

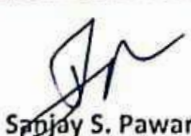
BCR/PR/2024

25th Nov, 2024

NOTICE

This is for information to all concerned that the Re-structuring of IQAC Cell has been made as per the resolution taken in the 01st Governing Body Meeting under autonomy dated 01st Oct, 2024 of Dr. B. C. Roy Engineering College, An Autonomous Institution. This has been reaffirmed in the 02nd Governing Body Meeting held on 23rd Nov, 2024.

Sl. No.	Name	Designation in IQAC
1.	Prof. (Dr.) Sanjay S. Pawar, Principal, BCREC	Chairperson
2.	Prof. (Dr.) K. M. Hossain, Vice-Principal, BCREC	Vice-Chairperson
3.	Prof (Dr.) Sanjay Sengupta, HOD, Civil Engineering	Coordinator
4.	Prof. (Dr.) Arindam Mondal, Registrar	Representative of Management
5.	Shri Rajesh Chatterjee, General Manager (Admn.)	Member
6.	Shri Ravi Sharma, Chief Financial Officer(CFO)	Member
7.	Dr. Jayanta Pal, Associate Prof., Basic Science & Humanities	Member
8.	Dr. Pabitra Kumar Dey, HOD (MCA)	Member
9.	Dr. Anirban Bose, Asstt. Professor, CSE	Member
10.	Dr. Arijit Kumar Banerji, Asstt. Professor, CE	Member
11.	Dr. Anandapova Majumder, Asstt. Professor, CSE	Member
12.	Dr. Tribeni Prasad Banerjee, Asso. Professor, ECE	Member
13.	Dr. Ritu Rani De(Maity), Asstt. Professor, EE	Member
14.	Shri Saindhab Chattaraj, Asstt. Professor, CSE	Member
15.	Smt. Mou Das Mahapatra, Asstt. Professor, EE, BCREC & Member of Alumni Association	Member
16.	Mr. Deepraj Mondal, Alumni, BCREC	Member
17.	Mr. Aritra Mondal, Alumni, BCREC	Member
18.	Mr. Sabyasachi Gupta, GE Power India Ltd., Durgapur	Member
19.	Mr. Partha Sinha, Asst. Manager-HR&A, Durgapur Projects Ltd.	Member
20.	Prof. (Dr.) Saikat Maitra, Chief Advisor, BCREC Society	Invited Member
21.	HoDs (Invited Members) (case to case basis)	Invited Member


Prof. (Dr.) Sanjay S. Pawar
Principal,

Dr. B. C. Roy Engineering College, Durgapur

Dr. B. C. Roy Engineering College

DURGAPUR

Copy to: (i) General Secretary....for kind information

(ii) All Concerned





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

The 11th IQAC Meeting was conducted on 21st June, 2023 at 3.00 pm in the IQAC Room. Prof. (Dr.) Sanjay S. Pawar, Chairperson of IQAC chaired the meeting.

1. Action Taken Report on decisions of previous meeting:

ATR 10/2 - Detailed Agenda Item No. 11/2 and 11/7 placed below for Review of AQAR data and NEP alignment

ATR 10/3 - Approval taken from BOG on submission of AQAR 2021-22

ATR 10/4 - Detailed Agenda Item No. 11/5 placed below

ATR 10/5 - NBA status placed in Agenda Item 11/3 below

ATR 10/6 - Data collection process of events, publications, FDP and patent data made streamlined through the data repository available in website for submission

Institute IQAC coordinator assigned as the mentor for NAAC accreditation for two engineering institutes surrounding Durgapur. Mentoring and physical visit to Asansol Engineering College is done.

Item	Agenda	Minutes of the proceedings
11/1	Confirmation of minutes of previous meeting	Minutes of the 10 th meeting of IQAC was unanimously accepted and confirmed.
11/2	Review of data / documents for AQAR (Cycle 2) for the academic year 2022-23	IQAC Coordinator, Dr. Sanjay Sengupta has briefed about the data collected and consolidated for the academic year 2022-23. The new SSR format as provided by NAAC on 30 th November, 2022 and the benchmarks provided by NAAC for Quantitative metrics are discussed in detail. IQAC coordinator presented the Benchmark achievement summary for the last three academic years. Different discrepancies and scope of improvements are discussed. It has been decided that more focus on improvement will be given on Add-On Courses to bridge the curriculum gaps and on research publications. Conference paper publications also to be given high importance as the benchmark summary provided good weight on the same for affiliated colleges. Also, initiatives should be taken for receiving some research funding.
11/3	Discussion on the progress of NBA re-accreditation of ECE & CSE department and application for CE & MCA department	Pre-qualifier for NBA reaccreditation has been submitted for ECE and CSE on 20 th June, 2023. It has been decided that CE department will apply for NBA after the end of 2023-24 Academic year. Departmental Head confirmed that work has been started in this regard. It has been decided after discussion

