



Meeting Details: Dean (Academics) Office

University of Engineering & Management, Kolkata

Academic Year 2022-23

Meeting Date: 10/01/2022

Venue: Board Room, Gurukul Campus

Members Attended:

Chairman: Dr. Malay Gangopadhyay, Dean (Academics)

- Head of the Departments
- Assistant Head of the Departments
- Principal

Meeting Agenda:

- **Structural Implementation of the Choice Based Credit System (CBCS)**
- **Standardizing the Tri-Mentoring System Structure**
- **Operational Rules for the Departmental Academic Integrity Panel (DAIP)**
- **Restructuring Curricula for Multiple Entry and Exit Systems (MEES)**
- **Setting Plagiarism Thresholds and Corrective Penalties for Academic Works**
- **Integrating MOOCs and SWAYAM/NPTEL Platforms into Credit Frameworks**
- **Designing Inclusive Mentoring Mechanisms for At-Risk and Exceptional Learners**
- **Regulating and Disclosing Generative AI Tools in Scholarly and Course Work**
- **Mandatory Integration of the Indian Knowledge System (IKS) into Curricula**
- **Institutionalizing Mandatory Additional Requirements (MAR) for Holistic Graduation**

Minutes of Meeting (MoM):

1: Setting up the CBCS Credit Allotment and Registration Framework

- **Discussions:** Dr. Malay Gangopadhyay opened the floor to discuss the operational structure of the Choice Based Credit System (CBCS). The Principal of UEM Kolkata highlighted the necessity of ensuring that core courses maintain a standard credit distribution without overloading student timetables. HODs from the engineering divisions debated the credit assignments for intensive laboratory sessions.
- **Resolutions:** * Resolved that a uniform definition of credit be enforced across all schools: 1 hour of Lecture/Tutorial per week equates to 1 credit, and 2 hours of Laboratory/Practical work per week equates to 1 credit.
 - Approved the mandatory integration of an automated 'Add/Drop' window during the first two weeks of every semester on the ERP network to provide flexible course selections.

2: Restructuring Institutional Mentoring and Record Book Maintenance

- **Discussions:** The Assistant HOD of the Electronics and Communication Engineering department emphasized that tracking student emotional stress and career choices requires systematic, multi-tiered counseling. The Dean (Academics) noted that arbitrary documentation compromises institutional quality during external academic audits.
- **Resolutions:** * The Tri-Mentoring System was formally approved, making it mandatory for every department to map out specific Faculty Mentors, Alumni Mentors, and Industry Mentors for each cohort.
 - It was resolved that all faculty advisors must maintain updated digital records of individual student attendance tracking, continuous evaluation assessments, and parent-guardian interaction histories on the central LMS platform.

3: Constitution and Operational Rules of the DAIP for Plagiarism Prevention

- **Discussions:** The Principal of the IEM campus brought up recent instances of unreferenced paraphrasing in engineering seminar papers. The meeting debated the exact operational boundary lines between the Departmental Academic Integrity Panel (DAIP) and the central University Academic Integrity Committee (UAIC).
- **Resolutions:** * Formally approved the standard structure of the DAIP across all operational departments, comprising the respective Head of Department as Chairperson, alongside two senior faculty members and one external domain expert.
 - The panel was granted explicit authority to run formal investigations into academic dishonesty complaints, collect relevant digital evidence, and file actionable penalty proposals within 14 business days.

4: Setting Rules for Multiple Entry and Exit Pathways Under NEP 2020

- **Discussions:** HOD Management stated that implementing the Multiple Entry and Exit System (MEES) requires clear exit criteria so that students leaving early can still secure meaningful employment or diploma certifications. The Dean (Academics) explained that the core curricula must be structurally divided into distinct blocks.
- **Resolutions:** * Approved the structural milestones for graduation tracks: awarding an undergraduate Certificate after year one, a Higher Diploma after year two, a regular Bachelor's Degree after year three/four, and a Bachelor's Degree with Research upon completing an extended experimental thesis.
 - Mandated that the Board of Studies design specialized bridge courses to ensure smooth academic transitions for students seeking re-entry after an academic break.

5: Passing the Similarity Index and Penalty Matrices for Student Thesis Submissions

- **Discussions:** The Assistant HOD of Computer Science expressed concerns about similarity indices in research papers due to standard mathematical equations or legal provisions. The meeting analyzed the permissible margins for thesis validation.
- **Resolutions:** * Resolved that standard equations, generic terminology, table of contents, and bibliographies are explicitly excluded from software-based similarity checks.
 - Adopted the strict penalty matrix: Level 1 plagiarism (10% to 40%) requires a mandatory revision and resubmission within 6 months; Level 2 (40% to 60%) results in a one-year debarment; Level 3 (above 60%) leads to immediate registration cancellation.

6: Integrating MOOC Platforms and Online Credit Equivalences

- **Discussions:** HOD Information Technology recommended that top-tier industry certification pathways via platforms like Coursera, edX, and SWAYAM-NPTEL should be count towards university open electives to enhance graduate employability.
- **Resolutions:** * Resolved that students can earn up to 20% of their total semester credit requirements through approved online courses.
 - Mandated that students must secure written approval from their Departmental Academic Committee before enrolling in any MOOC course to verify syllabus alignment and enable credit transfer to the Academic Bank of Credits (ABC) portal.

