

1st meeting of 2022-2023 dtd. 17.10.2022

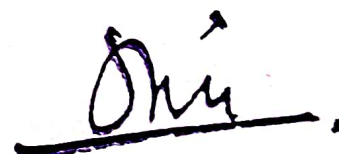
Agenda :

- i) Reconstruction of new IQAC cell
- ii) Taking decision regarding classes in offline mode
- iii) Follow the MAKAUT guidelines for Continuous assessment
- iv) More attention to students for their academic growths
- v) Regular follow up to students in their involvements in curricular and co-curricular activities
- vi) Work distribution for AQAR submission

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	Chairperson	Prof (Dr.) Sanjib Sil	Principal, CIEM
2	Vice Chairperson	Dr. Sudipta Ghosh	Co-ordinator, NAAC Committee
3	Co-ordinator	Mrs. Jhimlee Ahikari Ray	Asst Prof, ECE
4	Assistant Co-ordinator	Mrs. Shakuntala Sen	Asst Prof, MBA
		Mrs. Subhasree Maity	Asst Prof, CSE
		Ms. Swagata Das	Asst Prof, CSE
5	Members from Teaching Faculty	Mr. Sumanta Das	HOD, EE
		Mr. Samir Biswas	HOD, IT
		Mrs. Sonali Sarkhel	HOD, ECE
		Dr. Rana Pratap Pal	HOD, MBA
		Mr. Riddha Chaudhuri	HOD, CE



		Dr. Rakhi Bhattacharjee	Asst Prof, ECE
		Mrs. Mala Sau Giri	Asst Prof, ECE
		Mr. Shah Alam Sardar	Asst Prof, ECE
		Mrs. Tuhina Sinha	Asst Prof, IT
		Mrs. Sonia Singha	Asst Prof, IT
		Mrs. Adhara Ganguly	Student Counsellor & Guest Faculty
6	Member from Administrative Officers	Mrs. Tania Bhattacharya	Administrative Offic
7	Members from External Expert	Prof. (Dr.) Tilak Chatterjee	Principal, Bankim Sardar College, Canning WB
		Prof (Dr.) Abhijit Chanda	Professor, JU
8	Member from Employers / Industrialist	Ms. Sonali Chakraborty	Project Manager & Delivery (Tech-Mahindra)
9	Member from local society	Mr. Abhijit Mukhopadhyay	Social Worker
10	Member from Alumni	Mr. Mustafizur Rahaman	PMRF Fellow, IIT Kharagpur
11	Members from Students	Ms. Ananya Dey	Student of 2 nd year ECE

Dr.

		Ms. Srima Chatterjee	Student of 3 rd year IT
12	Member from non-teaching community	Mr. Dinesh Koley	Estate Officer

- ii) Starting of full- fledged offline mode class after pandemic. It is decided that both theory and practical classes will be continued in offline mode as per the proposed schedule.
- iii) As per the MAKAUT guidelines all the assessments will be taken. It is mandatory for all the students to attend all the assessment processes seriously. Both the theory and practical exam will be held as prescribed by MAKAUT.
- iv) Students need to be taken more care to get accustomed with offline mode after a long. All the faculties are requested to pay attention to all the students in understanding their course material and other aspects for their career growth.
- v) Faculties are requested to take initiation to involve their respective departmental students in both curricular and co-curricular (sports, tech fest, cultural events etc) activities.
- vi) 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.

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


Signature

Chairman, IQAC

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