



## Meeting Details: Dean (Academics) Office

### University of Engineering & Management, Kolkata

**Academic Year 2022-23**

**Meeting Date: 19/09/2022**

**Venue: Board Room, Gurukul Campus**

**Members Attended:**

**Chairman:** Dr. Malay Gangopadhyay, Dean (Academics)

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

### Meeting Metadata & Attendance Composition

- **Institution:** IEM-UEM Group (University of Engineering & Management)
- **Chairperson:** Dr. Malay Gangopadhyay, Dean (Academics)
- **Ex-Officio Members Present:** Principal (IEM-UEM Group), All Heads of Departments (HODs), and All Assistant HODs.
- **Secretariat Support:** Academic Quality Cell (AQC)/IQAC

### ➤ AGENDA NOTES

#### 1: Structural Formulation of Course Outcomes (COs) and Program Outcomes (POs)

- **Background:** In accordance with Section 2 and Section 3 of the *Outcome-Based Education (OBE) Policy*, all offered programs must transition fully from input-driven instruction to structured, learner-centric, and measurable outcomes.
- **Objective:** Establishing and validating the baseline definitions for Course Outcomes (COs), Program Specific Outcomes (PSOs), and overarching Program Outcomes (POs) across all engineering and management streams.

- **Proposed Plan:** Mandate that every department construct explicit, action-verb-driven COs using revised Bloom's Taxonomy levels. These COs must be systematically mapped against the 12 Graduate Attributes (POs) mandated by national accreditation boards.

## **2: Mandatory Integration and Onboarding of the Academic Bank of Credits (ABC) Platform**

- **Background:** To comply with the National Education Policy (NEP) 2020 and the statutory mandates outlined in the *Academic Bank of Credits (ABC) Policy*, the university must serve as an authorized, digitally integrated credit repository.
- **Objective:** Establishing a standard technical roadmap for onboarding 100% of the active student registry onto the national DigiLocker-linked ABC portal.
- **Proposed Plan:** Reconfigure the central university ERP to enable automated credit transmission, map student unique ABC IDs to internal roll numbers, and designate departmental credit upload custodians.

## **3: Standardization of Assessment Rubrics for Capstone Projects and Dissertations**

- **Background:** In alignment with the *Project/Dissertation Policy*, student capstone works must serve as comprehensive proofs of experiential learning, research capability, and independent technical design.
- **Objective:** Approving a unified, multi-stage assessment matrix to replace arbitrary grading with criteria-based rubrics.
- **Proposed Plan:** Divide the project evaluation into distinct phases: Phase I (Literature Review & Problem Formulation), Phase II (Mid-Term Design & Implementation Validation), and Phase III (Final Thesis Defense & Innovation Evaluation), mapping distinct marks to individual student contributions rather than collective group grades.

## **4: Institutionalizing Plan-Do-Check-Act (PDCA) Quality Cycles in Academic Units**

- **Background:** Section 2 and Section 3 of the *Continuous Improvement Policy* mandate that all academic units move past passive review systems and adopt evidence-based, continuous quality enhancement models.
- **Objective:** Formally deploying the Plan-Do-Check-Act (PDCA) framework across all departmental curricula, laboratory workflows, and student performance metrics.
- **Proposed Plan:** Require each department to document a baseline performance assessment (Plan), execute tactical instructional interventions (Do), evaluate mid-semester attainment indexes (Check), and enact curriculum or instructional adjustments (Act) to close identified gaps.

## **5: Setting Plagiarism Thresholds and Ethical Guidelines for Student Dissertations**

- **Background:** The *Project/Dissertation Policy* mandates strict research ethics, declaring that all written submissions, software scripts, and engineering prototypes must stand as original intellectual outputs.
- **Objective:** Formally adopting specific similarity index brackets and corrective penalties to enforce academic honesty.
- **Proposed Plan:** Set a mandatory maximum similarity threshold of 10% (excluding citations and bibliographies) using approved commercial plagiarism software. Any report exceeding this margin must face immediate rejection and mandatory redesign.

