



Dr. B. C. Roy  
Engineering  
College (BCREC)

Internal Quality Assurance Cell (IQAC)

## Agenda of the Fourteenth IQAC meeting (IQAC\_14) to be held on 18<sup>th</sup> December, 2024

1. Confirmation of Minutes of previous meeting (13<sup>th</sup> Meeting of IQAC)
2. Review of data/documents prepared for submission of AQAR (Cycle 2) for the Academic year 2023-24
3. Discussion on internal & external academic and administrative audit findings for Academic year 2023-24 and Green, Environment and Energy audit
4. Discussion on Academic Bank of Credit, Dual Degree and Credit transfer
5. Discussion on Research & Consultancy policy, Placement policy and policy related to Academic Regulations (Attendance, Examination System, Academic Calendar, Mandatory additional requirements) and their approval
6. Approval of the scrutiny committee and recruitment committee for new recruitments
7. Discussion on proposed NAAC new framework (draft guidelines on NAAC reforms 2024 Binary Accreditation framework 15-16<sup>th</sup> July, 2024 consultative workshop)
8. Reporting of Board of Studies minutes, Course structure and syllabus (in prescribed format) to IQAC for record
9. Any other matter with the permission of the chair.

*Sanjay Sengupta*

Prof. (Dr.) Sanjay Sengupta  
Coordinator, IQAC Cell



## Minutes of the proceedings of the Fourteenth Meeting of Internal Quality Assurance Cell (IQAC) of Dr. B. C. Roy Engineering College, Durgapur

The 14<sup>th</sup> IQAC Meeting was conducted on 18<sup>th</sup> Dec, 2024 at 3.00 pm in the IQAC Room. Prof. (Dr.) Sanjay S. Pawar, Chairperson of IQAC chaired the meeting.

### 1. Action Taken Report on decisions of previous meeting:

**ATR 13/2** - Detailed Agenda Item No. 14/7 placed below regarding the details of Binary Accreditation framework

**ATR 13/3** - Detailed Agenda Item No. 14/2 placed below Review of data / documents for AQAR (Cycle 2) for the academic year 2023-24

**ATR 13/4** - Detailed Agenda Item No. 14/3 placed below regarding internal & external academic and administrative audit findings for Academic year 2023-24

**ATR 13/5** - Detailed Agenda Item No. 14/3 placed below regarding Green, Environment and Energy audit

Item	Agenda	Minutes of the proceedings
14/1	Confirmation of Minutes of previous meeting (13 <sup>th</sup> Meeting of IQAC)	Minutes of the 13 <sup>th</sup> meeting of IQAC was unanimously accepted and confirmed.  The restructuring of IQAC Cell was done on 25 <sup>th</sup> Nov, 2024 as per the resolution taken in the 1 <sup>st</sup> Governing Body Meeting under Autonomy Dated 01 <sup>st</sup> Oct, 2024 of Dr. B.C. Roy Engineering College, An Autonomous Institution.
14/2	Review of data/documents prepared for submission of AQAR (Cycle 2) for the Academic year 2023- 24	IQAC Coordinator, Dr. Sanjay Sengupta has briefed about the data collected and consolidated after review by IQAC for the academic year 2023-24 which will be submitted to NAAC for 4 <sup>th</sup> AQAR (2023-24 AY). The summary and comparison of the data according to new SSR format for last three academic years has been presented along with the target level to get higher score. An analysis of improvement and lack of progress in different areas has been discussed in detail. After the detailed discussion it has been unanimously decided that the AQAR 2022-23 is ready for submission to NAAC and the same will be submitted before 25 <sup>th</sup> of December, 2023.



