

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

3. Feedback from students	Feedback from students, Steps taken on the feedback	YES	Ok
4. 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 equipments	YES	OK

Audit 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

Head
Dept. Electrical Engineering
Dr. B. C. Roy Engineering College
Durgapur

Signature of the Academic Audit Experts

1. Sanjay Sengupta (Dr. SANJAY SENGUPTA, IQAC COORDINATOR) 25/11/2020
2. J. Pal (DR. JAYANTA PAL) 25/11/2020
3. P. De (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



Table 2
Actions Taken based on the comment of audit team

Academic Year	Comments by Audit Committee	Action Taken
2019-2020	Credits allotment is explained nicely, Most of the documents are stored in software. Hardware documentations is recommended	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.
	Items are ready. Faculty wise course file preparation is recommended	
	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	
	Internship Program in collaboration with Industry is suggested, Students Publications should be emphasized	
	FDP, Seminars are to be organized, MOU is required	

Annexure I:

Re-structuring of IQAC Cell was made with inclusion of new personnel and change of designation of existing members in the meeting held on 28/02/2020 and the present structure of IQAC is as follows:

Sl. No.	Name	Designation
1	Shri Tarun Bhattacharya, General Secretary, BCREC Society	Management
2	Prof.(Dr.) Pijush Pal Roy, Director	Chairperson
3	Prof. (Dr.) Sanjay Sengupta, HoD, Civil Engineering	Coordinator
4	Smt. Ruma Mitra, Registrar	Member
5	Dr. Alope Kahali, Head (Administration)	Member
6	Commndr.(Retd.) Ratnakar Ghosh, Campus Administrator	Member
7	Shri Rajesh Chatterjee, Sr. Manager (Admn.)	Member
8	Shri Ravi Sharma, Sr. Manager (Finance)	Member
9	Prof. (Dr.) Chandan Chatteraj, Dean(Academics)	Member
10	Prof. (Dr.) Narendra Nath Pathak, Dean (SW & A)	Member
11	Prof. (Dr.) Chandan Koner, HoD (CSE)	Member
12	Prof. (Dr.) Rajib Roy, HoD (MBA)	Member
13	Prof. (Dr.) Jayanta Pal, HoD, Basic Science & Humanities	Member
14	Prof. (Dr.) Pabitra Kumar Dey, HoD (MCA)	Member
15	Prof. (Dr.) Debaprasad Mukherjee	Member
16	Prof. Anirban Bose, Instrumentation & Electronics	Member
17	Prof. Arijit Kumar Banerjee, Civil Engineering	Member
18	Prof. Mou Das Mahapatra, Asstt. Professor, EE, BCREC	Member
19	Shri Abhijit Shyam, Entrepreneur, President, Alumni Association, BCREC	Member
20	Shri Sanjay Saha, HR Manager, Neo Metaliks	Member
21	Shri Sujit Kumar Pal, Personnel Manager, GE India Power	Member

Plan of Action:

- To conduct the meeting at the beginning of each semester (Twice in a year)
- Prime agenda of the meeting would be review based planning of academic policies for the sustainable growth of the Institute
- To develop a monitoring system for quality assurance of the policies

Academic Activities

- To organize an interactive session with faculty members following the guidelines given by Governing Body, College Academic Council (CAC) and Departmental Academic Council (DAC) to strengthen the Teaching Learning process.
- Preparation and release of guidelines regarding all Academic activities before the commencement of Semester
- Preparation of list of faculty mentors at Department level and distribution of mentoring registers along with guidelines to follow



Pijush Pal Roy