

DR.B.C.ROY ENGINEERING COLLEGE, DURGAPUR

Ref: BCREC/AC/2021/09

Dated: March 05, 2022

Minutes of the 9th Meeting of the Academic Council held at Director's Conference Hall on Friday, the 18th February, 2022 at 11:00 AM

Members Present:

1.	Prof. (Dr.) Sanjay S. Pawar, Principal	Chairman
2.	Prof. (Dr.) K.M.Hossain, Vice-Principal	Member
3.	Prof. (Dr.) N N Pathak, HoD (ECE) & Dean(SW&A)	Member
4.	Prof. (Dr.) Chandan Koner, HoD(CSE)	Member
5.	Dr. Suman Bhattacharjee, HoD (IT)	Member
6.	Dr. Sanjay Sengupta, HoD (CE)	Member
7.	Dr. Susanta Dutta, HoD (EE)	Member
8.	Dr. Jayanta Pal, HoD (BSH)	Member
9.	Prof. (Dr.) Somroop Siddhanta, HoD (FMS)	Member
10.	Dr. Pabitra Kumar Dey, HoD, MCA	Member
11.	Dr. G S Mitra Thakur, Prog.Coordinator,AIIML	Member
12.	Prof. (Dr.) R K Samanta, Prog.Coordinator,CSD	Member
13.	Prof. (Dr.) Chandan Chattoraj, HoD (ME)	Member
14.	Prof. (Dr.) Kanchan Chatterjee, Professor, ME	Member
15.	Prof. (Dr.) D P Mukherjee, Professor, IT	Member
16.	Prof. (Dr.) Arunava Mookherjee, Professor, FMS	Member
17.	Shri Koushik Senapati, Assoc. Prof. (Maths)	Member
18.	Dr. Alope Kahali, Head (Admn)	Absent
19.	Prof. (Dr.) C. K. Ghosh, HoD (R&D)	Absent
20.	Shri S. Pal, Incharge (Exam)	Member
21.	Commdr. Ratnakar Ghosh, Campus Admin.	Member
22.	Dr. Subal Chandra Biswas, Librarian	Member
23.	Smt. Ruma Mitra, Registrar	Convener

At first, all the members welcomed Prof. (Dr.) Sanjay S. Pawar, Principal, who has assumed the charge of **Principal** of the Institute with effect from 1st December, 2021. The Principal as a Chairman of Academic Council welcomed all the members in the 9th meeting of the Council.

Principal pointed out that the Minutes of the previous meeting should be confirmed always and the "Confirmed" Minutes should be placed as first Agenda.

Confirmation of the Minutes of the 8th Meeting of the Academic Council held on 11th August ,2021

Minutes of the 8th Meeting of the Academic Council was unanimously accepted and confirmed as there being no comments on the minutes. Thereafter, the meeting started Agenda-wise:

1. Modalities of conducting CA and PCA exams for all students including final year (in online/offline/mixed mode) and Types of CA evaluations (Examinations, Assignments, Seminars etc.)

Principal mentioned that modalities of conducting CAs and PCAs may be flexible but the questions of class tests, assignments, etc. should be to extract the knowledge of the students on the subjects. It was unanimously decided that CAs and PCAs may be conducted **in online/offline/mixed mode**; however, 1st year to 3rd year students should preferably attend the college for giving tests held in either on-line mode or off-line mode. Final year students' CAs may be conducted in on-line mode. Tests for PG students can be conducted through Google Classroom. It was also discussed and decided that surprise tests can also be conducted.

It was also discussed in the house that for conducting Research, plagiarism software is required by the Institute and the Authorities of the Institute will be requested to give approval for purchasing the same to improve the quality of paper publications.