*Sanjay Sengupta*



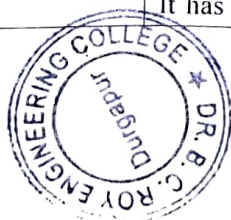
*Principal*



14/3	<b>Discussion on internal &amp; external academic and administrative audit findings for Academic year 2023-24 and Green, Environment and Energy audit</b>	<p>1. Internal academic audit was scheduled department wise and conducted by IQAC. The audit related observations are shared with IQAC with each department. Department wise external audit was initiated by IQAC in consultation with Departmental Heads for finalizing the external experts for audit. Department wise external audit was conducted by the external experts and the audit findings are reported to IQAC. An action taken report on the audit findings is to be prepared by each department for improvement and submitted to IQAC.</p> <p>2. Green, Environment and Energy audit was done by certified agencies as per the requirement of the NAAC advisory. The audit certificates are obtained from 06<sup>th</sup> Dec,2024 which will be valid for 3 years with first surveillance audit due on 28<sup>th</sup> Nov,2025.</p>
14/4	<b>Discussion on Academic Bank of Credit, Dual Degree and Credit transfer</b>	<p>1. Dr. Sanjay Sengupta, IQAC coordinator mentioned as per NEP 2020 some policy and provision is to be made for offering Dual Degree and Credit transfer. Prof (Dr.) Sanjay S Pawar, Chairman IQAC, suggested that the same can be taken up under the Autonomous structure of the institute. He proposed that the same will be placed in Governing Body meeting of the institute after discussing in the Institute Academic council.</p> <p>2. IQAC coordinator mentioned about the requirement of mandatory requirement of Academic Bank of Credit through the creation of ABC Id by each student under autonomy. Registrar pointed out that for the students under university affiliated system should also have ABC Id. In this connection an instruction document will be shared with all students. HoDs are requested to ensure that ABC Id of the students are created.</p>
14/5	<b>Discussion on Research &amp; Consultancy policy, Placement policy and policy related to Academic Regulations (Attendance, Examination System, Academic Calendar, Mandatory additional requirements) and their approval</b>	<p>1. Vice principal mentioned that Research policy is available from the FY 2022-23. Various incentives related to the research and publications are elaborated in that document. However, a formal consultancy policy is not yet available. IQAC Chairperson mentioned that the same will be prepared soon and placed in the Institute academic council under autonomy and finally passed through Governing Body.</p> <p>2. Institutional placement coordinator, Campus mentioned that a policy document related to Training and Placement policy is under preparation. He presented the Draft policy on the same. It has been unanimously decided that after review by all and</p>



Sanjay Sengupta



Principal  
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		<p>after through discussion the same will be finalized.</p> <p>3. Academic regulations as prepared and passed by the examination committee under autonomy was placed before IQAC and passed.</p>
14/6	<b>Approval of the scrutiny committee and recruitment committee for new recruitments</b>	The scrutiny committee and the recruitment committee constitution for new recruitments was placed before IQAC and unanimously approved.
14/7	<b>Discussion on proposed NAAC new framework (draft guidelines on NAAC reforms 2024 Binary Accreditation framework 15-16<sup>th</sup> July, 2024 consultative workshop)</b>	IQAC Coordinator presented the document as shared during the Southern Region Consultative Workshop on NAAC Reforms 2024 Binary Accreditation Framework held on 15-16 <sup>th</sup> July 2024. As per the document there is framework level changes where instead of present seven criteria ten criteria has been mentioned. Many of the things however can be mapped with the old format. IQAC Chairperson suggested to prepare a mapping document for the same when it is finalized by NAAC. He also mentioned that, while doing various teaching learning and other activities it should be kept in mind that institute is now autonomous from the Academic year 2024-25.
14/8	<b>Reporting of Board of Studies minutes, Course structure and syllabus (in prescribed format) to IQAC for record</b>	As suggested by IQAC coordinator, IQAC Chairperson advised all HoDs to report the minutes of the BoS meeting, course structures and syllabus (in the prescribed format) to IQAC on time to time basis under autonomy.
14/9	<b>Any other matter with the permission of the chair.</b>	<p>Registrar mentioned that NBA compliance visit will be there for IT, ME and EE department in the near future. Principal advised all HoDs to remain prepared for the same.</p> <p>HoD, CE mentioned that the Civil Engineering Department is preparing for SAR for the NBA accreditation. It will be submitted before the end of the academic year.</p>

The meeting thereafter ended with a vote of thanks to the Chair.

