

Dr. B. C. Roy Engineering College, Durgapur

Department of Civil Engineering

Office Notice

A Departmental Academic Committee meeting will be held online on 6th July 2020 at 12:00 pm to discuss the following points:

1. Online classes and labs for the upcoming Odd Semester 2020
2. Miscellaneous.

All the faculty and staff members of CE department are hereby requested to attend the meeting.

N.B.- This meeting is being arranged after approval from the competent authority.

H. Alam

Convener, DAC





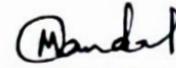

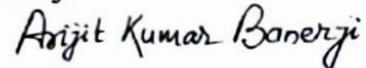
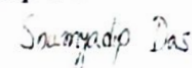
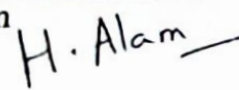
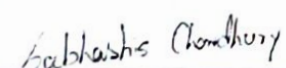
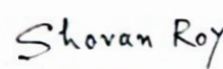
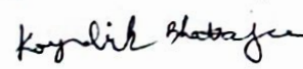
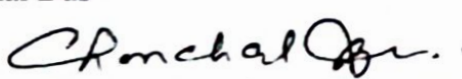
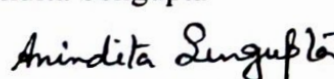




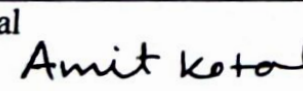


Minutes of the online DAC meeting held on 6th July 2020:

1. HOD informed everyone that the online classes and labs for the upcoming Odd Semester 2020 has to commence from 21st July 2020. Since the University has not declared the commencement date for the online classes for Odd Semester, so HOD communicated that online classes for each theory and lab will be conducted as pre-requisite for the respective theory and lab.
2. HOD requested the faculty members to conduct the online classes via Zoom/ Google Meet and record it so that the online class recordings can be stored in the Learning Management System Storage which is going to be setup in the Institute very soon.
3. As far as the labs are concerned, it has been decided that videos will be shot using mobile phones at the departmental labs to give a clear-cut overview to the students. The Faculties will explain the labs and the concerned TAs will perform the lab and the entire video will be shared with the students. It was also discussed that previous semester labs, if needed, can also be shot and shared with the students in the same manner for concept development.
4. A Departmental Committee flow chart has been prepared as per NBA guidelines and the committee members have been requested to work in proper coordination for efficient functioning of the department. The committee will also assist in NAAC related activities.
5. HOD also informed everyone that the Institute has set the target of submitting NAAC application by the month of September-October, before the Durga Puja vacations, so that the Institute can get NAAC accreditation by the next academic year 2021-22. So HOD requested everyone to extend full cooperation in this regard.



Members present in the meeting held on 6th July 2020:

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



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

OFFICE NOTICE

A Departmental Academic Committee meeting will be held online on 5th August 2020 at 10:00 am to discuss the following points:

1. Fees collection.
2. Miscellaneous.

This meeting has been arranged with the permission of 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/2020

Date: 05.08.2020

Following are the minutes of the online DAC meeting held on 05th August 2020:

1. HOD communicated everyone that there was a meeting in the presence of the General Secretary, Treasurer, Accounts Officer, All the Head of Departments, Director, Deans and Registrar regarding collection of tuition and other fees for the Odd Semester 2020-21. It was decided in the meeting that the students have to be continuously approached and persuaded to clear their dues. The faculty mentors should approach their respective mentees with repeated emails and personal calls so that the slates are clear by 31st August, 2020. No late fine will be taken if the semester fees are cleared within 31st August 2020.

2. HOD also requested the Mentors to identify the mentees who have taken education loan. The semester fees for all such students, who have availed education loan, are expected to be credited in the college account as soon as the results for the previous even semester 2020 are published.

3. HOD also communicated everyone that a committee is expected to be constituted at the college/departmental level to monitor the fee collection. The students who have done online payment should be requested to send their UTR numbers. The name, roll numbers and UTR numbers of all such students should be provided to the office assistant, Mr. Debashish Paramanik so that the names of all such students are highlighted in the students list and the exact numbers of students who are yet to pay the semester fees are properly identified. The Technical

Assistants were also requested to participate actively for record keeping and status update along with the office-assistant.

4. HOD also requested the Mentors that the students whose last semester (Even Semester 2020) outstanding are not yet clear should be categorically told to clear their dues within 10th August 2020. The mentors should explain clearly that if the fee defaulters do not clear their dues within 10th August, then the College is very likely to refrain from awarding marks for CA4 and PCA2 to all such students, which is to be submitted in the University website within 14th August 2020. Also the form fill-up might be stuck for all such students, if the University decides to take assignment or any other method for promoting students to higher semester.

5. HOD also informed everyone that the mentoring process has to be more streamlined. As per the advice of Director Sir, mentor-mentee interaction should take place fortnightly via Google Meet or any other online interaction platform. The mentors should enquire about any issues that the mentee might be facing so that it can be resolved at the earliest at department level.

6. HOD also communicated everyone that NOC certificates for the pass-out students may be issued after 31 August 2020 provided the trains and other transportation resumes. The students may collect NOC after having submitted their books borrowed from book-banks and after having obtained 'No-Dues' certified through proper channel. The proper information will be displayed in the college website shortly regarding the NOC.

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

OFFICE NOTICE

9th October 2020

A Departmental Academic Committee meeting will be held online on 10th October 2020 at 12:00 pm to discuss the following points:

1. Alternative evaluation process against End Semester Evaluation of Even Semester 2019- 20.
2. Academic activities after reopening of the college from 2nd November 2020.
3. 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/2020

Date: 10.10.2020

Following are the minutes of the online DAC meeting held on 10th October 2020:

1. A detailed discussion took place regarding alternative evaluation process against End Semester Evaluation of Even Semester 2019- 20 for the intermediate semester students.
2. It was decided that the Assignments (20 marks) for each theory subjects will be collected, examined and evaluated by the faculties concerned who have prepared the assignment questions. After the evaluation, the final marks have to be sent to the faculties who are allotted the duty for uploading the marks in the MAKAUT portal.
3. The technical assistants have been entrusted with the responsibility of collecting, scrutinizing and evaluating the hand written lab experiment copies submitted online by the students, as per the format made available to them, and also the Google Form quizzes. The technical assistants will finalize the marks in consultation with the faculty members associated with the labs. The finalized marks for each of the Practical exams (60 Marks) have to be sent by the technical assistants to the faculties allocated for uploading the same in the MAKAUT portal.

The list of the technical assistants and the respective practical/labs assigned to them for the Practical evaluation is mentioned below:-



Sl. No.	Technical Assistant assigned for practical evaluation (60 Marks)	Lab
1.	Mr. Surajit Sen	Fluid Mechanics Lab
2.	Mr. Ajitesh Bhattacharjee	Solid Mechanics Lab
3.	Mrs. Anindita Sengupta	Surveying Lab and Detailing of RC and Steel Structures
4.	Mr. Aditya Prasad Roy	Concrete Lab and Highway & Transportation Engineering Lab
5.	Ms. Barnali Das	Engineering Geology Lab and CAD lab


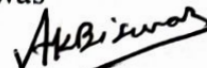
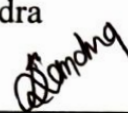
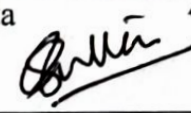
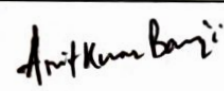
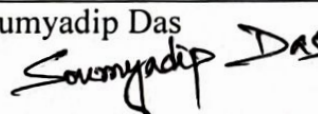
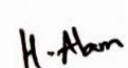
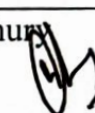
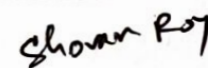
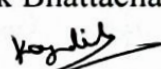
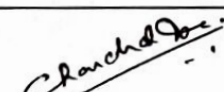
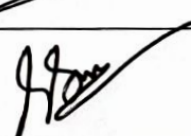
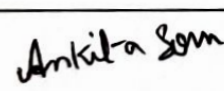

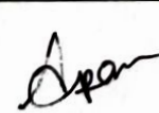
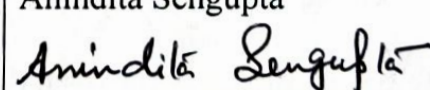
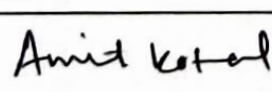
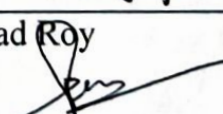
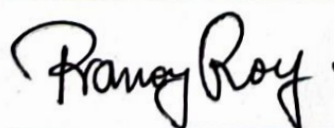
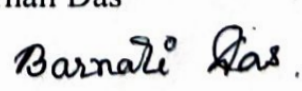
4. It was unanimously decided that the marks for all the theory subjects and practicals will have to be uploaded in the MAKAUT portal by 16th October 2020 to avoid the last minute rush.
5. It was also decided that the Seminar marks will be awarded by the faculty mentors to their respective mentees on the basis of the In-House Training programme conducted by the faculty mentors.



6. HOD also informed everyone that the online classes will be continued as usual from the college premises after the reopening of the college on 2nd November 2020.
7. HOD apprised everyone about the Odd Semester 2020 fees collection status and requested the faculty mentors to once again inform and persuade their mentees for clearing their outstanding dues by 31st October 2020 failing which the students will have to pay fine alongwith the outstanding dues.



Members present in the online meeting held on 10th Oct 2020:

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.	Aditya Prasad Roy 
10.	Pranoy Roy 	20.	Barnali Das 



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

OFFICE NOTICE

11th November 2020

A Departmental Academic Committee meeting will be held on 11th November 2020 at 4:00 pm at our departmental office to discuss the following points:

1. Status of the fees collection for Odd Semester 2020.
2. Status of the ongoing online classes and the attendance.
3. Action points for MOU with NHAI.
4. Books finalization for Book Bank for the 3rd and 5th Semester.
5. Departmental e-Magazine & Wall Magazine.
6. Webinars to be organized at the departmental level (Alumni/Industrial experts/Academicians)
7. Faculty Development Programmes (organizing/ attending)

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/2020

Date: 11.11.2020

Following are the minutes of the DAC meeting held on 11th November 2020:

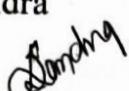
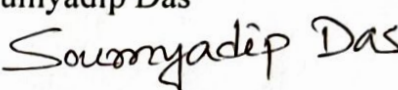
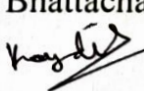
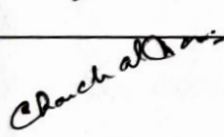
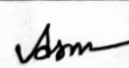
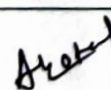
1. It was discussed that the fee collection status of the department till date is not satisfactory. Only 40% students have cleared their outstanding dues. So it was decided that more concerted efforts will be made at the individual Mentor level to persuade the students to clear their outstanding dues for the Odd semester 2020 as soon as possible.
2. The status of the ongoing online classes was discussed in details. It was evident that around 50-60% of the syllabus has been covered in all the subjects till date. It was also unanimously decided that after the Chhath Puja, ten days attendance (according to the University roll number) will be taken and analysed in each of the online classes to identify the students who are skipping the regular online classes. The subject teachers will inform the faculty mentors about the students identified and the mentors will counsel and encourage the students to attend the online classes regularly without fail.
3. HOD also apprised everyone that our College has signed a MOU with the National Highway Authority of India (NHAI). The MOU has validity of five years. Under the provisions of the MOU, 20 eligible students will be able to get training under NHAI with stipend during the training period. The soft copy of the MOU will be shared with everyone for their perusal. HOD also informed that if some project proposal can be sent to NHAI, then funds may be provided by the NHAI under the MOU to facilitate the project.



4. Books for the book bank will have to be finalized for the 3rd and the 5th semester as soon as possible. Particularly the books for Energy Science & Engineering, Introduction to Civil Engineering, Engineering Hydrology and Environmental Engineering-II will have to be finalized shortly. Prof. Chanchal Das apprised all about the status of availability of related books in the Book Bank section of the library.
5. Prof. Subhashis Chowdhury, Prof. Koynndrik Bhattacharya and Prof. Anupam Kr Biswas have been entrusted with the responsibility of formulating and disseminating e-Magazine and Wall –Magazine. It was decided that the maiden issue of the e-Magazine will have to be published by January 2021. It will comprise of innovative ideas in the form of technical notes, thought-provoking articles, puzzles, multilingual poetry etc. It was also decided that the issues of e-Magazine will be published thrice in a year. Everyone was requested to extend their cooperation in this regard.
6. HOD also requested everyone to use their contacts and invite their acquaintances from Industries and Academic Institutes to organize webinars. The passed out Alumni who have secured jobs in industries, consultancies, PSUs, various public service commission etc. will also have to be invited for interactive webinar sessions where the students would be able to interact and learn from their senior alumni.
7. HOD also apprised that minimum one Faculty Development Programme (FDP) of five days duration will have to be attended by each faculty members in a year. Alternately FDP conducted by NPTEL, ATAL Academy etc. can also be attended by the faculties. The FDP data is indispensable for NAAC and other such accreditation programmes.



Members present in the DAC meeting held on 11th Nov. 2020:

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 
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10.	Pranoy Roy 	20.	Barnali Das 



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

OFFICE NOTICE

25th November 2020

A Departmental Academic Committee meeting will be held on 25th November 2020 at 4:15 pm at our departmental office to discuss the following points:

1. The First Internal Test (CA1) to be conducted in December.
2. 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



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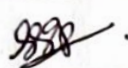
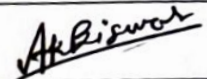
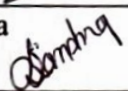
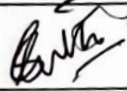
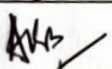
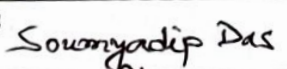

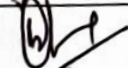
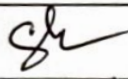
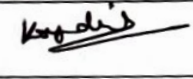
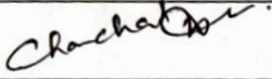
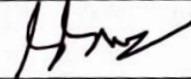
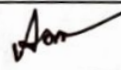


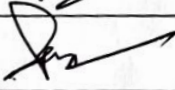
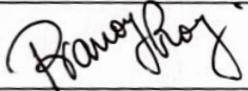
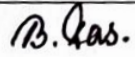
Date: 25.11.2020

Following are the minutes of the DAC meeting held on 25th November 2020:

1. HOD apprised everyone that the Continuous Assessment I (CA1) will be held online from 15th December to 19th December 2020. The detailed schedule of the examination will be published shortly. Students with outstanding dues may not be allowed to appear in the CA1 examination.
2. HOD requested all the faculty mentors to persuade their mentees to clear their odd semester outstanding dues by first week of December 2020. HOD also advised the mentors to take written undertaking from their mentees duly endorsed by their parents, in case they are unable to pay the fees within the stipulated time.
3. The questions in the CA1 will be based on Course Outcome (CO) for the respective subjects. The full marks for each of the subjects will be 25 marks. Out of the 25 marks; there will be 5 objective questions of 1 mark each and 4 short questions with multiple choice answers of 5 marks each. The question pattern for typical theoretical subjects will be decided by the concerned faculties.
4. HOD also informed everyone that the regular online classes will not be suspended on the day of online CA1 examinations. The online examination will take place as per the schedule going to be published shortly and rest of the classes will take place as usual.
5. HOD also informed everyone that an online National Conference will have to be organized jointly by Civil, Electrical and Mechanical departments tentatively in the month of July/August 2021.
6. The entire discussion of the Departmental Academic Committee meeting was conveyed to the departmental student representatives.



Members present in the DAC meeting held on 25th November 2020:

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.	Koynndrik Bhattacharya 
6.	Chanchal Das 	16.	Surajit Sen 
7.	Ankita Som 	17.	Ajitesh Bhattacharjee 
8.	Anindita Pan 	18.	Anindita Sengupta 
9.	Amit Kotal	19.	Aditya Prasad Roy 
10.	Pranoy Roy 	20.	Barnali Das 

Signature of student representatives:

1. AMAN KUMAR YADAV (7th Semester, Univ. Roll 12001317037)
2. Anursekha Biswakarma (5th Semester, Univ. Roll 12001318085)



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

OFFICE NOTICE

5th January 2021

A Departmental Academic Committee meeting will be held on 5th January 2021 at 4:15 pm at our departmental office to discuss the following points:

1. ODD Semester CA-1 marks finalization
2. Syllabus coverage till date
3. VIDWAN-ID related updating and students' Domicile Certificate / Caste Certificate collection status
4. Video lectures to be uploaded in the College YouTube channel
5. Admission status for the session 2020-21
6. E-magazine status
7. 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/2020

Date: 05.01.2021

Following are the minutes of the DAC meeting held on 5th January 2021:

1. It was decided unanimously that the first internal exam CA-1 will be conducted once again for those students who were not allowed to appear in the exam conducted previously because their outstanding dues were not clear, as soon as the University notification is out in this regard. It was also decided that those students who had cleared their dues but did not appear in the first internal exam would be allowed to sit for the test. A departmental notice would be published for the timetable of the test.
2. The status of the ongoing online classes was also discussed in details. It was evident that around 90% syllabus has already been covered and in most of the subjects. But HOD apprised everyone that the online classes should continue as usual. Even if the complete syllabus has been covered, revision should be done and important questions for GATE and other PSUs should be discussed.
3. HOD requested everyone to create VIDWAN-ID and completely fill up the profile data. A CV would be generated once the profile is completely filled. The VIDWAN data would be used for verification of NIRF data.
4. HOD requested all the faculty mentors to collect the domicile and caste certificates from their mentees latest by 8th January 2021.
5. HOD also informed everyone that a YouTube channel has been created by our college. Some of the lectures from every faculty would be collected for

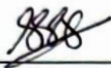

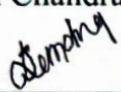



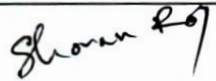
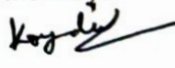


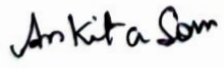



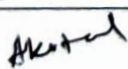

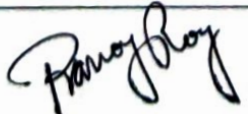


upload in the YouTube channel. This is expected to cater to the 'Perception' parameter of the NIRF application. Prof. Soumyadip Das has been entrusted with the responsibility of coordinating and collecting the lecture videos.

6. HOD also informed about the current admission status. Till date 26 students have taken admission in first semester and 23 Lateral Entry students have taken admission in the third semester of Civil Engineering department. Overall more than 60% seats have been filled up in the first year B.Tech.
7. The first issue of the departmental e-Magazine '*CIVILOHOLIC*' is expected to be published online by the second week of February 2021. HOD requested everyone to contribute articles/poems/drawings etc. for the e-Magazine.
8. On Dec 19, 2020 a webinar titled "QUALITY CONTROL ON HIGHWAY PROJECTS" was conducted where Mr. Antu Das, Alumni of CE Department BCREC, discussed some key themes related to quality control in road construction works and geotechnical investigation required for highway projects. It was an interactive session where existing third and fourth year students participated and interacted with their passed out senior.
9. A list of 20 fourth year students, sorted out on merit basis, has been sent to NHAI for Industrial training. The final decision will be taken by NHAI in this regard.
10. The Water Resource Engineering lab is going to be setup shortly in the Civil Engineering department. The proposal has been sent to the higher authorities for the procurement of the lab instruments.



