



Meeting Details: Dean (Academics) Office

University of Engineering & Management, Kolkata

Academic Year 2024-25

Meeting Date: 02/5/2024

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 statutory timelines, benchmarking schedules, and external expert panel compositions for comprehensive departmental evaluations under the *Programme Review Policy*.
- **2:** Streamlining the operation of the structured Faculty, Alumni, and Industry Tri-Mentoring System under the *Mentoring Policy*.
- **3:** Establishing standard operating protocols (SOPs), data-collection metrics, and systemic intervention paths for institutional enhancements under the *Continuous Improvement Policy*.
- **4:** Standardizing automated schedules, mid-semester feedback collection parameters, and student anonymity frameworks under the *Student Feedback Policy*.
- **5:** Designing specific academic remediation frameworks and curriculum adjustments for graduates based on data collected through multi-stakeholder feedback systems.
- **6:** Creating departmental monitoring teams, metric evaluation scorecards, and key performance indicators (KPIs) to track ongoing improvements.
- **7:** Structuring professional training workshops for faculty mentors focused on student psychology orientation, career guidance, and counseling ethics.

- **8:** Developing custom dashboard indicators within the campus ERP system to track and display real-time student satisfaction metrics and program outcomes.
- **9:** Approving detailed guidelines for compiling verified Action Taken Reports (ATRs) based on observations from academic program reviews.
- **10:** Designing an institutional reward and recognition scheme to honor exceptional teaching innovations, outstanding research outputs, and exemplary quality documentation.

➤ **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>Launching Periodic Programme Evaluations</p> <p>Mandate comprehensive evaluations of all degree programs to maintain alignment with NBA, NAAC, and industry requirements per the <i>Programme Review Policy</i>.</p>	<ul style="list-style-type: none"> • Formed formal evaluation committees that include both internal department representatives and external industry experts. • Successfully completed program reviews for all core engineering and management tracks. 	<p>Dean (Academics) & All Departmental HODs</p>

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		<ul style="list-style-type: none"> Submitted structural curriculum adjustment proposals directly to the Board of Studies (BoS). 	
2	<p>Deploying the Tri-Mentoring Framework</p> <p>Resolve to fully implement the Tri-Mentoring System (Faculty, Alumni, and Industry) across all student cohorts under the <i>Mentoring Policy</i>.</p>	<ul style="list-style-type: none"> Assigned all active students to dedicated faculty mentors within their department. Enrolled 120 verified industry professionals and alumni into the shared mentoring database. Configured the campus ERP portal to log and track individual mentoring interactions and student progress updates. 	All Assistant HODs & Departmental Mentoring Coordinators
3	<p>Enforcing the Feedback Correction Loop</p> <p>Resolve to mandate formal Action Taken Reports (ATRs) following student evaluations to satisfy the <i>Student Feedback Policy</i>.</p>	<ul style="list-style-type: none"> Gathered and processed formal student feedback at the conclusion of the previous semester. Instructed faculty members whose evaluations highlighted 	Internal Quality Assurance Cell (IQAC) & Respective HODs

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		<p>areas for growth to submit documented corrective plans.</p> <ul style="list-style-type: none"> • Verified that updated lecture materials and instructional shifts were successfully integrated into current courses. 	
4	<p>Systemic Institutional Enhancement Initiatives</p> <p>Resolve to establish a data-driven process for ongoing quality improvements across both academic and administrative operations per the <i>Continuous Improvement Policy</i>.</p>	<ul style="list-style-type: none"> • Audited key performance metrics, focusing on course outcome (CO) and program outcome (PO) attainment figures. • Adjusted classroom infrastructure and updated software laboratory licensing based on findings. • Arranged targeted faculty development programs (FDPs) to introduce advanced blended learning methodologies. 	Principal (IEM-UEM Group) & IQAC Director
5	<p>Aligning Program Curricula with Placement Data</p>	<ul style="list-style-type: none"> • Evaluated post-placement performance metrics alongside explicit 	Training & Placement Officer (TPO) & Respective HODs

Sl. No.	Agenda Item / Previous Resolution Details	Concrete Actions Executed & Implementation Status	Monitoring / Responsible Authority
	<p>Resolve to update core course syllabi based on structural feedback trends from employers, fulfilling mandates in the <i>Programme Review Policy</i>.</p>	<p>recommendations from active campus recruiters.</p> <ul style="list-style-type: none"> • Updated current technology lab exercises to incorporate cloud architecture and real-time data streaming frameworks. • Confirmed that 100% of these syllabus enhancements were officially approved during BoS sessions. 	



 Dr. Malay Gangopadhyay
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