## 6: Establishing Quantitative Thresholds for CO-PO Attainment Audits

- **Background:** As outlined in the *Outcome-Based Education (OBE) Policy*, verifying the efficacy of a curriculum requires computing precise mathematical attainment indexes at the end of each examination cycle.
- **Objective:** Settling the exact percentage threshold targets for both direct and indirect course outcome evaluations.
- **Proposed Plan:** Set an initial institutional target where 65% of students must score above a set benchmark grade in internal and external examinations to validate successful course outcome attainment, prompting mandatory revision roadmaps for any subject failing to meet this threshold.

## 7: Designing Credit Transfer, Redemption, and Lateral Entry Acceptance Norms

- **Background:** The implementation of multiple entry and exit paths under the *Academic Bank of Credits (ABC) Policy* requires clear administrative processing protocols for incoming credit certificates.
- **Objective:** Operationalizing a transparent credit verification engine to handle credit accumulation, transfer requests, and institutional redemption.
- **Proposed Plan:** Empower the university's Equivalence Committee to audit external credit transcripts presented via the ABC portal, mapping incoming course credits to our core curricula, and establishing clear guidelines for lateral entry seat allocations.

## 8: Implementing Financial and Institutional Frameworks for Student Patent Prototyping

- **Background:** To realize the core goals of the *Project/Dissertation Policy*, student capstones should move beyond theoretical archives and focus on social impact, innovation, and entrepreneurship.
- **Objective:** Funding and accelerating the transformation of outstanding student project work into registered patents or commercial startups.
- **Proposed Plan:** Allocate a specialized seed fund from the central university budget to support prototyping material costs for final-year projects that secure clearance from the Institutional Innovation Council (IIC) for patent filing.

## 9: Instituting Annual Performance Indicators (API) and Quality Recognition Frameworks

- **Background:** The *Continuous Improvement Policy* supports creating proactive incentives to recognize and expand best practices in teaching, research, and administrative systems.
- **Objective:** Setting up clear awards, certificates, and research grant pipelines to reward faculty and student excellence.
- **Proposed Plan:** Launch an annual quality excellence index that tracks innovative teaching methods, high-impact SCOPUS/Web of Science publications, and external research grant acquisitions, awarding official commendations and seed money to top-performing departments.

## 10: Formatting the Checklist Protocols for Periodic Internal Academic Audits

- **Background:** To maintain high standards across all campuses, the *Continuous Improvement Policy*, *OBE Policy*, and *Academic Bank of Credits Policy* require regular, evidence-based evaluations of departmental records.
- **Objective:** Approving a comprehensive, standardized audit checklist to evaluate course delivery files, internal question papers, and credit logs.
- **Proposed Plan:** Adopt a multi-tier academic checklist that measures the presence of comprehensive lecture schedules, recorded mappings of Bloom's Taxonomy on exam papers, verified credit logs matching ABC records, and documented evidence of closing previously noted learning gaps.

## MINUTES OF MEETINGS (MoM):

### 1: Setting Guidelines for Project-Based CO-PO Attainment Tracking

- **Discussions:** Dr. Malay Gangopadhyay, Dean (Academics), noted that final-year project evaluations must look beyond basic report submissions to measure real student problem-solving competencies, in line with the *Project/Dissertation Policy*. The Principal suggested that grading rubrics must explicitly evaluate distinct skills like system design, team management, and technical communication.
- **Resolutions:** \* Resolved that all departments must implement a multi-stage project evaluation rubric mapping directly to specific Program Outcomes (POs).
  - Mandated that the Departmental Project Committee run three scheduled progress presentations each semester to verify individual student contributions.

### 2: Approving the Framework for Semi-Annual Internal Academic Audits

- **Discussions:** The meeting reviewed the *Academic Audit Policy* guidelines for establishing standard internal review parameters. HODs discussed the need to verify that

course files, lecture logs, and internal question papers match the required bloom's taxonomy levels.

- **Resolutions:** \* Approved the appointment of cross-departmental audit panels to review academic records twice every academic year.
  - Mandated that all faculty members maintain updated, digital course handbooks—including verified grading rubrics and sample evaluated answer sheets—ready for audit team selection.

