



SurTech

**Dr. Sudhir Chandra Sur Institute of Technology & Sports Complex**  
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Affiliated to Maulana Abul Kalam Azad University of Technology, West Bengal.  
WBSCTVESD and Approved by AICTE



Date: 09/07/2023

### NOTICE

#### Objective:

The Board of Studies of a Department in the college shall:

- Prepare syllabus for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- Suggest methodologies for innovative teaching and evaluation techniques;
- Suggest panel of names to the Academic Council for appointment of examiners; and coordinate research, teaching, extension and other academic activities in the department/college.

#### The BOS is hereby reconstituted with the following members

1	Dr. Ruma Sen, Asst. Prof, HOD	Chairman
2	Dr. Dulal Krishna Mondal, Professor, Jadavpur University	University Nominee
3	Dr. John Deb Barma, Associate Professor, NIT Agartala	Academic Expert
4	Dr. Shibendu Shekhar Roy, Professor, NIT Durgapur	Academic Expert
5	Dr. Subrata Mukherjee, Head, Materials Characterisation Research Group, Tata Steel Limited	Industrial Nominee
6	Ms. Arpita Chatterjee, Asst. Prof.	Member
7	Mr. Subhasish Halder, Asst. Prof.	Member
8	Mr. Subhendu Pal, Asst. Prof.	Member
9	Ms. Geetika Kumari Salwan, Asst. Prof.	Member
10	Dr. Sujoy Saha, Prof.	Member
11	Mr. Arindam Banerjee, Asst. Prof	Member
12	Ms. Arpita Dey, Asst. Prof	Member
13	Mr. Rahul kumar Prajapati, Asst. Prof.	Member
14	Ms. Arpita Poddar, Asst. Prof.	Member
15	Mr. Pradeep Kumar Sharma, Asst. Prof.	Member
16	Mr. Rajarshi Chakraborty, Asst. Prof.	Member
17	Mr. Soumyadip Karan, Asst. Prof.	Member
18	Ms. Anupama Kumar, TA	Member
19	Mr. Jit Majumder, TA	Member
20	Mr. Tanmoy Das, TA	Member
21	Dr. Adv. Kaushik Sengupta	Alumni


Frequency of the Meeting: - The Board of Studies shall meet at least twice a year

## The agenda of the meeting:

- Research activity
- Internship for final year students
- MAKAUT syllabus and curriculum
- Budget
- NAAC preparation
- Faculty Development programs
- Miscellaneous

## Resolution of the Meeting:

1. The project distribution and mentorship policy has been discussed for the upcoming batch.
2. It is strictly announced that no change of elective subjects (as offered by the Department) at PG level are entertained.
3. The curriculum & syllabus of the 1 year M.Tech is approved by the members.
4. The Head of the Department have discussed performance of M.Tech thesis.
5. The proposed budget for the year 2023-24 is discussed and approved.
6. The department should maintain a cut off marks on admission to secure better-quality students.
7. Discussions related to NAAC accreditation were done.
8. Interaction with industry people as well as alumnae should be maintained at regular basis.
9. Implementation of bridge course is proposed.
10. The awareness about Board of Practical Training (BOPT) is discussed.
11. Collaboration with other institute or industry is encouraged to conduct UG and PG projects along with the internal guide.
12. It is recommended that at least one FDP should be organized per year.
13. Faculties are encouraged to apply for sponsor projects.
14. Seminar and group discussion should be conducted on regular basis for UG and PG students and it is also advised to incorporate it in the curricula at the time of autonomy.

  
09/07/23  
HOD - ME  
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