



Meeting Details: Dean (Academics) Office

University of Engineering & Management, Kolkata

Academic Year 2023-24

Meeting Date: 24/04/2023

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:**

- Evaluation and alignment of syllabus revisions with the *Curriculum Design & Revision Policy*, incorporating contemporary industry demands and emerging technology paths.
- Setting up the operational structure for the university's Tri-Mentoring System (Faculty, Alumni, and Industry Mentors) under the *Mentoring Policy*.
- Defining assessment matrices and phase-wise evaluation metrics for final-year Capstone Projects and Dissertations in compliance with the *Project/Dissertation Policy*.
- Establishing credit equivalence, credit transfer limits, and registration pathways for online platforms under the *MOOC/SWAYAM Credit Policy*.
- Formulating structured loops for collecting multi-stakeholder feedback (students, alumni, employers, and faculty) on curriculum design.
- Standardizing protocols to address and resolve instances of academic misconduct, data falsification, or plagiarism during project evaluations.
- Structuring professional development workshops, mentor orientation sessions, and counseling training pipelines for faculty members.
- Developing clear guidelines to map MOOC certifications directly onto core or elective credit paths within the Choice Based Credit System (CBCS).
- Approving the specific auditing check-parameters for periodic internal academic audits evaluating course delivery, industry alignment, and learning records.
- Allocating seed money, prototyping grants, and commercial tracking channels for innovative student project designs.

➤ Minutes of Meeting (MoM):

1: Realignment of Core Curriculum Layouts with NBA/NAAC Expectations

- **Discussions:** Dr. Malay Gangopadhyay, Dean (Academics), opened the session by explaining that implementing the *Curriculum Design & Revision Policy* requires moving past static course files to build agile, industry-aligned syllabi. The Principal emphasized that feedback from external corporate recruiters should serve as a primary guide for structural curriculum adjustments. HODs discussed the practical challenges of updating curriculum frameworks while maintaining compliance with broad national accreditation guidelines.
- **Resolutions:** * Resolved that all departments must review and update their current elective profiles before the semester begins, ensuring alignment with professional competencies.
 - Mandated that each HOD present a completed curriculum gap analysis chart to the Academic Quality Cell within two weeks for validation.

2: Operationalization of the Tri-Mentoring Network for Student Support

- **Discussions:** The committee discussed the operational plan for the *Mentoring Policy*. Assistant HODs noted that students benefit significantly from receiving balanced guidance across classroom tracking, real-world industry perspectives, and professional alumni experiences. The committee agreed that a structured approach is essential to track student needs securely while maintaining confidentiality.
- **Resolutions:** * Approved the launch of the structured Tri-Mentoring system, mapping students to a balanced team of Faculty, Alumni, and Industry guides.
 - Mandated that faculty mentors host monthly review sessions to track academic progress and personal development, logging key updates securely within the campus ERP.

3: Approving Stage-Wise Evaluation Matrices for Capstone Projects

- **Discussions:** Reviewing the *Project/Dissertation Policy*, the Principal stated that final project grading should rely on clear, criteria-based rubrics rather than subjective faculty impressions. 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: Establishing Credit Equivalence Rules for MOOC/SWAYAM Courses

- **Discussions:** The committee discussed the implementation details for the *MOOC/SWAYAM Credit Policy*. HOD Computer Science and Engineering emphasized that online course choices must align with the academic rigor of core university offerings to protect educational standards. Assistant HODs suggested that credit transfers should stay within the maximum margins permitted by national regulatory bodies.
- **Resolutions:** * Approved a curated directory of credit-eligible online courses matching current university elective specifications.
 - Resolved that credit transfers from online platforms will be capped at a maximum of 20% of the total semester credit requirement, with verified results logged directly into the student's Academic Bank of Credits (ABC) profile.

5: Structuring Multi-Stakeholder Feedback Loops for Curriculum Design

- **Discussions:** Dr. Malay Gangopadhyay led the discussion on implementing the continuous quality enhancements required by the *Curriculum Design & Revision Policy*. The committee focused on using feedback from diverse stakeholders—including current students, faculty, graduating alumni, and active corporate employers—to identify and close curriculum gaps.
- **Resolutions:** * Mandated that all departments collect structured feedback from multiple stakeholders at the close of every academic semester.
 - Resolved that the collected feedback must be processed into formal departmental Action Taken Reports (ATRs) within 15 working days, guiding immediate elective course updates.

