



SurTech

Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex

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DSCSITSC/PRIN/COM/2024-2025/01

Date: 01/07/2024

Board of Studies (BOS) Committee

Objective:

The Board of Studies (BOS) 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 department/college.

The BOS of Department of ME is hereby reconstituted with the following members

Sl. No.	Name	Designation
1	Dr. Arpita Chatterjee, HOD	Chairman
2	Dr. Dulal Krishna Mondal, Professor, Dept. of Mechanical Engineering, Jadavpur University	University Nominee
3	Dr. Monojit Ghosh, Professor, IEST Shibpur	Academic Expert
4	Dr. K.L. Sahoo, Principal Scientist, National Metallurgical Laboratory	Academic Expert
5	Dr. Chirodeep Ghosh, Principal Scientist, R&D, TATA Steel Ltd.	Industry Nominee
6	Mr. Subhasish Halder, Asst. Prof.	Member
7	Ms. Geetika Kumari Salwan, Asst. Prof.	Member
8	Dr. Debabrata Das, Asst. Prof.	Member
9	Mr. Jit Majumder, TA	Member
10	Ms. Anupama Kumar Guha, TA	Member
11	Mr. Suvodeep Paul	Alumni

Frequency of the Meeting: Atleast twice a year

All previous committees constituted on the subject to be treated as dissolved.

With best regards,


Prof. (Dr.) Saradindu Panda
 Principal
 Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex
 540, Dum Dum Road, Kolkata-74

C.C:

1. All HODs/TICs
2. All concerned

Agenda of the Meeting

1. Review of MAKAUT syllabus and curriculum
2. Academic activities and updates
3. Internship opportunities for final year students
4. Departmental budget planning
5. Faculty Development Programs (FDPs)
6. Miscellaneous discussions

Resolutions in the Meeting

1. **Thesis Performance Review:** Performance analysis of B.Tech and M.Tech thesis works was presented by the Head of the Department.
2. **Project Allocation Policy:** Policy for project distribution and mentorship for upcoming batches was reviewed and discussed.
3. **Admission Quality Control:** It was advised that the department should maintain a **cut-off mark** for admissions to ensure better quality student intake.
4. **Elective Subject Policy:** It was **strictly decided** that no changes will be allowed in elective subjects once offered by the department.
5. **Bridge Course:** Implementation of **bridge courses** for academic strengthening was proposed.
6. **BOPT Awareness:** Importance and awareness regarding the **Board of Practical Training (BOPT)** were discussed.
7. **Faculty Development:** Recommendation to conduct **at least one FDP per year**.
8. **Budget Approval:** The **proposed departmental budget for 2024–2025** was discussed and formally approved.
9. **Sponsored Projects:** Faculty members were encouraged to apply for **sponsored research and development projects**.