in different departments from 28<sup>th</sup> September to 30<sup>th</sup> September 2021. Departmental members are requested to prepare their report as per the data template which has already been given to HODs & Assistant HODs of different departments.
- 26.3 Schedule for Academic Audit was discussed in the meeting & it will be mailed to every department as soon as possible.
- 26.4 All departments are requested arrange their supporting documents both in hard & soft copy & arrange them year wise properly.
- 26.5 Questions have been raised by faculty members regarding the data template for upcoming academic audit & IQAC Co-coordinators answered all the queries.
- 26.6 Prof. (Dr.) Debika Bhattacharyya, Controller of Examinations (COE), requested all HODs to submit their action report based on the feedback form send by the COE section.
- 26.7 Prof. (Dr.) Debika Bhattacharyya, Controller of Examinations (COE), also requested all newly introduced department HODs to prepare their lesson plan, faculty details, syllabus for courses & financial report properly.
- 26.8 IQAC members also requested to all the HODs to prepare data along with supporting documents for upcoming NAAC visit based on new format.



**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**