Signature of the members present in the DAC meeting held on 5th January 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.	Sayantan Dutta 
3.	Arijit Kr. Banerji	13.	Soumyadip Das 
4.	Md. Hamjala Alam H. 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.	Aditya Prasad Roy 
10.	Pranoy Roy 	20.	Barnali Das B. Das.



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. Hamjara 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 		



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

OFFICE NOTICE

16/06/2021

An online Departmental Academic Committee meeting will be held on 16th June, 2021 at 4:45 pm to discuss the following points:

1. Modus operandi for the upcoming CA-3 exams.
2. Course completion status for the ongoing Even Semester 2021.
3. MAR documentation status and the submission strategy for the Academic Year 2020-21.
4. Plan of action for the Project work completion, Project Viva and Grand Viva.
5. Strategy for finalizing the Project Work Groups, Elective subjects to be offered and the modalities of the Industrial Training/In-House Training for the upcoming Odd Semester 2021.
6. 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: 17.06.2021

Following are the minutes of the online DAC meeting held on 16th June, 2021:

1. It was decided that CA3 assessment test will be conducted online for all the semesters on 23rd and 24th June 2021 respectively. A schedule will be chalked out and circulated to all the students and the concerned faculties shortly. It was also decided that restriction will be imposed on those students who have not yet cleared their semester fees, despite several reminders and repeated persuasion by their respective mentors and the Head of the department. The CA3 marks for the final year students will have to be submitted in the MAKAUT portal by 25th June while the marks for the intermediate semesters will be submitted by 30th June 2021 by the tagged faculty members.
2. Taking a cue from the University notification dated 9th June 2021 (Ref.No. COE/MAKAUT,WB/88/2021) and the meeting of the Controller of Examinations with the Head of Exam Cells regarding early assessment for the End Semester students, it was decided that the CA4 assessment test for the final year students will be conducted within 28th June 2021. The schedule for the CA4 test will be chalked out and circulated immediately after the University notice is published in this regard. It was also decided that for the final year PCA2, there will be uploading of scanned handwritten lab assignment copies. The allotment of the lab assignments for the final year



students for PCA2 will be started immediately and the process of submission will be completed by 25th June 2021.

3. The course completion status for the ongoing Even Semester was meticulously discussed with all the faculties and technical staffs. It was concluded that about 75% syllabus has been covered in all the subjects and the laboratories.
4. The MAR documentation status was also thoroughly discussed. The students have been informed and advised to perform special activities during lockdown as prescribed by the University. The departmental MAR/MOOCs coordinator Prof. Ankita Som informed all the mentors that students would not get any further points in an event if they have already completed the maximum marks assigned for the event as per the special lockdown activities during last academic year 2019-20. Also the students have been provided with few links for registering and getting membership under some Professional Bodies. The final year students have been informed to complete their MAR activities and send all the related documents to their respective mentors by the third week of June 2021. The Mentors will prepare a consolidated signed PDF file of the same, which has to be submitted once the university portal opens up for submission of MAR marks. The MAR marks for the final year students would probably be filled up by 30th June 2021 if the University portal is available for the same. The intermediate semester students have also been advised to complete the MAR activities and submit the related documents to their mentors by third week of July 2021.
5. HOD requested the faculty members to find alternate solutions and guide the final year students online and help them to complete their project work as soon as possible. It was unanimously decided that 8th July 2021 will be the



date for project report submission. It was also decided that the Project Viva and Grand Viva will be conducted online on two separate days. The schedule and the panel for the same will be chalked out and circulated immediately after the University releases the dates for the Practical examinations.

6. It was also unanimously decided that the sixth semester mentees under each mentor will eventually become the project groups in the upcoming Odd Semester 2021. It was also decided that if it is required in this pandemic time, students would be advised to take online training under Internshala or any other online training programme as a part of the compulsory Industrial training after the sixth semester. Also If the University directs the faculties to conduct In-House training for the students, as it happened last year, then the mentors would conduct In-House training for their respective mentees of the corresponding semester (sixth semester). Prof. Anupam Kumar Biswas has been entrusted with the duty of looking after the Vocational Training/Industrial Training/Internship related matter, coordinating the training related activities with the central training coordinator and also collecting and maintaining the repository of the certificates related to the Vocational Training/Industrial Training/Internship.
7. HOD also requested the faculty members to go through the New Syllabus (Applicable from the Academic Session 2018-2019) and examine the various elective subjects listed minutely. It was unanimously decided that the maximum number of elective subjects will be offered from the next Academic year (2021-22) onwards because the first, second and third year batches will be of one section only from the next academic session and hence more elective subjects can be floated.



Signature of the members present in the online DAC meeting held on 16th June, 2021:

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



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

OFFICE NOTICE

12/07/2021

An online Departmental Academic Committee meeting will be held on 13th July, 2021 at 10:15 AM to discuss the following points:

1. Modus operandi for the upcoming CA-4 and PCA-2 exams for the 4th and 6th Semesters.
2. Course completion status for the ongoing Even Semester 2021.
3. MAR and MOOCS documentation status and the submission strategy for the intermediate semesters for Academic Year 2020-21.
4. Marks finalization strategy for the Project Part II, Grand Viva and Sessional.
5. Strategy for conducting the University Lab Examinations online for the intermediate semesters.
6. 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: 14.07.2021

Following are the minutes of the online DAC meeting held on 13th July, 2021:

1. It was decided that CA4 assessment test will be conducted online for the 4th and 6th semester students on 22nd and 23rd July 2021 respectively. A schedule will be chalked out and circulated to all the students and the concerned faculties shortly. The CA4 marks for all the subjects will be uploaded and locked in the University portal by 24th July 2021 3:30 PM. The concerned faculties, who are tagged for the Labs, have already given assignments to students regarding PCA2, after having consultation with the associated faculties and TAs. The link for the submission of the assignments for laboratories will be shared with the students on 17th July 2021 and the last date of submission of the assignments will be 19th July 2021. The PCA2 marks will be finalized for each of the laboratories by the concerned faculties and TAs and the marks will be uploaded and submitted in the University portal by 24th July 2021, 3:30 PM. All the finalized marks will be reviewed and endorsed by the departmental Marks Moderation Committee.
2. After having a thorough discussion with all the faculties and technical assistants, it was concluded that the syllabus has already been covered for most of the subjects and labs barring a few. So it was unanimously decided that 20th July 2021 will be the last day of conducting the online classes for the intermediate semester students for the Even Semester 2021.
3. It was decided that the MAR related documentation will be finished and the marks for the MAR activities for each of the mentees will be uploaded in the University portal by the concerned mentors within 28th July 2021. The Departmental MAR & MOOCS Coordinator Prof. Ankita Som will share a Google Form, related to Mentoring Data of



the students, with all the students and faculties shortly and the mentoring data once collected from the students has to be filled up in the University portal in the segment designed for the storage of mentoring data. Prof. Ankita Som also informed everyone that the courses from the online platforms like NPTEL, SWAYAM, Coursera, EdX, Udemy, Simplilearn can be considered for MOOCS, as per the University notification. She also requested the mentors to accept the course completion certificates from any of these platforms (only after validating the URL provided in the certificate), for uploading in the MAKAUT portal for attainment of marks in MOOCS. All the mentors were requested to collect, and upload the MOOCs marks and certificates in the MAKAUT portal latest by 30th July 2021.

4. It was also decided that the concerned panel members, who were part of the panels constituted for conducting the online Project Viva, would give marks out of 60 for the Project viva and presentation for each of the students who appeared before their panel and the average of the marks allotted out of 60 by the panel members would be the final 60 marks of the Project viva for each of the student while the remaining 40 marks would be awarded by the concerned Project Guide. The marks for the Grand Viva will be finalized by the respective panel members, after discussion amongst them, for each of the students who appeared for the Grand viva before their panel. The excel sheets for the finalization of the marks for Project Part II and Grand Viva will be shared with the faculties and TAs for their respective panels. The excel sheets will have to be finalized by 18th July 2021 and the marks for the Project Part II and Grand Viva will be submitted and locked in the University portal by Prof. Ankita Som and Prof. Anindita Pan respectively within 20th July 2021.
5. It was also decided unanimously that Lab Viva for the intermediate semesters (4th and 6th) will be conducted online by various panels comprising of the associated faculties and technical assistants, quite similar to the procedure adopted for Project viva. The Lab Viva will be conducted for 40 marks, 5 marks will be awarded for attendance and 15 marks will be awarded for lab copy related to some specific assignment while the remaining 40 marks will be awarded from the PCA1/PCA2. The Lab Viva has been



organized in order to motivate the students for sincere involvement in laboratory works. All the finalized marks will be reviewed and duly endorsed by the departmental Marks Moderation Committee.

6. HOD requested everyone to get involved in paper publication in UGC CARE listed Journals and important Conferences/Symposiums. HOD also reminded everyone about the Departmental Research fund of Rs.30000/- per annum allocated for research activities in Civil Department and he also mentioned that the allocation was dynamic which would depend upon active and efficient utilization, as was mentioned in the Office Order dated 24th June 2021(Ref. No. BCR/NOT/17/9666). It was decided that active focus will be given to SCI-SCOPUS indexed publications in the coming semesters. It was also decided that students would be more actively involved in project works and research publications and the college authorities have allocated Rs. 30000/- per annum department wise as Student's Project Fund for purchase of Hardware (Office Order dated 24th June 2021, Ref. No. BCR/NOT/17/9666).
7. It was also decided that proper departmental budget allocation has to be done for the upcoming Academic year for various laboratory expenditures/consumables and the budget allocation has to be duly endorsed by the Budget Committee that has been formed for the budget allocation, review and monitoring purpose. It was also resolved that the funds already utilized in the previous Academic Year in the form of laboratory setup and purchase of consumables has to be recorded and properly reflected and the documents related to the purchase has to be kept properly under the purview of Budget Committee so that it is available for audit purpose and also for the perusal of the NAAC Peer Team visit.



Signature of the members present in the online DAC meeting held on 13th July, 2021:

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



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

OFFICE NOTICE

13/08/2021

An online Departmental Academic Committee meeting will be held on 14th August, 2021 at 10:00 AM to discuss the following points:

1. Teaching load distribution for the upcoming Odd Semester 2021.
2. Question Bank preparation.
3. Admission duty allotment for Online e-counselling for WBJEE-2021
4. Lab and Sessional marks moderation, finalization and upload strategy for the Even Semester Exam 2021 for the intermediate semester students.
5. Updates on the upcoming NAAC Peer Team visit.
6. 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: 16.08.2021

Following are the minutes of the online DAC meeting held on 14th August, 2021:

1. A meticulous discussion took place in the online DAC meeting regarding the Teaching Workload distribution for the upcoming Odd Semester 2021-22 [Theory (Compulsory & Elective Subjects), Practical, Sessional, Project Work]. Decision on floating of the elective subjects has been taken after a detailed discussion. Everyone present in the meeting was consulted and finally the following Teaching Workload was prepared for the Odd Semester 2021-22 :

3rd Semester (New Syllabus):

Sl. No.	Course Title	Code	Section & Groups	Faculty Names
THEORY				
1	Biology for Engineers	CE(BS)301	CE X & Y	BS&H Dept.
2	Engineering Mechanics	CE(ES)301	CE X & Y	SC + PR + AS
3	Energy Science and Engineering	CE(ES)302	CE X & Y	CD + SPD
4	Mathematics III	CE(BS)302	CE X & Y	BS&H Dept.
5	Humanities I	CE(HS)301	CE X & Y	BS&H Dept.
6	Introduction to Civil Engineering	CE(HS)302	CE X & Y	ABS + KB
PRACTICAL/SESSIONAL				
1	Basic Electronics	CE(ES)391	CE X & Y	ECE Dept.
2	Computer-aided Civil Engineering Drawing	CE(ES)392	CE X & Y	SC + KB
3	Life Science	CE(ES)393	CE X & Y	BS&H Dept.



5th Semester (New Syllabus):

Sl. No.	Course Title	Code	Section & Groups	Faculty Names
THEORY				
1	Design of RC Structures	CE(PC)501	CE X & Y	PR + SC
2	Engineering Hydrology	CE(PC)502	CE X & Y	SSC + AS
3	Structural Analysis -I	CE(PC)503	CE X & Y	SS + AS
4	Soil Mechanics - II	CE(PC)504	CE X & Y	SDT + AK
5	Environmental Engineering -II	CE(PC)505	CE X & Y	HA + AP
6	Transportation Engineering	CE(PC)506	CE X & Y	SR + SDT
7	Constitution of India (Non-credit mandatory course)	CE(MC)501	CE X & Y	HA
PRACTICAL/SESSIONAL				
1	RC Design Sessional	CE(PC)591	CE X & Y	PR + CD
2	Soil Mechanics Laboratory	CE(PC)594	CE X & Y	SDT + AK
3	Environmental Engineering Laboratory	CE(PC)595	CE X & Y	AP + SSC
4	Transportation Engineering Laboratory	CE(PC)596	CE X & Y	ABS + SR
5	Computer Applications in Civil Engineering	CE(PC)597	CE X & Y	SS + AS



7th Semester (New Syllabus) :

Sl. No.	Course Title	Code	Sections	Faculty Names
THEORY				
1	Metro Systems & Engineering (Open Elective-II)	CE(OE)701A	CE 1 & 2	(AKB + SDT) & (SPD + AK)
	ICT for Development (Open Elective-II)	CE(OE)701B		
	Cyber Law & Ethics (Open Elective-II)	CE(OE)701C		
2	Computational Hydraulics (Professional Elective-III)	CE(PE)701A		
	Disaster Preparedness and Planning (Professional Elective-III)	CE(PE)701B		
	Hydraulic Structure (Professional Elective-III)	CE(PE)701C	CE 1 & 2	(ABS ± KB) & (SSC + CD)
3	Pre-stressed Concrete (Professional Elective-IV)	CE(PE)702A	CE 1 & 2	(SS + AP) & (PR + ABS)
	Repairs & Rehabilitation of Structures (Professional Elective-IV)	CE(PE)702B		
	Finite Element Method (Professional Elective-IV)	CE(PE)702C		
4	Air and Noise Pollution and Control (Professional Elective-V)	CE(PE)703A	CE 1 & 2	(HA + AP) + (SSC + HA)
	Physico-chemical processes for water and waste water treatment (Professional Elective-V)	CE(PE)703B		
	Water and Air Quality Modelling (Professional Elective-V)	CE(PE)703C		
5	Structural Dynamics (Professional Elective-VI)	CE(PE)704A		
	Advanced Structural Analysis (Professional Elective-VI)	CE(PE)704B	CE 1 & 2	(SC + KB) & (CD + ABS)



	Coastal hydraulics and sediment transport (Professional Elective-VI)	CE(PE)704C		
6	Railway and Airport Engineering (Professional Elective-VII)	CE(PE)705A		
	Pavement Design (Professional Elective-VII)	CE(PE)705B	CE 1 & 2	(AKB + SR) & (SPD + AKB)
	Transport System Planning (Professional Elective-VII)	CE(PE)705C		
PRACTICAL/SESSIONAL				
1	Internship	CE(IN)791		
2	Project-1	CE(PROJ)792		(SS+SC+A KB+SR+H A+AS+AP +SSC+AB S+CD+KB +PR+SPD+ SDT+AK)

Identifiers: SS: Sanjay Sengupta; SC: Sabyasachi Chandra;

AKB: Arijit Kr. Banerji; HA: Md. Hamjala Alam;

SR: Shovan Roy; CD: Chanchal Das;

AS: Ankita Som; AP: Anindita Pan;

AK: Amit Kotal; PR: Pranoy Roy;

ABS: Anupam Kr Biswas; SDT: Sayantan Dutta;

SPD: Soumyadip Das; SSC: Subhashis Chowdhury;

KB:Koyndrik Bhattacharjee



2. HOD informed everyone that Question Bank has to be prepared for each of the subjects comprising of 60 objective type questions and 40 short answer type questions. Difficulty level of each question should be properly specified as easy, moderate and hard, similar to the question papers submitted to the University for Online Evaluation and a balanced proportion of questions belonging to all the three difficulty levels should be prepared. Once completed, the Question bank has to be uploaded in the College internal system MOSTISKO, so that University question papers can be easily prepared at earliest from the uploaded Question Bank. The deadline for completing the Question Bank is 28th September 2021.
3. HOD apprised everyone that a duty roster is being prepared for the WBJEE e-Counselling 2021. From the department four persons (Faculty/Technical Staff/Office Staff) will be allotted admission duty each day between three slots namely 19/08/2021 to 24/08/2021, 27/08/2021 to 02/09/2021 and 11/09/2021 to 15/09/2021. The names of the faculty/staff members will be sent to the office of the Registrar or to Mr. Rajesh Chatterjee, Senior Manager (Admn.) by 16th August 2021.
4. The NAAC Peer Team could not visit the institute in the previous three slots so the NAAC Team has once again sought three dates in the month of September. So in the month of September the visit is highly anticipated. The department is almost prepared for the NAAC Peer Team visit and all the supporting documents will be reviewed and any lacuna(if found) has to be rectified immediately.
5. All the lab/sessional marks for the intermediate semesters (4th, 6th) have to be forwarded to the departmental Marks Moderation Committee immediately. The lab/sessional marks would be scrutinized and duly endorsed by the Marks



Moderation Committee and finally the marks will have to be filled up in the University portal by the tagged faculties within 19th August 2021 positively.

6. It was decided that all the faculty mentors will update the internship status of their 6th semester mentees. Prof. Anupam Kumar Biswas has been entrusted with the responsibility of sharing an excel sheet with all the mentors wherein the mentors will update whether their 6th Semester mentees have enrolled for any Industrial/ Online internship or not. The Department has put in lots of efforts in arranging internship for many of the students in NHAI, nearby construction sites, online training under Industrial experts. But it is very difficult to arrange internship for each and every student in this pandemic situation. So the students will be counseled for taking internship in all the possible sectors (online/offline), once the exact number of students who have not yet enrolled for any internship is known.



Signature of the members present in the online DAC meeting held on 14th August, 2021:

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



Dr. B. C. Roy Engineering College, Durgapur

Department of Computer Science & Engineering

Ref: BCREC/CSE /DAC/2020-21/006

Date: 05/05/2021

The meeting was attended by the faculty members of CSE, Employers, Alumni and parents on 05/05/2021.

Meeting Agenda:

1. Result Analysis and PO , CO attainment calculation for the last semester examination.
2. Target CO and PO attainment label assessment tools for the attainment of POs.

Minutes:

1. HOD, CSE advised all faculty members to do the needful for result analysis which has been published on 25.08.2021 and asked the departmental co-ordinator to share the published result with everyone else.
2. The outcome of PO , PEO attainment are summarized and gaps are identified. The results of attainment are communicated to all the departmental members for their valuable feedbacks such that gaps can be fulfilled to improve the attainments in future.
3. The outcomes of survey analysis are summarized.








