

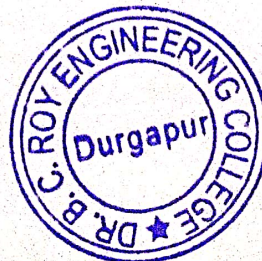
Ref: BCREC/EE/DAC/MOM/79

Date: 08/08/2025

Minutes of Meeting of Departmental Academic Committee held in Room 117 from 4:00 PM on 8.8.2025

A Special DAC meeting took place to discuss and finalize the Action Taken Report based upon Program End Feedback (Exit Survey), Student Satisfaction Survey, Feedback on Academics (Even Semester) and Feedback on Facilities taken for the Academic Year 2024-25.

Sl. No.	Name of the Faculty	Signature
1	Dr. Shibendu Mahata (Chairman)	<i>[Signature]</i> 8/8/2025
2	Dr. Sumit Banerjee	<i>[Signature]</i> 8/8/25
3	Dr. Arindam Mondal	<i>[Signature]</i>
4	Dr. Susanta Dutta	<i>[Signature]</i> 8/8/25
5	Dr Dola Sinha	<i>[Signature]</i> 8/8/25
6	Dr. Tapan Kumar Chattopadhyay	<i>[Signature]</i> 8/8/25
7	Dr. Bijoy Laxmi Koley	<i>[Signature]</i> BKoley 8/8/25
8	Dr. Ritu Rani De Maity	<i>[Signature]</i> 08/08/25
9	Dr Kamalika Tiwari	<i>[Signature]</i> 8/8/25
10	Dr. Sanjoy Kumar Saha	<i>[Signature]</i> 8/8/25
11	Dr. Soumen Mallick	<i>[Signature]</i> 08/08/25
12	Dr. Tushnik Sarkar	<i>[Signature]</i> 8.8.25
13	Dr. Sourav Paul	<i>[Signature]</i> 8/8/25
14	Dr. Chandan Paul	<i>[Signature]</i>
15	Dr. Sneha Sultana	<i>[Signature]</i> 8/8/25
16	Dr. Kingsuk Majumdar	<i>[Signature]</i> 2025/08/08
17	Dr. Soham Dey	<i>[Signature]</i> 08/08/2025
18	Dr. Snehashis Ghoshal	<i>[Signature]</i> 8/8/25
19	Mou Das Mahapatra	<i>[Signature]</i> 08/08/25
20	Sunil Kumar Choudhary	<i>[Signature]</i> 08/08/25
21	Basudeb Mondal	<i>[Signature]</i> 8.8.25
22	Saradindu Mondal	<i>[Signature]</i> 8/8/25
23	Siddhartha Ghosh	
24	Adhit Roy	<i>[Signature]</i> 8/8/25



Action Taken Report based on Program End Survey

Total number of EE students participated in the survey: 84

1. *Have you developed the ability to apply the knowledge of Mathematics, Science, Engineering fundamental, and an engineering specialization for the solution of complex engineering problems?*

Feedback received: Approx. 10% of the students disagreed.

Action Plan:

A. Offer bridge courses & more remedial classes.

B. Faculties will put more emphasis on applied problems in lectures & tutorials.

2. *Are you able to identify formulate, research literature, and analysis Complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences?*

Feedback received: Approx. 7% of students disagreed.

Action Plan:

A. Problem based learning assignments to be enhanced.

B. More technical seminars and literature review sessions to be added.

3. *Did you attend the ability of designing solutions for Complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration or public health and safety, and cultural societal, and environmental considerations?*

Feedback received: Approx. 12% of students did not agree.

Action Plan:

A. Project rubrics will include public health, societal & environmental factor.

B. Guest lectures on sustainable design practices will be introduced.

4. *Are you able to apply research best knowledge and research methods including design of experiments analysis and interpretation of data and synthesis of the information to provide valid conclusions?*

Feedback received: Approx. 17% of students disagreed.

Action Plan:

A. Research methodology workshops will be introduced.

B. Training using Python, MATLAB for data analysis to be conducted.

5. *Have you developed the ability to create, select and apply appropriate techniques, resources and modern engineering and IT tools including prediction and modelling to Complex engineering activities with an understanding of the limitations?*

Feedback received: Approx. 12% of students disagreed.

Action Plan:

A. Laboratories to be upgraded with latest softwares (incl. open-source).

B. Tool training sessions to be organized in labs.

6. *Can you apply reasoning inform by the contextual knowledge to assesses societal health safety legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice?*

Feedback received: Approx. 16% of students disagreed.

