NARULA INSTITUTE OF TECHNOLOGY

81, Nilgunj Road, Kolkata-700109

DEPARTMENT OF MECHANICAL ENGINEERING

Minutes of meeting (MOM), 2024

BOS

To be held on 20th Aug, 2024

Venue: HOD's Chamber

Minutes of the Meeting of the Board of Studies (BOS)

Date: 20th Aug, 2024

Time: 3:00 PM

Venue: HOD's Room, Mechanical Engineering Dept.

Members Present:

1. Prof. (Dr.) Sumit Chabri (HOD, ME) – Chair
2. Prof. (Dr.) Amit Roy Chowdhury
3. Prof. (Dr.) Dipankar Sanyal
4. Mr. K.G. Pilsima
5. Dr. Saddam Hussain Mullick
6. Dr. Md. Abu Bakkar
7. Dr. Surajit Nath
8. Mr. Ankesh Samanta
9. Mr. Akhtarujjaman Sarkar
10. Mr. Arghya Gupta (Coordinator, DAC)
11. Mr. Abubakkar Molla
12. Mr. Mintajuddin Ahamed

Members Absent:

1. Dr. Subhasish Mondal

The Head of the Department (HOD), Prof. (Dr.) Sumit Chabri, officially welcomed all the present members and the invited guests. The meeting commenced with a detailed deliberation on the agenda items.

Agenda – I: Confirmation of the Minutes of the last BOS meeting

Resolution:
The minutes of the previous BOS meeting were reviewed, discussed, and confirmed by all members. The committee also reviewed the academic structure established for curriculum compliance under the R25 Regulations. It was resolved to formalize the roles and responsibilities of all academic bodies to ensure clarity, accountability, and effective implementation of the curriculum.

Key Points Discussed:

- **HOD (Prof. Dr. Sumit Chabri):** To oversee overall academic administration and monitoring of curriculum implementation.
- **BOS:** Responsible for planning, monitoring, and review of curriculum implementation and academic quality.
- **Program Coordinator (Mr. Arghya Gupta):** To monitor OBE implementation, including CO-PO-PSO attainment and documentation.
- **Course Coordinators:** To prepare Course Files, Lesson Plans, COs, assessments, and attainment calculations.
- **Class Coordinators:** To monitor attendance, student progress, and academic activities.
- **Laboratory In-charges:** To plan and monitor laboratory experiments, practical assessments, and laboratory records.
- **IQAC Coordinator (Prof. Dr. Sumit Chabri):** To conduct academic audits and ensure quality assurance.

Agenda – II: Action taken report of the resolutions taken in the last meeting

Resolution:
The committee reviewed the status of action items from the previous BOS meeting. It was observed that most of the tasks are progressing satisfactorily. The pending items were discussed, and revised timelines were assigned for their completion.

Key Points Discussed:

- Progress of previous action items was reviewed.
- Pending tasks were reassigned with revised deadlines.
- Members were requested to expedite the pending tasks.

Agenda – III: Revision of Vision, Mission, PEOs and PSOs based on Stakeholder Feedback

Resolution:
The BOS reviewed the Vision and Mission statements based on stakeholder feedback. After detailed deliberation, the committee approved the revised Vision and Mission statements. The PEOs and PSOs were reviewed and found to be appropriate; hence, no changes were made to them. All were approved unanimously by the committee.