C Kone

HOD, CSE

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING
FACULTY LIST

Sl.No.	NAME	DESIGNATION	Signature
1	Dr. Chandan Koner	Professor & HoD	C.Koner
2	Dr. Raj Kumar Samanta	Professor	R.K. Samanta
3	Dr. Anirban Bose	Assistant Professor	A. Bose
4	Dr. Arindam Ghosh	Assistant Professor	A. Ghosh
5	Prof. Bappaditya Das	Assistant Professor	B. Das
6	Prof. Biswajit Saha	Assistant Professor	B. Saha
7	Prof. Hiranmay Samaddar	Assistant Professor	H. Samaddar
8	Prof. Suvabrata Sarkar	Assistant Professor	S. Sarkar
9	Prof. Sanjib Saha	Assistant Professor	S. Saha
10	Prof. Saindhab Chattaraj	Assistant Professor	S. Chattaraj
11	Prof. Amitabha Mandal	Assistant Professor	A. Mandal
12	Prof. Sabbir Reza Tarafdar	Assistant Professor	S. Tarafdar
13	Prof. Kalpana Roy	Assistant Professor	K. Roy
14	Prof. Biswajit Mondal	Assistant Professor	B. Mondal
15	Prof. Biswadeb Goswami	Assistant Professor	B. Goswami
16	Prof. Syed Zahir Hasan	Assistant Professor	S. Hasan
17	Prof. Anandaprova Majumder	Assistant Professor	A. Majumder
18	Prof. Ruma Ghosh	Assistant Professor	R. Ghosh
19	Prof. Rajib Kumar Mondal	Assistant Professor	R. Mondal
20	Prof. Arun Kumar Sadhu	Assistant Professor	A. Sadhu
21	Prof. Joyjit Patra	Assistant Professor	J. Patra
22	Prof. Sovan Bhattacharjee	Assistant Professor	S. Bhattacharjee
23	Prof. Monalisa Chakraborty	Assistant Professor	M. Chakraborty
24	Prof. Krishnandu Hazra	Assistant Professor	K. Hazra
25	Prof. Chandan Das	Assistant Professor	C. Das
26	Prof. Paragkanti Chattopadhyay	Assistant Professor	P. Chattopadhyay
27	Prof. Susanta Karmakar	Assistant Professor	S. Karmakar
28	Prof. Debkanta Chakraborty	Assistant Professor	D. Chakraborty
29	Prof. Samujjawal Roy	Assistant Professor	S. Roy
30	Prof. Suman Dasgupta	Assistant Professor	S. Dasgupta

Name of the Department: CSE

No	Technical Assistant list	Designation	Signature
1	Sri. Pranab Kumar Sinha	Online Program Coordinator	
2	Sri. Bappaditya Chandra	Sr. Technical Assistant	
3	Sri. Indranil Bhattacharyya	Sr. Technical Assistant	
4	Sri. Saikat Dey	Sr. Technical Assistant	
5	Sri. Pravash Kumar Das	Lab Assistant	
6	Sri. Biplab Paul	Supervisor	
7	Sri. Supriyo Chatterjee	Attendant	

Stakeholders present in the Departmental meeting on 05.05.2021

Employer :

1. Mr. Mrinmoy Roy Choudhury, Technology Lead, CTS, Kolkata
2. Anjan Koner, Team Lead, Accenture Technology, Kolkata

Alumni:

1. Priya Agarwal *Priya Agrawal*

2. Neha Dey *Neha Dey*

Parents :

1. Debjit Dasgupta

Debjit Dasgupta

2. Arup Sarkar

A. Sarkar

3. Sourav Bhattacharya

S. Bhattacharya

Dr. B. C. Roy Engineering College, Durgapur

Department of Computer Science & Engineering

Ref: BCREC/CSE /DAC/2020-21/005

Date: 23/03/2021

The meeting has been held by department of CSE on 23/03/2021.

Agenda of the meeting:

1. Budget for the coming financial year.
2. Internal marks submission.
3. Subject allocation and load distribution.
4. Research Publication.

Minutes:







1. All the member of CSE department made a overall discussion about the different requirements of the department and discussed about the budget for next financial year.
2. HOD,CSE advised all to put internal marks of ongoing semester in university portal within stipulated time.
3. All members of DAC discussed about the subject allocation and load distribution for upcoming semester and HOD, CSE advised the concerned person to share all related information with other faculty members of the department.
4. Discussion has been made for research publication. HOD, CSE advised all faculty and staff members to put extra effort related to research publications in different journals (SCI/SCOPUS/UGC Care listed journals) and also motivate our students for the same.

CKone

HOD, CSE

**DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING
FACULTY LIST**

Sl.No.	NAME	DESIGNATION	Signature
1	Dr. Chandan Koner	Professor & HoD	<i>C. Koner</i>
2	Dr. Raj Kumar Samanta	Professor	<i>R. K. Samanta</i>
3	Dr. Anirban Bose	Assistant Professor	<i>A. Bose</i>
4	Dr. Arindam Ghosh	Assistant Professor	<i>A. Ghosh</i>
5	Prof. Bappaditya Das	Assistant Professor	<i>B. Das</i>
6	Prof. Biswajit Saha	Assistant Professor	<i>B. Saha</i>
7	Prof. Hiranmay Samaddar	Assistant Professor	<i>H. Samaddar</i>
8	Prof. Suvobrata Sarkar	Assistant Professor	<i>S. Sarkar</i>
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23	Prof. Sovan Bhattacharjee	Assistant Professor	<i>S. Bhattacharjee</i>
24	Prof. Monalisa Chakraborty	Assistant Professor	<i>M. Chakraborty</i>
25	Prof. Krishnandu Hazra	Assistant Professor	<i>K. Hazra</i>
26	Prof. Chandan Das	Assistant Professor	<i>C. Das</i>
27	Prof. Paragkanti Chattopadhyay	Assistant Professor	<i>P. Chattopadhyay</i>
28	Prof. Susanta Karmakar	Assistant Professor	<i>S. Karmakar</i>
29	Prof. Debkanta Chakraborty	Assistant Professor	<i>D. Chakraborty</i>

Name of the Department: CSE			
Sl No	Technical Assistant list	Designation	Signature
1	Sri. Pranab Kumar Sinha	Online Program Coordinator	
2	Sri. Bappaditya Chandra	Sr. Technical Assistant	
3	Sri. Indranil Bhattacharyya	Sr. Technical Assistant	
4	Sri. Saikat Dey	Sr. Technical Assistant	
5	Sri. Pravash Kumar Das	Lab Assistant	
6	Sri. Biplab Paul	Supervisor	
7	Sri. Supriyo Chatterjee	Attendant	S. Chatterjee

Dr. B. C. Roy Engineering College, Durgapur

Department of Computer Science & Engineering

Ref: BCREC/CSE /DAC/2020-21/004

Date: 22/12/2020

The meeting was attended by the faculty members of CSE, Employers, Alumni and parents on 22/12/2020.

Meeting Agenda:

1. Result Analysis and PO , CO attainment calculation for the last semester examination.
2. Target CO and PO attainment label assessment tools for the attainment of POs.
3. Organization of AICTE ATAL funded FDP.

Minutes:

1. HOD, CSE advised all faculty members to do the needful for result analysis which has been already published and asked the departmental co-ordinator to share the published result with everyone else.
2. The outcome of PO , PEO attainment are summarized and gaps are identified. The results of attainment are communicated to all the departmental members for their valuable feedbacks such that gaps can be fulfilled to improve the attainments in future.
3. The outcomes of survey analysis are summarized.
4. Department of CSE successfully organized a AICTE ATAL funded FDP on "Foundation and Practical aspects of Cyber Security" from December 15-19, 2020. HOD, CSE motivate all departmental member for organising such kind of valuable FDP in coming future for enhancement of individual knowledge and interest in emerging areas.

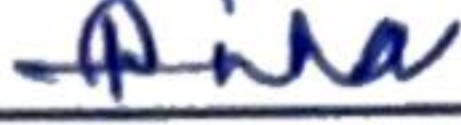






C. Kone

HOD, CSE

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7	Sri. Supriyo Chatterjee	Attendant	

Dr. B. C. Roy Engineering College, Durgapur

Department of Computer Science & Engineering

Ref: BCREC/CSE /DAC/2020-21/003

Date: 05/08/2020

An online meeting has been held by department of CSE through Google meet on 05/08/2020.

Agenda of the meeting:

1. CA4 marks submission
3. Training and Campus Drive
4. Students Mentoring
5. Online Class

Minutes:

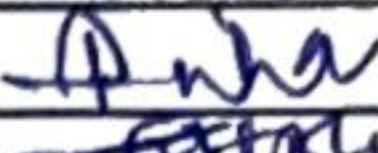
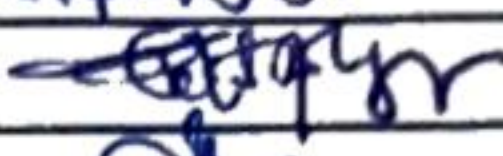

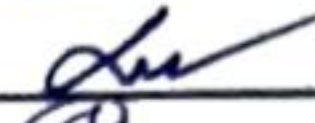


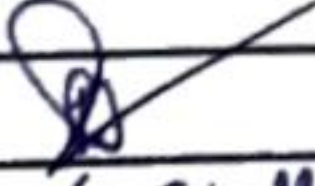

1. HOD, CSE and departmental exam cell co-ordinator advised everyone to put CA4 marks within stipulated time.
2. Departmental placement co-ordinator convey different initiatives taken by Placement cell of the college for better training and placement for the upcoming final year batch and ask everyone for regular follow-up of their mentee about those initiatives.
3. HOD, CSE disclose the statistics of online classes and discussion taken place about how to make it more acceptable for students.

C. K. Roy

HOD, CSE

**DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING
FACULTY LIST**

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3	Prof. Arindam Ghosh	Assistant Professor	<i>Arindam</i>
4	Prof. Bappaditya Das	Assistant Professor	<i>B Das</i>
5	Prof. Biswajit Saha	Assistant Professor	<i>B Saha</i>
6	Prof. Hiranmay Samaddar	Assistant Professor	<i>H S</i>
7	Prof. Suvobrata Sarkar	Assistant Professor	<i>SS</i>
8	Prof. Sanjib Saha	Assistant Professor	<i>Saha</i>
9	Prof. Saindhab Chattaraj	Assistant Professor	<i>S. Chattaraj</i>
10	Prof. Amitabha Mandal	Assistant Professor	<i>A Mandal</i>
11	Prof. Sabbir Reza Tarafdar	Assistant Professor	<i>S Tarafdar</i>
12	Prof. Kalpana Roy	Assistant Professor	<i>K Roy</i>
13	Prof. Biswajit Mondal	Assistant Professor	<i>B Mondal</i>
14	Prof. Biswadeb Goswami	Assistant Professor	<i>B Goswami</i>
15	Prof. Syed Zahir Hasan	Assistant Professor	<i>Syed Zahir Hasan</i>
16	Prof. Anandaprova Majumder	Assistant Professor	<i>A Majumder</i>
17	Prof. Ruma Ghosh	Assistant Professor	<i>R Ghosh</i>
18	Prof. Poulomi Tewari	Assistant Professor	<i>P Tewari</i>
19	Prof. Babul Prasad Tewari	Assistant Professor	<i>B Tewari</i>
20	Prof. Shaon Bandyopadhyay	Assistant Professor	<i>S Bandyopadhyay</i>
21	Prof. Rajib Kumar Mondal	Assistant Professor	<i>R Mondal</i>
22	Prof. Arun Kumar Sadhu	Assistant Professor	<i>A Sadhu</i>

Name of the Department: CSE			
Sl No	Technical Assistant list	Designation	Signature
1	Sri. Pranab Kumar Sinha	Online Program Coordinator	
2	Sri. Parag Kanti Chattopadhyay	Sr. Technical Assistant	
3	Sri. Susanta Karmakar	Sr. Technical Assistant	
4	Sri. Bappaditya Chandra	Sr. Technical Assistant	
5	Sri. Indranil Bhattacharyya	Sr. Technical Assistant	
6	Sri. Saikat Dey	Sr. Technical Assistant	
7	Sri. Pratap Sharma	Sr. Technical Assistant	
8	Sri. Biplab Paul	Eexecutive Assistant	
9	Sri. Supriyo Chatterjee	Attendant	S. Chatterjee

Dr. B. C. Roy Engineering College, Durgapur

Department of Computer Science & Engineering

Ref: BCREC/CSE /DAC/2020-21/002

Date: 20/07/2020

An online meeting has been held by department of CSE through Google meet on 20/07/2020.

Agenda of the meetings:

1. Prerequisite classes
2. Routine finalization
3. Project Allocation
4. Mentoring

Minutes of the meeting:

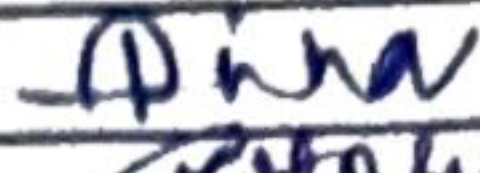
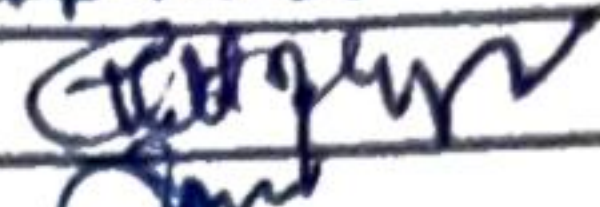





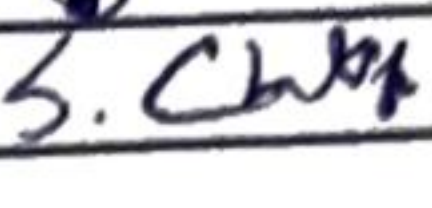
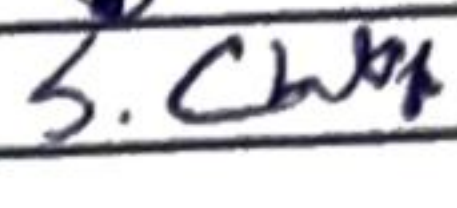
1. As the upcoming semester schedule is yet to be announced by the university, the college is taking an initiatives for brush up the students about all those subjects which can be treated as prerequisites of the next semester subjects. HOD CSE advised all the faculties about taking online prerequisite classes from next week.
2. Departmental routine coordinator inform everyone about the date finalization of class schedule.
3. HOD,CSE advise the departmental project coordinator to take initiatives about final year project allocation and ask everyone to submit their area of interest though the form shared by project coordinator.
4. All are discussed about the different MAR and MOOC's activity and HOD, CSE asked everyone to motivate their mentees about different online platform and courses for betterment of the students.

CKone

HOD, CSE

**DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING
FACULTY LIST**

Sl.No.	NAME	DESIGNATION	Signature
1	Dr. Chandan Koner	Professor & HoD	C. Koner
2	Dr. Sanjay Biswas	Professor	S. Biswas
3	Dr. Dipendra Nath Ghosh	Professor	D. Ghosh
4	Prof. Arindam Ghosh	Assistant Professor	A. Ghosh
5	Prof. Bappaditya Das	Assistant Professor	B. Das
6	Prof. Biswajit Saha	Assistant Professor	B. Saha
7	Prof. Hiranmay Samaddar	Assistant Professor	H. Samaddar
8	Prof. Suvobrata Sarkar	Assistant Professor	S. Sarkar
9	Prof. Sanjib Saha	Assistant Professor	S. Saha
10	Prof. Saindhab Chattaraj	Assistant Professor	S. Chattaraj
11	Prof. Amitabha Mandal	Assistant Professor	A. Mandal
12	Prof. Sabbir Reza Tarafdar	Assistant Professor	S. Tarafdar
13	Prof. Kalpana Roy	Assistant Professor	K. Roy
14	Prof. Biswajit Mondal	Assistant Professor	B. Mondal
15	Prof. Biswadeb Goswami	Assistant Professor	B. Goswami
16	Prof. Syed Zahir Hasan	Assistant Professor	S. Hasan
17	Prof. Anandaprova Majumder	Assistant Professor	A. Majumder
18	Prof. Ruma Ghosh	Assistant Professor	R. Ghosh
19	Prof. Poulomi Tewari	Assistant Professor	P. Tewari
20	Prof. Babul Prasad Tewari	Assistant Professor	B. Tewari
21	Prof. Shaon Bandyopadhyay	Assistant Professor	S. Bandyopadhyay
22	Prof. Rajib Kumar Mondal	Assistant Professor	R. Mondal
23	Prof. Arun Kumar Sadhu	Assistant Professor	A. Sadhu

Name of the Department: CSE			Signature
Sl No	Technical Assistant list	Designation	
1	Sri. Pranab Kumar Sinha	Online Program Coordinator	
2	Sri. Parag Kanti Chattopadhyay	Sr. Technical Assistant	
3	Sri. Susanta Karmakar	Sr. Technical Assistant	
4	Sri. Bappaditya Chandra	Sr. Technical Assistant	
5	Sri. Indranil Bhattacharyya	Sr. Technical Assistant	
6	Sri. Saikat Dey	Sr. Technical Assistant	
7	Sri. Pratap Sharma	Sr. Technical Assistant	
8	Sri. Biplab Paul	Eexecutive Assistant	
9	Sri. Supriyo Chatterjee	Attendant	

Dr. B. C. Roy Engineering College, Durgapur

Department of Computer Science & Engineering

Ref: BCREC/CSE /DAC/2020-21/001

Date: 03/07/2020

An online meeting has been held by department of CSE through Google meet on 03/07/2020.

Agenda of the meeting:

1. Academic activities for upcoming semester
2. Mentorship Activity
3. NAAC accreditation documentation


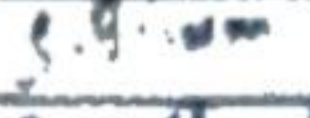















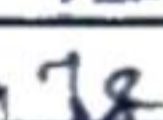
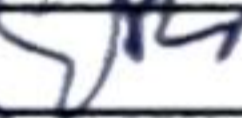




Minutes:

1. HOD, CSE suggested different activity for the upcoming semester.
2. HOD, CSE suggested about different activity need to do for overall improvement of each mentee under individual faculty. All the concerned discussed about the mechanism, which could be beneficial for the students. It is also discussed that what sort of data need to collect for visualization of the performance of students.
3. Departmental NAAC Co-ordinator conveyed related information (what sort of data need to collect and in which form) for upcoming NAAC visit.