Principal suggested that CA1 and CA2 may be conducted through class tests and CA3 & CA 4 may be conducted through assignments, projects, market analysis, diagrams drawing, etc. for which the process should start from the beginning of the semester and a Repository should be maintained by each faculty member. Students should be provided with the subject/topic so that with progress of classes, a student will get sufficient time to gain knowledge about the same too. Principal further mentioned that if the above system is followed, the mapping could be done and finally Outcome Based Education could be attained as required for NBA/NAAC accreditation.

2. Minor Degree Programs to be conducted by departments and LITE program on Advance Web Development

Principal mentioned that each and every department should plan to offer Minor Degree (additional 20 credits) along with the Major Degree of B.Tech (160 credits) or with Honours (180 credits) following the guidelines of AICTE so that the Affiliating University can be approached for giving the approval. Principal further desired that the departments singly or jointly may prepare the course contents of Minor Degree so that it will be open to students of all Departments and should be skill-based. Thus, all the students of any department can join the program to get the opportunity to get knowledge and skills on emerging areas.

It was also discussed that with revision of syllabus by the University and reduction of credit points from 240 to 160, AICTE has suggested for introduction of Minor Degree Program so that a student can learn knowledge & skill required by the Industry and contribute to the Society.

Principal advised that Minor Degree classes can commence from 3rd year and average 5 credits can be awarded per semester for last 4 semesters.

Prof. Sanjay Sengupta, IQAC Coordinator, mentioned that for submission of Cycle 2 of AQAR, the Institute has to submit data/proof for introduction of certain courses with participation of the students (award of certificates) for the advancement of academics during the current session of 2022.

Principal mentioned that the Add-on Courses (duration-30 hours) submitted by all the departments are approved and the departments can start such courses during the current semester for which the students will be awarded the Certificates by the departments. It was further resolved that such Add-on courses prepared by the departments may also be banded together and the course contents of a Minor Degree program can be framed for which the student will get a Degree from the University.

3. Policy of the Institute on Research work

Vice-Principal mentioned that a Policy of the Institute has been framed on Research work, as advised by the Principal. Main features are as follows-

- (i) Industry-based Research
- (ii) Inter-disciplinary research
- (iii) Collaboration with international level organizations for which a Task Force will be constituted.
- (iv) Training will be provided to the teachers – how to write a proposal/format and whom to send the same, etc.
- (v) Details about number and quality of publications
- (vi) Patents- leading to filing and copy right; two-level scrutiny will be made and expenditure will be borne by the Institute.
- (vii) Incentives for publication and other research work; request for increasing the amount
- (viii) Generation of fund from External Agencies

It was also clarified that in case of a joint publication with the student, the faculty member will get the incentive and the same should be shared with the student.

Vice-Principal also raised the issue of publications from the faculty members of the sister colleges (whose profiles have been included as Adjunct faculty members of BCREC in various accreditation processes) and subsequent awarding of incentives. It was decided that the above faculty members should get the incentives provided the publications' affiliations must be for BCREC.

4. Departmental Profiles to be ready for R&I collaborations

BCREC is aiming for Collaborative Research and collective efforts should be ensured for creating environment of research or its advancement.

Research & Industry (RI) group is expected to keep ready the Departmental Profiles (with each faculty's details, laboratories attached with the department and the research work carried out so far) by 28th February, 2022. He further requested all the HoDs to ensure that the same is furnished by the deadline, based on which future course of action for the Institute can be planned.

5. NBA Accreditation – visit of NBA Expert Team and application of CSE & ECE for further NBA accreditation

Principal requested four HoDs (EE,ME, IT & MBA) to give PPT during the scheduled hour of 18/02/2022 at Principal's Conference hall in presence of Principal, Vice-Principal, Registrar and members of Central NBA Committee which will be presented by them before the NBA team during the ensuing visit to be held during March 25-27, 2022.

It was also informed in the house that re-accreditation of CSE & ECE will expire in June, 2023. NBA has been requested to inform about the course of action and date line to be taken by the Institute for accreditation of these two departments.

