

Minutes of the 2nd meeting of Syllabus Committee held on 14.03.2018 at 3.00 pm, in the conference room to transact the views and to frame the future action to be taken.

Members present:

Sr. No.	Member
1	Dr. Amitava Ray, Principal
2	Dr. Goutam Bairagi, Professor & Head, CE
3	Dr. Goutam Kumar Panda, Professor & Head, EE
4	Prof. Subrata Bhattacharya, Associate Professor & Head, ME
5	Dr. Jishan Mehedi, Associate Professor & Head, ECE
6	Prof. Aditya Samanta, Assistant Professor, IT for HOD, IT
7	Dr. Swapan Kumar Ray, Associate Professor & Head, Mathematics
8	Dr. Shyamapada Shit, Associate Professor & Head, Chemistry
9	Prof. Arindam Saha, Assistant Professor, Physics & Head, Humanities
10	Prof. Ashim Roy, Supdt. of Workshop
11	Prof. Srinibas Rana, Assistant Professor, CSE & COE
12	Dr. Sudip Mukherjee, Professor, ME
13	Prof. Pradip Kumar Saha, Professor, EE & Co-ordinator, Syllabus Committee

Minutes:

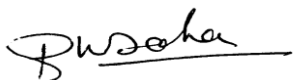
- The minutes of the 1st meeting of the Syllabus Committee meeting was read and discussed for action taken or to be taken.
 - In respect of sr. no. 1 of the minutes, again a detailed discussion was held and it is resolved that classes of 1st year students will be started immediately after the physical reporting to accommodate the "Induction Program for the newly admitted students" fruitfully. A committee will be formed by the principal to implement, monitor & control the "Induction Program for the newly admitted students".
 - In respect of sr. no. 2 of the minutes, again a detailed discussion was held and it is resolved that a committee will be formed by the principal for preparing a draft scheme to make a list of activities, evaluation process & coordination as per requirements related to Mandatory Additional Requirement for earning B.Tech. Degree. Circular of MAKAUT (displayed in their website) has to be taken into account regarding this matter. The Committee will also implement, monitor & control it. A student will not be awarded the B.Tech. Degree without acquiring the required marks from the enlisted activities.
- As per resolution of the last meeting, a draft centralized structure of syllabus was circulated earlier to all the concerned department / section for a fruitful discussion and review in their department/section. The members expressed that another 14 days may be spared to finalize the departmental / Sectional report for 3rd to 8th semester.

After discussion, it is resolved that structure for 1st semester & 2nd semester as circulated are accepted and will be implemented from the new batch, to be admitted in 2018. The departmental/sectional review report regarding the structure for 3rd semester to 8th semester from the department/section have to be submitted to Prof. P.K.Saha (both soft copy & signed hard copy) by 28.03.2018. Prof. P.K.Saha may be consulted regarding any query.

As per new syllabus prescribed by AICTE, the following subjects have to be introduced:
BIOLOGY, ENVIRONMENTAL SCIENCE, CONSTITUTION OF INDIA, ESSENCE OF TRADITIONAL KNOWLEDGE.

It is also resolved that as the college has no related expert faculty to teach the subjects, so related expert teachers have to be appointed otherwise those subjects will be un-manned / untaught and academic program will be in jeopardy condition.

It is also resolved that department wise six sections for the first year students may be considered instead of present four sections systems for effective teaching. Arrangement of Drawing Board may be done from the college to avoid carrying it by the students from hostel/ mess/ home.
- Regarding M.Tech. syllabus, HODs of Electrical Dept. & Mechanical Dept. are requested to finalize the syllabus to implement from new first year batch of 2018-19.
- It is resolved that next meeting will be held on 29.03.2018.



Co-ordinator, Syllabus Committee

As decided, in the 1st meeting of Syllabus Committee on 20.02.2018, the 2nd meeting of Syllabus Committee, will be held on **14.03.2018 at 3.00** pm, in the conference room to transact the views and to frame the future action to be taken.

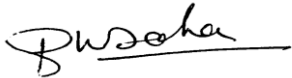
Members of the Syllabus Committee are requested to attend the meeting.

(P K Saha)

Co-ordinator, Syllabus Committee

Members:

1. HOD,CE
2. HOD,EE
3. HOD,ME
4. HOD,CSE
5. HOD,ECE
6. HOD,IT
7. HOD, Mathematics
8. HOD,Physics
9. HOD, Chemistry
10. HOD, Humanities
11. COE
12. ACOEs
12. Supdt. of Workshop
13. Prof. SudipMukhopahyay
14. Prof. DhimanMondal
15. Dr. ArindamSaha



Co-ordinator , Syllabus Committee

21.02.2018