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Ref. No. 16.11/IEM/IQAC/GM/2021-27

Date: 16th November, 2021

Notice

Sub: 27th Internal Quality Assurance Cell (IQAC) meeting to be held on 30th November, 2021

All the members of the Internal Quality Assurance Cell (IQAC) Committee are hereby informed that a meeting is scheduled on 30th November, 2021, 3pm onwards. All members are requested to assemble at the Science Auditorium, Gurukul Campus.

The details of the meeting are as follows:

Topic: 27th IQAC Meeting

Time & date: 03:00 pm, 30th November, 2021.

Offline Venue: Science Auditorium

Link for joining online: meet.google.com/dvb-orgn-gxx

Agenda of the Meeting:

1. To confirm the resolutions of the 26th (XXVI/21-22) meeting held on 9th September 2021 of IQAC cell.
2. To discuss on rules and regulations of physical classes starting from 16th November, 2021.
3. To discuss on conduction of second mid semester exams and the final end semester exams.
4. Discussion regarding mandatory publication of all final year projects.
5. Presentation of academic audit report.
6. Presentation of AQAR 2021.
7. To discuss on Miscellaneous issues.

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

Copy to:









1. Director
2. Office
3. All Deans
4. All HoDs
5. All Committee Members








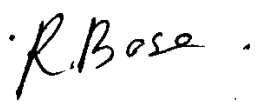



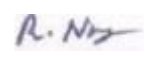
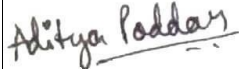
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Management House : D-1, Salt Lake Electronics Complex, Sector-V, Kolkata 700091, Phone : (033) 2357 8908
Ashram Building : GN-34/2, Salt Lake Electronics Complex, Sector-V, Kolkata 700091, Phone : (033) 2357 2059/2995

Minutes of the 27th meeting of the IQAC Cell of IEM

Held on 30th November, 2021 at 03.00 p.m. in Science Auditorium & also Online Mode

Members present:

Name	Designation & Affiliation	Signature
• 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	
• Prof. Amartya Mukherjee	HOD, AIML,CSBS	
• Prof. Moutushi Biswas Singh	HOD, IT	
• Mr. K.R.Lal	Administrative Staff	
• Mr. Angshuman Ray	Administrative Staff	
• Mr. Kaushik Biswas	Head Legal, Corporate Affairs & Company Secretary, Tata Medical and Diagnostics Limited	
• Mr. Ritabrata Bose	IBM India, Global Services	
• 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. Sreeprasad 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	

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Resolutions of the meeting:

27.1 The resolutions of the 26th (XXVI/21-22) IQAC meeting held on 09.09.2021 was read out and confirmed.

27.2 As per the government notification, in IEM Physical Classes were started from **16th November 2021 & proper precautions were maintained from first day**. The following steps are taken while taking the physical classes:

- a) Students need to be vaccinated; else they will need to take RTPCR test every week and submit the report. The college has arranged free vaccination center weekly, so unvaccinated students are required to take vaccine.
- b) To avoid the public transport bus services were started for Students and faculty members from day one.
- c) Compulsory wearing **Mask**, bringing own tiffin, drinking water & **Sanitizers**.

27.3 Prof. (Dr.) Debika Bhattacharya, Head of Controller of Examinations (COE) section, announced that **Mid-semester examination will start from 15th December 2021 in offline mode & also the End semester exam will start from 17th January 2022 in offline mode**.

27.4 Prof. (Dr.) Apurba Ratan Ghosh, the external expert of IQAC committee, suggested to introduce Research Methodology in syllabus. So that student can get proper knowledge related to publication.

27.5 Prof. (Dr.) Debika Bhattacharya, Head of Controller of Examinations (COE) section, has read out the report of Academic audit which was held from **28th September to 30th September 2021**.

27.6 Prof. (Dr.) Sanghamitra Poddar, Coordinator of IQAC, H.O.D Student Affairs & Alumni Relations, presented the AQAR 2021 report.

27.7 Prof. (Dr.) Apurba Ratan Ghosh, the external expert of IQAC committee, advised us to make a separate rest room for women & also suggested us to design a sensor-based energy conservation door in every classroom.

27.8 Mr. Kaushik Biswas, the external expert of IQAC committee, has suggested to follow the COVID Protocols.



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