

## SYLLABUS COMMITTEE

SL. NO.	NAME	DESIGNATION	POSITION
1	Dr. Partha Pratim Pal	H.O.D In-charge, Physics (BSH)	Convener
2	Dr. Samik Chakraborty	Professor (ECE)	Co-Convener
3	Mr. Dhritiman Mondal	Asst. Professor (CE)	Co-Convener
4	Ms. Asmita Poddar	Asst. Professor (EE)	Member
5	Mr. Anirban Basu	Asst. Professor (ECE)	Member
6	Mr. Sushobhan Roy	Asst. Professor, Chemistry (BSH)	Member
7	Mrs. Pubali Das	Asst. Professor (CSE)	Member

### ***Broad functions:***

- To Plan and Implement all Curriculum and Syllabus related issues (UG/PG/ Diploma)
- To keep track of all Modification /Revision of courses by the MAKAUT under pertinent programs (EE,ECE,CSE,ME,CE and Basic Science and Humanities)
- To make sure the representation of the Institution on all applicable MAKAUT meetings related to curriculum design and syllabus of UG / PG Programmes.
- Curriculum Design / Modification and syllabus of in-House PG programs
- Control and Coordinate Curriculum Content Analysis of all Faculty Members across the Disciplines
- To Collect and File the Lesson Plans from each Faculty Members on assigned courses / subjects through proper channel (HOD/Teacher In –Charge) before commencement of Teaching –learning Process.
- To Collect and File delivery of Syllabus Content report (date wise) at the end of the Semester Teaching –learning process above through proper channel (HOD/ TIC)
- To Coordinate /Disseminate applicable syllabus related issues among the stakeholders (Students/Staff/ Faculty)
- To validate the constructed Routine created by Routine Committee according to the curriculum by checking Weekly Contact Hours /Credits in the Constituted Routine for both UG and PG.
- To Correspond Examination Committee to confirm the questions received from the University according to the curriculum for both UG and PG prior to the examination.
- To Follow-up and create content for content beyond the Syllabus and Value Addition Programs (NPTEL/QEEE/ Spoken Tutorial/ Flipped Learning)
- Creating a Knowledge Repository in liaison with Library (Digital Library / NDL)
- Make an Introspective Assessment of the conducted process for Betterment / Improvement on the next round