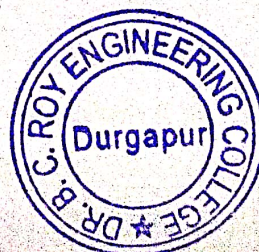
Action Plan:

A. Case-study based teaching on societal and legal responsibilities to be added.

B. Sessions on safety codes and ethics to be added.

7. *Are you able to understand the impact of professional engineering solution in societal and environmental contexts and demonstrate the knowledge of, and the need for sustainable development?*

Feedback received: Approx. 11% of students disagreed.



Action Plan:

- A. Seminar on UN SDGs & green engineering to be incorporated.
- B. Projects will be encouraged to include sustainability components.

8. *Do you apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice?*

Feedback received: Approx. 17% of students disagreed.

Action Plan:

- A. Professional ethics case studies are to be added.
- B. Mock ethical review panels to be held as a part of training.

9. *Are you able to function effectively as individual and as a member or leader in diverse teams and in multidisciplinary settings?*

Feedback received: Approx. 12% of students disagreed.

Action Plan:

- A. Interdisciplinary mini projects will be introduced.
- B. Peer evaluation to be incorporated into team work rubrics.

10. *Can you communicate effectively on complex engineering activities with the engineering community and with the society at large such as being able to comprehend and right effective reports and design documentation, make effective presentations and give and receive clear instruction?*

Feedback received: Approx. 9% of students disagreed.

Action Plan:

- A. More emphasis on report writing & presentation skills development.
- B. More students-led seminars and paper/poster presentations to be encouraged.

11. *Are you able to demonstrate knowledge and understanding of the engineering and management principles and apply these to once work, as a member and leader in a team to manage projects and multidisciplinary environments?*

Feedback received: Approx. 8% of students disagreed.

Action Plan:

- A. Project management training tools like GANTT charts, AGILE, to be introduced.
- B. Project documentation to include budget and team roles.

12. *Will you be able to recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change?*

Feedback received: Approx. 10% of students disagreed.

Action Plan:

- A. MOOCs Participation to be made mandatory.
- B. NPTEL, COURSERA participation to be encouraged.

Action Taken Report based on Student Satisfaction Survey

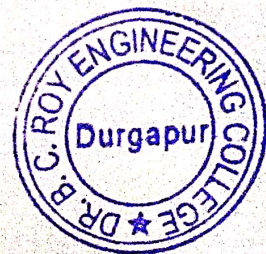
Total number of EE students participated in the survey: 184

1. *How much of the syllabus was covered in the class?*

Feedback received: Approx. 20% students mentioned that syllabus covered was less than 70%.

Action Plan:

- A. Faculty members will be asked to submit mid-sem & end sem syllabus coverage reports.
- B. Special remedial classes arrangement for subjects lagging in coverage.



2. How well did the teachers prepare for the classes?

Feedback received: Approx. 19% students were dissatisfied.

Action Plan:

A. FDP to be incorporated rigorously to improve pedagogical skills.

B. Random inspection by HOD of classroom teachings.

3. How well were the teachers able to communicate?

Feedback received: About 80% found it effective.

Action Plan:

A. Specific training sessions for faculty on classroom concern & student engagement.

B. Adopt explanation based on linguistic diversity of learners.

C. Faculty encouraged to use animations, simulation, visual aids, etc.

D. Mid-sem feedback collection from students.

4. The teacher's approach to teaching can best be described as

Feedback received: 95.11% in good to excellent range. This suggests a very positive feedback on the part of the department.

5. Fairness of the internal evaluation process by the teachers.

Feedback received: About 22% of the students expressed concern on this issue.

Action Plan:

Random cross-verification of answer scripts will be carried out by HOD.

6. Was your performance in assignments discussed with you?

Feedback received: About 26% were dissatisfied.

Action Plan:

A. Mandatory for faculties to discuss the performance on each assignment.

B. Faculties to allocate dedicated class hours to discuss model answers & common mistakes.

7. The institute takes active interest in promoting internship, student exchange, field visit opportunities for students.

Feedback received: About 24% reported limited exposure.

Action Plan:

A. Spoken Tutorials based internship opportunity to be explored.

B. Collaborations to be initiated with local industries/MSMEs.

C. Dedicated Whatsapp group to inform students of internship opportunities.

D. To sign MOUs with Startups/MSMEs.

8. The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth.

Feedback received: 24% expressed moderate or lower satisfaction level.

