

## ARMY INSTITUTE OF MANAGEMENT, KOLKATA

### MINUTES OF IQAC MEETING

1. A meeting of the members of IQAC was held on 08 May 2018 (Tuesday) at 2.15 P.M. at the Institute's conference room
2. The meeting was chaired by Maj. Gen (Retd). Deepak Dhanda (Director & Chairman IQAC, Army Institute of Management, Kolkata)
3. Following members attended the meeting:

Dr. Ravi Chatterjee	Assistant Professor, Teaching Member
Prof. Protik Basu	Associate Professor, Teaching Member
Prof. Asmita Basu	Assistant Professor, Teaching Member
Ms Sangeeta Verma	Student Representative
Prof. Sougata Majumder	Coordinator, IQAC

4. In order to improve academic performance of the Institute the distinguished members discussed in depth the current status on following agendas:
  - a) Problem in submission of AQAR report through email  
Chairman was informed on problem of sending AQAR report of 2016-17 via email to the office of IQAC. Chairmen suggest sending the hard copy of the report through speed post to the IQAC office at Bangalore.
  - b) Appointment of new members  
As per the guideline of IQAC, tenure of all nominated posts is of two years. Since two years have been completed the IQAC committee requires reshuffling. Chairman and other member nominate Prof. Protik Basu as member of management, Prof Sougata Majumder and Prof Somarata Guha Chakroborty as teaching member along with existing teaching member Dr. Ravi Chatterjee and Prof Asmita Basu. Student Affair Coordinators of MBA 21 Ms Payal Singh and Mr. Jaya Prakash were nominated as Student Representative in IQAC committee. For members from society and from industry chairman requested Registrar to do the needful. Chairman and other member suggested Mr. Radhakrishnan to be inducted in IQAC committee as industry representative.
  - c) Appointment of new IQAC Coordinator  
As per IQAC guideline the senior most professors should be designated as IQAC Coordinator/Director. Prof. Dr. Malini Majumdar has been unanimously

selected as new IQAC Coordinator by the chairman and other members of the committee.


d) Confirmation of minutes of last meeting

The minutes of the last meeting was read-out and confirmed by the members present in the meeting.

e) Any other matter with permission of chair

- Chairman showed his concern toward timely completion of each activity. Chairman suggested to enriching the academic/activity calendar. Keeping this in mind chairman requested to include events like M Paaricha, AIMK Manthan and sector wise symposiums in academic calendar with date and name of the person/s responsible for the same.
- AIMK Manthan will be the part of this year orientation program as decided by all the members.
- Chairman also asked to convey a meeting after joining of Dr. Malini Majumdar on in depth analysis of NAAC report to overcome the drawbacks highlighted by NAAC Peer team.
- Student Representative Ms Sangeeta Verma draws the attention of chairman and other members by stating the problem faced by the placed students during university examination. The students who were already joined company generally get leave for examination one day prior examination or in some cases only on the day of examination. After lot of discussion and debate amongst the members, Dr. Ravi chatterjee suggested to send a letter to the concern company with the exam schedule and request for late joining by the placement office. Chairman empathies with the students and committed to take up the issue further with placement officer.

IQAC/Minute/03/17-18  
IQAC Office

  
(Prof Sougata Majumder)  
Coordinator - IQAC  
For Chairman - IQAC

10 May 18

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