



**INSTITUTE
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Ref. No: 09.06/IEM/IQAC/GM/2022-30

Date: 9th June 2022

Notice

Sub: 30th Meeting of Internal Quality Assurance Cell (IQAC) to be held on 21st June 2022 in Science Auditorium

All the members of the Internal Quality Assurance Cell (IQAC) Committee are hereby informed that a meeting is scheduled for 21st June 2022, from 11 am onwards. All members are requested to assemble at the Science Auditorium, Gurukul Campus.

The details of the meeting are as follows:

Topic: 30th IQAC Meeting

Time & date: 11:00 A.M., 21st June 2022.

Offline Venue: Science Auditorium, IEM Gurukul Campus

Link for the meeting: <https://meet.google.com/mzy-ecdv-afv> (for external IQAC members)

Agenda of the Meetings:

1. To discuss the approval of NAAC Seminar.
2. To discuss the AQAR preparation.
3. To finalize the dates for conducting Internal Audit.
4. To discuss the conduction of the End Semester Examination.
5. To finalize the faculty class load sharing details.
6. Miscellaneous issues on the permission of the Chairperson.

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



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| SL No. | Name | Signature |
|--------|----------------------|------------|
| 1 | Prabir kr Das | |
| 2 | Ananta Mukherjee | |
| 3 | Moulishi Singh | |
| 4 | Kajani Sen | |
| 5 | Koyel Ganguly | |
| 6 | Nilayima Chatterjee | |
| 7 | T. K. Datta | |
| 8 | Bavrali Ghosh | |
| 9 | Soumedip Ghosh | |
| 10 | ANIPSITA CHATTERJEE | |
| 11 | SOUHARDA NANDI | |
| 12 | SUKANYA MUKHERJEE | |
| 13 | Debika Bhattacharyya | |
| 14 | Apurba Ratan Ghosh | 21/06/22 |
| 15 | SATYAJIT CHAKRABARTI | |
| 16 | SUSIT DUTTA | 21/06/22 |
| 17 | ANUPAM BHATTACHARYA | 21/06/2022 |
| 18 | SRIJITA CHAKRABORTY | 21/6/22 |
| 19 | Malay Gangopadhyay | 21/6/22 |
| 20 | Sanghamitra Palder | 21/6/22 |
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| Agenda | <ol style="list-style-type: none"> 1. To confirm the resolution of 29th (XXIX/22-23) IQAC meeting held on 28th February 2022. 2. To discuss the approval of the NAAC Seminar. 3. To discuss the AQAR preparation. 4. To finalize the dates for conducting Internal Audit. 5. To discuss the conduction of the End Semester Examination. 6. To finalize the faculty class load sharing details. 7. Miscellaneous issues on the permission of the Chairperson. |
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Resolution of the meeting:

30.1 The resolution of 29th (XXIX/22-23) IQAC meeting held on 28th February 2022 was read out and confirmed.

30.2 The committee decided to organize a 3-day FDP in the month of September. After discussion with the External Expert of the IQAC Committee, Prof. Arupbo Ratan Ghosh, the date and time of the FDP will be finalized.

30.3 Prof. Ghosh also suggested forming a Skill Development Cell and NEP cell in IEM.

30.4 Prof. Dr. Koyel Ganguly was given the responsibility to present a report on NEP implementation in IEM.

30.5 AQAR 2021-2022 will be filled up as indicated by Autonomous configuration.

30.6 The committee has decided there should be an internal audit by external experts in the month of September.

30.7 Prof. Dr. Debika Bhattacharya, Dean of Academics and Controller of Examination, IEM, Kolkata, discussed the offline end-semester examination which will be going on from 1st May to 16th June 2022. More than 95% of students have appeared in this examination. There will be another end-semester examination from 21st July to 4th August. Once the 2 sets of examinations will be over, the Examination cell will publish the result for this semester.

30.8 HOD of each department will send a report based on the faculty class load details to the Director, Prof. Dr. Satyajit Chakrabarti in the format designed by the IQAC.



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**



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