Action Plan:

A. Regular mentorship meetings once every two weeks with documentation.

B. Soft skills training to be imparted rigorously.

9. The institution provides multiple opportunities to learn and grow.

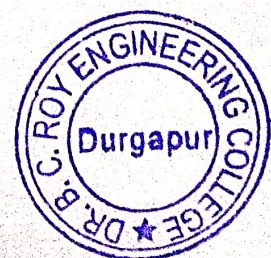
Feedback received: 75% agreed.

Action Plan:

Opening of clubs, chapters (professional society), etc., to be done.

10. Teachers inform you about your expected competencies, course outcomes and programme outcomes.

Feedback received: 25% expressed scope for improvement.



Action Plan:

A. CO, PO – shared in labs, classrooms, LMS.

B. Explain COs at the beginning of each course.

11. *Your mentor does a necessary follow-up with an assigned task to you.*

Feedback received: 25% expressed scope for improvement.

Action Plan:

A. Mentoring logbooks updates must be done by faculty during meetings.

B. Monthly status reports evaluated by HOD.

12. *The teachers illustrate the concepts through examples and applications.*

Feedback received: 22% expressed inconsistency.

Action Plan:

A. Outcome & application-based teaching to be encouraged.

B. More emphasis on real-world applied in course delivery.

13. *The teachers identify your strengths and encourage you with providing right level of challenges.*

Feedback received: 27% expressed minimal/partial engagement.

Action Plan:

A. Faculty mentors to note key strengths & track student.

B. Students will be encouraged to participate in hackathons, model exhibitions & competition.

C. Differentiated coursework for advanced learners.

14. *Teachers are able to identify your weaknesses and help you to overcome them.*

Feedback received: 30% expressed sometimes or lower response.

Action Plan:

A. Faculty mentors to be more actively engaged in identifying weaknesses.

B. To arrange more remedial classes, assignments/doubt clearing sessions.

15. *The institution makes effort to engage students in monitoring, review and continuous quality improvement of the teaching learning process.*

Feedback received: 22% remained neutral/dissatisfied.

Action Plan:

A. Improve students' involvement through various initiatives.

B. Include more students in decision making bodies.

16. *The institute/teachers use student centric methods, such as experimental learning, participative learning and problem solving methodologies for enhancing learning experiences.*

Feedback received: About 23% felt need for improvement.

Action Plan:

A. Provide workshops on active learnings techniques like flipped classroom and case studies.

B. Encourage sharing of best practices among teachers to bridge gaps in implementation.

C. Encourage faculty to design more problem solving activities and hands on task across all subjects.

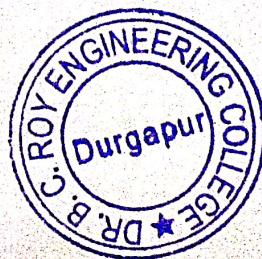
17. *Teachers encourage you to participate in extracurricular activities.*

Feedback received: 10% actively disagree.

Action Plan:

A. Mentoring improvements.

B. Formation of different clubs and participation rewards.



18. *Efforts made by institute and teachers to improve employability skills.*

Feedback received: About 26% felt need for improvement.

Action Plan:

- A. Expand soft skills training across different semesters.
- B. Include group activities, interviews & presentations.
- C. Involve industries professional in training sessions.
- D. Students clubs on skill building, leadership & public speaking.
- E. More emphasis on career counselling, soft skills development, etc.

19. *What percentage of teachers use interactive teaching tools.*

Feedback received: About 36% gave a moderate to low rating.

Action Plan:

- A. ICT usage to be made compulsory.
 - B. Ensure all class rooms are equipped with ICT tools.
 - C. Encourage tech savvy faculty to mentor other colleagues.
20. *The overall quality of teaching learning process in your institute is very good.*

Feedback received: 6% disagreed.

Action Plan:

- A. To encourage active learning through GD, case study, flipped class room, experiential learning through simulation and projects, real world problem solving.
- B. To encourage MOOCs classes, better mentor-mentee interaction, classes by industry experts, and focus on interdisciplinary projects.

Action Taken Report based on Feedback on Academics (Even Sem 2024-25)

Total number of 2nd semester students participating in the survey: 29

Total number of 4th semester students participating in the survey: 79

Total number of 6th semester students participating in the survey: 41

Total number of 8th semester students participating in the survey: 83

Some concerns were raised by students on the following points. The necessary plan of action to improve upon these issues are the following:

1. *Overall syllabus coverage.*

Feedback received: Approx. 25% (6th sem) and 17% (4th sem) students, respectively, mentioned lesser than 50% syllabus coverage.

