



Meeting Details: Dean (Academics) Office

University of Engineering & Management, Kolkata

Academic Year 2024-25

Meeting Date: 15/1/2024

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:** Reviewing strategic milestones for implementing flexible learning pathways, multiple entry/exit frameworks, and credit banking under the *NEP Implementation Policy*.
- **2:** Setting structural guidelines, benchmarking schedules, and stakeholder consultation loops for regular syllabus restructuring under the *Curriculum Design & Revision Policy*.
- **3:** Defining the operational timeline, core criteria checklists, and peer-review panels for internal and external quality checks under the *Academic Audit Policy*.
- **4:** Setting standard credit weights, industry matching guidelines, and assessment rubrics for mandatory industrial training under the *Internship Policy*.
- **5:** Formulating interdisciplinary course baskets, Indian Knowledge System (IKS) modules, and vocational tracks to meet national educational mandates.
- **6:** Establishing formal verification channels to sync regional student performance registries with the central Academic Bank of Credits (ABC) portal.
- **7:** Approving updated evaluation frameworks that map continuous internal evaluation (CIE) questions directly to specific Bloom's Taxonomy cognitive levels.

- **8:** Structuring collaborative industry-academia networks and signing formal Memorandums of Understanding (MoUs) to secure high-quality student placements.
- **9:** Standardizing the corrective action frameworks and format guidelines used for compiling Action Taken Reports (ATRs) after academic audits.
- **10:** Creating an institutional framework to recognize and reward outstanding departmental quality achievements, innovative teaching practices, and curriculum design excellence.

➤ Minutes of Meeting (MoM):

1: Establishing Frameworks for Periodic Programme Reviews

- **Discussions:** Dr. Malay Gangopadhyay, Dean (Academics), opened the session by explaining that systematic program evaluations are essential to keep university courses aligned with current industrial developments and global accreditation benchmarks. The Principal emphasized that under the *Programme Review Policy*, evaluations must go beyond internal assessments to incorporate formal reviews from external academic and industry experts. HODs discussed the logistics of assembling review panels without disrupting standard semester timelines.
- **Resolutions:** * Resolved that every degree program must undergo a comprehensive evaluation cycle managed by a committee that includes at least one external academic peer and one industry expert.
 - Mandated that evaluation reports explicitly assess curriculum relevance, graduate employment statistics, and overall course outcome (CO) and program outcome (PO) attainment.

2: Restructuring and Launching the Tri-Mentoring Ecosystem

- **Discussions:** The committee discussed the operational plan for the *Mentoring Policy*. Assistant HODs noted that while faculty mentorship provides consistent academic support, students also need professional insights from alumni and active industry professionals to fully prepare for their careers. Members shared suggestions on how to recruit alumni mentors and track student interaction logs within the campus portal.

- **Resolutions:** * Approved the official launch of the institutional Tri-Mentoring System, ensuring students receive balanced guidance from assigned Faculty, Alumni, and Industry mentors.
 - Directed all departments to establish a 1:20 faculty-to-student mentoring ratio and require mentors to log interaction summaries on the ERP system bi-weekly.

3: Standardizing Anonymous Student Feedback Mechanisms

- **Discussions:** Reviewing the *Student Feedback Policy*, the Principal stated that honest student feedback requires an evaluation environment that protects student anonymity. Assistant HODs highlighted the need to track student participation rates across modules to ensure collected data is statistically representative before making curriculum changes.
- **Resolutions:** * Mandated the use of an automated, completely anonymous feedback platform within the university ERP, to be opened two weeks prior to end-semester examinations.
 - Resolved that departments must maintain a minimum student participation rate of 75% across all courses to validate feedback data for administrative review.

4: Setting Parameters for Continuous Institutional Enhancement

- **Discussions:** The committee turned its attention to the *Continuous Improvement Policy*. The Dean (Academics) explained that maintaining educational quality requires an ongoing, evidence-based review process across all institutional functions. Members discussed utilizing a plan-do-check-act framework to address structural variations discovered during course reviews.
- **Resolutions:** * Adopted an institutional continuous improvement cycle requiring departments to conduct direct internal quality audits at the end of every semester.
 - Ordered that any identified variation in course delivery or outcome attainment must be addressed with an immediate, documented corrective strategy.

5: Structuring Professional Training for Faculty Mentors

- **Discussions:** Building on the *Mentoring Policy*, the Principal noted that faculty members often need additional support to effectively address complex student concerns, including career planning hurdles and emotional well-being. HODs proposed organizing targeted workshops led by professional counselors to improve mentor communication and guidance techniques.
- **Resolutions:** * Directed the IQAC to arrange mandatory semester training programs for faculty mentors, focusing on student psychology, active listening, and career guidance.
 - Resolved that sensitive personal matters discussed during mentoring sessions must be kept confidential, using clear escalation paths only for serious well-being concerns.

6: Utilizing Employer Input for Curriculum Development

- **Discussions:** The committee reviewed evaluation trends under the *Programme Review Policy*. The Training & Placement Officer presented feedback from active recruiters indicating a growing industry demand for applied cloud computing skills and professional certifications. Assistant HODs discussed methods to integrate these specialized technical skills into existing course frameworks.
- **Resolutions:** * Resolved that findings from employer feedback and placement reviews must be formally incorporated into the annual syllabus revision process.
 - Authorized the introduction of industry-certified elective tracks within engineering and management programs starting in the upcoming semester.

