



Ref. No: 12.10/IEM/IQAC/GM/2022-31

Date: 12<sup>th</sup> October 2022

**Notice**

**Sub: 31<sup>st</sup> Meeting of Internal Quality Assurance Cell (IQAC) to be held on 17<sup>th</sup> October 2022 in Science Auditorium**

All the members of the Internal Quality Assurance Cell (IQAC) Committee are hereby informed that a meeting is scheduled for 17<sup>th</sup> October 2022, from 2.00 P.M. onwards in hybrid mode. Willing members are requested to assemble at the Science Auditorium, in Gurukul Campus.

The details of the meeting are as follows:

**Topic:** 31<sup>st</sup> IQAC Meeting

**Time & date:** 2:00 P.M., 17<sup>th</sup> October 2022.

**Link:** <https://meet.google.com/kos-sahc-mgx>

**Offline Venue:** Science Auditorium, IEM Gurukul Campus

**Agenda of the Meetings:**








1. To confirm the resolutions of the 30th (XXX/21-22) IQAC meeting held on 21.06.2022.
2. To discuss the preparation for the upcoming NBA visit
3. To discuss the Internal Audit.
4. To discuss the conduction of classes in physical mode.
5. To discuss the preparation of AQAR 2022.
6. To discuss the upcoming Mid Semester Examination and Attendance Criteria.
7. Miscellaneous issues with the permission of the Chairperson.





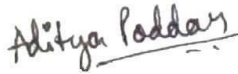
All members are requested to make it convenient to be present during the meeting.

Prof. (Dr.) Arun Kumar Bar  
Prof. (Dr.) Sanghamitra Poddar  
Joint Coordinators

Internal Quality Assurance Cell (IQAC)  
Institute of Engineering & Management, Kolkata

**MEMBERS PRESENT**

Sl. No.	Name	Affiliation & Designation	Sign
1	Prof. Dr. Satyajit Chakrabarti	Director of IEM, Kolkata	
2	Prof. Dr. Arun Kumar Bar	Principal, IEM, Kolkata	
3	Prof. Dr. Sanghamitra Poddar	HOD student Affairs & Alumni Relations, IEM, Kolkata	
4	Mr. Shantanu Pal	Sankalp Semiconductor Pvt. Ltd	
5	Mr. Kaushik Biswas	Head Legal, Corporate Affairs & Company Secretary, Tata Medical and Diagnostics Limited	
6	Mr. Ritabrata Bose	IBM India, Global Services	
7	Prof. Anup Kumar Sikdar	Professor of The Bhawanipur Education Society College	
8	Prof. Debdoot Sheet	Assistant Professor of Indian Institute of Technology Kharagpur	
9	Prof. Dr. A. K. Nayak	Ex-principal of IEM, Kolkata	
10	Prof. Apurba Ratan Ghosh	Assistant Professor of University of Burdwan	
11	Prof. Dr. Debika Bhattacharya	Dean Academics, Controller Of Examination, IEM, Kolkata	
12	Prof. Dr. Mohuya Chakraborty	Dean HRDC, IEM, Kolkata	
13	Prof. Dr. Malay Gangopadhyaya	HOD, ECE, IEM, Kolkata	

14	Prof. Dr. Sujit Dutta	HOD, MBA, IEM, Kolkata	
15	Prof. Dr. Indraneel Mukhopadhyay	HOD, CSE, IEM, Kolkata	
16	Prof. Anupam Bhattacharya	Principal, MBA, IEM, Kolkata	
17	Prof. Tapas Kumar Datta	HOD, EE, IEM, Kolkata	
18	Prof. Dr. Rabin Majumdar	HOD, BBA, IEM, Kolkata	
19	Prof. Moutushi biswas Singh	HOD,IT, IEM, Kolkata	
20	Prof. Abhishek Bhattacharya	HOD, BCA and M.SC, IEM, Kolkata	
21	Prof. Amartya Mukherjee	HOD,CSBS, IEM, Kolkata	
22	Prof. Prabir Kumar Das	HOD, BSH, IEM, Kolkata	
23	Prof. Dr. Dwaipayan De	HOD,ME, IEM, Kolkata	
24	Mr. Angshuman Ray	Administrative Staff, IEM, Kolkata	
25	Mr. Sarvesh Agarwal	Young Indians Kolkata, the Youth Wing of CII	
26	Mr. Sreeprasad Mambakkaran Kuttan	Regional Head, Vivekananda Vigyan Mission, Kolkata Chapter, VigyanBharati	
27	Mr. Rajashree Nag	Tata Consultancy Services	
28	Mr. Supratim Auddy	Accenture	
29	Mr. Aditya Poddar	Student, IEM Kolkata	
30	Miss. Oliva Debnath	Student, IEM Kolkata	

<h2>Agenda</h2>	<ol style="list-style-type: none"> <li>1. To confirm the resolutions of the 30th (XXX/21-22) IQAC meeting held on 21.06.2022.</li> <li>2. To discuss the preparation for the upcoming NBA visit</li> <li>3. To discuss the Internal Audit.</li> <li>4. To discuss the conduction of classes in physical mode.</li> <li>5. To discuss the preparation of AQAR 2022.</li> <li>6. To discuss the upcoming Mid Semester Examination and Attendance Criteria.</li> <li>7. Miscellaneous issues with the permission of the Chairperson.</li> </ol>
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### Resolution of Meeting:

31.1. The resolutions of the 30th (XXX/21-22) meeting held on 21<sup>st</sup> June 2021 were read out and confirmed.

31.2. On 1<sup>st</sup> & 2<sup>nd</sup> November 2022 Mechanical department and MBA department will present their NBA SAR in CII Auditorium in presence of all higher authorities.

31.3. After Internal Audit some issues are highlighted about the syllabus, CO-PO mapping, and on Journals. Prof. Dr. Debika Bhattacharya, Dean of Academics and Controller of Examination, IEM, Kolkata, has taken care of this issue. Already she has circulated an excel file to all HODs to circulate the CO-PO mapping calculation for all the faculty members.


31.4. For First-year students all classes are going on smoothly. Special Mentioning classes are introduced to the routine to mentor the students.

31.5. SPOC of all departments are requested to fill up AQAR Criteria sent by the NAAC SPOC. It is also requested that all SPOC of the NAAC team present their AQAR Criteria by the 1<sup>st</sup> week of November 2022 to the higher authorities.

31.6. Prof. Dr. Debika Bhattacharya, Dean of Academics and Controller of Examination, IEM, Kolkata, has announced that 2<sup>nd</sup> mid-semester examination will be started on 14<sup>th</sup> November 2022.

  
**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**