

Institute of Engineering & Management



Action Taken Report on 27th Meeting of Internal Quality Assurance Cell (IQAC)

12th January, 2022

Action Taken Report

Agenda:

1. To confirm the resolutions of the 27th (XXVII/21-22) meeting held on 9th September 2021 of IQAC cell.
2. To discuss 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 Miscellaneous issues.

S. No.	Resolution in the Meeting	Action taken
1	The resolutions of the 26 th (XXVI/21-22) IQAC meeting held on 09.09.2021 to be read out and confirmed.	The resolution and action taken report of the 22 nd (XXII/20-21) of the IQAC meeting held on 09.09.2021 was read out and approved.
2	As per the government notification, in IEM Physical Classes were started from 16th November 2021 & proper precautions were maintained from the first day. The following steps are taken while taking the physical classes: 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. To avoid the public transport bus services were started for Students and faculty members	Notifications for vaccinations were given to students and conducting vaccination drives weekly in the college. RTPCR reports were also collected from non-vaccinated students by the respective departments.

	<p>from day one. Compulsory wearing Mask, bringing own tiffin, drinking water & Sanitizers.</p>	
3	<p>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.</p>	<p>All stakeholders were intimated about the same.</p>
4	<p>Prof. (Dr.) Apurba Ratan Ghosh, the external expert of IQAC committee, suggested introducing Research Methodology in syllabus. So that students can get proper knowledge related to publication.</p>	<p>Research Methodology was introduced in the curriculum of a few departments.</p>
5	<p>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.</p>	<p>The report was approved.</p>
6	<p>Prof. (Dr.) Sanghamitra Poddar, Coordinator of IQAC, H.O.D Student Affairs & Alumni Relations, presented the AQAR 2021 report.</p>	<p>The report was approved.</p>
7	<p>Prof. (Dr.) Apurba Ratan Ghosh, the external expert of IQAC committee, advised us to make a separate restroom for women & also suggested that we design a sensor-based energy conservation door in every classroom.</p>	<p>The suggestion was approved.</p>

8	Mr. Kaushik Biswas, the external expert of IQAC committee, has suggested following the COVID Protocols.	The suggestion was approved.
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