CKone

HOD, CSE

**DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING
FACULTY LIST**

Sl.No.	NAME	DESIGNATION	Signature
1	Dr. Chandan Koner	Professor & HoD	
2	Dr. Sanjay Biswas	Professor	
3	Dr. Dipendra Nath Ghosh	Professor	
4	Prof. Arindam Ghosh	Assistant Professor	
5	Prof. Bappaditya Das	Assistant Professor	
6	Prof. Biswajit Saha	Assistant Professor	
7	Prof. Hiranmay Samaddar	Assistant Professor	
8	Prof. Suvobrata Sarkar	Assistant Professor	
9	Prof. Sanjib Saha	Assistant Professor	
10	Prof. Saindhab Chattaraj	Assistant Professor	
11	Prof. Amitabha Mandal	Assistant Professor	
12	Prof. Sabbir Reza Tarafdar	Assistant Professor	
13	Prof. Kalpana Roy	Assistant Professor	
14	Prof. Biswajit Mondal	Assistant Professor	
15	Prof. Biswadeb Goswami	Assistant Professor	
16	Prof. Syed Zahir Hasan	Assistant Professor	
17	Prof. Anandaprova Majumder	Assistant Professor	
18	Prof. Ruma Ghosh	Assistant Professor	
19	Prof. Poulomi Tewari	Assistant Professor	
20	Prof. Babul Prasad Tewari	Assistant Professor	
21	Prof. Shaon Bandyopadhyay	Assistant Professor	
22	Prof. Rajib Kumar Mondal	Assistant Professor	
23	Prof. Arun Kumar Sadhu	Assistant Professor	

Name of the Department: CSE			Signature
SI No	Technical Assistant list	Designation	
1	Sri. Pranab Kumar Sinha	Online Program Coordinator	<i>Pranab</i>
2	Sri. Parag Kanti Chattopadhyay	Sr. Technical Assistant	<i>Parag</i>
3	Sri. Susanta Karmakar	Sr. Technical Assistant	<i>Susanta</i>
4	Sri. Bappaditya Chandra	Sr. Technical Assistant	<i>Bappaditya</i>
5	Sri. Indranil Bhattacharyya	Sr. Technical Assistant	<i>Indranil</i>
6	Sri. Saikat Dey	Sr. Technical Assistant	<i>Saikat</i>
7	Sri. Pratap Sharma	Sr. Technical Assistant	<i>Pratap</i>
8	Sri. Biplab Paul	Eexecutive Assistant	<i>Biplab</i>
9	Sri. Supriyo Chatterjee	Attendant	<i>Supriyo</i>

Dr. B. C. Roy Engineering College, Durgapur
Department of ECE

No. BCREC/ECE/DAC/MoM/21/03/17

Date: 17th March, 2021

Minutes of the meeting of the Departmental Academic Council (DAC) held on 17-03-21

Venue/Medium: GF02, Time: 3.00 PM

Present

- | | |
|---|-------------------------------------|
| 1. Dr. Narendra Nath Pathak
(HoD) – in the chair | 12. Mr. Anirban Chattopadhyay |
| 2. Dr. Sarit Pal | 13. Mr. Koustav Roy |
| 3. Dr. Chandan Kumar Ghosh | 14. Mr. Abhijit Banerjee |
| 4. Dr. Tapas Mondal | 15. Mr. Rajib Banerjee |
| 5. Ms. Keka Hajra | 16. Ms. Debipriya Dutta |
| 6. Dr. Alope Saha | 17. Mr. Nilkamal Bhunia |
| 7. Mr. Rajdeep Ray | 18. Ms. Moutusi Mondal |
| 8. Mr. Tapas Roy | 19. Ms. Ankita Mitra |
| 9. Mr. Aritra Bhowmik | 20. Mr. Sukanta Mukherjee |
| 10. Mr. Mrinmoy Chakraborty | 21. Dr. Sourav Moitra
(Convenor) |
| 11. Ms. Dipta Chaudhuri | |

Proceedings

- Confirmation of the Minutes of the last meeting:** The minutes of the last council meeting held on 18.11.2020 were readout and were accepted as confirmed.
- Subject Distribution for the next semester (Even Sem 2020-2021):** The subject distribution of next semester i.e. even semester 2020-2021 has been conducted by the dept. routine committee in presence of the chair. All members affirmed to continue with effective teaching methodologies on online platform based on the dept./institutional policies.
- Any other item with permission of the chair:**
The members also discussed the necessity of publishing academic papers by dept. faculty members. In this regard the members were informed by the chair to target at list 2 publications in every academic year to raise the academic standard of the dept. and the institute as a whole. All members affirmed to act accordingly.
Since there were no other matters to discuss, the meeting ended with a vote of thanks to the chair.



(Dr. N. N. Pathak)
Head of the Department



(Sourav Moitra)
Convenor, DAC

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General Secretary, BCREC
Director, BCREC
DAC File

Dr. B. C. Roy Engineering College, Durgapur
Department of ECE

No. BCREC/ECE/DAC/MoM/21/06/18

Date: 18th June, 2021

Minutes of the meeting of the Departmental Academic Council (DAC) held on 18-06-21

Venue/Medium: G-meet, Time: 7.30 PM

Present

- | | |
|---|-------------------------------------|
| 1. Dr. Narendra Nath Pathak
(HoD) – in the chair | 12. Mr. Anirban Chattopadhyay |
| 2. Dr. Sarit Pal | 13. Mr. Koustav Roy |
| 3. Dr. Chandan Kumar Ghosh | 14. Mr. Abhijit Banerjee |
| 4. Dr. Tapas Mondal | 15. Mr. Rajib Banerjee |
| 5. Ms. Keka Hajra | 16. Ms. Debipriya Dutta |
| 6. Dr. Alope Saha | 17. Mr. Nilkamal Bhunia |
| 7. Mr. Rajdeep Ray | 18. Ms. Moutusi Mondal |
| 8. Mr. Tapas Roy | 19. Ms. Ankita Mitra |
| 9. Mr. Aritra Bhowmik | 20. Mr. Sukanta Mukherjee |
| 10. Mr. Mrinmoy Chakraborty | 21. Dr. Sourav Moitra
(Convenor) |
| 11. Ms. Dipta Chaudhuri | |

Proceedings

- Confirmation of the Minutes of the last meeting:** The minutes of the last council meeting held on 20.05.21 were readout and were accepted as confirmed.
- Matters related to Semester Examination:** The members discussed about the guidelines published by the university regarding the even semester examination 2020-2021. Effective measures that were taken by the examination cell of the institute are also discussed. All members affirmed to conduct the practical/sessional examinations as per schedule maintaining instructions from the university as well as the institute.
- MAR updates:** The members also discussed about the recently published guidelines regarding MAR evaluation and award of marks to the students. SPOC, BCREC provided the detailed information regarding the matter. The members discussed effective mechanisms for awarding MAR marks through departmental mentors which were unanimously accepted in concern with the chair.
- Any other item with permission of the chair:**
Since there were no other matters to discuss, the meeting ended with a vote of thanks to the chair.



(Dr. N. N. Pathak)
Head of the Department



(Sourav Moitra)
Convenor, DAC

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General Secretary, BCREC
Director, BCREC
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Dr. B. C. Roy Engineering College, Durgapur
Department of ECE

No. BCREC/ECE/DAC/MoM/21/05/20

Date: 20th May, 2021

Minutes of the meeting of the Departmental Academic Council (DAC) held on 20-05-21

Venue/Medium: G-meet, Time: 7.30 PM

Present

- | | |
|---|-------------------------------------|
| 1. Dr. Narendra Nath Pathak
(HoD) – in the chair | 12. Mr. Anirban Chattopadhyay |
| 2. Dr. Sarit Pal | 13. Mr. Koustav Roy |
| 3. Dr. Chandan Kumar Ghosh | 14. Mr. Abhijit Banerjee |
| 4. Dr. Tapas Mondal | 15. Mr. Rajib Banerjee |
| 5. Ms. Keka Hajra | 16. Ms. Debipriya Dutta |
| 6. Dr. Alope Saha | 17. Mr. Nilkamal Bhunia |
| 7. Mr. Rajdeep Ray | 18. Ms. Moutusi Mondal |
| 8. Mr. Tapas Roy | 19. Ms. Ankita Mitra |
| 9. Mr. Aritra Bhowmik | 20. Mr. Sukanta Mukherjee |
| 10. Mr. Mrinmoy Chakraborty | 21. Dr. Sourav Moitra
(Convenor) |
| 11. Ms. Dipta Chaudhuri | |

Proceedings

- Confirmation of the Minutes of the last meeting:** The minutes of the last council meeting held on 17.03.21 were readout and were accepted as confirmed.
- Progress of online classes:** The members discussed about the progress of online classes which are being carried out in view of the ongoing pandemic. All members expressed their satisfaction in this regard. The members also emphasized on continuing the same for the benefit of students. Discussion regarding appropriate relaxations in attendance is also considered in particular cases where the student/their family members are affected by the deadly virus.
- Role of mentors during lockdown due to covid19:** The committee members re-discussed the role of departmental mentors in all possible ways for the benefits of the students. Relevant information are to be shared with the students on a time-to-time basis. Students are also to be advised to clear their outstanding tuition fees within stipulated time to avoid paying penalties from the mentors end as and when required. All members affirmed with the proposal.
- Mini project allocation:** The allocation of groups among departmental 6th semester students is carried out by the project committee. The allocation has been done maintaining the choice of faculty supervisor by the students as far as feasible. Few students, who are either late to submit their choices or cannot be assigned a group due to the limit in number of students in each group, will be done shortly, possibly within this week itself in affirmation with the chair.
- Any other item with permission of the chair:**
Since there were no other matters to discuss, the meeting ended with a vote of thanks to the chair.



(Dr. N. N. Pathak)
Head of the Department



(Sourav Moitra)
Convenor, DAC

Copy to:
General Secretary, BCREC
Director, BCREC
DAC File

Dr. B. C. Roy Engineering College, Durgapur

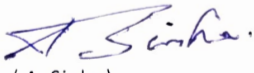
(Electrical Engineering Department)

BCREC/EE/MOM/

8.07.2020

Minutes of Meeting of the Academic Committee of the Department held on 07.07.2020 (during unlock-2 period of Covid-19) at simulation Lab- 1

1. It was unanimously decided to confirm the resolutions passed on 27. 03.2020 in the ONLINE meeting held during lockdown period of Covid-19.
2. Prof.(Dr.) Susanta Datta appraised the members about the contents of meeting held on 02.07.2020 at Albert Einstein auditorium , where members of BCREC Management, Director and HoDs of different departments of BCREC group were present.
3. It was informed that to encourage student activities, ONLINE classes for ensuing odd semester shall start from 21.07. 2020. Basic fundamentals of engineering subjects shall be taught for two weeks. Topics from syllabus shall be taken up after 15 days of interaction with the students. However, emphasis shall be laid on the basics of the subject.
4. Faculty members shall ensure that direct contact is established with the students, during teaching process through ONLINE modes.
5. Videos of Lab. work may be prepared using the actual Lab. resources of the Institute.
6. For 8th semester students 20 marks for the sessional work shall be based on the answers given by the students to questions. The pattern of questions, to be asked is provided by Exam cell.
7. Grand viva for 8th semester students shall be conducted ONLINE. Each Board shall comprise of 3 members. Each board will conduct the grand viva for around 20 students. The grand viva process shall continue for 3 days.
8. ONLINE PPT presentation of 8th semester Project groups is under process.
9. M.Tech. project viva shall be conducted by ONLINE process.
10. For 7th semester students all efforts shall be made to explore ONLINE industrial orientation programme options.
11. The ONLINE link for the above meeting is URL: [http://meet. Google.com/pse-tnnq-tgp](http://meet.google.com/pse-tnnq-tgp).
12. The meeting ended with vote of thanks.


(A. Sinha)

Convenor

(Academic Committee)

(S. Datta)


Chairman

(Academic Committee)

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Department of Electrical Eng

Members Present :

- ① Anupam Sinha 7.07.2020
- ② Japan Kr. Chatterjee 7/7
- ③ Kingsuk MAJUMDAR 7/7/20
- ④ CHANDAN PAUL 7/7/20
- ⑤ SOURAV PAUL 7/7/20
- ⑥ Mou Das Mahapatra 07/07/20
- ⑦ Tushnik Sarkar 7/7/20
- ⑧ Siddhartha Ghosh. 7/7/20.
- ⑨ Dola Sinha 7/7/2020
- ⑩ Basudel Mondal 7/7/20
- ⑪ Snehasis Ghoshal 7/7/20
- ⑫ Sanj Chauhan 7/7/20.
- ⑬ Sanjoy Kumar 07/07/2020
- ⑭ Sumit Banerjee 07/07/2020

Dr. B. C. Roy Engineering College, Durgapur


(Electrical Engineering Department)

BCREC/EE/MOM/

09.07.2020

Minutes of Meeting of the Technical assistants of the department held on
09.07.2020 (during unlock-2 period of Covid-19) at simulation Lab- 1

1. It was unanimously decided to confirm the resolutions passed on 27. 03.2020 in the ONLINE meeting held during lockdown period of Covid-19.
2. The technical assistants were informed about the meeting held on 07.07.2020 with faculty members of the department.
3. It was informed that to encourage student activities, ONLINE classes for ensuing odd semester shall start from 21.07. 2020.
4. Technical assistants should ensure that all the lab instruments are in working order.
5. Technical assistants were informed that they will take mock lab sessions from 21.07.2020. These mock lab sessions will be video recorded and sent to the students.
6. It shall ensure that direct contact is established with the students, during teaching process through ONLINE modes.
7. Videos of Lab. work may be prepared using the actual Lab. resources of the Institute.
8. The technical assistants were requested to prepare experiment wise videos of various Labs. For the forthcoming odd semester with help of concerned faculty members.
9. The meeting ended with vote of thanks.


(A. Sinha)

Convenor

(Academic Committee)

(S. Datta)


Chairman

(Academic Committee)

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The Director/BCREC

Department of Electrical Engineering

Members present

Rathin Roy - 09/07/20.

Adhit Roy 09/07/20

Abhoy Chatterjee - 09/07/2020.

Abhijit Sinha Roy - 09/07/2020

Abhishek Barmakar. 09/07/2020

Abhishek Maity - 9/7/20.

Anupam Choudhury. 09-07-20


Dr. B. C. Roy Engineering College, Durgapur
(Electrical Engineering Department)

EE/MOM/

19.07.2020

Minutes of ONLINE Meeting of the Academic Committee (EE Deptt.) held
on 19.07.2020 at 10.30 A.M.

1. It was unanimously decided to confirm the resolutions passed on 7th and 9th July 2020.
2. Prof.(Dr.) Susanta Datta appraised the members about the relevant contents of meeting held on 18.07.20 between the College Management and the HoDs of different departments.
3. It was informed that to encourage student activities, ONLINE classes for ensuing odd semester shall start from 21.07. 2020. The performance of ONLINE teaching held during lockdown period for the previous semester was reviewed. It was observed that overall the ONLINE classes were held on a regular basis. However, performance of some of the faculty members was not up to the mark.
4. Members were cautioned to be punctual in conducting their ONLINE classes.
5. Faculty members shall ensure that direct contact is established with the students, during teaching process through ONLINE modes. Record of the attendance of the students in the ONLINE classes shall be kept.
6. Videos of Lab. work shall be prepared using the actual Lab. resources of the Institute. The Lab. Classes shall start after the basic preparatory theory classes for the semester are completed.
7. Mentors of 7th semester Project groups shall contact students associated with them. Preliminary work for the final year Project work shall be assigned to the students immediately after the start of the semester.
8. Members were requested to ensure timely completion of NAC and NBA job assigned to them during lockdown/unlock period.
9. The ONLINE link for the above meeting is meet.google.com/oco-tdny-sug time 10.30 a.m.
10. The meeting ended with vote of thanks.


(A. Sinha)

Convenor

(Academic Committee)

(S. Datta)


Chairman

(Academic Committee)

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The Director/BCREC

Dr. B. C. Roy Engineering College, Durgapur

(Electrical Engineering Department)

EE/MOM/

5.08.2020

Minutes of ONLINE Meeting of the Academic Committee of the department held on 05.08.2020

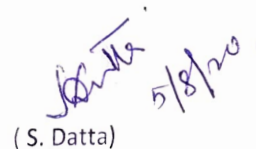
1. It was unanimously decided to confirm the resolutions passed on 19-07-2020.
2. Prof.(Dr.) Susanta Datta appraised the members about the meeting held on 4/ 08/2020 between the College Management and the HoDs of different departments.
3. Members were informed that the training and placement department has performed well in placement of our students under the present difficult situation.
4. The current odd semester fee collection till end July, 2020 is abysmally low at 5%. All out efforts shall be made by members for fee collection. The students shall be informed that management has decided to waive the late fee fine of Rs. 500/- if fees are deposited within 31st August, 2020 .
5. Mentors of 7th semester students were requested to have regular Google meet with the students. The students as well their guardians shall be informed about ONLINE classes, ONLINE Lab facilities, final year Project progress etc The library facilities shall be available for use by local students. Mentors shall have informal rapport with the students. The students shall be persuaded to clear outstanding dues in their own interest. M/s Capgemini and other companies are expected to conduct ONLINE campus interview .
6. The ONLINE facilities provided by the college during this difficult pandemic situation shall be explained to them. Mentors of these students shall have informal ONLINE meeting with them from 10th August.
7. The meeting ended with vote of thanks.



(A. Sinha)

Convenor

(Academic Committee)



(S. Datta)

Chairman

(Academic Committee)

Dr. B. C. Roy Engineering College, Durgapur


(Electrical Engineering Department)

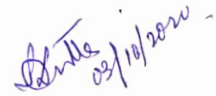
EE/MOM/

Date: 3.10.2020

Minutes of Meeting of the Academic Committee of the department held on 03.10.2020 at simulation lab I

1. It was unanimously decided to confirm the resolutions passed on 05-08-2020.
2. The progress of the various criteria wise work distribution among members for NBA was reviewed.
3. Criterion Mission, Vision and PEO: Progress of job was found to be okay. Mission components may be marked as M1, M2, M3 and M4. Flow chart of mission, vision and PEO are similar. Minor alterations may be made in the flow charts.
4. Criterion Program curriculum and TLP: item 2.1 has to be prepared. Items 2.2.2 to 2.2.5 need to be finalised.
5. Criterion CO and PO (program attainment): COs have to be defined properly.
6. Criterion Students' performance: the progress of the job done was found to be satisfactory. Remaining part may be completed.
7. Criterion Faculty information and contribution: data and calculations for last three years should be prepared from FIS.
8. Criterion Facilities and Technical support: Block tables for items 6.2 and 6.3 shall be prepared.
9. Criterion continuous improvement; data has to be prepared.
10. Criterion First year academics: item 8.1, 8.2 and 8.3 have been completed. 8.4 and 8.5 to be completed.
11. Criterion Student Support System: proper documentation is required. Mentoring list and feedback analysis for last three years has to be prepared.
12. Criterion Governance, Institutional support and finance Resources: The item was reviewed. Members of BOG and academic committee members have to be incorporated in data.
13. It was decided that the remaining job of the above criteria shall be completed within 15.10.2020. The final report shall be submitted on 15.10.2020. The academic committee will meet on 16.10.2020 to review the progress of job.
14. The even semester online Examinations for Lab. And Theory papers shall confirm to the guidelines set up by examination branch and the norms as decided in the meeting.
15. The meeting ended with vote of thanks.


