

COLLEGE OF ENGINEERING AND MANAGEMENT, KOLAGHAT

No. CEM/107/D/1125/Committee/ 03 /2025

15th October, 2025

MEMO

**Subject: Constitution of a Monitoring Committee for First-Year
Academics and Facilities**

The notable success achieved in this year's admission process—despite the challenges arising from the delayed WBJEE results—reflects the effectiveness of the institution's coordinated efforts during counselling and outreach. It is now essential that the commitments made to incoming students, particularly regarding academic quality and campus facilities, are consistently upheld through structured monitoring and timely departmental coordination.

Accordingly, it has been decided to constitute a Monitoring Committee to ensure systematic review and continuous improvement in the academic environment and facilities provided to first-year B.Tech students.

The committee shall comprise the following members:

- Dr. Arko Banerjee, Coordinator
- Prof. Kalyanasish Shee, Member
- Mr. Alok Maiti, Member, AR(Acad)
- Mr. Rabindranath Dinda, Member, OS(Acad)

The Committee will:

- Periodically review the quality of academic delivery, student support services, and infrastructural facilities available to first-year students.
- Collect and analyze structured feedback from students covering academics, classrooms, laboratories, hostel, mess, library, and other support systems.
- Recommend, wherever necessary, the engagement of outsourced/visiting teachers for conducting remedial classes, tutorials, and supplementary sessions in order to assist in implementing the Zero-Fail Policy for first-year students.
- Submit periodic reports and recommendations to the undersigned for review and necessary action.

The Committee shall function in an advisory capacity, complementing the efforts of the academic and administrative bodies of the institution.


Prof. Dr. Dilip Kumar Gayen
Director

Copy to :

- 1) All HoDs
- 2) Concerned Committee Members