6. NAAC Accreditation – various functions of IQAC like Academic-Audit, etc.

Prof. S. Sengupta, IQAC Coordinator informed the house that the NAAC Coordination Team is working hard to collect all the data/information for submission of cycle 2 of AQAR shortly. He mentioned that flow of information should be accurate and timely based on which NAAC grading is awarded.

Principal requested all the HoDs to ensure that the NAAC team should be furnished all the required data/information by the deadline, based on which the Institute can improve its grade in NAAC accreditation.

During the discussion, it was also mentioned that all the departments should go through the process of Academic-Audit which is a vital part of NBA accreditation. Prof. Sengupta informed the house that a Format has been prepared by the NAAC team for this purpose and based on which he and his team members have already conducted academic-audit of Electrical Engineering and Mechanical Engineering Departments and the Reports have already been given. It was decided that both IT and MBA departments should also invite the NAAC team and request for providing the Reports of academic-audit before the visit of NBA team.

It was resolved to have academic-audit done at the end of the academic year. The departments should also keep ready the classes' details of each semester (Odd & Even) which should be produced before the Audit team.

7. MOU with Anglia Ruskin University, UK

The house noted that an exploratory project is in progress towards conduct of Global Partnership Course with Anglia Ruskin University (ARU), United Kingdom as the lead University for which a British Council Grant of UKL 15,000 will be received. Principal will be going to UK to attend the meeting for working on the above project on behalf of the Institute during March 6-12, 2022.

The Institute is further exploring the opportunities for collaboration with international universities, like Cardiff, etc.

8. Any other Academic issue(s) with the permission of the chair

i. Academic Calendar/Activity Calendar/list of holidays of the Institute for the academic year 2022-23

It was decided that like previous years, Academic Calendar will be prepared aligning with MAKAUT calendar wherein also prominent activities of the Institute (sports, cultural and NSS) will be planned and known at the start of semester.

Principal advised that each department should also prepare its own Activities' calendar based on the calendar of the Institute and the students should remain informed about the departmental activities.

ii. Best Student Award

It was decided that **Best Student Award** will be introduced for both UG and PG students. The award will be unfolded to the final year pass-out students; however, at the time of consideration of marks awarding, performance of a student will be considered from the 1st year itself. The awardees will be selected based on certain criteria and weightage of marks viz., Academics (50%), Publications (10%), Representation of the Department/Institute or participation in Extra-curricular & Co-curricular activities (10%), Conduct of the students in classes/campus/hostel including class attendance (20%) and Organizational Capabilities & Leadership Qualities (10%)

iii. Joining of final year students in companies before completion of the course

Principal mentioned that the matter has been taken up with Kolkata TPO office to request the companies to defer the joining time of the students after the completion of the course. However, in cases of exigencies of the companies, students will be permitted to join unofficially.

iv. Automation of Central Library

Librarian brought to the notice that the main aim of a good library is to provide access to resources to the users within short time shared through net working. The library automation nowadays exists in all reputed colleges/universities. He opines that 90000 volumes exist in the Central Library of the institute; however, the footfall is not encouraging. The remote access can be explored for improvement of the same.

Principal advised that this upgradation aspect should be considered as part of Library Budget and placed before the authorities for approval. Principal further advised that though there is a Central System Administrator, one faculty member in each department should act as a System Administrator for the respective department thereby a Networking team could be developed.

v. Speed of motorbikes used by the students inside the campus

Campus Administrator raised the issue of reckless riding of the motorbikes by the students inside the campus. He pointed out that unless the Security Personnel are provided with an order from the Principal's office clearly mentioning the speed limit, they are not in a position to control the same. It was discussed and decided that a Notice will be issued from the Principal's office in this regard along with certain issues related to hostel and campus discipline shortly.

