

ABACUS INSTITUTE OF ENGINEERING AND MANAGEMENT
Natungram, Mogra, Hooghly

ORDER

Office Memo: AIEM /P-AAC / 08 / 01 of 2019-20

01.08.2019

An *Academic Advisory Council* of Abacus Institute of Engineering and Management (AIEM) is formed herewith the following members and job responsibilities.

Members:

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| 1. | Dr. B. K. De | Principal |
| 2. | Mr. A. Mukhopadhyay | Adviser |
| 3. | Miss. Suchandana Roy (Saha) | In-Charge, Department of ECE |
| 4. | Mr. Vinay Kumar | In-Charge, Department of ME |
| 5. | Mr. Sourav Das | In-Charge, Basic Sciences and Humanities |
| 6. | Mr. Avishek Gupta | Asst. Prof., Department of CSE |
| 7. | Mr. Debabrata Mazumdar | Asst. prof. Department of EE |
| 8. | Mr. Rohan Datta | Asst. Prof., Department of CE |
| 9. | Two Representatives from students of Each Branch of each semester having highest attendance till date in the ongoing semester. | |

Job Responsibility:

- ☞ Departmental In-Charge will convene the Meeting each time.
- ☞ Conducting Monthly Meeting with each department of each semester.
- ☞ Look into the progress and achievement of each department.
- ☞ Following up the progress of –
 - a) Syllabus Completion (subject and teacher wise)
 - b) Timely conduction of Class Test and Internal Test (Min. 2 each)
 - c) Publishing Result in time.
 - d) Whether any co curricular activity has been conducted.
 - e) Whether any extracurricular activity has been conducted
- ☞ Listening to the student grievances and complaints.
- ☞ Suggesting Improvement measures.
- ☞ Etc. any other relevant.



(Principal)

CC to:

1. The Adviser Sir and all the Members.
2. Circulation among all faculty members.