Action Plan:

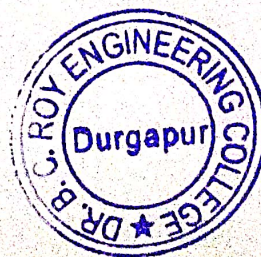
- A. Faculty members will be asked to submit mid-sem & end sem syllabus coverage reports.
- B. Special remedial classes arrangement for subjects lagging in coverage.

2. *Preparation of teachers for conducting the classes.*

Feedback received: Approx. 15% sixth semester students were dissatisfied.

Action Plan:

- A. FDP to be incorporated rigorously to improve pedagogical skills of teachers.
- B. Random inspection by HOD of classroom teachings.



3. *Communication of teachers inside and outside the classroom.*

Feedback received: About 22% found it just or not satisfactory.

Action Plan:

A. Specific training sessions for faculty on classroom concern & student engagement.

B. Adopt explanation based on linguistic diversity of learners.

C. Faculty encouraged to use animations, simulation, visual aids, etc.

D. Mid-sem feedback collection from students.

4. *Discussion on Performance in internal evaluations and laboratory experimentation.*

Feedback received: About 30% (sixth semester) were dissatisfied.

Action Plan:

A. Mandatory for faculties to discuss the performance on each assignment.

B. Faculties to allocate dedicated class hours to discuss model answers & common mistakes.

5. *The teaching and mentoring process in the department supports the development of your cognitive, social and emotional growth.*

Feedback received: 28% (sixth sem) and 21% (fourth sem) expressed moderate or lower satisfaction level.

Action Plan:

A. Regular mentorship meetings once every one/two weeks with documentation.

B. Soft skills training to be imparted rigorously.

6. *Teachers inform you about your expected competencies, course outcomes and programme outcomes.*

Feedback received: 30% (sixth sem) students opined occasionally/rarely.

Action Plan:

A. CO, PO – shared in labs, classrooms, LMS.

B. Faculties will explain COs at the beginning of each course/module.

7. *Your mentor does a necessary follow-up with an assigned task to you.*

Feedback received: 30% (sixth semester) expressed scope for improvement.

Action Plan:

A. Mentoring logbooks updates must be done by faculty during meetings.

B. Monthly status reports evaluated by HOD.

8. *The teachers illustrate the concepts through examples and applications.*

Feedback received: 25% (sixth semester) expressed inconsistency.

Action Plan:

A. Outcome & application-based teaching to be encouraged.

B. More emphasis on real-world applied in course delivery.

9. *Teachers are able to identify your weaknesses and help you to overcome them.*

Feedback received: 30% expressed sometimes or lower response.

Action Plan:

A. Faculty mentors to be more actively engaged in identifying weaknesses.

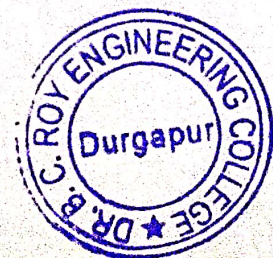
B. To arrange more remedial classes, assignments/doubt clearing sessions.

10. *What percentage of teachers use ICT tools.*

Feedback received: About 30% gave a moderate to low rating.

Action Plan:

A. ICT usage to be made compulsory.



B. Ensure all class rooms are equipped with ICT tools.

C. Encourage tech savvy faculty to mentor other colleagues.

Action Taken Report based on Feedback on Facilities

Based on the feedback received, the following facilities need improvement. The following measures will be taken for improvements:

1. **Cleanliness and Hygiene:**

Feedback received: About 13% (2nd sem), 10% (4th sem), 3% (6th sem) and 6% (8th sem) considered it poor.

Action Plan: Classrooms and laboratories are to be cleaned on a daily basis.

2. **Internet Facility:**

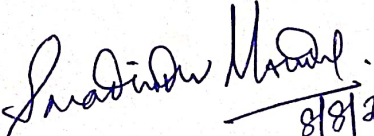
Feedback received: About 25% (2nd sem), 11% (4th sem), 13% (6th sem) and 6% (8th sem) considered it poor.


Action Plan: Matter will be raised with the System Administrator for further improvements.

3. **Library Facility:**

Feedback received:

Action Plan: Magazines will be incorporated in the departmental library.


Prof. Saradindu Mondal
Convenor DAC
8/8/25

 8/8/2025
Dr. Shibendu Mahata
HOD, EE