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

Prof. (Dr.) Sanjay S. Pawar
Principal & Chairman (Academic Council)
Dr. B. C. Roy Engineering College, Durgapur

Copy to : General Secretary ..for kind information
All Members

DR.B.C.ROY ENGINEERING COLLEGE, DURGAPUR

Ref: BCREC/AC/2021/08

Dated: August 24, 2021

Minutes of the 8th Meeting of the Academic Council held at Director's Conference Hall on Wednesday, the 11th August, 2021 at 11:00 AM

Members Present:

1.	Prof. (Dr.) N.N.Pathak, Principal (Officiating)	Chairman
2.	Prof. (Dr.) K.M.Hossain, Dean(Academics)	Member
3.	Prof. (Dr.) Kanchan Chatterjee, HoD (ME)	Member
4.	Prof. (Dr.) Chandan Koner, HoD(CSE)	Member
5.	Prof. (Dr.) Suman Bhattacharjee, HoD (IT)	Member
6.	Prof. (Dr.) Sanjay Sengupta, HoD (CE)	Member
7.	Prof. (Dr.) Susanta Dutta, HoD (EE)	Member
8.	Prof. (Dr.) Jayanta Pal, HoD (BSH)	Absent
9.	Prof. (Dr.) Somroop Siddhanta, HoD (FMS)	Member
10.	Prof. (Dr.) Pabitra Kumar Dey, HoD, MCA	Member
11.	Prof.(Dr.) Rajdeep Ray, HoD (Exam)	Member
12.	Prof. (Dr.) Arunava Mookherjee, Professor,FMS	Member
13.	Prof. (Dr.) Chandan Chattoraj, Professor,ME	Member
14.	Prof. (Dr.) S. R. Das, TIC (Chemistry)	Member
15.	Prof. (Dr.) Sashi Bajaj Mukherjee, TIC (Maths)	Member
16.	Prof. Debadrita Sen, TIC (English)	Member
17.	Prof. Koushik Senapati, Assoc. Prof. (Maths)	Member
18.	Dr. Alope Kahali, Head (Admn)	Member
19.	Prof. (Dr.) C. K. Ghosh, HoD (R&D)	Absent
20.	Prof. (Dr.) D Mukherjee, Professor, IT	Absent
21.	Cdre.Ratnakar Ghosh, Campus Admin.	Absent
22.	Smt. Ruma Mitra, Registrar	Convener

At first, Prof. Koushik Senapati proposed that we should pay respect to the departed souls (both faculty members and our beloved students) who have left us due to this COVID-19 pandemic by observing one minute silence.

Thereafter, all the members welcomed Prof. (Dr.) Narendra Nath Pathak, who has assumed the charge of **Principal (Officiating)** of the college with effect from 7th July, 2021. The Principal as a Chairman of Academic Council welcomed all the members in the 8th meeting of the Council and thereafter started the meeting agenda-wise.

The new Principal started with the discussion by mentioning that a new system is being introduced from now onwards wherein the members of the Academic Council will be requested to send the Agenda Items for the meeting. He mentioned that this way all the members will feel involved in the process and there will be all-round participation from the members of the Council. Principal further added that the Academic Council will remain active all throughout the year. All the academic issues will be discussed in the Academic Council and the decisions will be taken in consultation with Dean (Academics).

1. Mode of Teaching-Learning Process during the forthcoming Odd Semester 2021.

A threadbare discussion took place in the meeting on various modes of teaching-learning process. A variety of suggestions came from the Members.

HoD (EE) suggested that class room teaching could be more effective if a digital board is used by the faculty member. The digital board can be shared well with the students. He added that demonstration becomes easier and the students also understand the lecture in a clear way. He also informed that cost of a digital board is around Rs 2000/- and all the faculty members can easily procure the same in the best interest of teaching-learning process.

HoD(CE) informed that one-to-one interaction with the students is the best method for teaching and he has felt the same while teaching the Civil Engineering students.

Prof. Sashi Bajaj of Mathematics informed that lecture uploading in YouTube helps the students a lot to understand the subject in their own way.

Prof. Arunava Mookherjee of FMS mentioned that for the MBA students, the teachers have given Assignments, etc. through Google Form and the response from the students was satisfactory,

Prof. Chandan Chattoraj mentioned that live presentation helps the students.

