



**INSTITUTE
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Ref. No: 18.02/IEM/IQAC/GM/2022-29

Date: 18th February, 2022

Notice

Sub: 29th Meeting of Internal Quality Assurance Cell (IQAC) to be held on 28th February, 2022 in hybrid Mode

Due to the unavoidable circumstances caused by the spread of corona virus all the members of Internal Quality Assurance Cell (IQAC) are hereby informed that, a hybrid IQAC meeting is to be held on 28th February, 2022 at 11.00 AM onwards in Science Auditorium, Gurukul Campus for offline attendees and <http://meet.google.com/scy-epjz-gyo> for online attendees.. Presence of all members of IQAC online meeting is solicited. The details of the online meeting are as follows:

Topic: 29th IQAC Meeting

Date & Time: 28th February, 2022 at 11.00 AM

For joining online, the details are as follows:

Join Google Meeting: <http://meet.google.com/scy-epjz-gyo>

Meeting ID:

Agenda:

1. To confirm the resolutions of the 28th (XXVIII/21-22) IQAC meeting held on 17.01.2022.
2. To discuss about rules of physical classes.
3. To discuss on upcoming mid semester examination which will be held in offline mode.
4. To discuss on upcoming Academic Audit.
5. Comment on SSR of NAAC.
6. 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 coordinator of IQAC Cell
Institute of Engineering & Management

Copy to:










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









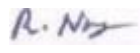
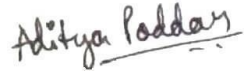
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Management House : D-1, Salt Lake Electronics Complex, Sector-V, Kolkata 700091, Phone : (033) 2357 8908
Ashram Building : GN-34/2, Salt Lake Electronics Complex, Sector-V, Kolkata 700091, Phone : (033) 2357 2059/2995

**Minutes of the 29th meeting of the IQAC Cell of IEM Held on 28th February, 2022
At 11.00 a.m. in Hybrid Mode**

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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	
• 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. Dr. 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. 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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Resolution of the meeting:

29.1. The resolutions of the 28th (XXVIII/21-22) of IQAC held on 17.01.2022 was read out and confirmed.

29.2. As per the government notification, in IEM offline Classes were started from **14th February 2022 & proper precautions were maintained from first day**. The following steps are taken while taking the physical classes:

- a) To avoid the public transport, bus services were started for students and faculty members from day one.
- b) To avoid gathering in college campuses IEM decided to split classes into two shifts.
- c) Compulsory wearing **masks**, bringing own tiffin, drinking water & **sanitizers**.

29.3. Prof. Dr. Debika Bhattacharyya, Dean of Academics, discussed about the ongoing end semester examination of MCA, M.Tech (ECE, CSE). She also discussed about the upcoming mid semester examination for all departments and also presented the academic calendar.

29.4. Prof. Dr. Arun Kumar Bar, Co-ordinator (IQAC), Principal & Prof. Dr. Debika Bhattacharyya, Dean of Academics, sent a proposal for Green Audit & Academic Audit to MAKAUT.

29.5. Prof. Dr. Sanghamitra Poddar, Coordinator of IQAC cell, requested to all HOD'S to give their suggestions about NAAC SSR, which are mailed to them for data verification.

29.6. Criteria 1, 2 & 7 were presented and discussed among the house members for data verification and inputs have been taken from the NAAC external expert.



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

