



Dr. Sudhir Chandra Sur Institute of Technology & Sports Complex
540, Dum Dum Road, Surer math, (Near Dum Dum Jn. Station),
Kolkata – 700074; Phone: +91 33 25603889,
Website: www.dsec.ac.in, Email: info@dsec.ac.in
Affiliated to Maulana Abul Kalam Azad University of Technology, West Bengal,
WBSCTVESD and Approved by AICTE



Date: 27/11/2023

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

1. Discussion on research activities within the department
2. Internship opportunities for final year students
3. Review and alignment with **MAKAUT syllabus and curriculum**
4. Presentation and approval of the **departmental budget**
5. Preparation strategies for **NAAC accreditation**
6. Planning for **Faculty Development Programs (FDPs)**
7. Miscellaneous items and open discussions

Resolutions of the Meeting

1. **Project Mentorship:** Policy for project distribution and mentorship for the upcoming batch was discussed and finalized.
2. **Elective Policy:** Strict decision that no changes in elective subjects will be permitted at the PG level once offered by the department.
3. **Curriculum Approval:** Curriculum and syllabus for **1st year M.Tech** was reviewed and approved.
4. **M.Tech Thesis Review:** HOD shared performance updates regarding M.Tech thesis work.
5. **Budget Approval:** Proposed **department budget for 2023–24** was discussed and approved.
6. **Admission Criteria:** It was suggested that the department maintain a **cut-off mark** for admissions to ensure better quality student intake.
7. **NAAC Readiness:** NAAC accreditation process and preparations were discussed.
8. **Industry & Alumni Interaction:** Emphasis on maintaining regular interaction with **industry experts and alumni**.
9. **Bridge Course:** Proposal to implement a **bridge course** for academic preparedness.
10. **BOPT Awareness:** Discussion on raising awareness about **Board of Practical Training (BOPT)** opportunities.
11. **Collaborative Projects:** Encouragement for **collaborative projects** (UG/PG) with other institutions or industries alongside internal guidance.
12. **Faculty Development:** Recommendation to organize **at least one FDP** every year.
13. **Sponsored Projects:** Faculties encouraged applying for **sponsored research projects**.
14. **Student Activities:** Regular **seminars and group discussions** to be held for UG and PG students and suggested inclusion in the future curriculum under autonomy.