



## Meeting Details: Dean (Academics) Office

University of Engineering & Management, Kolkata

**Academic Year 2025-26**

**Meeting Date: 16/03/2026**

**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. **Allocation and Finalization of the 6 Skill Workshop Baskets** Reviewing and formally delegating the 17 specialized micro-courses across the identified 6 foundational pillars to the respective offering departments.
2. **Standardized Curriculum Design and External Industry Collaborations** Directing departments to formulate robust course structures and heavily encouraging formal partnerships or MoUs with expert external training agencies to match industry standards.
3. **Centralized Registration Strategy and Enrollment Management** Setting up a unified digital registry (via Google Forms/University Portal) to capture student track preferences, balance department-wise capacities, and optimize batch distribution.
4. **Evaluation Metrics, Verification, and Departmental Certification** Finalizing the passing criteria for these practical workshops and establishing the protocol for issuing official departmental Course Completion Certificates.
5. **Operational Delivery Timelines and Milestone Mapping** Defining explicit timelines for the planning phase (January 2026), official session rollouts (February 2026), and strict institutional completion targets (**March 2026**).
6. **Resource, Infrastructure, and Lab Space Optimization** Auditing physical lab spaces, specialized equipment (such as 3D printers and circuit rigs), and digital tools needed to execute the hands-on workshops without disrupting normal academic schedules.
7. **Open Forum for Faculty Allocation and Inter-Departmental Dependencies** Providing a platform for HoDs to clear cross-department faculty teaching loads (e.g., MBA faculty

handling Financial Literacy for Engineering students) and resolve logistical challenges before the February launch.

## ❖ Minutes of Meeting (MoM):

### ❖ Opening Remarks & Committee Briefing

The meeting commenced at 1:00 PM with the chair welcoming the members from the 8 newly constituted departmental committees. The panel emphasized that the upcoming semester demands both academic rigor and structural modernization to elevate student employability across all group campuses.

### ❖ Resolution on 1: Syllabus Submission Timelines

- **Strict Submission Deadline:** All 8 committees are required to submit their final, verified syllabus drafts and credit distributions by **20th November, 2025**.
- The active committees assigned to this task are: *Basic Science & Humanities; ECE, EE, EEE; CSE & Allied Departments; Law; Management Studies; Hotel & Hospitality Management; Computer Applications; and Mechanical Engineering.*

### ❖ Resolution on 2: SAR Framework & 21st-Century Skills Integration

- **The 6 Core Skill Areas:** The committee approved the mandatory integration of six foundational pillars: *1. Life Skills, 2. Financial Literacy, 3. Entrepreneurship, 4. Coding, 5. Design Thinking, and 6. Critical Thinking & Problem Solving.*
- **UGC & SAR Alignment:** These will be universally formalized as a **Skill Additional Requirement (SAR)**, drawing from UGC guidelines on skill-based courses and micro-credentials.
- **Personalized Skill Activity Report (SAR) Cards:** To track progress, the IT/ERP team will develop a system to auto-generate a personalized **SAR Card** for every student at the close of each semester.

### ❖ Resolutions on s 3 to 8: Operational & Structural Adjustments

- **Cross-Campus Unity:** Sub-committees will meet online over the next week to ensure IEM and UEM campuses stay perfectly aligned on course pathways.
- **Assessment & Lab Audits:** Departments must submit a secondary list of physical components, software requirements, and internal project evaluation criteria alongside their syllabus drafts.

## ❖ Action Taken Report (ATR):

S.No	Focal Directive / Resolution	Action Required	Responsibility
1	<b>Curriculum Setup &amp; MoUs</b>	Design a comprehensive syllabus draft and scout external technical partners for domain-specific collaborations.	Respective Allotted HoDs (CSE, ECE, EE, ME, MBA, BBA, BSH, IIIHM)
2	<b>Central Registration Rollout</b>	Create and deploy the official choice-filling Google Form to aggregate student preferences.	IT Cell & Academic Coordinators
3	<b>Batching &amp; Slot Allocation</b>	Process student enrollment data, divide classes into manageable batch sizes, and assign faculty handlers.	Institutional SPOCs / Academic Cell
4	<b>Launch of Workshops</b>	Coordinate logistics, infrastructure setup, and formal commencement of the Event Semester skill classes.	All Concerned Departments
5	<b>Certificate Template Signing</b>	Draft, vet, and sign off on standardized digital certificate formats across all departments.	Dean (Academics) / Design Team




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

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