Dean (Academics) summed up the discussion that for **Analytical Subjects** which requires mathematical analysis, **Digital Board** is a very useful tool for class room demonstration, whereas **PPT, PDF files**, etc. can be used effectively for **Informative subjects**, which was unanimously agreed upon.

HoD(CSE) suggested that for the sake of NAAC and NBA Accreditations, each department should be given at least one Digital Board by the college. It was decided that the Principal will place the above proposal to the authorities of the college.

Before concluding the discussion on the Agenda, Principal requested all the HoDs to look after the following areas in the coming semester in a vivid manner -

- i) Poor attendance of the students in the Virtual Classes is to be improved.
- ii) Mentors should be much more vigilant in counseling the students in all respect particularly about the attendance.
- iii) Parents/Guardians should be informed from time to time about poor attendance of his/her wards.

2. Uniformity in Routine – Central & Departmental

It was decided in the meeting that the Odd Semester 2021 classes for 2nd, 3rd and 4th year for all B.Tech programs and 2nd year for PG programs will commence from Wednesday, the 1st September, 2021. Both Theory and Lab classes will be conducted virtually in the COVID-19 pandemic situation like before.

It was pointed out by HoDs that students will have to undergo the Industrial Training/Internship for one month mandatorily as a part of MAKAUT Curriculum; as such, the classes for 7th semester for all engineering programs, 3rd semester classes for MBA and 5th semester classes for Mechanical Engineering program will commence from 14th September, 2021.

It was also decided that Central Routine Committee Coordinator and his team will be requested to prepare the Class Schedule for the Odd Semester 2021 in consultation with Departmental Routine Coordinators and in concurrence with HoDs of various departments.

Allocation of the subjects to the faculty members should be started by the HoDs forthwith and the Departmental Routine Coordinators are to be advised to take up with the Central Routine Committee.

It was also discussed and decided that uniformity should be maintained at the time of making class schedules so that teachers of Basic Science & Humanities do not face any difficulty. The following schedule was finalized which all the departments should adhere with.

First Class	10.30AM to 11.30 AM
Second Class	12.00 hrs to 1.00 PM
Lunch break	1.00 PM to 2.00 PM
Third Class	2.00 PM to 3.00 PM
Fourth Class	3.30 PM to 4.30 PM

3. Subject-wise Question Bank

It was discussed and decided that the faculty members should submit question papers in the Question Bank in a regular manner. College has already created a Repository (Moshtishko) for the above purpose. University format should be followed in preparation of the questions. Both Dean (Academics) and the Principal emphasized that the faculty members should not copy the questions from any place and paste the same.

4. Students Feedback on Teaching-Learning

IQAC Coordinator pointed out that through the departments have taken feedbacks from the students at department level; however during NAAC data collection no department could provide the data/information on the actions taken based on the students' feedback. As a result, college could not score full marks in NAAC accreditation. He further added that the departmental level feedback should be discussed in the Departmental Academic Council (DAC) and Action Taken Report (ATR) should be placed in the Central Academic Council to make the system fool-proof.

Dean (Academics) informed the house that the feedback system should be religiously followed henceforth so that the college can achieve academic excellence. The base point is that corrective measures should be taken by the departments for implementation of feedback system.

It was discussed that the teachers are providing quality teaching which is reflected in the result of semester examinations. HoD (Exam) pointed out that this year, out of total 2769 students, 30% students numbering 788 have scored more than 60%.

After a thorough discussion, it was decided that a stable feedback system should be in place for which mid-semester feedback system will be introduced. Principal requested all the HoDs that they personally should monitor the findings/corrective measures to be adopted by the individual teacher.