### 3: Finalizing Survey Protocols for the Automated Feedback System

- **Discussions:** Reviewing the *Stakeholder Feedback & Action Policy*, the Assistant HOD of Computer Science and Engineering noted that student feedback must remain fully anonymous to ensure honesty. The committee discussed scheduling feedback collection windows to maximize participation rates.
- **Resolutions:** \* Resolved to conduct digital student feedback surveys twice per semester via secure, authenticated ERP credentials that protect individual student anonymity.
  - Mandated that individual feedback summaries with a score below 75% require a constructive development discussion between the respective instructor and the HOD.

### 4: Implementing Prototyping and IPR Support for Final-Year Projects

- **Discussions:** The Principal highlighted that several final-year engineering projects demonstrate strong commercial value and should be supported toward patent filing rather than just being archived, supporting the goals of the *Project/Dissertation Policy*.
- **Resolutions:** \* Resolved that project review boards will identify high-potential innovation concepts during the mid-semester evaluation phase.
  - Approved a fast-track funding path to assist selected student teams with prototype development expenses and intellectual property filings through the institutional incubation center.

### 5: Adopting the PDCA Cycle for Institutional Quality Management

- **Discussions:** Dr. Malay Gangopadhyay opened the floor to discuss embedding systematic Plan-Do-Check-Act (PDCA) workflows into departmental operations, as outlined in the *Continuous Improvement Policy*. The committee discussed how to use mid-term exam results to identify needed adjustments in teaching delivery.
- **Resolutions:** \* Mandated that all departments document explicit action plans at the midpoint of each semester to address identified learning gaps.
  - Resolved that the IQAC will evaluate the effectiveness of these adjustments by analyzing subsequent end-of-semester performance trends.

## 6: Defining Administrative Timelines for Action Taken Reports (ATRs)

- **Discussions:** Assistant HODs noted that recommendations from academic audits or stakeholder surveys must be addressed promptly to remain effective. The discussion focused on the *Stakeholder Feedback & Action Policy* mandate to close feedback loops transparently.
- **Resolutions:** \* Set a firm rule requiring all departments to submit a formal Action Taken Report (ATR) within three weeks of receiving any audit or feedback summary.
  - Approved the public display of institutional ATR summaries on the university website to maintain transparency with all stakeholders.

## 7: Enforcing Anti-Plagiarism Regulations in Research Dissertations

- **Discussions:** The committee reviewed the *Project/Dissertation Policy* requirements regarding academic honesty. HOD Management raised concerns about verifying the originality of secondary data sources in business market studies and final project reports.
- **Resolutions:** \* Mandated that all final project reports and research dissertations undergo an institutional plagiarism scan before the final presentation date.
  - Resolved that any document showing a similarity index above 10% must be returned to the student for mandatory revision and resubmission.

## 8: Standardizing Academic Audit Criteria for Practical and Lab Classes

- **Discussions:** The Assistant HOD of Electronics and Communication Engineering pointed out that lab audits should evaluate the inclusion of modern tools and open-ended design problems alongside basic equipment functionality, supporting the *Academic Audit Policy*.
- **Resolutions:** \* Approved a new laboratory audit checklist that measures equipment maintenance logs, student experiment records, and the integration of advanced, open-ended tasks.
  - Mandated that lab instructors conduct comprehensive pre-semester trials of all software configurations and experimental setups to minimize technical issues during classes.

## 9: Guidelines for Industry-Co-Supervised Student Capstones

- **Discussions:** The Principal emphasized that increasing the share of student projects co-supervised by corporate practitioners improves graduate readiness and employment outcomes, supporting the *Project/Dissertation Policy*.
- **Resolutions:** \* Authorized departments to appoint qualified industry experts as official project co-guides for capstone work.
  - Mandated that the Departmental Project Committee verify that all industry-sponsored topics meet the required academic rigor and course credit specifications before final approval.

## 10: Reviewing Institutional Quality Benchmarks for Annual Performance Metrics

- **Discussions:** Dr. Malay Gangopadhyay concluded the session by reviewing the annual goals outlined in the *Continuous Improvement Policy*. The discussion focused on aligning departmental research targets, community service projects, and industry consultancies with international accreditation standards.
- **Resolutions:** \* Resolved that each department must submit a detailed strategic roadmap for the upcoming academic year outlining targeted research publications, faculty developments, and external grant applications.
  - Authorized the academic secretariat to track progress against these departmental goals on a quarterly basis.