7: Enforcing Action Taken Reports (ATRs) for Student Feedback

- **Discussions:** In line with the *Student Feedback Policy*, Dr. Malay Gangopadhyay emphasized that collecting student evaluations is only meaningful if it leads to tangible instructional improvements. The committee discussed standardizing the process for addressing low instructor evaluation scores and ensuring accountability across all departments.
- **Resolutions:** * Mandated that any faculty member receiving a student satisfaction rating below 70% must submit a formal Action Taken Report (ATR) detailing specific planned pedagogical adjustments.
 - Directed HODs to conduct follow-up classroom observations for verified adjustments within the first four weeks of the subsequent term.

8: Creating Comprehensive Quality Dashboards in the Campus ERP

- **Discussions:** To improve data accessibility under the *Continuous Improvement Policy*, the committee reviewed the digital systems needed to track institutional quality metrics. Members agreed that manually compiling compliance data creates administrative delays, and proposed using real-time dashboards to track program outcomes and feedback trends.
- **Resolutions:** * Authorized the campus IT cell to build a centralized Academic Quality Dashboard within the university ERP platform.
 - Mandated that the dashboard display real-time updates for key quality indicators, including mentoring frequencies, student feedback averages, and audit completion records.

9: Standardizing Post-Evaluation Corrective Workflows

- **Discussions:** Reviewing the *Programme Review Policy*, the Dean (Academics) stated that when an evaluation identifies gaps in program performance, departments must follow a clear, structured path to address those issues. The committee discussed establishing a firm timeline for departments to respond to recommendations made by external review boards.

- **Resolutions:** * Enforced a strict rule requiring departments to submit a comprehensive compliance and correction report within 15 working days of receiving final program review evaluations.
 - Approved a policy stating that programs with unresolved compliance observations after two consecutive review cycles will face enrollment cap adjustments.

10: Instituting Awards for Academic Excellence and Quality Innovations

- **Discussions:** Dr. Malay Gangopadhyay concluded the final session of the academic year by reviewing the long-term goals of the *Continuous Improvement Policy*. The committee agreed that highlighting and rewarding exceptional contributions to teaching and quality documentation encourages a proactive, improvement-focused institutional culture.
- **Resolutions:** * Approved the creation of the Annual Institutional Excellence Awards to recognize outstanding achievements in instructional innovation, research output, and quality compliance.
 - Appointed a special evaluation panel, chaired by the Dean (Academics), to design a transparent selection rubric based on verified audit records, student feedback results, and peer reviews.

➤ Action Taken Report (ATR):

Sl. No.	Agenda Item / Previous Resolution Details	Concrete Actions Executed & Implementation Status	Monitoring / Responsible Authority
1	<p>Holistic Integration of NEP Pathways</p> <p>Mandate structural curriculum adjustments to seamlessly provide multi-disciplinary options and flexible entry/exit tracks per the <i>NEP Implementation Policy</i>.</p>	<ul style="list-style-type: none"> • Restructured the first-year foundation curriculum across all fields to establish a broad, common framework. • Formulated clear certificate, diploma, and degree milestone exit paths. 	Dean (Academics) & All Departmental HODs

Sl. No.	Agenda Item / Previous Resolution Details	Concrete Actions Executed & Implementation Status	Monitoring / Responsible Authority
		<ul style="list-style-type: none"> Updated student records within the campus ERP to support custom track selections. 	
2	<p>Stakeholder-Driven Syllabus Upgrades</p> <p>Resolve to update core course syllabi by collecting and analyzing industry and alumni input under the <i>Curriculum Design & Revision Policy</i>.</p>	<ul style="list-style-type: none"> Gathered formal feedback trends from 45 industry partners and 200+ active alumni. Processed the data to add targeted professional electives covering cloud security and data science. Formally passed these updates through the Board of Studies (BoS) reviews. 	All Assistant HODs & Board of Studies Panels
3	<p>Activation of Semester Audit Protocols</p> <p>Resolve to launch comprehensive internal quality checks to comply with the mandates of the <i>Academic Audit Policy</i>.</p>	<ul style="list-style-type: none"> Formed multi-departmental audit teams to review course files and project logs. Audited 100% of active semester course portfolios to verify outcome mapping accuracy. 	Internal Quality Assurance Cell (IQAC)

Sl. No.	Agenda Item / Previous Resolution Details	Concrete Actions Executed & Implementation Status	Monitoring / Responsible Authority
		<ul style="list-style-type: none"> • Distributed detailed improvement suggestions to individual instructors for immediate action. 	
4	<p>Mandatory Industrial Internship Tracking</p> <p>Resolve to automate and track mandatory industrial training deployments under the <i>Internship Policy</i>.</p>	<ul style="list-style-type: none"> • Configured a dedicated tracking panel within the campus portal to monitor student industry assignments. • Assigned faculty mentors to track individual progress and conduct mid-term reviews. • Verified that 100% of final-year students successfully secured industry openings. 	<p>Training & Placement Officer (TPO) & All HODs</p>




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