

BCREC/EE/MOM/74

3.6.2025

Minutes of meeting of Departmental Academic Committee held in Seminar Room 117 dated 31-05-2025 (12:30 -1:20 PM).

- 1) It was unanimously decided to conform to resolutions passed in the previous meeting-MOM-73, held on 14-05-2025.
- 2) Members were informed about the NBA visit date (28.6.2025).
- 3) It was communicated that BOS has already approved the B.Tech curriculum (autonomy) via 3rd BOS meeting held on 20.5.2025. The total course credit is 165 now.
- 4) Members were informed about the decision by higher authorities to merge the Measurement lab with the Power System Lab for better resource utilization. The Measurement lab will be converted into a departmental classroom.
- 5) The laboratory status evaluation report will be completed by the committee comprising (SB,SKC,RRM,SD) on 31.5.2025 as per prior notice.
- 6) For 3-4 priority subjects of upcoming 3rd semester and 5th semester, the theory classes per week has been enhanced from 3 to 4 classes.
- 7) Faculties MUST give one assignment at the end of each module for better preparation and continuous progress of students.
- 8) Faculties MUST make full use of the smart classroom facilities from the coming semesters.
- 9) It was informed that based on the suggestions of Advisor Sir, all faculties MUST prepare and upload their video lectures from the coming semesters for their allotted subject. A departmental YouTube channel will be created for this purpose. Emphasis will be given towards Flipped Classroom teaching methodologies. of the concerned subject.
- 10) HOD EE will visit the classrooms during teaching and practical sessions for monitoring purposes.
- 11) For NBA visit, all new name plates of all members of EE department will be ordered soon. One consolidated list of EE department members will be ordered.
- 12) The teaching load chart for the upcoming (odd) semester 2025-26 was discussed by the routine committee. HOD mentioned that the teaching load was distributed based on the given choices. Faculties were encouraged to apply for Electromagnetic Field Theory (only 2 faculties provided choices) and coding related papers.

The meeting ended with a vote of thanks to the chair.

Saradindu Mondal
3/6/25

Prof. Saradindu Mondal

Convenor DAC

Shibendu Mahata 03/06/2025

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