5. Information on Internal Quality Assurance Cell (IQAC) as part of NAAC Accreditation and departmental audit by IQAC

IQAC Coordinator informed the house that in the NAAC SSR, IQAC information has been given for the last 2 years, 2018-19 and 2019-20. It has been clarified that before 2018,

there was no formal IQAC in the college. The quality factor was looked after the Central Academic Council and DACs. The information on IQAC for the current year 2020-21 is to be kept ready for the forthcoming NAAC Peer Team visit.

Both Dean(Academics) and Principal informed the house that from now onwards, like Academic Council meeting in every semester, one or two IQAC Meeting will be held.

It was also discussed and agreed upon that before the visit of NAAC Expert Team, the NAAC Coordinators will visit all the departments and will perform an academic-audit in the departments and will keep such reports ready for inspection of NAAC Peer Team.

6. (a) Inclusion of two new UG programs in emerging areas – Computer Science & Design (CSD) and Artificial Intelligence & Machine Learning (AIML)

i) Engagement of Program Coordinators

ii) Teachers' allocation

iii) Submission of new syllabus to MAKAUT for CSD prepared by the college

HoD, CSE informed that the college has received approval from AICTE and affiliation from MAKAUT for introduction of two new UG programs in emerging areas – B.Tech in Computer Science & Design (CSD) and Artificial Intelligence & Machine Learning (AIML) from the current academic year 2021-22. The above two new programs will run under the supervision of CSE Department at present and the authorities of the college have already engaged two Program Coordinators for the two new programs – **Prof. (Dr.) Raj Kumar Samanta for CSD** and **Dr. Gour Sundar Mitra Thakur for AIML**. In addition to the above two Program Coordinators, two faculty members each for CSD and AIML have been proposed, **Dr. Anirban Bose** and **Prof. Susanta Karmakar** of CSE for CSD and **Dr. Dinesh Pradhan** and **Dr. Moumita Pradhan** of IT for AIML.

The house applauded HoD (CSE) for the initiative taken by CSE department under his guidance and it was agreed upon that the above two Program Coordinators will be included as members of the Academic Council henceforth.

HoD(CSE) further informed that since syllabus for the CSD course is not available in the MAKAUT website, Prof. Samanta and himself have prepared the syllabus of CSD and have submitted the same to the MAKAUT for approval. The MAKAUT Syllabus Committee Member, Prof. (Dr.) Debasish De, has already discussed with HoD(CSE) and Prof. Samanata in a virtual meeting and as per his suggestion, certain modifications have been made and the syllabus have been further re-submitted.

(b) Introduction of an additional specialization area in MBA program, Health Care Management, from the academic year 2021-22

Prof. (Dr.) Arunava Mookherjee and HoD (FMS) informed the house that the department has approached the MAKAUT through the Principal for giving approval for **introduction of one additional specialization** area in MBA program, **Health Care Management** from the academic year 2021-22, in addition to existing four specializations. They further informed the house that since Health Care Management is a booming sector nowadays, they expect that students will be interested to opt for the above specialization, particularly the students studying the BHM course in our sister college, APCBCREC.

(c) Introduction of bridge course in MCA program as per MAKAUT directive

HoD (MCA) informed the house that **3 (three) Students of Category B**, who have passed Bachelor of Science, Bachelor of Commerce or Bachelor of Arts with mathematics at 10+2 or at the graduation level were admitted during the year 2020-21. The above

students need an **additional bridge courses** as per the norms of the MAKAUT. They have to complete one minimum 8-week Online Course on Fundamentals of 'Computer Science' or 'Computer Application' or 'Information Technology' or so in the First 2 (two) Semesters each. He further informed that above three students of MCA have got enrolled in the Course "**Course in Information Technology**" and "**Software Engineering**", both conducted by the NPTEL.

HoD(MCA) further added that he has approached the MAKAUT through the Principal to inform whether there will be any portal available in **makautexam.net** for uploading the marks of above 3 MCA Category B students for the said courses and whether the students will get any Certificates for doing a **Bridge Course** from the University. HoD (Exam) was requested to follow up the matter with COE, MAKAUT in this regard.

