



## Meeting Details: Dean (Academics) Office

### University of Engineering & Management, Kolkata

**Academic Year 2024-25**

**Meeting Date: 09/09/2024**

**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:**

- **Welcome Address & Opening Remarks:** Address by the Chairperson, Dr. Malay Gangopadhyay.
- **Confirmation of Previous Minutes:** Review and formal confirmation of the minutes from the 2nd Academic Review Meeting.
- **Review of Action Taken Report (ATR):** Analysis of the 5 key tasks assigned during the previous assembly.
- **Implementation Framework for National Education Policy (NEP) 2020:** Aligning institutional curricula with the multidisciplinary guidelines of NEP 2020.
- **Choice Based Credit System (CBCS) & Academic Bank of Credits (ABC):** Status report on student digital credit repository registrations and structural credit framework tracking.
- **Teaching–Learning Pedagogy & Blended Learning Ecosystem:** Reviewing outcome-based course execution files, blended learning methodologies, and continuous internal assessment matrices.
- **Transition Support Management (Bridge Courses):** Evaluating the onboarding efficiency and foundational training pathways established for newly admitted or transitioning students.

- **Differentiated Learning Interventions (Slow & Advanced Learner Strategies):** Reviewing operational schedules for structured remedial coaching and advanced research enrichment pathways.
- **Project & Dissertation Quality Assurance:** Monitoring real-world problem-solving milestones, industry collaborations, and rigorous plagiarism compliance.
- **Stakeholder Feedback Systems:** Detailed assessment of institutional and course feedback collected from students, alumni, and employers to draft localized Action Taken Reports (ATRs).
- **Academic Audits & Continuous Quality Optimization:** Finalizing schedules for departmental audits, CO-PO attainment analysis, and documentation verification managed by the IQAC.
- **Miscellaneous Items & Vote of Thanks:** Open forum discussions with the permission of the Chair, followed by closing acknowledgments from the Principal.

## ➤ **Minutes of Meeting (MoM):**

**1: Welcome Address and Strategic Directive Set by the Chair** Dr. Malay Gangopadhyay formally opened the session by welcoming the Principal, HODs, and Assistant HODs. In his opening address, he highlighted that the primary goal for this academic year is to systematically elevate institutional learning systems, streamline flexible student transitions, and enforce measurable compliance across all academic and administrative verticals.

**2: Formal Confirmation of Previous Council Minutes** The minutes of the 2nd Academic Review Meeting held on June 15, 2026, were reviewed line-by-line. As no corrections, omissions, or amendments were raised by the attending council members, the minutes were officially approved and confirmed as recorded.

**3: Detailed Evaluation of the Action Taken Report (ATR)** The council meticulously evaluated the 5 actionable targets established in the previous meeting. Dr. Gangopadhyay commended the collective efforts of the HODs and Assistant HODs for achieving full student registration on the national Academic Bank of Credits (ABC) portal and for successfully mapping industry feedback into active departmental course syllabi.

**4: Strategic Implementation of National Education Policy (NEP) 2020 Reforms** The committee reviewed the university's holistic roadmap for NEP 2020 compliance. The Chair stated that all future curricula must move away from rigid instructional divisions, favoring interdisciplinary mobility, diverse skill integration, and flexible pathways. The Principal, IEM-UEM Group, emphasized that faculty members must completely transition to student-centric, application-oriented educational practices that foster innovation, creativity, and long-term professional preparedness.

- **Action Item:** All HODs to submit structural proposals for multi-entry and multi-exit academic pathways by October 15, 2026.

**5: Governance of the Choice Based Credit System (CBCS) Framework** The council held a rigorous discussion on the administration of the Choice Based Credit System (CBCS). The Dean instructed that regular internal credit verification exercises must be carried out to guarantee absolute transparency in student learning progressions. It was resolved that student registrations, transfer of accumulated academic credits, and digital credit deposits must run smoothly on the university's centralized ERP system.

- **Action Item:** Departmental ERP coordinators must run credit compliance audits for all current students before October 30, 2026.

**6: Quality Control in Teaching–Learning and Outcome-Based Education (OBE)** The committee reviewed current pedagogical workflows. The Dean emphasized the mandatory requirement for all faculty members to maintain complete, auditable course files. These files must cleanly link specific course assessments to Course Outcomes (COs) and Program Outcomes (POs). The council resolved that blended learning environments, online quiz tracks, and interactive tools must be intentionally combined with classical face-to-face classroom instruction to build strong global competencies.

