



## Meeting Details: Dean (Academics) Office

University of Engineering & Management, Kolkata

**Academic Year 2025-26**

**Meeting Date: 15/11/2025**

**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. **Submission of Detailed Syllabus for Each Department** Establishing operational timelines, course structure frameworks, and strict delivery deadlines for all newly formed departmental curriculum committees.
2. **Integrating Key 21st-Century Skills and Personalized Skill Activity Report (SAR) Cards** Structuring and standardizing 6 core skill areas (Life Skills, Financial Literacy, Entrepreneurship, Coding, Design, and Critical Thinking) into the UG/PG curriculum under the **Skill Additional Requirement (SAR)** framework, aligned with UGC micro-credential guidelines.
3. **Inter-Campus and Inter-Departmental Syllabus Synchronization** Coordinating between the IEM Salt Lake, IEM New Town, and UEM Jaipur campuses to create a uniform syllabus framework and eliminate topic overlaps between parallel fields.
4. **Blended Learning Integration and MOOCs (Coursera/NPTEL) Mapping** Identifying specific academic modules that can be supplemented or substituted by accredited online learning platforms to promote hybrid education.
5. **Alignment with National Education Policy (NEP) Regulations** Reviewing credit architectures, multi-entry/multi-exit provisions, and ensuring rigid compliance with national regulatory guidelines.
6. **Evaluation and Assessment Reform Blueprint** Shifting academic focus from traditional exams toward project-based assessments, continuous internal evaluations, and case-study methods.

7. **Laboratory Infrastructure and Practical Training Upgradation** Assessing existing physical and virtual lab environments to ensure practical experiments and capstone projects are synchronized with the updated theoretical syllabus.
8. **Open Forum for Faculty Allocation and Resource Dependencies** Addressing operational constraints regarding faculty specializations, textbook availability, and software license procurement before final implementation.

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

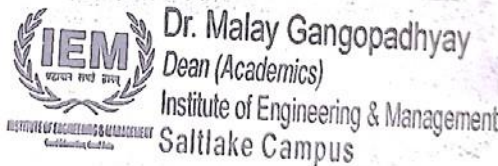
- **The 6 Core Skill Areas:** The committee approved the mandatory integration of six foundational pillars: *1. Life Skills, 2. Financial Literacy, 3. Entrepreneurship, 4. Coding, 5. Design Thinking, and 6. Critical Thinking & Problem Solving.*
- **UGC & SAR Alignment:** These will be universally formalized 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 Agendas 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 Agenda / Resolution	Action Required	Responsibility
1	<b>Syllabus Draft &amp; Course Structure</b>	Compile the complete syllabus and course layout for the upcoming semester across all 8 panels.	All Departmental Committee Members
2	<b>SAR Mapping into Syllabus</b>	Embed the 6 core 21st-century skills into the departmental course structures as distinct modules or micro-credentials.	Departmental Chairs & Committee Members
3	<b>Inter-Campus Alignment</b>	Conduct review sessions between Kolkata and Jaipur faculty blocks to standardize academic delivery paths.	Appointed Panel Leads
4	<b>SAR Card Template Design</b>	Create the visual layout and metric system for the personalized student "Skill and Activity Report Card".	Dean Academics / Design Team

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