6: Organizing Faculty Training Workshops on Mentoring and Student Psychology

- **Discussions:** The Principal highlighted that to fulfill the *Mentoring Policy*, faculty members must be equipped with strong communication and supportive guidance skills. Assistant HODs discussed ways to organize expert-led workshops focusing on student psychology, academic tracking, and career readiness.
- **Resolutions:** * Authorized departments to organize specialized training sessions and workshops for faculty mentors before the start of the semester.
 - Approved the inclusion of professional counselor-led orientation sessions within the university's annual faculty development calendar.

7: Operationalizing Anti-Plagiarism Regulations for Student Theses

- **Discussions:** The committee discussed the implementation details for 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.

8: Designing Credit Transfer and Equivalence Verification Channels for MOOCs

- **Discussions:** Reviewing the *MOOC/SWAYAM Credit Policy*, the Dean (Academics) noted that evaluating completion certificates from external platforms requires an objective, structured verification process to prevent discrepancies.
- **Resolutions:** * Empowered the institutional Equivalence Committee to review incoming online course certificates and map them against core curriculum standards.
 - Resolved that any instance of academic misconduct or certificate falsification will be referred directly to the university disciplinary cell for immediate action.

9: Adopting Standard Checklists for Semi-Annual Internal Academic Audits

- **Discussions:** The committee reviewed the audit protocols required under the *Curriculum Design & Revision 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, curriculum mapping, industry alignment scores, and learning records.
 - Mandated that cross-departmental internal audits be conducted at the close of each semester, with formal summaries submitted directly to the Dean (Academics).

10: Allocating Funding Support and Prototyping Grants for Student Innovations

- **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.

➤ **Action Taken Report (ATR):**

| Sl. No. | Agenda Item / Previous Resolution Details | Concrete Actions Executed & Implementation Status | Monitoring / Responsible Authority |
|---------|---|---|---|
| 1 | <p>Curriculum Realignment with Industry Trends</p> <p>Mandate comprehensive curriculum reviews to address modern tech trends under the <i>Curriculum Design & Revision Policy</i>.</p> | <ul style="list-style-type: none"> • Departmental Boards of Studies (BoS) met to review core course structures. • Inserted dedicated modules on cloud computing, data analytics, and sustainability benchmarks into final-year electives. • Verified that updated syllabus materials map cleanly onto core professional standards. | <p>Dean (Academics) & Respective HODs</p> |
| 2 | <p>Activation of the Tri-Mentoring Ecosystem</p> <p>Resolve to launch the structured Tri-Mentoring system (Faculty, Alumni, Industry) required by the <i>Mentoring Policy</i>.</p> | <ul style="list-style-type: none"> • Assigned all currently enrolled undergraduate students to specific faculty mentors at a strict 1:20 ratio. • Integrated alumni and corporate experts into the system via the university alumni network portal. | <p>Principal & All Assistant HODs</p> |

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|---------|--|--|---|
| | | <ul style="list-style-type: none"> • Mentors began hosting monthly tracking sessions to review student academic progress and career readiness. | |
| 3 | <p>Enforcement of Plagiarism Limits for Theses</p> <p>Resolve to implement rigorous anti-plagiarism screening for all project reports under the <i>Project/Dissertation Policy</i>.</p> | <ul style="list-style-type: none"> • Procured and activated verified commercial plagiarism scanning accounts for all project supervisors. • Enforced a strict maximum similarity limit of 10% (excluding citations) before student reports can be accepted. • Guided students to submit originality reports alongside their final thesis materials. | <p>Departmental Project Committees & Library Cell</p> |
| 4 | <p>System Integration for MOOC/SWAYAM Registrations</p> <p>Resolve to establish clear pathways to transfer credits</p> | <ul style="list-style-type: none"> • The academic cell published an approved registry of credit-eligible online courses for the current semester. | <p>Controller of Examinations & ERP Cell</p> |

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|---------|--|--|------------------------------------|
| | <p>earned through online courses per the <i>MOOC/SWAYAM Credit Policy</i>.</p> | <ul style="list-style-type: none"> • Configured the central university ERP to track, verify, and log credits earned through external platforms. • Successfully processed credit transfer requests for students completing advanced elective certs. | |



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