

Dr. B. C. Roy Engineering College, Durgapur
Civil Engineering Department

OFFICE NOTICE

18/05/2021

An online Departmental Academic Committee meeting will be held on 18th May, 2021 at 4:45 pm to discuss the following points:

1. Modus operandi for the upcoming CA-2 and PCA1 exams
2. Nitty-gritty of MAR for the academic year 2020-21
3. Fee collection status for the Even Semester 2021 and the future course of action
4. Necessary preparations for the anticipated visit by the NAAC accreditation team
5. Miscellaneous

This meeting has been arranged with the permission of the competent authority.

H. Alam



(Md. Hamjala Alam)
Convener
Departmental Academic Committee
Dept. of Civil Engineering
BCREC

Dr. B. C. Roy Engineering College, Durgapur
Civil Engineering Department

Ref.: BCREC/CE/MOM/2021

Date: 18.05.2021

Following are the minutes of the online DAC meeting held on 18th May, 2021:

1. It was decided that CA2 and PCA1 tests will be conducted online from 25th May to 28th May 2021. A test schedule has been prepared for the upcoming CA2 and PCA1 tests, which will be shared with the faculty members as well as the students shortly. The CA2 test will comprise of 25 marks and the time allocated for each subjects will be one hour. The PCA1 test will comprise of 20 objective questions of 2 marks each and the time allocated for each lab test will be one hour. It was also decided that the online test will be conducted and the marks will be filled up in the MAKAUT portal by the corresponding assigned faculty members. In the meeting it was resolved that the marks fillup and locking shall be completed by 29th May (Saturday) 3:30 pm. HOD mentioned that PCA1 test will also be conducted for the two sessional labs Steel Structure Design and Quantity Survey Estimation & Valuation similar to the other labs.
2. It was also decided that the documental proofs (in soft copy format) related to Mandatory Additional Requirement (MAR) activities shall be collected from the students for the academic year 2020-21 shortly. The students shall be encouraged to complete the minimum 25 marks requirement for MAR



activities. HOD suggested that the mentees may be encouraged to perform the special activities of MAR during lockdown period, which was notified by MAKAUT last year, to obtain the minimum marks required. HOD also requested the departmental MAR Coordinator Prof. Ankita Som to figure out the professional bodies which offer free membership so that the mentees could be informed accordingly.

3. It was decided that more thrust has to be given towards fees collection. HOD requested all the faculty mentors to follow up, counsel and encourage their mentees to clear the outstanding dues for the Even Semester 2021 possibly either by end of May or by first week of June. HOD also informed everyone that till date only 127 students had cleared their dues out of 282 which amounts to about 45% of the total departmental strength.
4. HOD requested everyone to go through the teaching learning evaluation scheme and also make themselves aware about the processes mentioned in Self Study Report (SSR). This is an essential step of the preparedness for NAAC peer team visit. HOD also urged the assigned faculties and technical assistants to complete the outcome evaluation documents, result analysis and lab manuals possibly within this month so that these are available for the perusal of the NAAC peer team as and when required.
5. The pleasant news of the placement of 25 departmental students in a Pune based company, Renata Precision Components Pvt. Ltd., was shared with everyone. It was also discussed that attempts should be made to facilitate the departmental female students with suitable placement opportunities.
6. HOD also requested the faculty members to follow up with their project group students and find out some alternative projects that could be finished online as the students may not be able to turn up in the department and physically perform the laboratory works during this grave pandemic time.



7. For career guidance of students related to placement fifty students of present 3rd year 6th Semester will be trained. Selection is based on the students' 10th, 12th marks as well as semester marks. 20 students have been selected for Placement Season and 30 students have been selected for Co-Cubes. The updates are provided by the departmental placement coordinator Prof. Amit Kotal. Another departmental placement coordinator Prof. Sayantan Dutta updated that leaving the career guidance training by the professional agencies, in-house soft skill training and core subject knowledge training is being conducted by the institute training cell where present 3rd year students are participating. He requested all the mentors to encourage their mentees for regular and spirited participation in the in-house training.
8. Prof. Soumyadip Das mentioned that 5 final year students have successfully completed their paid internship of one month (1st April to 30th April) at NHAI Purulia-Chandil Division as part of the MoU with NHAI. He also mentioned that the process of organizing one or two webinars in collaboration with the Institution of Engineers, Durgapur Chapter is in progress.



Signature of the members present in online DAC meeting held on 18th May, 2021:

Sl. No.	Signature of the Faculty/TA	Sl. No.	Signature of the Faculty/TA
1.	Dr. Sanjay Sengupta 	11.	Anupam Kr. Biswas 
2.	Dr. Sabyasachi Chandra 	12.	Sayantana Dutta 
3.	Arijit Kr. Banerji 	13.	Soumyadip Das 
4.	Md. Hamjala Alam 	14.	Subhashis Chowdhury 
5.	Shovan Roy 	15.	Koyndrik Bhattacharya 
6.	Chanchal Das 	16.	Surajit Sen 
7.	Ankita Som 	17.	Ajitesh Bhattacharjee 
8.	Anindita Pan 	18.	Anindita Sengupta 
9.	Amit Kotal 	19.	Ayan Singha 
10.	Pranoy Roy 	20.	Aditya Prasad Roy 
21.	Barnali Das 		