*Sanjay Sengupta*  
**Prof. (Dr.) Sanjay Sengupta**  
 Coordinator, IQAC Cell



*[Signature]*  
**Prof. (Dr.) Sanjay S. Pawar**  
 Chairperson, IQAC Cell

*Principal*  
**Dr. B. C. Roy Engineering College**  
 DURGAPUR



**DR. B.C.ROY ENGINEERING COLLEGE, DURGAPUR**  
**ATTENDANCE OF 14<sup>th</sup> INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON 18<sup>th</sup> DECEMBER, 2024**

Sl. No.	Name	Designation in IQAC	Signature
1.	Prof. (Dr.) Sanjay S. Pawar, Principal	Chairperson	
2.	Prof. (Dr.) K. M. Hossain, Vice-Principal	Vice-Chairperson	
3.	Prof. (Dr.) Sanjay Sengupta, HOD, Civil Engineering	Coordinator	
4.	Prof. (Dr.) Arindam Mondal, Registrar	Representative of Management	
5.	Shri Rajesh Chatterjee, General Manager (Admn.)	Member	
6.	Shri Ravi Sharma, Chief Financial Officer (CFO)	Member	
7.	Dr. Pabitra Kumar Dey, HOD (MCA)	Member	
8.	Dr. Anandaprova Majumder, Asstt. Professor, CSE	Member	
9.	Dr. Jayanta Pal, Associate Prof., Basic Science & Humanities	Member	
10.	Dr. Tribeni Prasad Banerjee, Asso., Professor, ECE	Member	
11.	Dr. Ritu Rani De(Maitty), Asstt. Professor, EE	Member	
12.	Sri Saindhab Chattaraj, Asstt. Professor, CSE	Member	
13.	Dr. Anirban Bose, Asstt. Professor, CSE	Member	
14.	Dr. Arijit Kumar Banerji, Asstt. Professor, CE	Member	
15.	Prof. Mou Das Mahapatra, Asstt. Professor, EE	Member	
16.	Mr. Deepraj Mondal, Alumni, BCREC	Member	
17.	Mr. Aritra Mondal, Alumni, BCREC	Member	
18.	Mr. Sabyasachi Gupta, GE Power India Ltd., Durgapur	Member	
19.	Mr. Partha Sinha, Asst. Manager-HR&A, Durgapur Projects Ltd.	Member	
20.	Prof.(Dr.) Saikat Maitra, Chief Advisor, BCREC Society	Invited Member	
21.	Mr. Subhashish Pal, Controller of Examination, BCREC	Invited Member	
22.	Prof. (Dr.) Mrinmoy Chakraborty, HOD (ECE)	Invited Member	
23.	Prof. (Dr.) Chandan Chattoraj, HOD (ME)	Invited Member	
24.	Dr. Arindam Ghosh, HoD (CSE)	Invited Member	
25.	Dr. Saurav Ranjan Das, HOD(BSH)	Invited Member	
26.	Dr. Susanta Dutta, HOD(EE)	Invited Member	
27.	Dr. Suman Bhattacharjee, HOD (IT)	Invited Member	
28.	Prof. (Dr.) Raj Kumar Samanta, HOD(CSD)	Invited Member	
29.	Dr. Chandan Bandyopadhyay, HOD(CSE-DS)	Invited Member	
30.	Dr. G. S. Mitra Thakur, HOD (CSE-AIML)	Invited Member	
31.	Dr. Somroop Siddhanta, HoD (MBA)	Invited Member	
32.	Prof. Pradipta Pal, In-Charge, T&P (Campus)	Invited Member	
33.	Dr. Dola Sinha, Convener (R&D)	Invited Member	
34.	Mr. Upendra Kr. Sharma, Sr. Manager (CA&E)	Invited Member	
35.	Dr. Manoj Kundu, Asstt. Professor (ME)	Invited Member	