(A. Sinha) 3.10-2020


(S. Datta)

Convenor

Chairman

(Academic Committee)

(Academic Committee)

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Academic Committee meeting of E.E Department
held on 03.10.2020

Members present:

Anupam Sinha
3/10/2020

NGSUK MAJUMDAR ~~2020/10/03~~

Sola Sinha ~~3/10/2020~~

ATHIN ROY ~~03/10/20~~

SOMA BISWAS ~~Biswa 03/10/2020~~

CHANDAN PAUL

SOURAV PAUL ~~Gauy 03/10/2020~~
~~03/10/2020~~

Tushrik Sarkar ~~3/10/2020~~

SIDDHARTHA GHOSH ~~3/10/20~~

Basudeb Mondal ~~3/10/2020~~

Subrata Mandal ~~3/10/20~~

Suman Bhowmik ~~3/10/20~~

Ulak Sinha Roy ~~3/10/20~~

Adhit Roy ~~3/10/20~~

Rajib Karmakar ~~3/10/20~~

Soham Dey ~~S.Dey 3/10/20~~

Manoj Das Mahapatra ~~03/10/20~~

Sumit Banerjee ~~03/10/2020~~

Pranab Kr. Chattopadhyay ~~3/10/2020~~

Debashis Ghoshal ~~3/10/2020~~

DEVI CHAUDHARY ~~3/10/2020~~

Anjoy Kumar Saha ~~3/10/2020~~

23. SMRHA SULTANA ~~3/10/20~~

24. Dipale Kumar Bhask.

25. MOLOY CHATTERJEE

26. Sougata Reddy ~~03/10/20~~

27. Smriti ~~3/10/20~~

Academic Committee meeting of
Department held on. 2.12.

Members present :

1. Anupam Sinha AS 2.12.20 24) CHANDAN P
2. Sneha Sultana 2.12.20 25) SOURAV P
3. Subrata Mandal
4. Adhit Roy 02/12/20
5. Tapam Mr. Chaitanya Ch 2/12/20
6. Susanta S 2/12/20.
7. Rajib Karanekar 2/12/20.
8. Sougata Rudra 2/12/2020
9. Sanjay Kumar S 2/12/2020
10. Soham Dey 2/12/2020
11. Basudeb Mondal 2/12/2020
12. Mou Das Mahapatra 2/12/2020
13. Sumit Banerjee 2/12/2020
14. Pulak Sinha Roy 2/12/2020
15. Chaity Sarkar 2/12/2020
16. Snehasis Ghoshal S 2/12/2020
17. Tushnik Sarkar S 2/12/2020
18. Siddhartha Ghosh S 2/12/2020.
19. Soma Binim S 2/12/20
20. Soma Binim 2/12/2020
21. Dipak Kr Dhal 02/12/20
22. K. Rajind 02/12/2020
23. SUNIL CHAUDHARY S 02/12/2020.

Minutes of meeting of the department held on 2.12.2020 in FF01

1. It was unanimously decided to confirm the resolutions passed in the previous meeting held on 24.11.2020.
2. HOD informed that academic audit and SWOC (Strength, weakness, opportunities and challenges) analysis of the department for academic year 2019-20 was held on 25.11.2020 by academic audit experts of the institute.
3. The academic audit experts noticed that most documents of the department are stored in software. The audit experts recommended that a hard copy of the documentation process has to be prepared.
4. Course file preparation was recommended.
5. It was observed that no sponsored projects are at present operative in the department. The academic audit experts recommended FDP and seminars should be organized in the department.
6. Interaction with industries, research institutions and educational institutes should be encouraged with necessary MOU.
7. Members were requested to implement the measures suggested by academic audit experts.
8. The meeting ended with a vote of thanks.



(Prof. A. Sinha)
Convenor
Academic committee



(Dr. Susanta Dutta)
Chairman
Academic Committee



Academic Audit and QA, Kolkata
Academic Year 2019-2020

Unit of audit:

Department of Electrical Engineering

Composition of the audit team:

Dr B. C. Roy Engineering College has an Internal Quality Assessment Cell (IQAC), 'emphases of this cell is given in Annexure 1.

Date of audit:

25th November 2020

Name, Designation and Address of Academic Audit Experts:

Prof.(Dr) Sanjay Sengupta- Coordinator IQAC

Smt. Ruma Mitra-Professor

Prof.(Dr) N. N. Palitak-Dean (SW & A)

Prof.(Dr) Jayanta Pal-Head, IQAC

Prof. (Dr) Pakira Dey-Head, IQAC

Prof. Man Das Mahapatra-Member IQAC

Table 1
Academic Audit Report

Criterion	Items	Verified (Yes/No)	Comments/suggestions for improvement
1. Curriculum	Steps followed in the designing of syllabus & curriculum, Contents of the Curriculum, Validation done, Credits allotted / distribution - logic	YES	Credits allotment is explained clearly, both internally and externally of documentation is recommended.
2. Curricular Transaction	Teaching methods & teaching aids, E-learning modules, Innovative teaching and learning, Project work (CSP) Student support - Remedial coaching - evaluation of student's	YES	Items are ready, Faculty was aware the preparation is recommended

Dr. B. C. Roy Engineering College



Academic Audit and SWOC Analysis Academic Year 2019-2020

Unit of audit:

Department of Electrical Engineering

Composition of the audit teams:

Dr B. C Roy Engineering College has an Internal Quality Assurance Cell (IQAC). Composition of this cell is given in Annexure I.

Date of audit:

25th November 2020

Name, Designation and Address of Academic Audit Experts:

Prof.(Dr) Sanjay Sengupta- Coordinator IQAC
Smt. Ruma Mitra-Registrar
Prof.(Dr) N.N. Pathak-Dean (SW & A)
Prof.(Dr) Jayanta Pal-Head, BSH
Prof. (Dr) Pabitra Dey-Head, MCA
Prof. Mou Das Mahapatra-Member IQAC

Table I
Academic Audit Report

Criterion	Items	Verified (Yes / No)	Comments/Suggestions for improvement
1. Curriculum	Steps followed in the designing of syllabus & curriculum, Contents of the Curriculum, Validation done, Credits allotted / distribution - logic	YES	Credits allotment is explained nicely, Both softcopy and hardcopy of documentations is recommended.
2. Curriculum Transaction	Teaching methods & teaching aids, E-learning modules, Innovative teaching and learning, Project work UG/PG Student support – Remedial coaching - evaluation of student's progress	YES	Items are ready. Faculty wise course file preparation is recommended

Feedback from	Feedback from students, Steps taken on the feedback	YES	Ok
Examination and Evaluation process	Theory assessment components, Laboratory assessment, Project Assessment, Seminars assessment	YES	Ok
5. Faculty Profile	Faculty detail files, M. tech & Ph. D awarded, Seminars/ conferences attended, Papers / articles / books published, FDP/Training Program/ Workshop attended , Projects completed /on Going, Patent, Preparation of E-learning materials / Content, Acted as resource persons, PhD guided/ enrolled, Administrative capability development Program attended	YES	A noticeable no of faculties with PHD A large number of publications in reputed journal and conferences No Sponsored Project, Patent Faculties must be encouraged to go on through FDP, Administrative Capability Development Program
6. Profile of Students	Sanctioned Strength, Student's Profile, Experiential Learning, Student's vocational training, Students involvement in extra-curricular & Co- curricular activities, Study tour / industrial visits / exhibitions / Internship / Training, Student's benefit, Achievements, Student's diversity, Student's Progression, NSS/NCC unit	YES	Internship Program in collaboration with Industry is suggested, Students Publications should be emphasized
7. Infrastructures	No. of class rooms, No. of laboratories, with lab set ups, No. of Computer Lab No. of computers – for teachers No. of computers – for students No. of computers – for research scholars	YES	Good
8. Departmental activities	Hierarchy of departmental administration, Guest lectures, FDP/Conference / Seminar / Workshop conducted, Extension Activity, Interaction with Industry / Research Centers / Educational Institutions (MOU), Newsletters/ Magazine, Placement, Student's mentoring detail, Departmental access of E-Governance	YES	FDP, Seminars are to be organized, MOU is required
9. Departmental Budget	Purchasing new equipments as per revised syllabus, Repair and maintenance of the existing	YES	OK

dit results/ SWOC analysis:

Strength:

- Good Infrastructure with sufficient theory and lab class room including one smart class room, project lab, departmental library, large number of computers with internet facility
- Good quality faculty members (Highest qualification M.Tech/ME, PhD, more than 15 years of teaching experience and industry experience), A large number of quality publications in reputed journals, conferences
- Good quality students with WBJEE, JEE Main ranks, students are also very much engaged with extracurricular activities

Weakness:

- Lack of Sponsored Project, Patent
- Placement is not up to the mark

Opportunities:

- MoU
- Supportive Management
- Infrastructure
- Conducive Working Environment
- Lot of Facilities like Central Libraries, Canteen, Gym, Well maintained Play grounds (Basket ball, Foot ball, Cricket separately), Medical, In campus Student's Hostel, Faculty Enclaves etc

Challenges:

- Global recession may hamper placement opportunities for students. Students should be prepared as per the desired criteria of different employing companies to achieve good placement
- Become accredited by NBA
- Bringing Sponsor Project, patent

Best Practices/Innovations of the Department

- The department has created an official Google Drive to store softcopy of all records of the department. All faculties can use the drive to store the data or to access the data.

Future Plans of the Department:

- Taking actions to address weaknesses by effectively leveraging the strengths and opportunities.
- To adorn the department for NBA accreditation so that departmental faculties can bring sponsored projects, sponsorships for conducting FDP, training Program, Workshops etc.
- Prepare students for higher studies and research on environmental, societal issues.

Signature of the HoD

Sanjay 25/11/2020

1. Sanjay Gupta (Dr. SANJAY SENGUPTA, IQAC COORDINATOR).
25/11/2020
2. J. Pal (DR. JAYANTA PAL)
25/11/2020
3. P. Dey (DR. PABITRA KUMAR DEY)
25/11/2020
4. Nalla (Dr. Narendra Nalla Patra)
25/11/2020
5. Reema Mitra 25/11/2020
6. MDD (MOU DAS MAHAPATRA)
25/11/2020

Signature of the Academic Audit Experts



Table 2
Actions Taken based on the comment of audit team

Academic Year	Comments by Audit Committee	Action Taken
-2020	Credits allotment is explained nicely, Most of the documents are stored in software. Hardware documentations is recommended	<p>Hardcopy/ Softcopy documentation process is started as and where required. All these comments are conveyed to all faculties and all concern authority through DAC meeting to take necessary actions.</p>
Items are ready. Faculty wise course file preparation is recommended	<p>A noticeable no of faculties with PhD A large number of publications in reputed journal and conferences</p> <p>No Sponsored Project, Patent Faculties must be encouraged to go on through FDP, Administrative Capability Development Program</p>	
Internship Program in collaboration with Industry is suggested, Students Publications should be emphasized	FDP, Seminars are to be organized, MOU is required	

Dr. B. C. Roy Engineering College, Durgapur

(Electrical Engineering Department)

6.12.2020

EE/MOM/

Minutes of Meeting of the Academic Committee of the department held on 05.12.2020

1. It was unanimously decided to confirm the resolutions passed on 21-11.2020.
2. PPT presentation of criteria wise SAR for NBA job was given by Dr. Susanta Dutta.
3. Members were advised to keep supporting documents ready for all items in the presentation.
4. Overall progress of SAR was found to be satisfactory.
5. It was decided to complete the balance job of SAR preparation for NBA in all respects within 23rd December, 2020.
6. The online class test for CA1 shall be conducted from 15th December onwards. Class test of 25 marks shall be taken. Test shall be of one hour duration. Defaulter students shall not be allowed appear in the class test. Question for the class test should confirm to BT level and COs should be mentioned.
7. Budgetary proposals for new items and maintenance and repair job for Experiments of various labs shall be invited from Lab In-charges in first week of March before each financial year. Lab in-charges shall prepare budgetary estimates of additional lab requirements for their respective labs and submit it to budget committee. The DAC shall study the budgetary proposals and same shall be cleared for forwarding to Accounts Department/ management.
8. Online basic electrical engineering lab classes shall commence from 8th December onwards. Videos of various experiments of the lab shall be prepared by concerned faculty members and TAs.
9. FDP program shall be organised by EE department from 20.12.2020 – 24.12.2020. Seven (7) eminent educationists from reputed institutes in India and abroad shall be the Speakers. All members of the department were requested to participate in the FDP program. Wide publicity may please be given about the FDP (Brochure) among known contacts.
10. Prof. MDM informed that NAC documents have been uploaded successfully by the college. NAC team may visit college soon. All members were requested to keep required documents ready. Certain necessary actions and formalities to be followed regularly on annual basis were explained.
11. The SAR report (final) NBA shall be placed in departmental academic committee to be held on 24/12/2020.
12. The meeting ended with vote of thanks.



Prof. Anupam Sinha

Convenor

(Academic Committee)

Copy

To the Director/ BCREC



Dr. Susanta Datta)

Chairman

(Academic Committee)



Dr. B. C. Roy Engineering College, Durgapur
(Electrical Engineering Department)

6.12.2020

Minutes of Meeting of the Academic Committee of the department held on 05.12.2020

1. It was unanimously decided to confirm the resolutions passed on 21-11-2020.
2. PPT presentation of criteria wise SAR for NBA job was given by Dr. Susanta Dutta.
3. Members were advised to keep supporting documents ready for all items in the presentation.
4. Overall progress of SAR was found to be satisfactory.
5. It was decided to complete the balance job of SAR preparation for NBA in all respects within 23rd December, 2020.
6. The online class test for CAI shall be conducted from 15th December onwards. Class test of 25 marks shall be taken. Test shall be of one hour duration. Defaulter students shall not be allowed appear in the class test. Question for the class test should conform to BF level and COs should be mentioned.
7. Budgetary proposals for new items and maintenance and repair job for Experiments of various labs shall be invited from Lab In-charges in first week of March before each financial year. Lab in-charges shall prepare budgetary estimates of additional lab requirements for their respective labs and submit it to budget committee. The DAC shall study the budgetary proposals and same shall be cleared for forwarding to Accounts Department management.
8. Online basic electrical engineering lab classes shall commence from 8th December onwards. Videos of various experiments of the lab shall be prepared by concerned faculty members and TAs.
9. FDP program shall be organised by EE department from 20.12.2020 – 24.12.2020. Seven (7) eminent educationists from reputed institutes in India and abroad shall be the Speakers. All members of the department were requested to participate in the FDP program. Wide publicity may please be given about the FDP (Brochure) among known contacts.
10. Prof. MDM informed that NAC documents have been uploaded successfully by the college. NAC team may visit college soon. All members were requested to keep required documents ready. Certain necessary actions and formalities to be followed regularly on annual basis were explained.
11. The SAR report (final) NBA shall be placed in departmental academic committee to be held on 24/12/2020.
12. The meeting ended with vote of thanks.


Prof. Anupam Sinha

Convener

(Academic Committee)

by
The Director/ BCREC


Dr. Susanta Dutta

Chairman

(Academic Committee)

PADHYA


Academic Committee meeting of EE

Department held on 5.12.2020

Members present:

1. Anugam Sinha

5.12.2020

2. Chaity Sarkar

3. Dola Sinha ~~5/12/2020~~

4. Mou Das Mahapatra ~~5/12/20~~

5. Soma Biswas ~~5/12/2020~~

6. CHANDAN PAUL ~~5/12/2020~~

7. SOHAM DEY ~~5/12/2020~~

8. SUNIL KR. CHOUDHARY ~~5/12/20~~

9. Snehasis Ghoshal ~~5/12/2020~~

10. S. Banerjee ~~5/12/2020~~

11. S.K. Saha ~~5/12/2020~~

12. Sneha Sultana ~~5.12.20~~

13. Rathin Roy - ~~05/12/20~~

14. Soumen Biswas ~~05/12/20~~

15. Siddhartha Ghosh ~~5/12/20~~

16. Tushnik Sarkar ~~5/12/20~~

17. Adhit Roy ~~5/12/20~~

18. Sourav Paul ~~5/12/2020~~

19. Pulak Sinha Roy ~~5/12/20~~

20. KING SUK MAJUMDAR ~~12/05~~

21. Rajib Karmakar ~~5/12/20~~

22. DIPAN KUMAR DHAN ~~5/12/2020~~

23. SOUGATA RUDRA ~~5/12/2020~~

24. TAPAN KR. CHATTOPADHYAY ~~5/12/20~~

25. Smanta ~~5/12/20~~

Dr. B. C. Roy Engineering College, Durgapur

(Electrical Engineering Department)

BCREC/EE/MOM/

Date: 08.01.2021

Minutes of Meeting of the Academic Committee of the department held on 08.01.2021

1. It was unanimously decided to confirm the resolutions passed on 05-12-2020.
2. A sizeable section of students have expressed in writing to the management their willingness to attend lab. classes physically. Director of the college convened a meeting of H.o.D.s of different departments on 07.01.2021 and requested them to resume lab. classes in the college campus for willing students.
3. It was decided to resume Lab. classes for 5th semester students on Thursday and Friday. There shall be 4 time slots for Lab. class i.e. a) from 10.30 am to 11.30 am b) from 11:30am to 12:30P.M. c) from 1.00 pm to 2:00 P.M d) from 2.00 pm to 3.00 pm .Classes for four Labs viz. 1)Electrical machine Lab 2) Power system lab 3) Control system lab and 4) Power electronics lab shall be held for willing students. Willing students shall maintain all Covid -19 safety norms while in college campus.
4. Willing students shall perform those experiments which they have already performed in online Lab classes.
5. Co-ordinators for various committees of the department are given full autonomy. It is expected that co-ordinators shall act in a fair, rational and impartial manner in their respective fields.
6. Members of all committees were requested to keep proper paperwork of procedure, guidelines and records for various criteria for NBA job.
7. For mentoring system it was decided to allot first to final year EE students to all faculty members of the department equally.
8. Log book shall be maintained for each lab. Regular entries shall be made in the log book. Weekly, monthly and yearly maintenance report shall be kept.
9. Presentation for various criterions of NBA job shall be given from 4.30 pm to 5.30 pm as per following schedule Criterion 1, 2, 3 and 4 shall be presented on 15.01.2021. Criterion 5, 6, 7 on 19.01.2021 and criterion 8, 9, 10 on 20.01.2021.
10. Question for class test shall have Co and BT level marking. Question paper should be sent to question paper moderation committee for verification.
11. As per NBA guide line Audit committee shall carryout academic audit at the end of the semester.
12. The meeting ended with vote of thanks.

