



## Meeting Details: Dean (Academics) Office

### University of Engineering & Management, Kolkata

**Academic Year 2023-24**

**Meeting Date: 11/12/2023**

**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:**

- **1:** Review and validation of Departmental Course Outcomes (COs), Programme Outcomes (POs), and institutional attainment targets under the *Outcome-Based Education (OBE) Policy*.
- **2:** Structural planning for flexible learning tracks, multidisciplinary electives, and curriculum alignment with the *CBCS / Credit Framework Policy*.
- **3:** Formulation of formal verification and equivalence protocols for credit evaluation under the *Credit Transfer Policy*.
- **4:** Operational review of automated tracking, compliance thresholds, and notification timelines defined in the *Attendance Policy*.
- **5:** Setting up assessment metrics and question paper review processes aligned with Bloom's Taxonomy mapping requirements.
- **6:** Establishing administrative pathways to sync external student data registries with the national Academic Bank of Credits (ABC) portal.
- **7:** Formulating institutional grievance redressal pathways to handle credit evaluation disputes and transfer rejections.

- **8:** Standardizing condonation parameters and medical panel reviews for students falling short of attendance benchmarks.
- **9:** Approving the specific operational audit matrices used by internal panels to inspect departmental course files and outcome files.
- **10:** Defining standard procedures to penalize student academic misconduct, malpractice, or false certificate submissions.

## ➤ Minutes of Meeting (MoM):

### 1: Finalization of Institutional CO-PO Attainment Standards

- **Discussions:** Dr. Malay Gangopadhyay, Dean (Academics), opened the meeting by stating that under the *Outcome-Based Education (OBE) Policy*, course outcomes must be clearly measurable and directly linked to core professional competencies. The Principal noted that departments need to look past simple passing grades to evaluate whether students are achieving specific learning outcomes. HODs discussed the details of updating target attainment values for advanced technical electives.
- **Resolutions:** \* Approved a baseline target attainment value of 65% for core engineering modules, requiring immediate remedial action plans for courses falling short.
  - Mandated that all departments present their updated CO-PO mapping charts to the Academic Quality Cell within two weeks.

### 2: Restructuring open Elective Framework baskets under CBCS Guidelines

- **Discussions:** The committee discussed the implementation details for the *CBCS / Credit Framework Policy*. Assistant HODs mentioned that students are increasingly seeking options to take interdisciplinary courses that blend engineering with management and data analytics. The committee noted that scheduling must be carefully adjusted to prevent timing conflicts between departments during elective hours.
- **Resolutions:** \* Approved a new selection of open electives tailored to modern industrial requirements, starting in the upcoming semester.
  - Mandated that open elective lectures occur during synchronized university hours to allow students to move smoothly between departments.

### 3: Setting Up Verification Procedures for Transferred Credits

- **Discussions:** Reviewing the *Credit Transfer Policy*, the Principal stated that as student mobility across institutions grows, the university needs a clear process to assess academic

equivalence. Assistant HODs noted that evaluating certificates from outside institutions requires standard criteria to ensure grading consistency.

- **Resolutions:** \* Formed an Institutional Equivalence Committee, led by the Dean (Academics), to evaluate incoming external academic transcripts.
  - Resolved that transferred credits must match the core credit weight used in the university's standard curriculum files.

#### 4: Setting Up Early Alerts for Attendance Violations within the ERP

- **Discussions:** The committee reviewed the operational guidelines of the *Attendance Policy*. The Principal emphasized that keeping regular lecture attendance is critical for learning continuity and achieving course outcomes. Assistant HODs noted that waiting until the end of the semester to address attendance shortages leaves students with insufficient time to recover.
- **Resolutions:** \* Mandated that faculty members update attendance records daily within the central ERP portal.
  - Ordered the ERP cell to generate automatic warning notices to students and parents at the conclusion of every month if attendance percentages drop below 75%.

#### 5: Aligning Continuous Assessments with Bloom's Taxonomy Metrics

- **Discussions:** Dr. Malay Gangopadhyay introduced a plan to update exam assessment methods to better match the goals of the *Outcome-Based Education (OBE) Policy*. The committee discussed ways to transition internal examination papers from simple memory recall to questions focused on higher-order thinking skills, such as analysis and evaluation.
- **Resolutions:** \* Mandated that all future internal exam questions be mapped directly to corresponding Course Outcomes (COs) and specific cognitive levels of Bloom's Taxonomy.
  - Directed Departmental Moderation Committees to review and sign off on internal test question sets before printing.

#### 6: Organizing Multidisciplinary Learning Tracks within the Credit Framework

- **Discussions:** The committee discussed expansion strategies under the *CBCS / Credit Framework Policy*. HOD Management noted that providing opportunities for minor specializations helps engineering students broaden their career options. Members discussed how to structure minor certifications so they integrate smoothly with regular degree pathways.
- **Resolutions:** \* Approved the structural requirements for earning a Minor Certification, requiring a student to complete 18 additional credits within a secondary field.
  - Directed departments to publish clear prerequisite course tracks for all incoming minor specialization selections.