8. Status Report of NAAC Accreditation – Fixation of new dates for the visit of Peer Team

NAAC Chairman, Dr. Sanjay Sengupta, informed the house that proposed dates of visit for the NAAC Peer Team is already over and the college have to send another three dates. It was discussed and agreed upon that in view of commencement of admission process for 2021-22 at an early date, all three dates should be given in the first half of September, 2021 itself – 3rd & 4th September (Friday, Saturday), 8th & 9th September (Wednesday, Thursday) and 14th & 15th September (Tuesday, Wednesday).

9. Status Report of NBA Accreditation – Submission of SARs of EE & MBA

HoD, EE and HoD, FMS informed the house that the work is going on in full swing in the department and hopefully they will be submitting the SARs by 21st August, 2021 since the Pre-qualifier was submitted on 24th June, 2021, the cut-off date for submission of SARs is 24th August, 2021.

It was decided that before submission, both the departments will give a presentation on SARs criterion-wise to a committee consisting of Principal, Dean (Academics), NAAC Chairman and the Registrar. Dates were fixed for the two programs – 13/08/2021 (for EE) and 14/08/2021 (for MBA). The suggestions/observations of the said committee will be incorporated in the SARs.

10. Status Report of MESIICON 2022

Dean (Academics) informed the house that after formation of the Committee Members for **MESIICON 2022**, one meeting has been held wherein the functions of different chairs were discussed. It was decided in the said meeting that in the first phase **the Organizing Chair, Dr. Rajib Banerjee** and **the Publishing Chair, Dr. Sabyasachi Chandra** will have to start their preliminary work.

Dr. Rajib Banerjee informed the house that they have already approached IEEE Kolkata to sponsor the Conference for which three sets of documents as per the requirement of IEEE are being prepared and hopefully will be submitted by 13th August, 2021. He further informed that a draft letter has been prepared and circulated to invite the distinguished academicians around the World to be the Member of the Technical Program Committee/ Advisory Committee for **MESIICON 2022**.

Prof. Sabyasachi Chandra informed that the website job is in progress. Domain name has been created – mesiicon.in. The Overview page is complete and in running status. Tracks will be finalised by the end of the week.

11. Allocation of faculty members of AEIE

It was discussed that AICTE has approved the closure of the Instrumentation & Electronics Program (earlier named as Applied Electronics & Instrumentation Engineering) w.e.f. 2021-22; as such, the faculty members of the said department are to be relocated to other departments matching with their qualification, Ph.D area, etc. However, they will remain involved in the academic activities of IE Department till all the students are passed out from the said program.

Dean (Academics) being the HoD of the said department informed that after discussing with the faculty members, he has informed the preference of the teachers to the Registrar's office.

12. Process of Incentive disbursement for publication/student projects/Ph.D supervision

Dean (Academics) informed the house that the General Secretary had issued a Notification on 24th June, 2021 informing the Financial and Administrative Support for Paper Publication by the faculty member himself or jointly with students. Queries have been raised by the faculty members about the modalities for submission of information on publications and consequent monetary incentives.

The matter was discussed and it was agreed that a clear guideline should be given to the faculty member in this regard. A notification will be issued shortly.

13. Restructuring and abolition of various Committees – Academic Council, Anti-Ragging, etc.

As per the directives of various Statutory Bodies like AICTE, MAKAUT, DTE, NAAC, NBA, etc., formation of certain committees are must and the college will abide by the above guidelines. It was discussed and agreed by all that a handful number of Committees should remain functional under which few sub-committees will work. Many insignificant committees will stand abolished henceforth. Principal will issue a notification shortly informing the existence of effective Committees and the Head who will lead the committee and the responsibilities entrusted upon the Committee. However, the head will have the freedom to select other members of the Committee in consultation with Dean (Academics) and the Principal. The Committees may be as follows with re-structuring of the members (if necessary):

