Meeting Details: Dean (Academics) Office
University of Engineering & Management, Kolkata
Academic Year 2026-27
Meeting Date: 08/07/2026
Venue: Board Room, Gurukul Campus

Members Attended:

Chairman: Dr. Malay Gangopadhyay, Dean (Academics)

- Dr. Satyajit Chakrabarti, Vice Chancellor, UEM, Kolkata
- Prof. Banani Chakrabarti, Chancellor, UEM, Kolkata
- Dr. Arun Kumar Bar, Principal
- Head of the Departments
- Assistant Head of the Departments

➢ 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 last Academic Review Meeting.
- ➢ • **Review of Action Taken Report (ATR):** Analysis of the key tasks assigned during the previous meeting.
- ➢ • **Agenda Item 1: Routine & Credit Compliance:** To address the discrepancy between 45-minute lecture durations and the required hourly contact hours for 4-credit courses.
- ➢ • **Agenda Item 2: Curriculum Optimization:** To refine the academic load by distinguishing between core examinable syllabus and supplementary industry-relevant modules.
- ➢ • **Agenda Item 3: Any other matter:** To leverage the university's presence by integrating the National Service Scheme (NSS) with local philanthropic bodies (Lions, Rotary, Inner Wheel) for structured community service.
- ➢ • **Vote of Thanks:** Open forum discussions with the permission of the Chair, followed by closing acknowledgments from the Chairman.

➢ Minutes of Meeting (MoM):

1: Welcome Address and Strategic Directive Set by the Chair Dr. Malay Gangopadhyay formally opened the session by welcoming the Chancellor, Vice Chancellor, Principal, HODs, and Assistant HODs.

2: Formal Confirmation of Previous Council Minutes The minutes of the last Academic Review Meeting held on April 2, 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 actionable targets established in the previous meeting.

4. Agenda note: Item 1: Routine Structure and Credit Mapping

- **Discussion:** The class routine will remain unchanged, consisting of 8 periods per day at 45 minutes per period. Lab sessions will continue to be scheduled in both the first and second halves of the day. Subject credits must strictly align with AICTE norms. Like a 4-credit course requires 4 weekly contact hours, but four 45-minutes periods yield only 3 hours, creating 1 hour structural deficit. The 5:00–6:00 PM online window is designated to bridge this credit-mapping shortfall through virtual assessments. To compensate for any deficit hours in credit mapping, departments may organize fully online/virtual quizzes after regular college hours, specifically from 5:00 PM to 6:00 PM(or any other time, as found suitable by the department). ***0 credit subjects can be allotted in routine in hybrid mode as per the discretion of departments***.
- **Resolution:** Departments are authorized to utilize the 5:00 PM – 6:00 PM (or any other time, as found suitable by the department) virtual window for "Credit Compensation Sessions." These sessions will primarily focus on virtual assessments, case studies, or advanced tutorials to fulfill the remaining contact hour requirements. ***As per suggestion from Chancellor Madam, these online sessions must be specified in the routine and must be assessed as per the standard marking procedure.***

Item 2: Syllabus Reduction and Examination Guidelines

- **Discussion:** The committee reviewed the need to reduce academic stress while maintaining industry readiness. The curriculum will be reduced to include only the AICTE-prescribed syllabus and highly critical, industry-relevant topics. Question papers will be based strictly on this core content.Other industry-relevant topics that are beneficial but not mandatory will be shifted to workshops or seminar formats. These topics will not be included in the formal examinations.
- **Resolution:** The curriculum is now bifurcated. "Core Exam Syllabus" (AICTE mandated + critical industry topics) will form the basis of formal examinations. "Non-Exam Syllabus" (enrichment topics) will be delivered via non-credit workshops, seminars, and guest lectures.

Item 3: Any other matter: Social Welfare and Club Collaboration (NSS, Lions, Rotary, Inner Wheel)

- **Discussion:** Dean, Student Affairs & Alumni Relations proposed strengthening the university's social footprint by focusing on social welfare.
- **Resolution:** The collaboration between the University NSS wing and external bodies (Lions Club, Rotary Club, Inner Wheel) was discussed to maximize impact.

➢ Action Taken Report (ATR):

Sl. No.	Agenda & Resolution	Action Target / Responsibility	Action Taken Details	Status
1	**Routine Structure & Credit Mapping:** Implementation of extra hour virtual window for credit compensation.	HODs	Master routine updated; virtual platform access protocols and notification circulars distributed to all faculty/students.	Completed
2	**Syllabus Reduction:** Bifurcation of syllabus into "Core (Exam)" and "Non-Exam (Workshop)" categories.	HODs & Subject Coordinators	Syllabus to be modified accordingly and **mailed to Dean Office by 15th July, 2026;**	In Progress
3	**Social Welfare Integration:** Launch of joint community initiatives with Lions, Rotary, and Inner Wheel clubs.	NSS Coordinator	Formal invitations drafted; outreach initiated to local club secretaries to align calendars for upcoming social drives.	Initiated

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

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Dr. Malay Gangopadhyay, Dean (Academics)