



## Report

### 2<sup>nd</sup> Year EE Guardians Meeting

The Department of Electrical Engineering has organized an [online] Guardian Meeting on 16.05.2021 for the 2<sup>nd</sup> Year students.

#### Agenda:

1. Discussion about irregular and poor attendance of the students in regular classes.
2. Conveying message for mandatory participation in placement related activities and coding contests like TCS CodeVita, InfyTQ, NQT, HackwithInfy etc.
3. Appealing to guardians for arranging LAPTOPS and proper internet support to their wards.
4. Requesting to guardians for monitoring of their wards and extend support to the Department in this matter.
5. Any other academic issues and difficulties faced by the students

#### Teachers & Staffs Present:

- 1) Dr. Debasish. Mondal, HOD & Associate Professor, EE
- 2) Dr. Shilpi Bhattacharya, Program Coordinator & Associate Professor, EE
- 3) Mr. Subhasis Banerjee, Assistant Professor, EE
- 4) Mr. Sarbojit Mukherjee, Assistant Professor, EE
- 5) Mr. Budhaditya Biswas, Assistant Professor, EE
- 6) Mr. Nizam Ud Din Molla, Assistant Professor, EE
- 7) Mr. Nitai Banerjee, Assistant Professor, ESM
- 8) Mr. Avijit Saha, Assistant Professor, ESM
- 9) Ms. Anwesha Basu, Assistant Professor, ESM
- 10) Mr. Abir Sen, Junior Assistant, EE

#### Guardians Present:

Total no. of 2<sup>nd</sup> year EE students: 55.

Guardians present: Around 40

#### Summary of discussions and key noted points

1. The meeting was started with welcome address by Dr. Shilpi Bhattacharya, Program Coordinator, EE followed by an introduction by the HOD, EE.

2. HOD, EE has presented the regular online class routine for the 2<sup>nd</sup> year EE and also the details of weekly class reports. He has mentioned that 2<sup>nd</sup> year students have scheduled classes from 10:30 AM to 5:15 PM almost every day and placement related coding classes in the evening. However, it is a matter of concern that among 55 students on average only 35-38 students are attending in Theory classes regularly though the attendance for the Lab classes are relatively good.