- i. Academic Council of the college (Central) –**
 - (i) Central Routine Committee
 - (ii) Central Admission Committee
 - (iii) University Registration Coordination Cell
 - (iv) Induction Programme Committee
 - (v) IDEA LAB Committee
 - (vi) BCREC Newsletter Committee
 - (vii) Appraisal Committee
 - (viii) Career Advancement Committee
 - (ix) Industry-Institute Interaction Cell
 - (x) Scholarship Committee
- ii. Departmental Academic Council (DAC) for all departmental activities**
- iii. Internal Quality Assurance Cell (IQAC) as per NAAC criteria –**
- iv. NAAC Accreditation Coordination Committee**
- v. NBA Accreditation Central Coordination Committee**

- vi. Library Committee**
- vii. R&D Cell – (i) College Journal Publication Committee**
- viii. Entrepreneurship Development Cell**
- ix. Examination Cell**
- x. Central Purchase Committee-(i) Infrastructure Planning & Support Committee**
- xi. Extra-curricular Activities Committee –**
 - (i) NSS Cell**
 - (ii) NCC Cell**
 - (iii) Sports & Games committee**
 - (iv) Cultural Activities Committee**
 - (v) Students’ Council Coordination Committee**
 - (vi) Hostel Welfare Committee**
 - (vii) Alumni Association Coordination Committee**
- xii. Grievance Redressal Cell –**
 - (i) Anti-Ragging Committee**
 - (ii) Disciplinary Committee**
 - (iii) Internal Complaint Committee (to prevent sexual harassment)**
 - (iv) SC/ST Committee (as per AICTE criteria)**

It was also discussed and decided that a notification will be issued from the office of the Principal shortly with the names of the committee members and the roles and the responsibilities entrusted on the committees.

14. Any other Academic issue(s) with the permission of the chair

i. Participation in NPTEL courses as part of MOOCs activities

Dr. Tribeni Prasad Banerjee, MOOCs Coordinator, was invited in the meeting who highlighted on MOOCs courses. He informed the house that last year during 2019-20 in the NPTEL Examination 537 students had participated, out of that 13 students have been awarded gold category, 202 in elite category, 95 silver category, 100 students in “successful” category and 145 students in “participation” category. In all-India levels, there were 9 toppers among the students and 4 faculty toppers in the college.

During 2020-21, 54 different types of platforms were available to the students. 1429 responses were received for B.Tech (Hons). Courses, out of which 524 responses registered for NPTEL courses, 456 responses for Coursera courses and 21 responses for Nikhil Bharat Council for Massive Open Online courses. Dr. Banerjee further suggested that the Toppers will be encouraged if the College appreciates them through monetary rewards.

ii. Approval of 20 Credit Minors in Advanced Web Development under AICTE Leadership in Teaching Excellence (LITE) programme

HoD, CSE informed the house Dr. B. C. Roy Engineering College, Durgapur (College Code 120) has been selected as one of the 50 Institutes in India for the **Leadership in Teaching Excellence (LITE)** programme. Accordingly, a MOU was signed between Dr. B. C. Roy Engineering College, Durgapur and the Pupilfirst. He further added that AICTE has published the details of the **20 Credit Minors in Advanced Web Development**.

The course as well as the complete assessment will be conducted online by the Pupilfirst (www.pupilfirst.org) team, under the supervision of BCREC Faculty Coordinators nominated by AICTE. 20 students of our college across the disciplines will be enrolled for the above program for the academic session 2021-22.

The house after thorough discussion approved the 20 Credit Minors in Advanced Web Development Course. It was also noted that the assessment sheets of the 20 enrolled students will be sent to the University for providing **20 Credit Minors in Advanced Web Development Certificates**, as and when the same is received from Pupilfirst.

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

Prof. (Dr.) Narendra Nath Pathak
Principal (Officiating) & Chairman (Academic Council)
Dr. B. C. Roy Engineering College, Durgapur

Copy to : General Secretary ..for kind information
All Members