## 7: Establishing Direct Integration Channels with the National ABC Portal

- **Discussions:** Reviewing the *Credit Transfer Policy*, the Dean (Academics) noted that manual credit processing can cause administrative delays during graduation audits. The committee focused on using digital tools to link the university's internal records directly with national digital repositories.
- **Resolutions:** \* Mandated that every student register for an Academic Bank of Credits (ABC) account identifier during the semester enrollment window.
  - Directed the Controller of Examinations to upload verified student credit registers to the ABC platform within 15 days of result publication.

## 8: Defining Formal Criteria for Medical and Special Attendance Condonation

- **Discussions:** The committee discussed the handling of special cases under the *Attendance Policy*. Assistant HODs requested a standardized, transparent process to evaluate attendance condonation requests based on genuine medical emergencies or participation in national sports events.
- **Resolutions:** \* Affirmed that the absolute minimum attendance threshold for exam eligibility stands at 75%, with condonation down to 60% reserved strictly for approved medical or institutional reasons.
  - Mandated that all medical condonation claims be submitted with verified documentation to a central review panel within 5 working days of a student returning to campus.

## 9: Adopting Quality Checklists for Internal OBE Audits

- **Discussions:** The committee reviewed the audit protocols required under the *Outcome-Based Education (OBE) Policy*. Members discussed standardizing the verification checklist used during internal reviews to ensure consistency across different departments.
- **Resolutions:** \* Approved an internal quality audit checklist to evaluate course files, direct attainment logs, and feedback documentation.
  - Ordered cross-departmental internal quality reviews to be carried out at the close of each semester, with summaries sent directly to the Dean (Academics).

## 10: Establishing Disciplinary Protocols for Academic Misconduct and Document Fraud

- **Discussions:** The Principal closed the final committee meeting of the academic year by emphasizing the importance of protecting the institution's academic integrity. Members discussed the penalties required under the *Credit Transfer Policy* for any attempts to submit falsified academic credentials or certificates.
- **Resolutions:** \* Resolved that any attempt to submit altered transcripts or false certifications will result in immediate rejection of the credit transfer request and referral to the central disciplinary committee.

- Mandated that all departments conduct an introductory session on academic integrity and institutional policies during the annual student orientation week.

➤ **Action Taken Report (ATR):**

<b>Sl. No.</b>	<b>Agenda Item / Previous Resolution Details</b>	<b>Concrete Actions Executed &amp; Implementation Status</b>	<b>Monitoring / Responsible Authority</b>
1	<p><b>Direct CO-PO Attainment Calculation</b></p> <p>Mandate that all academic departments calculate direct learning attainments using internal and external test datasets per the <i>OBE Policy</i>.</p>	<ul style="list-style-type: none"> <li>• Faculty computed direct attainment numbers for all active courses using semester examination data.</li> <li>• Mapped learning results cleanly into central departmental attainment charts.</li> <li>• Issued target updates to modules that fell below baseline performance targets.</li> </ul>	<p>Dean (Academics) &amp; All Departmental HODs</p>
2	<p><b>Interdisciplinary CBCS Course Basket Expansion</b></p> <p>Resolve to widen the array of open elective selections across semesters under the</p>	<ul style="list-style-type: none"> <li>• Formulated and approved 14 new interdisciplinary course profiles across departments.</li> </ul>	<p>Principal &amp; All Assistant HODs</p>

Sl. No.	Agenda Item / Previous Resolution Details	Concrete Actions Executed & Implementation Status	Monitoring / Responsible Authority
	<i>CBCS / Credit Framework Policy.</i>	<ul style="list-style-type: none"> <li>• Updated the campus ERP to let students seamlessly choose electives from outside their primary engineering tracks.</li> <li>• Verified that elective credit counts align correctly with graduation criteria.</li> </ul>	
3	<p><b>National ABC Portal Onboarding Integration</b></p> <p>Resolve to link central university systems with the Academic Bank of Credits (ABC) to comply with the <i>Credit Transfer Policy</i>.</p>	<ul style="list-style-type: none"> <li>• The central IT cell successfully migrated student registration records over to the national ABC registry.</li> <li>• Established automated validation routines to double-check credit transfers from approved external platforms.</li> <li>• Successfully cleared pending transfer requests for the current cohort.</li> </ul>	Controller of Examinations & IT Cell
4	<b>Deployment of ERP Attendance Notification Systems</b>	<ul style="list-style-type: none"> <li>• Configured the central campus ERP system to compute individual student</li> </ul>	All Assistant HODs & ERP Cluster Heads

Sl. No.	Agenda Item / Previous Resolution Details	Concrete Actions Executed & Implementation Status	Monitoring / Responsible Authority
	<p>Resolve to launch automated attendance tracking systems to meet the requirements of the <i>Attendance Policy</i>.</p>	<p>attendance percentages in real-time.</p> <ul style="list-style-type: none"> <li>• Set up automated email alerts to instantly notify parents when a student's attendance drops under the 75% threshold.</li> <li>• Assistant HODs cross-checked attendance files every fortnight.</li> </ul>	




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