### ➤ Action Taken Report (ATR):

Sl. No.	Agenda Item / Previous Resolution Details	Concrete Actions Executed & Implementation Status	Monitoring / Responsible Authority
1	<p style="text-align: center;"><b>Implementation of Regular Academic Audits</b></p> <p>Mandate systematic internal academic audits across all departments to verify course files and grading standards as required by the <i>Academic Audit Policy</i>.</p>	<ul style="list-style-type: none"> <li>• Formed three internal audit panels led by senior faculty and assistant HODs.</li> <li>• Successfully audited course files, lesson plans, evaluated exam scripts, and CO attainment records for all active programs.</li> <li>• Departmental summaries detailing recommendations were distributed to HODs for immediate action.</li> </ul>	Dean (Academics) & IQAC Core Team

Sl. No.	Agenda Item / Previous Resolution Details	Concrete Actions Executed & Implementation Status	Monitoring / Responsible Authority
2	<p><b>Deploying the Digital Stakeholder Feedback Portal</b></p> <p>Establish an integrated, automated system within the campus ERP to collect feedback from diverse stakeholders per the <i>Stakeholder Feedback &amp; Action Policy</i>.</p>	<ul style="list-style-type: none"> <li>• The campus ERP technical team deployed an automated feedback collection module.</li> <li>• Collected and processed digital feedback from currently enrolled students, faculty, and graduating alumni.</li> <li>• The system generated analytical dashboards, allowing the Principal and HODs to review stakeholder satisfaction ratings.</li> </ul>	<p>Head of ERP Cell &amp; Respective HODs</p>
3	<p><b>Enforcing Research Ethics and Plagiarism Tiers</b></p> <p>Mandate comprehensive anti-plagiarism scanning for all final-year undergraduate projects and postgraduate dissertations under the <i>Project/Dissertation Policy</i>.</p>	<ul style="list-style-type: none"> <li>• Procured institutional licenses for approved plagiarism detection software platforms.</li> <li>• Enforced a requirement that no student project report can be accepted without an attached similarity verification certificate showing less than 10% similarity.</li> </ul>	<p>Departmental Project Committees &amp; Library Committee</p>

Sl. No.	Agenda Item / Previous Resolution Details	Concrete Actions Executed & Implementation Status	Monitoring / Responsible Authority
		<ul style="list-style-type: none"> <li>Standardized the disciplinary review process for handling instances of data fabrication or falsification.</li> </ul>	
4	<p><b>Applying PDCA Cycles for Continuous Improvement</b></p> <p>Institutionalize systematic Plan-Do-Check-Act (PDCA) workflows to improve classroom delivery and lesson plan compliance under the <i>Continuous Improvement Policy</i>.</p>	<ul style="list-style-type: none"> <li>Faculty members updated their mid-semester teaching plans based on actual curriculum progress logs.</li> <li>Conducted specialized peer-review observations for courses with lower initial internal success metrics.</li> <li>Arranged extra problem-solving sessions and targeted coaching, resulting in improvements in end-of-semester pass rates.</li> </ul>	All Assistant HODs & Academic Coordinators
5	<p><b>Promoting Industry-Co-Sponsored Student Projects</b></p> <p>Expand the number of industry-linked capstone</p>	<ul style="list-style-type: none"> <li>Signed formal agreements with regional tech partners to provide industrial problem statements for student capstone work.</li> </ul>	Industry-Institute Interaction Cell & Principal

Sl. No.	Agenda Item / Previous Resolution Details	Concrete Actions Executed & Implementation Status	Monitoring / Responsible Authority
	<p>projects to enhance graduate readiness and employability as recommended by the <i>Project/Dissertation Policy</i>.</p>	<ul style="list-style-type: none"> <li>• Appointed over 25 industry practitioners as project co-supervisors for final-year cohorts.</li> <li>• Set up a dedicated budget to support the prototyping phase of projects solving real-world corporate challenges.</li> </ul>	




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