7: Development of Remedial Frameworks for Slow Learners within the Mentoring Matrix

- **Discussions:** The Assistant HOD of Basic Sciences pointed out that first-year students coming from diverse regional mediums often face initial challenges in adjusting to technical courses, requiring structured remedial attention.

- **Resolutions:** * Mandated that Faculty Mentors run mid-semester evaluations to flag any student with attendance falling below 75% or internal assessment marks below the 40th percentile as an "at-risk learner".
 - Resolved that HODs will schedule mandatory remedial classes and peer-assisted study groups, tracking student progress through dedicated mentor action records.

8: Framing Ethical Policy Guidelines Regarding Generative AI in Academic Work

- **Discussions:** The Principal of the UEM Group raised concerns about the growing use of automated LLMs for generating software code, writing laboratory scripts, and drafting final engineering project reports without proper human critical thinking.
- **Resolutions:** * Approved an explicit ethical policy clause: presenting AI-generated material as original human work is classified as academic misconduct, equivalent to Level 2 plagiarism.
 - Mandated that when generative AI tools are used for data sorting or grammatical editing, the student must include a detailed disclosure statement specifying the prompts used and the extent of AI assistance.

9: Designing the Curriculum Implementation of Indian Knowledge Systems (IKS)

- **Discussions:** Dr. Malay Gangopadhyay highlighted the NEP 2020 mandate to include modules on traditional knowledge systems, sustainable resource practices, and early Indian technological developments within modern engineering pedagogy.
- **Resolutions:** * Directed all Boards of Studies (BoS) to integrate an mandatory, non-credit audit course or foundational module on Indian Knowledge Systems (IKS) into the 3rd and 4th semesters across all engineering programs.
 - Approved the inclusion of contextual case studies, such as ancient water management architectures and historical metallurgical practices, within civil and mechanical engineering streams.

10: Launching the Mandatory Additional Requirements (MAR) Point System

- **Discussions:** The final discussion agenda focused on building a holistic student assessment system that evaluates leadership, social commitment, and creative co-curricular accomplishments outside standard exams.
- **Resolutions:** * Approved the institutional implementation of the Mandatory Additional Requirements (MAR) point system, requiring students to accumulate a minimum of 100 points over their program lifecycle as a condition for degree certification.
 - Approved the MAR distribution grid, which awards points for organizing tech-fests, participating in NSS/NCC community camps, securing patents, publishing in peer-reviewed journals, and completing certified vocational training.

Action Taken Report (ATR):

| Sl. No. | Item / Previous Resolution Details | Action Taken & Implementation Status | Responsible Authority |
|---------|--|---|---|
| 1 | <p>Implementation of Choice Based Credit System (CBCS)</p> <p>Overhaul course delivery structures to incorporate Core, Professional Electives, Open Electives, and Skill Enhancement course baskets with standard credit definitions.</p> | <ul style="list-style-type: none"> • The Board of Studies (BoS) successfully mapped out elective baskets across all major engineering and business branches. • Examination guidelines updated to reflect the standard workload metric (1 Lecture/Tutorial hour = 1 credit; 2 Laboratory hours = 1 credit). • The institutional ERP portal was reconfigured with an automated course registration system featuring prerequisite checks. | <p>Board of Studies (BoS), Academic Council, & ERP Technical Cell</p> |
| 2 | <p>Full Deployment of Digital Academic Bank of Credits (ABC)</p> <p>Mandate comprehensive onboarding of all students onto the national DigiLocker-linked ABC</p> | <ul style="list-style-type: none"> • Onboarded 100% of currently enrolled undergraduate and postgraduate students onto the central ABC database. • Automated the synchronization of semester | <p>Controller of Examinations & Central Technical Cell</p> |

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| | portal to comply with NEP 2020 directives for credit transfers. | <p>SGPA/CGPA examination verification engines with the national portal.</p> <ul style="list-style-type: none"> • Formalized and distributed credit redemption and accumulation guidelines to all departmental secretariats. | |
| 3 | <p>Enforcement of Plagiarism Screening and Academic Honesty Standards</p> <p>Mandate commercial anti-plagiarism scanning for all technical projects, master's dissertations, doctoral theses, and faculty manuscripts prior to official submission.</p> | <ul style="list-style-type: none"> • Procured and integrated institutional user accounts for approved anti-plagiarism scanning software across all departments. • Enforced mandatory attachment of originality certificates and supervisor-signed similarity report showing compliance below the 10% threshold (Level 0). • Launched credit-bearing Research Methodology and Publication Ethics orientation modules for all scholars. | <p>Departmental Academic Integrity Panels (DAIP) & Library Committee</p> |

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|---------|--|--|---|
| 4 | <p>Realignment and Activation of Departmental Tri-Mentoring Matrices</p> <p>Audit and restructure the student-advising frameworks to ensure complete coverage for academic tracking, career mapping, and psychological support.</p> | <ul style="list-style-type: none"> • Realigned teacher-student rosters across all departments to maintain an optimal, manageable mentor-mentee ratio. • Embedded designated weekly mentoring slots into the master academic timetables to guarantee active face-to-face/group interactions. • Rolled out a digital record log template on the LMS/ERP platform to securely track individual student attendance, backlogs, and parent interaction history. | <p>Heads of Departments (HODs) & Assistant HODs</p> |



Dr. Malay Gangopadhyay
 Dean (Academics)
 Institute of Engineering & Management
 Saltlake Campus

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Dr. Malay Gangopadhyay, Dean (Academics)