

COLLEGE OF ENGINEERING & MANAGEMENT, KOLAGHAT

No. CEM/107/D/1107/IQAC/ 01 /2025

18th July, 2025

MEMO

Subject : Constitution of Internal Quality Assurance Cell (IQAC)

The following committee is hereby constituted to oversee the planning, development, and coordination of activities related to Internal Quality Assurance with immediate effect.

All previous notices issued in this regard stand cancelled.

IQAC Committee Members:

1. Dr. Dilip Kumar Gayen, Director — Chairman
2. Dr. Jaydev Mishra (CSE)— Coordinator
3. Dr. Apurba Roy (IT), Member
4. Dr. Deb Kumar Adak (ME), Member
5. Dr. Arko Banerjee (BSH), Member
6. Dr. Chinmay Maiti (CSE), Member
7. Dr. Debiprasad Chakraborty (EE), Member
8. Dr. Seba Maity (ECE), Member
9. Prof. Sushovan Das , Member BoG
10. Mr. Mrityunjay Saha, HOD – HR, The Ramco Cements Ltd., Mobile No.9474111078, Email:-mrityunjaysaha@ramcocements.co.in
11. Mr. Abhishek Ghosh, Alumni, Managing Director, PAiAS Reliability Services Private Limited, Mobile No. 8697457560, 7810897677, Email:-abhishek.ghosh@paiasr.com
12. Mr. Gopal Krishna Adhikary, DR (Admin), Member

Roles and Responsibilities of the IQAC

The Internal Quality Assurance Cell (IQAC) of the College of Engineering & Management, Kolaghat, is constituted in accordance with AICTE guidelines to ensure the continuous enhancement and maintenance of academic and administrative quality within the institution.

Core Functions and Responsibilities:

1. Development of Quality Benchmarks

- Formulate and implement benchmarks for academic and administrative performance aligned with institutional and national goals.

*Ref 18.07
2025*

2. Promotion of Academic Excellence

- Facilitate a learner-centric environment through innovative pedagogy, outcome-based education (OBE), and faculty development initiatives.

3. Institutionalization of Best Practices

- Identify, document, and promote effective practices across departments for holistic institutional growth.

4. Feedback Mechanism

- Develop and maintain a structured feedback system covering academics, general facilities, and other relevant areas.
- Collect feedback from key stakeholders, including students, alumni, faculty, and employers.
- Analyze the collected feedback to identify areas of concern or improvement.
- Share analysis reports with the respective HoDs or departments for appropriate corrective actions.
- Collect follow-up reports from departments on the corrective actions taken and their implementation status.
- Recommend quality improvement measures based on the feedback analysis and action outcomes.

5. Data Collection and Analysis

- Collect, maintain, and analyze data on teaching, learning, research, placements, infrastructure, and student outcomes for internal quality audits and national assessments (e.g., NAAC, NBA, NIRF).

6. Quality Documentation and Reporting

- Prepare and submit the Annual Quality Assurance Report (AQAR) and other compliance documents as per AICTE and NAAC requirements.
- Extend full support to the institutional NAAC Committee.

7. Support for Accreditation and Ranking

- Assist in the preparation for national accreditations (NAAC, NBA) and participation in ranking frameworks such as NIRF, IIRF, etc.

8. Fostering Collaborative and Participative Culture

- Promote stakeholder participation in institutional decision-making and continuous quality initiatives.

9. Capacity Building and Training

- Organize workshops, orientation programs, conferences and seminars aimed at enhancing the capabilities of both teaching and non-teaching staff.

The IQAC functions as a nodal agency for quality assurance and plays a proactive role in achieving academic excellence and institutional transparency, in line with AICTE's vision for quality technical education.

A status report must be submitted to the Director on the last Saturday of each month. If last Saturday falls on a holiday, the report should be submitted on the next working day.

All members of the previous IQAC are hereby relieved of their duties, and the institution expresses its sincere appreciation for their dedicated service and support.

 18.07
2025

Prof. Dr. Dilip Kumar Gayen
Director

Copy to:

- All HoDs
- Concerned Members
- DR (F&A), DR (Acad), OS (Admin)