Key Points Discussed:

Parameter	Previous Statement	Revised Statement (Approved)
Vision	The Mechanical Engineering Department will mould their students into technically sound as well as ethically perfect professionals with innovative leadership qualities and a confident attitude for serving the society with global attention.	The Mechanical Engineering Department will mould their students into technically sound as well as ethically perfect professionals who demonstrate innovation in the field of Mechanical Engineering, entrepreneurial vision and a confident attitude for serving the society with global attention.
Mission (DM4)	To strengthen our students with innovative ideas and build the potential of leadership & teamwork through various projects in their curriculum.	To nurture innovation, leadership, teamwork, and entrepreneurial mindset through project-based learning, enabling students to become job creators, innovators, and globally competent professionals.
Mission (DM1, DM2, DM3, DM5)	No changes	No changes (same as previous)
PEO1	Graduates will serve as mechanical engineers in various fields towards the design of systems, operation, and production.	No change
PEO2	Graduates will strengthen professional practice by solving different industrial problems employing appropriate techniques and tools with social responsibility to achieve global standards.	No change

Parameter	Previous Statement	Revised Statement (Approved)
PEO3	Graduates will pursue higher studies, research, and lifelong learning.	No change
PSO1	Ability to apply necessary advanced software tools for design, analysis and fabrication of components used in the field of mechanical engineering.	No change
PSO2	Develop knowledge about engines, machineries and critical skills to analyze the cause and effect of complicated mechanical processes.	No change
PSO3	Identify and select appropriate manufacturing processes, and apply quality control methods for production of various components and systems.	No change

Summary of Changes:

- **Vision:** Replaced *"innovative leadership qualities"* with *"who demonstrate innovation in the field of Mechanical Engineering, entrepreneurial vision"*.
- **Mission (DM4):** Revised to include *"entrepreneurial mindset"*, *"job creators"*, and *"globally competent professionals"* for stronger emphasis on innovation and entrepreneurship.

Agenda – IV: Discussion on the formulation of the New Syllabus and Academic Regulation

Resolution:
The BOS discussed the formulation of the new syllabus and academic regulations. It was resolved that faculty members will collect feedback from alumni, industry experts, and professional bodies. The suggestions will be compiled and submitted for further deliberation in the next meeting.

Key Points Discussed:

- Alignment of the new curriculum with the department's PEOs and PSOs was emphasized.

- Feedback from internal and external stakeholders and professional bodies will be considered.
- Suggestions for the curriculum framework are to be submitted to the Program Coordinator by next week.
- The need to incorporate emerging technologies and industry trends in the syllabus was highlighted.

Action Taken Report: Annexure III

A. Gupta.

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Arghya Gupta

Coordinator, DAC, ME Dept.

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Head of Department

Dept. of Mechanical Engineering

Narula Institute of Technology

Department of Mechanical Engineering
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Annexure III

Action Taken Report

Agenda No.	Agenda Item	Action Taken / Resolution	Responsible Person(s)	Deadline
1	Confirmation of the Minutes of the last BOS meeting	Minutes of the previous BOS meeting were reviewed and confirmed. Roles and responsibilities of all academic bodies were formalized for curriculum compliance under R25 Regulations.	All Members	Completed
2	Action taken report of the resolutions taken in the last meeting	Status of previous action items was reviewed. Pending tasks were reassigned with revised deadlines. Members were requested to expedite the pending tasks.	Respective Faculty Members	As per assigned deadlines
3	Revision of Vision, Mission, PEOs and PSOs based on Stakeholder Feedback	The Vision and Mission statements were reviewed and revised based on stakeholder feedback. The revised Vision and Mission were approved by the committee. PEOs and PSOs were reviewed and found to be comprehensive; no changes were made to them. Final approval was granted unanimously.	All Members	Approved

Agenda No.	Agenda Item	Action Taken / Resolution	Responsible Person(s)	Deadline
4	Discussion on the formulation of the New Syllabus and Academic Regulation (DAC)	Faculty members were requested to collect feedback from alumni, industry experts, and professional bodies and submit curriculum suggestions. Alignment with PEOs and PSOs was emphasized. Suggestions to incorporate emerging technologies and industry trends were highlighted.	All Faculty Members	Next Week

Prepared by:

A. Gupta.

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Arghya Gupta
Coordinator, DAC, ME Dept.

Reviewed & Approved by:

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Head of Department
Dept. of Mechanical Engineering
Narula Institute of Technology