A. Sinha
Prof. A. Sinha 9.1.2021

Convenor,
(Academic Committee)

S. Datta
Dr. S. Datta

Chairman
(Academic Committee)

Copy to The Director, BCREC

Academic Committee meeting of EE
Department held on 08.01.2021

Members present:

1. Anupam Sinha 08/01/2021
2. Dola Sinha 8/1/2021
3. Siddhartha Ghosh 8/1/2021
4. Pulak Sinha Roy 8/1/2021
5. Sougat Rudra 8/1/2021
6. Dipal Kumar Deka
7. Tapan M. Chatterjee Chatterjee
8. Snehasis Ghoshal Snehasis
9. Sanjoy Kumar Saha Saha
10. Sumit Banerjee Sumit
11. Sunil Chaudhary Sunil
12. Soham Day Soham
13. Sneha Sultana Sneha
14. Soumen Biswas Soumen
15. Subrata Mandal 8/1/21
16. Rathin Roy - 08/01/21
17. Rajib Karmakar - Rajib
18. KINGSUK MAJUMDAR - Kingsuk
19. Soma Binwas Soma
20. Susanti Datta
21. Soubar Paul Soubar

Dr. B. C. Roy Engineering College, Durgapur


Electrical Engineering Department

BCREC/EE/MOM/

Date: 13.04.2021

Minutes of online meeting of the Academic Committee of the department held on 11.04.2021

1. It was unanimously decided to confirm the resolutions passed on 08-01-2021.
2. Research activities in the department were reviewed. It was observed that 10 faculty members in the department are having PhD. Degrees, 8 nos. Faculty members are pursuing their doctorate research work. Remaining six faculty members were requested to seek suitable guides and get registered for their PhD. Degree.
3. The matter of research paper publication by faculty members was discussed. Notification No. BCR/GS/NOT/17/6924 of 6th March, 2021 circulated on 20th March, 2021 by the management was again mentioned. It was decided that all faculty members shall strive to publish quality research papers in peer reviewed journals.
4. Interdisciplinary research involving other departments may be taken up. Faculty members were encouraged to enrich themselves by involving themselves in meaningful research activities.
5. Project guides of M. Tech students should encourage them to communicate research papers in national / International conferences and journals.
6. The department submitted criterion wise up-to-date SAR report for NBA to management for review on 03.04.2021.
7. The routine committee comprising Dr. Tushnik Sirkar, Prof Subrata Mondal and Sri Rajib Karmakar circulated the departmental routine for even semester (Session 2020-21)
7. Online teaching process shall start from 13.04.2021.
8. 6th semester students were given the choice to select elective papers. As per their choice, it was decided to teach the following elective subjects to 6th semester students. (i) PE-EE601 (B) HVDC transmission (ii) PE-EE602 (A) Electrical and hybrid vehicle and (iii) PE-EE602 (B) Power quality and FACTS.
9. The academic committee of college has given approval for arranging FDP on MATLAB Program. Dr. Dola Sinha and Prof Kinshuk Majumder were requested to organize FDP on MATLAB .
10. The meeting ended with vote of thanks.


 13.04.2021
(Prof. Anupam Sinha)

Convenor

(Academic Committee)

Copy to

The Director/ BCREC

 13/4/2021
(Dr. Susanta Dutta)

Chairman

(Academic Committee)

Dr. B. C. Roy Engineering College, Durgapur

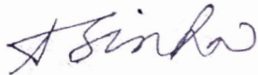
(Electrical Engineering Department)

BCR/EE/MOM

Dated 22.06.2021

Minutes of meeting of the department held on 22.06.2021 at FF01

1. It was unanimously decided to confirm the resolutions passed in the previous meeting held on 18.06.2021.
2. Members were informed that pre qualifiers for SAR of NBA shall be submitted on 23.6.21.
3. Faculty profile for those who have joined in the period 2020-21 shall be submitted immediately.
4. Dr.Tushnik Sarkar was given responsibility to collect placement data of students for 2020-21 immediately.
5. The data for student admission for college and at department level shall be collected immediately.
6. Members were requested to revise previous data for years 2017-18, 2018-19, and 2019-20. They shall prepare data for 2020-21 within a month.
7. Mentors of 6th semester students shall instruct students to submit a term paper (literature survey) for minor project.
8. All final year project reports, presentation and grand viva shall be taken as per earlier office order.
9. The meeting ended with a vote of thanks.



(Prof. A. Sinha)
Convenor
Academic committee



(Dr. Susanta Dutta)
Chairman
Academic Committee

Academic Committee meeting of EE Depa
held on 22.06.2021

Members present:

- ① Anupam Sinha 22/6/2021
- ② Chaity Sarkar
- ③ Dola Saha
- ④ Subrata Mondal
- ⑤ Soumen Biswas
- ⑥ Tushnik Sarkar
- ⑦ Rattin Roy - (B)
- ⑧ Kingsuk Majumdar (A) 22/06/22
- ⑨ Tapan Kr. Chattopadhyay (A) 22/6
- ⑩ Soma Bhowan 22/06/2021
- ⑪ Adhit Roy 22/06/2021
- ⑫ Saradindu Mondal (22/6/21) (A)
- ⑬ Mou Das Mahapatra (22/06/21) (A)
- ⑭ Pulak Sinha Roy (22/06/21) (A) 22/6/21
- ⑮ Basudel Mondal 22.06.21 (A) 22/6/21
- ⑯ Rajib Karmakar 22.06.21. (A) 22/6/21
- ⑰ CHANDAN PAUL 22/06/21 (A) 22/06/21
- ⑱ SIDDHARTHA GHOSH 22/06/21 (A)
- ⑲ SOUGATA RUDRA 22/06/21 (A)
- ⑳ SOURAV PAUL 22/6/21 (A)

- ⑳ Soham Dey (A) 22
- ㉑ MOLOY CHATTERJEE (A)
- ㉒ SUNZI KR CHAUDHARY (A)
- ㉓ SNEHASHIS GHOSHAL
- ㉔ Sumit Banerjee (A) 22/6
- ㉕ Sanjay Kumar Saha (A) 22/6

㉖ Sneha Sultana

Dr. B. C. Roy Engineering College, Durgapur

Electrical Engineering Department

BCR/EE/MOM

Dated 30.06.2021

Minutes of meeting of the department held on 30.06.2021 (online meeting meet.google.com/oxu-utoc-dak) at 7:30P.M.

1. It was unanimously decided to confirm the resolutions passed in the previous n held on 22.06.2021.
2. The pre qualifier online pro-forma of NBA for EE department was submi 25.6.21 with 10% fees.
3. High placement targets of the students have to be met. Placement coor mentors of ex-students and all others were requested to contact ex-students an their placement details.
4. Faculty profile and other details of newcomers to the department shall be incorporated in the SAR.
5. The target date for submission of SAR is 31.7.2021.
6. SAR for 2017-18, 2018-19 and 2019-20 is already complete. Memb requested to prepare SAR for year 2020-21 and completed portion may be with accredited college of SAR (available at net).
7. The various criterion of SAR shall be taken up for 2020-21 and efforts shal to complete the SAR (to the extent possible) for 2020-21 within 10.7.2021 shall also revise SAR for previous years if necessary. Scrutiny of documer will be done on 11.7.2021 and 12.7.2021. Final review of all the criterion o be taken up on 13.7.21.
8. Monitoring of the various criterion of SAR shall be done as follows.
 - a) Dr. Soma Biswas- Criterion no. 1,2,7
 - b) Dr. S Dutta – Criterion no. 4,5,6
 - c) Dr. S Banerjee – Criterion no. 8,9,10
 - d) Dr. S Paul and Prof C Paul- Criterion no. 3
9. Combined effort of all members as a team work is necessary fc completion of SAR.
10. A section of students expressed their desire to form project groups as pe House authorized project coordinators Dr. Dola Sinha and Prof. K Maj final decision in this matter.
11. The meeting ended with a vote of thanks.

A Sinha

(Prof. A. Sinha)
Convenor
Academic committee

Susanta D

(Dr. Susanta D
Chairman
Academic Cc


Dr. B. C. Roy Engineering College, Durgapur
(Electrical Engineering Department)

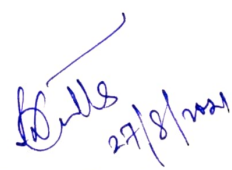
BCR/EE/MOM

Dated 25.8.2021

Minutes of meeting of the department held on 25.8.2021 in FF01

1. It was unanimously decided to confirm the resolutions passed in the previous meeting held on 30.6.2021.
2. HOD thanked the members for successful submission of the NBA SAR (EE department) on 21.8.21.
3. NAAC peer review team shall visit the college on 8th and 9th September, 2021. Necessary NAAC documents will be made ready before the visit.
4. Departmental academic committee meeting records should be kept ready.
5. MOM of other departmental committees should be kept ready for the last 2 years. Dr. Sumit Banerjee and Dr. Soma Biswas shall supervise and coordinate the process.
6. Academic calendar for the last 5 years should be kept ready.
7. Institute level routine for the last 5 academic years signed by the institute head shall be kept ready.
8. Mentor forms for 2019-20 and 2020-21 shall be prepared and submitted to Prof. MDM within 30.8.21.
9. Course files for the last 2 years for various subjects shall be prepared.
10. Members were requested to complete all necessary documentation work for NAAC before the visit of the peer review team.
11. Teaching load for the forthcoming semester was circulated by Prof. Subrata Mondal.
12. Prof. S K Choudhury was requested to prepare the mentor list of 2019-20, 2020-21 and 2021-22.
13. The meeting ended with a vote of thanks.


27.8.2021
(Prof. A. Sinha)
Convenor
Academic committee


27/8/2021
(Dr. Susanta Dutta)
Chairman
Academic Committee

Faculty of Management Studies.
Dr. B. C. Roy Engineering College. Durgapur.

FMS/EC&EM/MoM

02.12.2020

A meeting was held on even date, in due sequence of continuing activities for AY 2020-21 in the light of the reopening of the College after a prolonged spell of work-from-home imposed by the pandemic, at the Department Library, in presence of the following hon'ble members of the departmental faculty and staff:

THE PARTICIPANTS

1. Prof. Krishna Roy.
2. Prof. Partha Chattopadhyay.
3. Prof. Sandip Mukherjee.
4. Prof. Subhasis Dutta.
5. Prof. Dr. Bhaswati Roy.
6. Prof. Dr. Indrani Sengupta.
7. Prof. Sayanti Samanta.
8. Prof. Niloy Kumar Bhattacharjee.

The meeting was convened by Prof. Krishna Roy, Co-ordinator, DAC and conducted following the Agenda Note circulated (via departmental social media group) prior to the meeting. The agenda is summarised below:

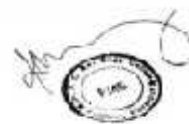
MEETING AGENDA

The sequence of pending core academic and co-curricular activities for AY 2020-21 is to be planned and communicated to all principal stakeholders.

The proceedings of the meeting are minuted below:

MINUTES OF THE MEETING

1. It is necessary to plan the sequence of core academic and co-curricular activities for the remaining obligations of AY 2020-21, and communicate the same.
2. The present academic semester at FMS is likely to be prolonged with a dense sequence of academic and co-curricular activities to ensure maximum enrichment for the students before moving into the 2nd and 4th semesters of the MAKAUT F/T MBA programme, respectively.
3. The tireless efforts of the BCREC E-Cell, headed at College and Departmental levels by Prof. Krishna Roy and colleagues, has ensured continuous exposure and critical value-addition to BCREC students for a sustained period of time, inspite of all routine and unforeseen obstacles to the same. The importance of this set of co-curriculars might hardly be underscored enough with particular reference to the NBA accreditation processes and to the spirit and culture of student entrepreneurship in the BCREC Group of institutions in general.



4. The routine for online classes (as well as subsequent contact classes, whenever announced) was published and communicated well in advance (vide e-mail from Prof. Krishna Roy). This routine practice is designed to provide adequate time to hon'ble faculty members to prepare for the upcoming/subsequent semester. Such classes will be held at the Department (online, until issuance of due notice for contact classes) as per College notifications.

5. While placement efforts for the 2018-20 batch are to continue for a sustained period of time it is also noticed that several prospective host organizations for the Summer Internship Programme (SIP), 2021 have invited a total of about 15 prospective interns from the FMS 2020-22 batch for interviews at Kolkata and other places outside Durgapur towards the middle/end of April, 2021. These interviews are a small but critical part of the painstaking process through which the FMS Summer Internship Committee steers the entire SIP process over a sustained period of time.

The meeting concluded with all hon'ble members reaffirming above action points and resolutions.



Prof. Krishna Roy.
Co-ordinator. Academic Committee. FMS.

Faculty of Management Studies.
Dr. B. C. Roy Engineering College. Durgapur.

FMS/EC&EM/MoM

03.04.2021

A meeting was held on even date, in due sequence of preparatory activities for the even semester AY 2020-21, at the Department Library, in presence of the following hon'ble members of the departmental faculty and staff:

THE PARTICIPANTS

1. Prof. Krishna Roy.
2. Prof. Partha Chattopadhyay.
3. Prof. Sandip Mukherjee.
4. Prof. Subhasis Dutta.
5. Prof. Dr. Bhaswati Roy.
6. Prof. Dr. Indrani Sengupta.
7. Prof. Sayanti Samanta.
8. Prof. Niloy Kumar Bhattacharjee.

The meeting was convened by Prof. Krishna Roy, Co-ordinator, DAC and conducted following the Agenda Note circulated (via departmental social media group) prior to the meeting. The agenda is summarised below:

MEETING AGENDA

The sequence of core academic and co-curricular activities for the even semester, AY 2020-21, is to be planned and communicated to all principal stakeholders.

The meeting proceedings and the present minutes make due reference to the mailed missive of 05:35 pm, Wednesday, 31st March, 2021, from hon'ble Director, BCREC and the guidelines duly mentioned therein.

The proceedings of the meeting are minuted below:

MINUTES OF THE MEETING

1. It is necessary to plan the sequence of core academic and co-curricular activities for the beginning of the even semester, AY 2020-21, and communicate the same.
2. The new academic semester at FMS is scheduled to start with a dense sequence of academic and co-curricular activities to ensure maximum enrichment for the students moving into the 2nd and 4th semesters of the MAKAUT F/T MBA programme, respectively.
 - 2.1. The tireless efforts of the BCREC E-Cell, headed at College and Departmental levels by Prof. Krishna Roy and colleagues, has ensured continuous exposure and critical value-addition to BCREC students for a sustained period of time, inspite of all routine and unforeseen obstacles to the same. The importance of this set of co-curriculars might hardly be underscored enough with particular reference to the NBA accreditation processes and to the spirit and culture of student entrepreneurship in the BCREC Group of institutions in general.



A series of webinars is to be held on 10th, 13th and 16th April, 2021 to observe FMS Entrepreneurship Week 2021. Speakers of international repute, including Wadhvani Foundation representatives, have been roped in for the purpose. All arrangements have been made and duly communicated. The programme information brochure is attached herewith.

2.2. The NPTEL MOOCS examinations for MBA students (based on papers selected) are scheduled on the 24th and 25th of April, 2021. Students of both years are expected to appear in the same.

2.3. Several host organizations for the Summer Internship Programme (SIP), 2021 have invited a total of about 15 prospective interns from the FMS 2020-22 batch for interviews at Kolkata and other places outside Durgapur towards the middle/end of April, 2021. These interviews are a small but critical part of the painstaking process through which the FMS Summer Internship Committee steers the entire SIP process over a sustained period of time.

2.4. The routine for online classes (as well as subsequent contact classes, whenever announced) was published and communicated well in advance (vide e-mail from Prof. Krishna Roy on Thursday, 18th March, 2021). This routine practice is designed to provide adequate time to hon'ble faculty members to prepare for the upcoming/subsequent semester. Such classes will be held at the Department (online, until issuance of due notice for contact classes) on and from Tuesday, 27th April, 2021.

The meeting concluded with all hon'ble members reaffirming above action points and resolutions.


Prof. Krishna Roy.
Co-ordinator. Academic Committee. FMS.

IT Department

Minutes of the Departmental Academic Council (DAC) meeting held on 07.10.2020 at 11.30 AM in IT LAB 1.

Members Present:

1. Prof. (Dr.) SumanBhattachrjee - HOD
2. Prof.(Dr.) Deboprasad Mukherjee
3. Prof. Prabal Sahu.
4. Prof.(Dr.) Dinesh Pradhan
5. Prof.(Dr.) MoumitaPradhan
6. Prof.Manas Roy
7. Prof. KeramatHossainMondal
8. Prof.(Mrs.) .Priyanka Roy
9. Prof.(Mrs.) ParamitaManna.
10. Mr.Sandip Chakraborty
11. Mr.Rupak Kr. Ghosh
12. Mr.Pravas Roy.

Agenda of the meeting:

- 1) Introduction with newly appointed HOD-IT.
- 2) Departmental Routine and time table.
- 3) Ensuing odd semester formalities and process.

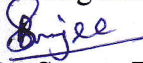
Dr. Deboprasad Mukherjee welcomed all the members present in the meeting.

1) He started meeting with an introduction of newly appointed HOD Dr. Suman Bhattachrjee and his academic and professional background. After that Dr. SumanBhattacharjee shares his academic and professional background with the house members.

2) Departmental Routine & Subject Allocation: Dr. Deboprasad Mukherjee has started the discussion regarding subject allocation. It has been decided that Dr. S.Bhattacharjee will take Data Structure subject earlier taken by Prof. Sahu. It has also been decided that the modified subject allocation and load distribution list will be communicated to the departmental faculty members. The class routine will also be modified accordingly.

3) Ensuing odd Semester formalities and Process: Few faculty members asked about timings of Classes & Labs after the institute reopens. It has decided in the meeting, that the decision regarding the aforesaid matter will be taken as per the circular issued by the College authority, State Govt. and Central Govt.

Meeting ends with vote of thanks to chair.


Dr. Suman Bhattacharjee
HOD-IT

IT Department

Minutes of the Departmental Academic Council (DAC) meeting held on 04.11.2020 at 4.30 PM in IT LAB 1.

Members Present:

1. Prof. (Dr.) SumanBhattacharjee - HOD
 2. Prof.(Dr.) Deboprasad Mukherjee
 3. Prof.(Dr.) Dinesh Pradhan
 4. Prof.(Dr.) MoumitaPradhan
 5. Prof.(Dr.)G. S. Mitra Thakur.
 6. Prof.Manas Roy
 7. Prof. KeramatHossainMondal
 - 8.Prof.Prasanta Majumder
 9. Prof.(Mrs.) .Priyanka Roy
 10. Prof.(Mrs.) ParamitaManna.
 11. Mr.Sandip Chakraborty
 12. Mr.Rupak Kr. Ghosh
 13. Mr.Pravas Roy.
 - 14.Mr.Debojyoti Saha
- Agenda of the meeting:

- 1) Allocation of Projects to the Students of 7th Sem.
- 2) Schedule of Department Orientation Program for the Student of 1st Semester.
- 3) NBA related discussion.

HOD Dr. Suman Bhattacharjee welcomed all the members present in the meeting.

1) He started meeting with discussion regarding the allocation of Project to the 7th Semester students of IT department. Thoroughly HOD discussed with all faculty members, how we process and finalise the Project allocation job as per NBA guide lines and innovative standard projects. Prof. G.S.Mitra Thakur agrees to assist HOD about settlement of Project work and allocate to each student. It has been decided that the students will submit a synopsis by **26th November, 2020**.

2) IT 1st year student's Departmental Orientation Programme (DOP) related matter was discussed in the meeting and the date of the program is finalized on **23rd November, 2020**. Prof. Priyanka Roy, Mr. Pravas Roy and Mr. Debojyoti Saha are requested to prepare a flyer for the DOP by **17th November, 2020**.

3) NBA related papers, documentation for last (even) semester and running (odd) semester 2020 also need to be prepared. It has been decided in the meeting that Prof. Manas Roy will talk to the non-departmental faculty member regarding the preparation of course files. In addition to that it has also been decided that the subject wise course file preparation list will be circulated among the faculty members of the IT department.

Meeting ends with vote of thanks to chair.

Suman Bhattacharjee
Dr. Suman Bhattacharjee
HOD-IT

Dr .B. C. Roy Engineering College, Durgapur

IT Department

Minutes of the Departmental Academic Council (DAC) meeting held on 08.01.2021 at 4.30 PM in IT LAB 1.