- **Action Item:** Assistant HODs are assigned to review weekly pedagogical logs and check CO-PO mapping charts across all active departmental courses.

**7: Assessment of Foundational Bridge Course Deployments** The tracking reports for newly admitted and transitioning students were carefully assessed. The council agreed that students coming from distinct educational boards or different core streams often show notable variations in technical baseline knowledge. To address this, the committee resolved that tailored, competency-focused bridge courses must continue to run at the start of the program to ensure smooth transitions and build essential academic confidence.

- **Action Item:** Basic Sciences and Engineering HODs to compile final performance progress reports for the current bridge course batch by November 05, 2026.

**8: Enhancements to Slow and Advanced Learner Support Frameworks** The operational plans for managing diverse learning speeds were systematically reviewed. The Chair reiterated that early identification of learning gaps is absolutely vital. For slow learners, departments must run compassionately designed, structured remedial coaching sessions backed by dedicated peer-

mentoring networks. Conversely, advanced learners must be purposefully pushed via special honors pathways, cutting-edge research opportunities, and target recommendations for premium industry placements.

- **Action Item:** Assistant HODs to publish customized remedial timetables and advanced research tracking sheets for their respective departments by September 25, 2026.

**9: Plagiarism Control and Quality Norms for Projects & Dissertations** The standard operating procedures for undergraduate capstone projects and postgraduate dissertations were scrutinized. The Principal explicitly noted that all student project work must target real-world industrial challenges and foster entrepreneurial thinking. To preserve strict academic integrity, the council confirmed that every final dissertation must undergo rigorous digital plagiarism checks and conform completely to standard institutional templates before final submission.

- **Action Item:** All departmental project coordinators must implement monthly milestone reviews and maintain signed compliance logs for every student group.


**10: Institutionalizing Stakeholder Feedback for Continuous Quality Improvement** The final agenda item focused on managing feedback workflows. The IQAC convener presented an analytical overview of feedback collected from current students, alumni networks, and corporate employers. The council resolved that localized data regarding curriculum relevance, facilities, and teaching effectiveness must be carefully studied. This data will be used to generate formal departmental Action Taken Reports (ATRs) that support continuous improvement across all institutional functions.

- **Action Item:** HODs to submit their formalized, data-backed Departmental Feedback Action Plan to the IQAC by November 20, 2026.

### ➤ **Action Taken Report (ATR):**

Sl. No.	Agenda Item & Resolution	Action Target / Responsibility	Action Taken Details
1	<b>Mandatory ABC Registration:</b> All eligible students must be successfully registered on the Academic Bank of Credits digital platform.	All HODs & Departmental ERP Coordinators	Successfully monitored ABC profile creation. Comprehensive verification checks executed through institutional ERP systems to link national credit frameworks with university records.

Sl. No.	Agenda Item & Resolution	Action Target / Responsibility	Action Taken Details
2	<b>Syllabus Modernization Protocols:</b> Update undergraduate and postgraduate program structural pathways to explicitly incorporate multidisciplinary components.	Board of Studies (BOS) & Heads of Departments	Curricula reviewed across all departments. Syllabi updated to meet current industry trends, regulatory frameworks, and regional stakeholder feedback benchmarks.
3	<b>Structured Remedial Tracking:</b> Deploy early-stage diagnostic mechanisms to identify slow learners requiring immediate assistance.	Assistant HODs & Subject-Matter Faculty	Localized assessments compiled. Specialized extra support classes and foundational skill-bridging tracks fully operationalized across every department.
4	<b>Standardization of Capstone Formats:</b> Institutionalize uniform guidelines for undergraduate project documentation and industrial dissertation evaluations.	Institutional Project Committees & HODs	Formulated standardized templates detailing precise evaluation criteria, milestone assessment matrices, and strict plagiarism screening limits.
5	<b>Institutional Feedback Mechanisms:</b> Launch institutional student and employer feedback cycles for the upcoming academic cycle.	IQAC & Academic Review Committees	Feedback forms deployed via the digital ERP portal. Action Taken Reports (ATRs) systematically organized by departments to execute continuous curriculum adjustments.

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