



## 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

### ➤ MEETING AGENDA

- **Structural Formulation of Course Outcomes (COs) and Program Outcomes (POs)**
- **Mandatory Integration and Onboarding of the Academic Bank of Credits (ABC) Platform**
- **Standardization of Assessment Rubrics for Capstone Projects and Dissertations**
- **Setting Plagiarism Thresholds and Ethical Guidelines for Student Dissertations**
- **Establishing Quantitative Thresholds for CO-PO Attainment Audits Norms**
- **Implementing Financial and Institutional Frameworks for Student Patent Prototyping**
- **Instituting Annual Performance Indicators (API) and Quality Recognition Frameworks**
- **Formatting the Checklist Protocols for Periodic Internal Academic Audits**

## ➤ Minutes of Meeting (MoM):

### 1: Validation and Approval of the OBE Course Outcome Framework

- **Discussions:** Dr. Malay Gangopadhyay, Dean (Academics), opened the session by explaining that implementing the *Outcome-Based Education (OBE) Policy* requires removing vague terminology from syllabus files. The Principal emphasized that Course Outcomes (COs) must focus on observable, performance-driven metrics. HODs discussed the practical challenges of mapping highly theoretical basic science subjects to broad professional engineering competencies.
- **Resolutions:** \* Resolved that all departments must review and update their current CO profiles before the semester begins, ensuring alignment with revised Bloom's Taxonomy verbs.
  - Mandated that each HOD present a completed CO-PO mapping matrix to the Academic Quality Cell within two weeks for formal validation.

### 2: System Integration and Operationalization of the ABC Platform

- **Discussions:** The committee discussed the technical parameters required to execute the *Academic Bank of Credits (ABC) Policy*. Assistant HODs noted that manual entry errors could lead to credit transfer discrepancies on the national portal. To address this, the Head of the ERP Cell presented an automated technical data bridge.
- **Resolutions:** \* Approved the integration of the automated credit uploading module within the university's main ERP framework.
  - Mandated that all departments collect and verify unique student ABC account numbers during the registration process for the upcoming semester.

### 3: Enforcing Objective Assessment Rubrics for Student Projects

- **Discussions:** Reviewing the *Project/Dissertation Policy*, the Principal stated that final project grading should not depend entirely on a student's final report. Assistant HODs agreed that a multi-stage rubric ensures continuous student engagement and fairer assessment across teams.
- **Resolutions:** \* Approved a standardized three-stage project evaluation rubric split across the academic calendar: 30% allocated to initial design planning, 30% to mid-term system testing, and 40% to the final presentation and viva-voce.
  - Mandated that project groups maintain logbooks signed weekly by their respective guides to verify ongoing progress.

### 4: Deploying PDCA Cycles to Address Curriculum Delivery Gaps

- **Discussions:** Dr. Malay Gangopadhyay introduced the operational plan for the *Continuous Improvement Policy*, highlighting the need to embed Plan-Do-Check-Act

(PDCA) workflows into standard teaching schedules. The committee focused on using mid-term exam metrics to identify and address student learning gaps before final examinations.

- **Resolutions:** \* Mandated that all instructors compute course performance summaries immediately following the first internal test cycle.
  - Resolved that courses showing a success metric below 60% must implement immediate corrective steps, such as targeted tutorials or flipped-classroom sessions, with details logged in the departmental continuous improvement archive.

## 5: Operationalizing Anti-Plagiarism Thresholds for Research Theses

- **Discussions:** The committee discussed the implementation details for Section 11 of the *Project/Dissertation Policy*, focusing on research ethics. HOD Management noted the importance of training students on correct citation methods to prevent accidental plagiarism during thesis drafting.
- **Resolutions:** \* Enforced a mandatory maximum similarity threshold of 10% for all student dissertations, projects, and research papers before submission.
  - Directed the library team to organize mandatory training sessions on reference compilation and ethical research practices for all final-year students.

## 6: Setting Parameters for Indirect and Direct OBE Attainment Metrics

- **Discussions:** The committee discussed methods for calculating comprehensive outcome metrics, as required by the *Outcome-Based Education (OBE) Policy*. The discussion centered on setting an appropriate balance between direct measures (such as internal and external exam performance) and indirect measures (such as exit surveys completed by graduating students).
- **Resolutions:** \* Approved a standard weight distribution for overall outcome calculations: 80% derived from direct exam results and 20% from indirect stakeholder exit surveys.
  - Set the minimum attainment target at 65%, requiring any subject falling below this benchmark to submit a formal curriculum development plan to the Board of Studies.

## 7: Formulating Rules for Processing ABC Credit Transfers and Lateral Entry

### Allocations

- **Discussions:** Reviewing the *Academic Bank of Credits (ABC) Policy*, the Dean (Academics) noted that evaluating credit transcripts from external universities for lateral entry admissions requires an objective, structured verification process.
- **Resolutions:** \* Empowered the institutional Equivalence Committee to review incoming credit certificates submitted via the national ABC portal.
  - Resolved that lateral entry applicants must show complete prerequisite credit alignment before being assigned open seats in advanced semesters.

## 8: Allocating Institutional Seed Funding for High-Impact Student Prototypes

- **Discussions:** The Principal emphasized that providing financial support to excellent final-year engineering projects encourages genuine technical innovation and aligns with the goals of the *Project/Dissertation Policy*.
- **Resolutions:** \* Approved the creation of an academic innovation fund to support the development of physical prototypes for high-potential student projects.
  - Directed Departmental Project Committees to submit top-tier, patent-ready project concepts to the Institutional Innovation Council (IIC) for final funding clearance.