Members Present:

1. Prof. (Dr.) SumanBhattacharjee – HOD
2. Prof.(Dr.) Deboprasad Mukherjee
3. Prof.(Dr.) Dinesh Pradhan
4. Prof.(Dr.) MoumitaPradhan
5. Prof.(Dr.) G. S. Mitra Thakur.
6. Prof.Prabal Kr. Sahu
7. Prof. KeramatHossainMondal
- 8.Prof.Prasanta Majumder
9. Prof.(Mrs.) .Priyanka Roy
10. Prof.(Mrs.) ParamitaManna.
- 11.Prof.(Ms.) Banashree Chatterjee
12. Mr.Sandip Chakraborty
13. Mr.Rupak Kr. Ghosh
- 14.Mr.Debojyoti Saha

Agenda of the meeting:

- 1) Allocation of Projects to the final year Students.
- 2) NBA related issues.
- 3) Conducting LABs in offline mode for students who are willing to attend.

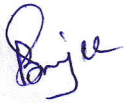
HOD Dr. Suman Bhattacharjee welcomed all the members present in the meeting.

1) He started meeting with introducing new Faculty member Prof. Banashree Chatterjee who has recently joined in the IT Department and requested her to introduce herself to house. After that the meeting was started with thorough discussion regarding the allocation of Project to the 7th Semester students of IT department. HOD asked Prof. G. S. Mitra Thakur about the response from the student's side. It is reported that majority of the students have submitted their synopsis through email. Although around 15 students have not yet submitted their synopsis till date. It has

been decided that the preliminary project allocation will be done after taking consent from the departmental faculty members by next week.

- 2) The status of the course files related to NBA visit has also been discussed in the meeting.
- 3) The progress of the final year student's industrial training has also been discussed. It is decided that Prof. Debaprasad Mukherjee will monitor the progress and status of industrial training of the IT 7th Semester students.
- 4) HOD asked all Faculty members & TAs about their opinion on starting the Offline Lab classes for the departmental as well as non departmental students. It has been decided that the subject teachers will convey the message to the students and accumulate the details of the interested students. Once the list of interested students is available, the department will plan the offline Labs by preparing a different time table without hampering the existing time table.
- 5) HOD at last proposed to publish a Magazine of the department as per NBA SAR. It has been decided that Prof. Priyanka Roy & Prof. Banashree Chatterjee will look into this matter

Meeting ends with vote of thanks to chair.



Dr. Suman Bhattacharjee

HOD-IT

Dr .B. C. Roy Engineering College, Durgapur

IT Department

Minutes of the Departmental Academic Council (DAC) meeting held on 29.01.2021 at 4.30 PM in IT LAB 1.

Members Present:

1. Prof. (Dr.) Suman Bhattacharjee – HOD
2. Prof. (Dr.) Deboprasad Mukherjee
3. Prof. (Dr.) Dinesh Pradhan
4. Prof. (Dr.) Moumita Pradhan
5. Prof. (Dr.) G. S. Mitra Thakur.
6. Prof. Prabal Kr. Sahu
7. Prof. Keramat Hossain Mondal
8. Prof. Prasanta Majumder
9. Prof. (Mrs.) .Priyanka Roy
10. Prof. (Ms.) Banashree Chatterjee
11. Mr. Sandip Chakraborty
12. Mr. Rupak Kr. Ghosh
13. Mr. Pravas Kr. Das
14. Mr. Debojyoti Saha

Agenda of the meeting:

- 1) Allocation of Projects to the final year Students.
- 2) Progress of Industrial Training of the final year Students.
- 3) NBA related Progress.

HOD Dr. Suman Bhattacharjee welcomed all the members present in the meeting.

- 1) He started the meeting with discussion on the allocation of final year projects among the faculty members. Prof. G. S. Mitra Thakur has prepared a list of project allocated depending on the choice provided by the faculty members of the department. The list has been approved in the meeting with some addition and alteration.
- 2) Dr. Debaprasad Mukherjee discussed regarding the progress of Industrial Training. He discussed the questions raised by the students related to Industrial Training and evaluation. It

was decided in the meeting that due to pandemic situation all virtual training certificates will be accepted if the duration of the training is at least 2 week.

3) At last HOD asked to all Faculty members regarding the progress of NBA Course files and other documentation works.



Dr. Suman Bhattacharjee

HOD-IT

Dr .B. C. Roy Engineering College, Durgapur

IT Department

Minutes of the Departmental Academic Council (DAC) meeting held on 10.03.2021 at 4.00 PM in IT LAB 1.

Members Present:

1. Prof. (Dr.) Suman Bhattacharjee – HOD
2. Prof.(Dr.) Debaprasad Mukherjee
3. Prof.(Dr.) Dinesh Pradhan
4. Prof.(Dr.) MoumitaPradhan
5. Prof.(Dr.) G. S. Mitra Thakur.
6. Prof.Prabal Kr. Sahu
7. Prof. KeramatHossainMondal
- 8.Prof.Prasanta Majumder
9. Prof.(Mrs.) .Priyanka Roy
- 10.Prof.(Ms.) Banashree Chatterjee
- 11.Prof.(Ms.) Paramita Manna
12. Mr.Rupak Kr. Ghosh
- 13.Pravash Kr. Das
- 14.Mr.Debajyoti Saha

Agenda of the meeting

- 1) Finalizing the elective subjects offered by the IT department in the even semester.
- 2) Formation of different departmental Committees.

HOD Dr. Suman Bhattacharjee welcomed all the members present in the meeting.

- 1) The meeting was started with all member's opinion about Elective subject selection for the even semester. HOD announced all Elective subjects mentioned in Syllabus in 6th & 8th Semester and discussed thoroughly the subject importance in Placement, GATE etc. interview/examination. Ultimately following subjects are finalized for the forthcoming even semester.

6th Semester:

- i) Elective –II Advance Algorithms (PEC –IT 601A)
- ii) Elective III Data Mining (PEC-IT 602B)
- iii) Numerical Method (OEC-IT 601A)

8th Semester

- i) Project Management - HU 801B
- ii) Cryptography network Security - IT 801D
- iii) Optical networking (ECE) - IT 802C

2) After that the formation of different departmental committees were discussed in the meeting. Prof. Moumita Pradhan requested to release the faculty members from the departmental committees who are already assigned in College central committee for NAAC, NBA T & P etc. HOD discussed with all faculty members. Finally following works assigned to individual faculty members

- 1) Dr. Debaprasad Mukherjee - NBA
- 2) Dr. G. S. Mitra Thakur - NBA & Departmental Library.
- 3) Prof. Manas Roy - Routine
- 4) Prof. K. Hossain Mondal - MAR & MOOCS.
- 5) Dr. Dinesh Pradhan - NBA
- 6) Prof. Prasanta Majumder - Exam Cell
- 7) Dr. Moumita Pradhan - NAAC & ~~NBA~~ R&D cell.
- 8) Prof. Priyanka Roy - NSS, Magazine & T & P Department.
- 9) Prof. Prabal Sahu - T & P College
- 10) Prof. Paramita Manna - T & P Department
- 11) Prof. Banashee Chatterjee - Magazine & NBA
- 12) Mr. Sandip Chakaborty - NBA

Meeting ends with vote of thanks to chair.



Dr. Suman Bhattacharjee

HOD-IT

Dr .B. C. Roy Engineering College, Durgapur

IT Department

Minutes of the Departmental Academic Council (DAC) meeting held on 26.03.2021 at 4.00 PM in IT LAB 1.

Members Present:

1. Prof. (Dr.) Suman Bhattacharjee – HOD
2. Prof.(Dr.) Debaprasad Mukherjee
3. Prof.(Dr.) MoumitaPradhan
4. Prof.(Dr.) G. S. Mitra Thakur.
5. Prof. Manas Roy
6. Prof.Prabal Kr. Sahu
7. Prof. KeramatHossainMondal
- 8.Prof.Prasanta Majumder
9. Prof.(Mrs.) .Priyanka Roy
- 10.Prof.(Ms.) Banashree Chatterjee
- 11.Prof.(Ms.) Paramita Manna
- 12.Prof. Sandip Chakraborty
13. Mr.Rupak Kr. Ghosh
- 14.Mr..Pravash Kr. Das
- 15.Mr.Debajyoti Saha

Agenda of the meeting

- 1) Organizing Odd Semester lab examinations.
- 2) Discussion related to the R & D activities of the IT Department.
- 3) NBA visit related activities.

HOD Dr. Suman Bhattacharjee welcomed all the members present in the meeting.


The discussion was initiated regarding the successful organization of the Lab/Practical examination process and finalizing the marks within deadline (05-04-2021). The HOD has

requested all faculty members to finalize the marks of the Practical and Sessional examinations by 05-04-2021 positively.

It was also discussed in the meeting that the R & D activities of the Department are not up to the mark. HOD has discussed the office order no BCR/GS/NOT/17/6931 dated 20th March, 2021 regarding Paper Publications by Faculty Members in the meeting and asked all the faculty members to try to publish papers as per instruction already given by the authority. It was decided in the meeting that the faculty members will publish joint papers.

The progress regarding the NBA related works, course files preparation etc. are also discussed in the meeting and it was apparent that the documents preparation process was progressing satisfactorily.

Meeting ends with vote of thanks to chair.



Dr. Suman Bhattacharjee
HOD-IT

Dr .B. C. Roy Engineering College, Durgapur

IT Department

Minutes of the Departmental Academic Council (DAC) meeting held on 15.06.2021 at 7.00 PM in Google meeting (Virtual).

Members Present:

1. Prof. (Dr.) Suman Bhattacharjee – HOD
2. Prof. (Dr.) Debaprasad Mukherjee
3. Prof. (Dr.) Dinesh Pradhan
4. Prof. (Dr.) Moumita Pradhan
6. Prof. Manas Roy.
7. Prof. (Dr.) G. S. Mitra Thakur.
8. Prof. Prabal Kr. Sahu
9. Prof. Keramat Hossain Mondal
10. Prof. (Dr.) Prasanta Majumder
11. Prof. (Mrs.) .Priyanka Roy
12. Prof. (Mrs.) Paramita Manna
13. Prof. Sandip Chakaborty
14. Prof. (Ms.) Banashree Chatterjee
15. Mr. Rupak Kr. Ghosh
16. Mr. Pravash Kr. Das
17. Mr. Debajyoti Saha

Agenda of the meeting

- 1) NBA visit related discussion.
- 2) NAAC related discussion.
- 3) Duty Roster to be followed from 16th June 2021.

HOD Dr. Suman Bhattacharjee welcomed all the members present in the meeting.

- 1) He started meeting asking the faculty members regarding the progress of NBA related activities. The troubles faced by the faculty members to finalize the NBA documentation are addressed with the help of Prof. G.S. Mitra Thakur. Prof. Thakur informed that the majority of documentation for the ensuing NBA visit has already been prepared. He also raised few doubts regarding attendance

marks submission, CA marks for 2020-21 etc. He also informed the members regarding documents required from 2017 -18, 2018-19, 2019-20 & 2020-21 Academic year. It also decided in the meeting that some doubts to be discussed with ME NBA Coordinator and accept his view accordingly. Prof. Dr. G. S. Mitra Thakur also convinced the house with opinion of Prof. Dr. Dinesh Pradhan that hard copy may be completed within 3-4 days before NBA visit as this pandemic situation all faculty members is not available in Department.

- 2) Prof. Dr. Moumita Pradhan elaborately discussed all NAAC related matter in the meeting. She also informed the house regarding the required documents to be sent. Further, she also agrees to send the few format of document for new joining faculty, which were not with them.
- 3) HOD conveyed in the meeting that the college will be open from 16th June 2021 with 25% staff members including TAs. HOD requested the departmental TAs to attend college two days in a week with mutual understanding. Faculty members physical attendance to be decided after further notification from College authority,

Meeting ends with vote of thanks to chair.

Suman Bhattacharjee

Dr. Suman Bhattacharjee

HOD-IT

DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR
Department of Computer Applications (MCA)
Minutes of Meeting of DAC

Date of Meeting: 09-12-2020

Timing: 04:00 PM – 05.00 PM

Venue: MCA (LAB)

Participants:

Prof. Dr. Pabitra Kumar Dey, Chairman of DAC

Prof. Debasis Guha, Member of DAC

Prof. Ansuman Mahanty, Member of DAC

Prof. Falguni Chakraborty, Member of DAC

Prof. Subhrangsu Chandra, Member of DAC

Prof. Uday Kumar Banerjee, Member of DAC

Prof. Subir Gupta, Member of DAC

Prof. Anupam Baidya, Member of DAC

Handwritten signatures and dates:
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Anup 20/12/20

Agenda of the Meeting:

1. Update result of 1st year MCA syllabus.
2. Discussion on CA1 schedule.
3. Discussion on moderation of CO, PO, CO-PO-PSO mapping for 1st Semester of new syllabus (code- 710 of MAKAUT)
4. Discussion on preparation for new subjects for the upcoming syllabus.

Discussions held as follows:

1. Update result of 1st year MCA syllabus:

HOD updated that 1st year MCA syllabus draft has been updated to the university portal and according to that a discussion on load distribution held.

2. Discussion on CA1 schedule:

Discussion on schedule and structure of CA1 and formation of question paper and marks distribution was held.

3. Discussion on moderation of CO, PO, CO-PO-PSO mapping for 1st Semester of new syllabus (code- 710 of MAKAUT):

Moderation of CO, PO, CO-PO-PSO mapping will be taken place as per the requirement and will be submitted to the department for documentation purpose.

4. Discussion on preparation for new subjects for the upcoming syllabus:

HOD requested all faculty members that according to the syllabus draft everyone needs to update themselves with new syllabus, so that they can accommodate themselves with the new syllabus.

The Meeting ended with a vote of thanks by HOD to all members.

Handwritten signature: pdey 10/12/2020
DR. PABITRA KUMAR DEY
(HOD, MCA)
Dr. B. C. Roy Engineering College

- 1) Copy to the departmental Co-ordinator,

DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR
Department of Computer Applications (MCA)
Minutes of Meeting of DAC

Date of Meeting: 02-03-2021

Timing: 04:00 AM – 04:30 PM

Venue: MCA (LAB)

Participants:

Prof. Dr. Pabitra Kumar Dey, Chairman of DAC

Prof. Debasis Guha, Member of DAC

Prof. Ansuman Mahanty, Member of DAC

Prof. Falguni Chakraborty, Member of DAC

Prof. Subhrangsu Chandra, Member of DAC

Prof. Uday Kumar Banerjee, Member of DAC

Prof. Dr. Subir Gupta, Member of DAC

Prof. Anupam Baidya, Member of DAC

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DR. PABITRA KUMAR DEY
HOD - MCA
Dr. B. C. Roy Engineering College

Agenda of the meeting:

- Regarding next semester class.
- CO, PO attainment update.
- Regarding update data on NAAC.
- Regarding quality research work as per advice from GS.
- Mentor – mentee meeting update and Student Satisfaction Survey.
- Discussion on moderation of CO, PO, CO-PO-PSO mapping for 2nd, 3rd, 4th Semester of new syllabus (code- 710 of MAKAUT):

Discussion held is as follows:

- **Regarding next semester class:**

Hod raised the topic of next semester classes and advised all faculty members to prepare themselves for the new semester classes as there is a huge change in syllabus.

- **CO, PO attainment update:**

HOD informed all faculty members that they need to keep the CO, PO attainment updated of the subjects which they taught at the last semester.

- **Regarding update data on NAAC:**

Hod advised all faculty members to update all works related to NAAC as at any point the NAAC committee might ask for a submission of the documents.

- **Regarding quality research work as per advice from GS:**

HOD addressed all members regarding advise from Hon'ble GS Sir on quality research paper(s) and encouraged all to make a good contribution towards research works.

- **Mentor – mentee meeting update and Student Satisfaction Survey.**

HOD enquired from all faculty members about their mentee interaction progress and progress on Student Satisfaction Survey (SSS).

- Discussion on moderation of CO, PO, CO-PO-PSO mapping for 2nd, 3rd, 4th Semester of new syllabus (code- 710 of MAKAUT):

Moderation of CO, PO, CO-PO-PSO mapping will be taken place as per the requirement and will be submitted to the department for documentation purpose.

The Meeting ended with a vote of thanks by HOD to all members.



(HOD)

DR. PABITRA KUMAR DEY
HOD - MCA

Dr. B. C. Roy Engineering College, Central NAAC Coordinator.

DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR
Department of Computer Applications (MCA)
Minutes of Meeting of DAC

Date of Meeting: 30-03-2021

Timing: 04:00 AM – 05:20 PM

Venue: MCA (LAB)

Participants:

Prof. Dr. Pabitra Kumar Dey, Chairman of DAC

Prof. Debasis Guha, Member of DAC

Prof. Ansuman Mahanty, Member of DAC

Prof. Falguni Chakraborty, Member of DAC

Prof. Subhrangsu Chandra, Member of DAC

Prof. Uday Kumar Banerjee, Member of DAC

Prof. Dr. Subir Gupta, Member of DAC

Prof. Anupam Baidya, Member of DAC

Agenda of the meeting:

- Discussion on upcoming lab exam.
- Discussion on Project presentation structure of Final year.
- Regarding next semester class.
- Regarding newly appointed dean.
- Discussion on 1st year classes during the break.
- Discussion on Lab structure of next sem.
- Regarding Project hard copies.
- Regarding quality research work as per advice from GS.

Discussion held is as follows:

- **Discussion on upcoming lab exam:**

After a discussion all faculty members agreed to make their own format of Lab question paper for the upcoming semester examination.

- **Discussion on Project presentation structure of Final year:**

As per the suggestion of Project coordinator and other faculty members, online project presentation schedule fixture and hosting to be done by Prof. Subhrangsu Chandra decided.

- **Regarding next semester class:**

Hod raised the topic of next sem classes and advised all faculty members to prepare themselves for the new semester classes as there is a huge change in syllabus.

- **Regarding newly appointed dean:**

HOD informed all faculty members that Prof(Dr.) K.M. Hossain has been appointed as new dean for Dr. B. C. Engineering fraternity and to be prepared for his sudden visit to the department.

- **Discussion on 1st year classes during the break:**

HOD raised the topic of 1st year classes to be happen during the break (from 06-03-2021 to 10-03-2021) and advised all members that if students demand the break as study leave, faculty members may give a little relaxation by making revision rather than teaching new topics.

DR. PABITRA KUMAR DEY
HOD - MCA
Dr. B. C. Roy Engineering College

- **Discussion on Lab structure of next semester:**

A discussion was held on how lab classes will be held in the upcoming semester. Prof. Falguni Chakraborty, the MCA dept Exam Cell coordinator advised that theory teachers will give assignments and the co-teacher will assist on the same and provide teaching – learning facility to half of the class and half will be taken care by the other teacher.

- **Regarding Project hard copies:**

As a suggestion from NAAC members of the department, Project Coordinator Prof. Debasis Guha agreed to inform the students to send the project hard copies by Courier during the pandemic situation.

- **Regarding quality research work as per advice from GS:**

HOD addressed all members regarding advice from Hon'ble GS Sir on quality research paper(s) and encouraged all to make a good contribution towards research works.

The Meeting ended with a vote of thanks by MOD to all members.

Dr. P. K. Debnath

DR. PABITRA KUMAR DEY
HOD - MCA

Dr. B. C. Roy Engineering College

1) Copy to the departmental NAAC Coordinator.

DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR
Department of Computer Applications (MCA)
Minutes of Meeting of DAC

Date of Meeting: 24-04-2021

Timing: 03:30 PM – 04:30 PM

Venue: MCA (LAB)

Participants:

Prof. Dr. Pabitra Kumar Dey, Chairman of DAC

Prof. Debasis Guha, Member of DAC

Prof. Ansuman Mahanty, Member of DAC

Prof. Falguni Chakraborty, Member of DAC

Prof. Subhrangsu Chandra, Member of DAC

Prof. Uday Kumar Banerjee, Member of DAC

Prof. Dr. Subir Gupta, Member of DAC

Prof. Anupam Baidya, Member of DAC

Handwritten signatures and dates:
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Agenda of the meeting:

- Update result of fee payment by students.
- Regarding quality research work as per advice from GS.
- Class activity and online mode of teaching.
- Discussion on 50% of physical attendance duty roaster due to partial lockdown.

Discussion held is as follows:

- **Update result of fee payment by students:**

As per information received from Accounts Department, HOD informed all faculty members about the present scenario of Even/ Odd semester fee payments done by the students.

- **Regarding quality research work as per advice from GS.**

HOD reminded all faculty members that college management is putting stress on quality research works. Prof. Subir Gupta informed that he is trying to publish some research papers with his project group students.

- **Class activity and online mode of teaching.**

HOD enquired from all faculty members about ongoing classes during the pandemic situation; whether all students are getting facilitated with the present situation and they are capable of understanding all theory and lab classes in online mode.

- **Discussion on 50% of physical attendance duty roaster due to partial lockdown:**

Due to increase of Covid-19 pandemic, College authority decided to make 50% of physical attendance of the faculty members.

Discussion held among the faculty members and the duty roaster was built up.

The Meeting ended with a vote of thanks by HOD to all members.

Handwritten signature: pdey 24/04/2021
DR. PABITRA KUMAR DEY
(HOD) HOD - MCA

- 1) Copy to the Engineering College, Dr. B. C. Roy Engineering College, AAC Coordinator.

DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR

Department of Computer Applications (MCA)

Minutes of Meeting of DAC

Date of Meeting: 27-05-2021

Timing: 06:00 PM – 07:00 PM

Venue: Online

Google Meet Link: <https://meet.google.com/kjb-rqne-toy>

Participants:

Prof. Dr. Pabitra Kumar Dey, Chairman of DAC

Prof. Debasis Guha, Member of DAC

Prof. Ansuman Mahanty, Member of DAC

Prof. Falguni Chakraborty, Member of DAC

Prof. Subhrangsu Chandra, Member of DAC

Prof. Uday Kumar Banerjee, Member of DAC

Prof. Dr. Subir Gupta, Member of DAC

Prof. Anupam Baidya, Member of DAC

DR. PABITRA KUMAR DEY
HOD - MCA
Dr. B. C. Roy Engineering College

Agenda of the meeting:

- Regarding relevant topics of teaching methods.
- Discussion on Result data.
- Regarding CA2 & PCA1.
- Regarding CO, PO updates.
- Regarding Scholarship for MCA Students.
- Discussion on departmental class activity and class progress.
- Discussion on meeting with 2019-22 batch students regarding placement.

Discussion held is as follows:

- **Regarding relevant topics of teaching methods:**

Hod informed about the meeting held among all departmental HODs, Dean(s) and Director, regarding classes held till, student interaction with teachers and a careful view on all student facilities regarding classes and to take action by all faculty members on those.

- **Discussion on Result data:**

Hod conveyed the messages on making a successful upload of result related matters by all faculty members.

- **Regarding CA2 & PCA1:**

Although HOD, Exam Cell has conveyed the message online, HOD, MCA reminded about CA2 and PCA1 physically.

- **Regarding CO, PO updates:**

Prof. Uday Kumar Banerjee, one of the departmental NAAC co-coordinator, enquired about CO PO attainment updating.

- **Regarding Scholarship for MCA Students:**

HoD informed all faculty to take update from their mentees about scholarship details and send the accordingly.

- **Discussion on departmental class activity and class progress:**

HOD enquired from all faculty members to update on class activity and interaction between mentor & mentees, once in a fortnight and to give a positive feedback on that by all faculty members.

- **Discussion on meeting with 2019-22 batch students regarding placement:**

As 2019-22 batch students are having a frequent enquiry on placement, HOD advises Prof, Subhrangsu Chandra, departmental placement coordinator, to arrange a meeting to inform students about their upcoming placement interview and to remove all confusion on training activities.

The Meeting ended with a vote of thanks by HOD to all members.

27/05/2021.
(HOD) PABITRA KUMAR DEY

HOD - MCA

Dr. B. C. Roy Engineering College

- 1) Copy to the departmental NAAC Coordinator.

DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR
Department of Computer Applications (MCA)
Minutes of Meeting of DAC

Date of Meeting: 18-06-2021

Timing: 05:30 PM – 07:10 PM

Venue: Online

Google Meet Link: <https://meet.google.com/kjb-rqne-toy>

Participants:

Prof. Dr. Pabitra Kumar Dey, Chairman of DAC

Prof. Debasis Guha, Member of DAC

Prof. Ansuman Mahanty, Member of DAC

Prof. Falguni Chakraborty, Member of DAC

Prof. Subhrangsu Chandra, Member of DAC

Prof. Uday Kumar Banerjee, Member of DAC

Prof. Dr. Subir Gupta, Member of DAC

Prof. Anupam Baidya, Member of DAC

Agenda of the meeting:

- Regarding fee collection update.
- Discussion on CA3 for both existing 1st and 2nd year.
- Regarding Final semester Project Viva.
- Regarding Feedback System of BCREC.
- Discussion on Subject distribution for the next semester.
- How an FDP can be organized by MCA department.
- Regarding placement of Students.

Discussion held is as follows:

- **Regarding fee collection update:**

Hod informed about the current status of fee collection from the students.

- **Discussion on CA3 for both existing 1st and 2nd year:**

As per the direction of HOD, exam cell representative Prof. Falguni Chakraborty informed the date of CA3 for 2019-22 batch students. A proper planning was to be checked for next CA4.

- **Regarding Final semester Project Viva:**

A discussion went on how the Project viva will be carried out for the Final Semester in Online mode.

- **Regarding Feedback System of BCREC:**

HOD explained all faculty members about the BCREC feedback system and informed that, feedback to be done by mentor and mentees within stipulated time.

- **Discussion on Subject distribution for the next semester:**

A discussion held on subject distribution for the upcoming semester.

- **How an FDP can be organized by MCA department:**

As per the guideline of BCREC, all departments need to organize FDP, a discussion held on that, how the FDP will be organized and other details.

- **Regarding placement of Students:**

Prof. Subhrangsu Chandra, the placement coordinator of MCA department, informed about the current status of training and placement.

The Meeting ended with a vote of thanks by HOD to all members.

Dr. Parittra Kumar Dey

~~DR. PARITTRA KUMAR DEY~~
(HOD)

HOD - MCA
Dr. B. C. Roy Engineering College

- 1) Copy to the departmental NAAC Coordinator.

DR B. C. ROY ENGINEERING COLLEGE, DURGAPUR
MECHANICAL ENGINEERING DEPARTMENT

Date: 28/11/2020

Minutes of the 96th Departmental Academic Committee (DAC) Meeting (ME) held at the Departmental Library of ME Dept on Friday, the 27th November, 2020 at 3 P.M.

Faculty members present:

1) Prof. (Dr.) K. Chatterjee 2) Prof. S. C. Chakrabarty 3) Prof. (Dr.) C. Chatteraj 4) Prof(Dr) Subrata Samanta 5) Prof(Dr) Arijit Banerjee 6) Prof. Ranjit Kr Roy 7) Prof. Sibabrata Majumdar 8) Prof.(Dr) Manoj Kundu 9) Prof. Partha Sarathi Bose) 10) Prof. Pabitra Kr Mondal 11) Prof.(Dr) Rupali 12) Prof S. Bhattacharjee 13) Prof. Suman Karmakar 14) Prof Chitta Sahana 15) Prof. S. C. Moi 16) Prof. Siddhartha Bhowmick 17) Prof.Arka Banerjee 18) Prof.Rajeev Ranjan 19) Prof.Rakesh Biswas 20) Prof. Anubhab Roy . 21) Prof Pranesh Kumar Das 22). Prof. Deepak Kumar

Invited member: Sri Samir Saha (WI)

Agenda: Current semester fee collection.

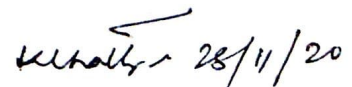
Resolution:

An emergency DAC meeting was called on 27/11/2020 to discuss the fee collection of current semester students of Mechanical Engineering department.

HOD briefed all that about 150 students have not paid their current semester fees. This is an alarming situation for all of us.

Director and General Secretary BCREC expressed their dissatisfaction about this situation.

General Secretary informed that it is hard time for all of us and all mentors staffs of the department should apply their best effort to expedite the fee collection.

 28/11/20

Chairman DAC

DR B. C. ROY ENGINEERING COLLEGE, DURGAPUR
MECHANICAL ENGINEERING DEPARTMENT

Date: 14.01.2021

Minutes of the 97th Departmental Academic Committee (DAC) Meeting (ME) held at the Departmental Library of ME Dept on Thursday, the 14th January, 2021 at 1 P.M.

Faculty members present:

1) Prof. (Dr.) K. Chatterjee 2) Prof. S. C. Chakrabarty 3) Prof. (Dr.) C. Chatteraj 4) Prof.(Dr) Subrata Samanta 5) Prof(Dr) Arijit Banerjee 6) Prof. Sibabrata Majumdar 7) Prof.(Dr) Manoj Kundu 8) Prof. Partha Sarathi Bose) 9) Prof. Pabitra Kr Mondal 10) Prof.(Dr) Rupali 11) Prof S. Bhattacharjee 12) Prof. Suman Karmakar 13) Prof Chitta Sahana 14) Prof. S. C. Moi 15) Prof. Siddhartha Bhowmick 16) Prof.Rajeev Ranjan 17) Prof.Rakesh Biswas 18) Prof Pranesh Kumar Das 19). Prof. Deepak Kumar 20. Prof. Koushik Chatterjee.

Agenda:

NIRF / NAAC/NBA

Resolution:

1. HOD(ME) requested all faculties to involve in writing research oriented journal paper preferably jointly with other faculty members so that it is reflected in NIRF data.
2. It is not possible to carryout offline laboratory classes due to pandemic situation now, however we should try to bring willing students for their Project and Seminar classes.
3. HOD(ME) told faculties who have joined BCREC 5 years and below to write research journal paper at least one in any academic year. And it is mandatory for them.
4. HOD(ME) requested all faculties to provide the data immediately for NAAC and NIRF as and when asked by Co-ordinator Dr.Manoj Kundu.
5. Prof(Dr.) Chandan Chatteraj requested all faculties to provide the data for "Interaction with Outside World" required for NBA and submit immediately to Sri Chitta Sahana.
6. Prof(Dr.) Chandan Chatteraj requested all faculties to participate in FDP at least once in each academic year. He also informed all to join in available AICTE recognised FDPs.
7. HOD(ME) and other faculty members of Mechanical Department welcome Sri Koushik Chatterjee(AP) as newly inducted as faculty of ME Dept.
8. Sri Koushik Chatterjee(AP) will act as a coordinator for housekeeping.

Koushik 15/01/2021
Chairman DAC

DR B. C. ROY ENGINEERING COLLEGE, DURGAPUR
MECHANICAL ENGINEERING DEPARTMENT

Date: 09.02.2021

Minutes of the 98th Departmental Academic Committee (DAC) Meeting (ME) held at the Departmental Library of ME Dept on Tuesday, the 9th February, 2021 at 1 P.M.

Agenda:


CA2,CA3,CA4, PCA1 PROJECT FOR FINAL YEAR, VT,5TH SEMESTER
SEMINAR,MAKAUT PAPER SETTER FOR SOLID MECHANICS PC-ME 502

Faculty members present:

1) Prof. (Dr.) K. Chatterjee 2) Prof. S. C. Chakrabarty 3) Prof. (Dr.) C. Chattoraj 4) Prof(Dr) Subrata Samanta 5) Prof(Dr) Arijit Banerjee 6) Prof. Ranjit Kr Roy 7) Prof. Sibabrata Majumdar 8) Prof.(Dr) Manoj Kundu 9) Prof. Partha Sarathi Bose) 10) Prof.(Dr) Rupali 11) Prof S. Bhattacharjee 12) Prof. Suman Karmakar 13) Prof Chitta Sahana 14) Prof. S. C. Moi 15) Prof. Siddhartha Bhowmick 16) Prof.Arka Banerjee 17) Prof.Rajeev Ranjan 18) Prof.Rakesh Biswas 19). Prof Pranesh Kumar Das 20) Prof. Deepak Kumar 21). Prof Koushik Chatterjee.

Resolution:

1. The CA2 marks uploading will end on 13th Feb,21 The marks should be uploaded well before the deadline. The latest fee defaulter list will be available with Sri L K pal and Sri Satyajit Das.
2. The odd semester ONLINE examination may be held in the end of March'21. The faculties will conduct test/assignments for CA3 and CA4 and PCA1 so that the marks may be uploaded as per MAKAUT guidelines.
3. The VT marks for 6th semester (present 7th Sem) students/mentees will be provided by the mentors.
4. The final year project supervisor will call willing students to the department for their project work.
5. The 5th semester seminar supervisors will advice students to submit report before middle of March'21. The supervisor will guide the respective students for the preparation of the said report.
6. Sri Pranes Das(AP) will act as a paper setter for SOLID MECHANICS PC-ME 502. He will be guided by Dr.C Chattoraj, Sri Ranjit Roy(AP),Sri Rakesh Biswas(AP) for preparation of the questions.
7. HOD announced that two more Webinars will be organised by our Department. Sri Koushik Chatterjee(AP) will act as a coordinator for the webinar on 19th Feb'2021(Topic Power plant related) and Dr Rupali (AP)will act as a coordinator for the webinar on 20th Feb'2021(Topic: How to write research paper methodically)


Chairman DAC

DR B. C. ROY ENGINEERING COLLEGE, DURGAPUR
MECHANICAL ENGINEERING DEPARTMENT

Date: 09.03.2021

Minutes of the 99th Departmental Academic Committee (DAC) Meeting (ME) held at the Departmental Library of ME Dept on Tuesday, the 9th March, 2021 at 3 P.M.

Agenda:

1. Budget 2020-21 and Expenditure before 31st march 2021
2. Even semester load distribution
3. NBA documentation

Faculty members present:

1) Prof. (Dr.) K. Chatterjee 2) Prof. S. C. Chakrabarty 3) Prof. (Dr.) C. Chattoraj 4) Prof(Dr) Subrata Samanta 5) Prof(Dr) Arijit Banerjee 6) Prof. Ranjit Kr Roy 7) Prof. Sibabrata Majumdar 8) Prof.(Dr) Manoj Kundu 9) Prof. Partha Sarathi Bose) 10) Prof. Pabitra Kr Mondal 11) Prof.(Dr) Rupali 12) Prof S. Bhattacharjee 13) Prof. Suman Karmakar 14) Prof Chitta Sahana 15) Prof. S. C. Moi 16) Prof. Siddhartha Bhowmick 17) Prof.Arka Banerjee 18) Prof.Rajeev Ranjan 19) Prof.Rakesh Biswas 20). Prof Pranesh Kumar Das 21) Prof. Deepak Kumar 22). Prof Koushik Chatterjee.

Resolution:

It is informed to all faculties that procurement/maintenance (if any) is to be completed within 31st March 2021 and the billing is to be made within 31st March'21. Dr Manoj Kundu (AP) will assist in consultation with Sr.Finance Manager BCREC Sri Ravi Sharma.

Professional Core courses PC-ME691 Mechanical Engineering Laboratory (Design) II
It has been decided in the meeting that the following Lab. will be involved in carrying out the experiments to fulfil the University requirement

1. Strength of materials lab.
2. Material testing lab.
3. Measurement and Instrumentation Lab
4. Dynamics of Machines lab

It has been also decided that Sri Koushik Chatterjee(AP) will act as CO-Llab. in-charge of Strength of Materials Lab.

Project (or summer internship) PW-ME681 Project-II

It has been decided in the meeting that this course will be conducted in similar way that of PW-ME581 Project-I. The project supervisor will guide the same group of students as already allotted in 5th Semester to them.

It has also been decided that once Post-Covid normalcy is restored following guidelines of competent authorities, students would be allowed for industrial internship during semester break at the end of 4th Semester for PW-ME581 and 5th Semester for PW-ME681 respectively.

The 2nd, 4th, 6th semester (New syllabus) and 8th semester (old syllabus) theory and practical class load has been allotted to respective faculties.

Dr. Chandan Chatteraj (Professor) and Sri Chitta Sahana(AP) briefed about the documents urgently required for NBA considering data update up to current academic year.

The faculties will provide the documents in consultation with NBA team to Sri Chitta Sahana(AP) within 19th March 2021



Chairman DAC

DR B. C. ROY ENGINEERING COLLEGE, DURGAPUR
MECHANICAL ENGINEERING DEPARTMENT

Date: 23.03.2021

Minutes of the 100th Departmental Academic Committee (DAC) Meeting (ME) held at the Departmental Library of ME Dept on Tuesday, the 23rd March, 2021 at 1 P.M.

Agenda:

1. Research paper publication by faculties in peer reviewed journals
2. Online submission of practical PCA2 and marks.
3. NBA documents for 2019-20

Faculty members present:

1) Prof. (Dr.) K. Chatterjee 2) Prof. S. C. Chakrabarty 3) Prof. (Dr.) C. Chatteraj 4) Prof(Dr) Subrata Samanta 5) Prof(Dr) Arijit Banerjee 6) Prof. Ranjit Kr Roy 7) Prof. Sibabrata Majumdar 8) Prof.(Dr) Manoj Kundu 9) Prof. Pabitra Kr Mondal 10) Prof.(Dr) Rupali 11) Prof. Suman Karmakar 12) Prof Chitta Sahana 13) Prof. S. C. Moi 14) Prof. Siddhartha Bhowmick 15) Prof.Arka Banerjee 16) Prof.Rajeev Ranjan 17) Prof.Rakesh Biswas 18) Prof Pranesh Kumar Das 19) Prof Koushik Chatterjee.

Resolution:

HOD pointed that technical paper publication is the Academic Hall-mark of the department and this is also requirement for the accreditation processes. But Mechanical Engineering dept has never compromised with the quality of publication and would maintain the same standard of BCREC.

It has been decided that junior faculties will publish two research papers in small groups (maximum 4). Senior faculties will guide them. Such publication must include name of the department & college and may suitably involve students of the department.

The PCA2 marks will be finalized in the same manner as that followed in last semester.

Dr.Chandan Chatteraj (Professor) briefed that NBA documents need to be prepared for 2019-20 session as discussed in the last DAC meeting.

To ease 'faculty information' data collection, a cloud based departmental data collection centre is created, separate links for Journal & Conference papers, Book/Book chapter, FDP, participation and organizing event, etc already shared with all ME faculty members along with requisite guidelines. The same links should be used to update 'faculty information' in future.



Chairman DAC