1st meeting of 2020-2021 dtd. 25.01.2021

Agenda :

i)   Formation of IQAC cell
ii)   Decision regarding online platform
iii) Work distribution for AQAR submission
iv)   Feedback analysis
v)   Miscellaneous

Minutes of Meeting:

i)   New IQAC committee is constituted as per the below mentioned format:

Sl. No.	Position in IQAC	Name of the members	Designation
1	Chairman	Prof. Dr. Sanjib Sil	Principal (Acting)
2	Co-ordinator	Dr. Sudipta Ghosh	Associate Professor, ECE
3	Member of the Management	Mr. Partha Das	Secretary, CIEM
4	Members from Teaching Faculty	Dr. Rana Pratap Pal	HOD,MBA
		Dr. Debdutta Pal	HOD, CSE
5	Member from Administrative Office	Mr. Pallab Kanjilal	Administrative Officer
6	Member from External Expert	Partha Saha	DGM, Airport Authority of India
7	Member from local society	Abhijit Mukherjee	Social Activist
8	Member from Alumni	Ishita Pal	General Manager, Zeroplus
9	Members from Students	Sampurna Tarafdar	ECE
10	Member from non_teaching community	Reaz Baksh	Driver

ii) To enhance the learning process in online education it was decided to conduct classes using Google meet software. Laboratory classes are conducted using Proteus, P SPICE and Matlab.

iii) Responsibilities for filling up AQAR are distributed among the members of IQAC Cell. Initiation for Preparation of Annual Quality Assurance Report (AQAR) for 2018-19 & 2019-2020.

iv) Feedbacks on various subjects were collected from students of all Departments by H.O.Ds. The students are satisfied with the online teaching – learning process. The overall feedback of the students on teaching activities is very good. Online classes to continue until the college reopen. Further decisions to be taken as per University guidelines.

v) Henceforth it's decided all NAAC related notice will be circulated from Principal's office with reference number CIEM/NAAC/......

Since, no further points are raised the meeting resolved with vote of thanks to the chair.

25/1/2021

Prof. (Dr.) Sanjib Sil, Ph.D. Engg.
Principal
Calcutta Institute of
Engineering and Management