## 9: Introducing Quality Awards and Faculty Recognition Programs

- **Discussions:** In line with the *Continuous Improvement Policy*, Dr. Malay Gangopadhyay highlighted the value of recognizing faculty members who consistently implement innovative teaching practices or secure high-impact research publications.
- **Resolutions:** \* Approved the launch of an annual Faculty Quality Excellence Award, featuring research grants and official commendations.
  - Directed the IQAC to design a transparent evaluation scorecard to assess faculty performance across teaching innovations, research citations, and institutional contributions.

## 10: Adopting Standard Checklists for Semi-Annual Internal Academic Audits

- **Discussions:** The committee concluded its final session by reviewing the audit protocols required under the *Continuous Improvement Policy*. Members discussed standardizing the verification checklist used during internal reviews to ensure consistency across different departments.
- **Resolutions:** \* Approved a standardized internal academic audit checklist covering course file updates, Bloom's Taxonomy mapping on exam papers, ERP attendance sync accuracy, and ABC credit logs.
  - Mandated that cross-departmental internal audits be conducted at the close of each semester, with formal summaries submitted directly to the Dean (Academics).

➤ **Action Taken Report (ATR):**

Sl. No.	Agenda Item / Previous Resolution Details	Concrete Actions Executed & Implementation Status	Monitoring / Responsible Authority
1	<p><b>Mandatory Mapping of CO-PO Metrics</b></p> <p>Resolve to mandate complete Course Outcome (CO) and Program Outcome (PO) mapping for all active courses to fulfill requirements of the <i>Outcome-Based Education (OBE) Policy</i>.</p>	<ul style="list-style-type: none"> <li>• The central ERP system was re-engineered to include direct outcome computation engines.</li> <li>• Every department successfully submitted comprehensive CO-PO mapping charts for the current semester syllabi.</li> <li>• Faculty members attended a mandatory workshop on aligning assignment questions with specific cognitive levels.</li> </ul>	Dean (Academics) & Respective HODs
2	<p><b>100% Student Onboarding onto the National ABC Portal</b></p> <p>Resolve to mandate total onboarding of the student body onto the national Academic Bank of Credits (ABC) network as required by the <i>ABC Policy</i>.</p>	<ul style="list-style-type: none"> <li>• Designated departmental coordinators managed dedicated computer lab sessions to guide students through registration.</li> <li>• Verified and synchronized 100% of currently enrolled student</li> </ul>	Controller of Examinations & Assistant HODs

Sl. No.	Agenda Item / Previous Resolution Details	Concrete Actions Executed & Implementation Status	Monitoring / Responsible Authority
		<p>unique ABC IDs within the university database.</p> <ul style="list-style-type: none"> <li>Established automated credit uploading channels for end-of-semester examination marks.</li> </ul>	
3	<p><b>Enforcement of Plagiarism Audits for Research Dissertations</b></p> <p>Resolve to implement mandatory anti-plagiarism screening for all final-year undergraduate projects and postgraduate dissertations per the <i>Project/Dissertation Policy</i>.</p>	<ul style="list-style-type: none"> <li>Distributed commercial plagiarism verification user accounts to all certified project guides and supervisors.</li> <li>Enforced a mandatory rule requiring a signed similarity certificate showing less than 10% similarity before allowing a student to sit for their thesis defense.</li> <li>Set up a disciplinary path within the Departmental Project Committee to address instances of unverified data duplication.</li> </ul>	Principal & Departmental Project Committees
4	<p><b>Activation of PDCA Quality Cycles for Core Subjects</b></p>	<ul style="list-style-type: none"> <li>HODs evaluated mid-semester performance indexes and flagged</li> </ul>	Internal Quality Assurance Cell (IQAC) & AQC

Sl. No.	Agenda Item / Previous Resolution Details	Concrete Actions Executed & Implementation Status	Monitoring / Responsible Authority
	<p>Resolve to institutionalize systematic Plan-Do-Check-Act (PDCA) workflows for courses with historically low passing rates under the <i>Continuous Improvement Policy</i>.</p>	<p>subjects with low performance levels.</p> <ul style="list-style-type: none"> <li>• Conducted specialized peer-instruction interventions and targeted remedial problem-solving sessions.</li> <li>• End-of-semester results showed an overall 14% improvement in passing metrics across flagged foundation engineering subjects.</li> </ul>	
5	<p><b>Forming Joint Industry-Sponsored Project Tracks</b></p> <p>Resolve to expand the proportion of capstone projects co-supervised by active industry professionals as recommended in the <i>Project/Dissertation Policy</i>.</p>	<ul style="list-style-type: none"> <li>• The Industry-Institute Interaction Cell secured 30+ project topics addressing active corporate challenges.</li> <li>• Appointed qualified corporate engineering practitioners as formal project co-guides for final-year cohorts.</li> </ul>	<p>Training &amp; Placement Officer &amp; Respective HODs</p>

Sl. No.	Agenda Item / Previous Resolution Details	Concrete Actions Executed & Implementation Status	Monitoring / Responsible Authority
		<ul style="list-style-type: none"> <li>• Reallocated laboratory working spaces to give student teams the technical support needed to build industrial prototypes.</li> </ul>	




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

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