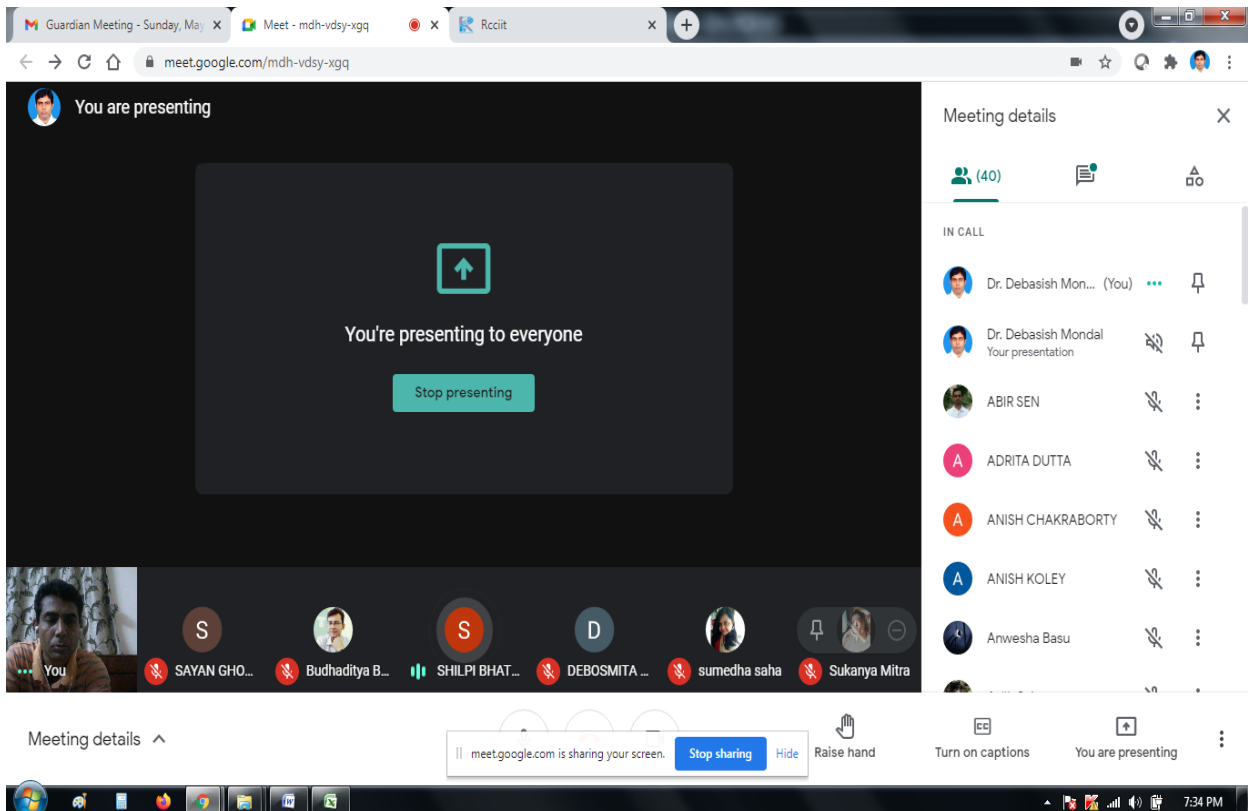


3. HOD EE has given a gentle reminder to all the guardians about the strong message of the management that the students who will not actively participate in placement related activities and coding contests they will be debarred from any type of placement opportunities and Campusing facilities of the Institute.
4. About the regular classes, all subject Teachers have mentioned the name of the students who have poor and even zero attendance and also enquired from the guardians about the reason of their absence.
5. Some guardians have enquired about the performance of their wards. All teachers have discussed the performance of the students and given their individual suggestions for improvements.
6. One guardian wanted to know about the Laboratory classes. Teachers have informed that they are showing Lab Experiments by Virtual simulation/Virtual laboratory. However, few Labs of EE have no Virtual Lab in that case teachers are providing Laboratory Manuals, Theoretical concepts of Experiments, Pictures of Lab Set-up and working principals, Experimental data and Calculation & Analysis etc.
7. One guardian has asked for Lecture Video of the classes. Teachers have agreed to provide the recording lectures for the request of the students and also mentioned that it is not possible to supply the recording lectures for all the classes, in that case maximum students will avoid attending classes and will miss direct interaction with the teacher.
8. Mr. Budhaditya Biswas, Asstt. Professor, EE has given a proposal for a WhatsApp group for the 2<sup>nd</sup> year guardians for quick information about the performance and attendance of students. All guardians and teachers have agreed in this proposal.
9. Ms. Anwesha Basu, Assistant Professor, ESM pointed out that the students have less interest in her subject (Values and Ethics in profession) and also have poor attendance and many students have not submitted Assignments in right time. HOD, EE has agreed this problem for the non-technical subjects, though it is also an essential and important subject. However, it is expected that the joint monitoring by the teachers, guardians and also by the department can improve this issue.
10. One student has pointed out that some teachers give huge volumes of Assignment and also instruct submitting it in short period, but due to heavy class loads they are not getting adequate time to prepare and submit. HOD, EE assured that he will request all the teachers to reduce the volume of Assignments and will request to give adequate time to submit.
11. HOD, EE also calls attention to the guardians/students that if any student feeling stress and any kind of health problems, he/she is being advised to take rest and not to attend the classes until proper recovery. However, students should report to the teacher about the reason for their absence.
12. Few students have reported previously to the HOD that they have no LAPTOPs and not having proper internet. HOD, EE has requested to the guardians to arrange LAPTOPs and proper Internet connections for their wards for smooth attending of all the classes

13. All guardians have appreciated the department for organization of this meeting and assured for all kinds of support to the department for betterment of their wards. They have also suggested the department for organizing this type of meeting at least once in a semester.

14. Finally, the meeting was ended by Dr. Shilpi Bhattacharya with giving sincere thanks to all the guardians and teachers who were present in the meeting.

Few sample attendance of the meeting are enclosed with this report





The screenshot displays a Google Meet session in progress. The main window shows a presentation slide with the text "You're presenting to everyone" and a "Stop presenting" button. The meeting details sidebar on the right lists 39 participants, including SUBHASIS BANDOPAD... (muted), SUBHRADEB MONDAL, Sukanya Mitra, sumedha saha, Tamaghna Das, TITASH BANERJEE, Tuhinaa Dey, and VIVEK KUMAR GUPTA. The bottom toolbar shows options for "Stop sharing", "Raise hand", "Turn on captions", and "You are presenting". The Windows taskbar at the bottom indicates the time is 7:36 PM.



The screenshot shows a Google Meet interface during a presentation. The main display area is dark with a central white box containing an upward-pointing arrow icon and the text "You're presenting to everyone". Below this is a "Stop presenting" button. The top of the screen shows the browser address bar with the URL "meet.google.com/mdh-vdsy-xgq". On the right side, a "Meeting details" sidebar is open, listing 39 participants with their names and status icons. The bottom of the screen features a meeting control bar with options like "Stop sharing", "Hide", "Raise hand", "Turn on captions", and "You are presenting". The Windows taskbar is visible at the very bottom, showing the time as 7:35 PM.



The screenshot shows a Google Meet interface. The main area displays a presentation slide with the text "You're presenting to everyone" and a "Stop presenting" button. A toolbar at the bottom includes options like "Stop sharing", "Raise hand", "Turn on captions", and "You are presenting". On the right, a "Meeting details" sidebar lists 35 participants, including POULAMI DAS, PRITAM SARKAR, RAHUL SINGHA, RAJDEEP BASAK, RIDDHIDEB CHAKRABO..., SANDIP SEN, SANMOY MALLICK, and SASWATA SAMANTA.