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

Date: 12th October 2022

Notice

Sub: 31st Meeting of Internal Quality Assurance Cell (IQAC) to be held on 17th 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 17th 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: 31st IQAC Meeting

Time & date: 2:00 P.M., 17th October 2022.

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

Offline Venue: Science Auditorium, IEM Gurukul Campus






Agenda of the Meetings:










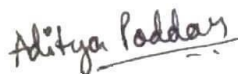
1. To confirm the resolutions of the 30th (XXX/22-23) IQAC meeting held on 21.06.2022.
2. To discuss the preparation for the upcoming NBA visit
3. To discuss the Internal Audit.
4. To discuss the conduction of classes in physical mode.
5. To discuss the preparation of AQAR 2022.
6. To discuss the upcoming 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 |  |

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|----|------------------------------------|---|---|
| 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 Mambrakkaran 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 | |

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| <h2>Agenda</h2> | <ol style="list-style-type: none"> 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. |
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Resolution of Meeting:

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

31.2. On 1st & 2nd 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.

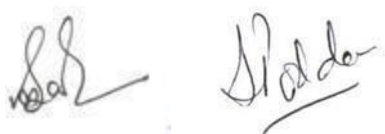
31.5. SPOC of all departments are requested to fill up AQAR Criteria sent by the NAAC SPOC. It is also requested that all SPOC of the NAAC team present their AQAR Criteria by the 1st week of November 2022 to the higher authorities.

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