Sanjay Sengupta




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		that, MCA Department will apply for NBA after completion of 2024-25 academic year.
11/4	Discussion related to Autonomy of college vide UGC Gazette notification dated 03rd April, 2023	As per UGC notification the Institutes with NAAC accreditation can apply for autonomy for five years' period. The Registrar mentioned that as per the guidelines our Institute can now apply for autonomy. The different aspects and new framework to be made for autonomy has been discussed. Principal has mentioned that we should aim go for the autonomy by 2024-25 academic year and documentation requirements to be started from the beginning of the Academic Year 2023-24. General Secretary & the Management representative of BCREC has accepted the proposal.
11/5	Academic audit for 2022-23 academic year	It has been decided that Internal Academic audit for 2023-24 Academic year will be conducted during the month of September. A notification regarding the same will be issued with date, time and internal auditors from the office of the Principal. Department wise review, by the auditors to be submitted by October and accordingly the audit reports need to be updated for compliance. External audit to be done before submission of next AQAR.
11/6	Discussion on courses to be considered for Moocs and university Honors degree. Approval of the Add-on courses for the next academic year	<ul style="list-style-type: none">➤ All the departments have placed their suggestions for the Add-On courses to be offered to IQAC. IQAC has discussed the different Add-On courses and approved the list. A formal notice will be issued from the office of the Principal regarding this for 2023-24 Academic year. Total 18 programs have been approved.➤ IQAC coordinator mentioned that, more participation of students is required in the Add-On courses by each Department.➤ Institute MOOCs coordinator mentioned that IIT Mumbai Spoken Tutorial courses can be also considered as MOOCs course as these courses now have proctored examination and providing grades to students after appearing in the exam on completion of the course. This has been approved by IQAC. Principal mentioned that the same courses may be offered as Add-On courses also in cases students are not claiming the credit for the same for Honors degree.➤ Principal mentioned that if possible an Add-On course related to Quantum Computing may be offered from next academic year.

Sanjay Singh



JR

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		<ul style="list-style-type: none">➤ From the previous academic year a certificate program (non-credit) on Cyber Security by profession group is continuing which will be completed in the current academic year.
11/7	Progress on PARAKH, National Academic Depository (NAD), and Academic Bank of Credit (ABC) in alignment with NEP-2020	<ul style="list-style-type: none">➤ In alignment with NEP-2020; the Institute has taken initiative in registering all its faculty members and students in PARAKH portal. Registrar mentioned that the students and faculty data of the departments, Civil Engineering, Computer Science and Engineering, Electrical Engineering, Electronics and Communication Engineering, MBA, MCA, Mechanical Engineering have already been uploaded to the PARAKH portal on 16th June. Faculty and students are requested through the respective departments to check the mail id as soon as possible and get registered in the portal and do the needful.➤ The Institute has created its NAD Id. However, from the university end there is some issue. Once the issue from the university end is resolved the student data should be available through NAD.➤ Aligning with the NEP-2020, the Institute has decided that Academic Bank of Credit (ABC) Id needs to be created by each student. Registrar mentioned that the process for the same is being taken care and an instruction regarding the same will be soon sent to the students through the department.
11/8	MoU signing at departmental level and activities for active MoUs.	It has been mentioned by the IQAC coordinator MoU should be signed at the departmental level and for each MoU some relevant activities to be done primarily with the presence of the students. In the last academic year MoUs are signed with DCG-Data Core System India Pvt. Ltd and ISOAH Data Securities Pvt. Ltd. ISOAH Data Securities Pvt. Ltd. offered a certificate program on Cyber Security which is continuing. For active MoU of NHAI students participated in internship program as well student site visit to ongoing National Highway Construction project is carried out. As part of CMERI MoU students have done internship as well as visit of the laboratory facilities is done.
11/9	Discussion on Research development & industrial collaboration initiatives	Vice Principal has updated on the research and development cell being restructured for taking new and more progressive initiatives regarding R&D. There is an improvement noticed

Brijay Sengupta



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		regarding the Conference publications as well as Journal publications. However, more active participation from the faculty members is required. Principal emphasized on quality projects by final year and M. Tech students. Industrial collaboration activities to be continued. Different MoU has been signed in the academic year 2022-23. Industrial consultancy works are being initiated through two in-house and independent society of the Institute.
11/10	Repository for offering online courses	It has been suggested by Principal that if the departments can have online repository of courses being offered to students. In this regard he suggested if some lectures can be recorded in the class and made available through any online channel that will be a good effort to start with. In the final year and final semester when the students are more busy with project work and campus recruitment the regular courses can be made available through such online repository from the departments.
11/11	Discussion on finalization on Strategic Plan of the institute, Institutional Distinctiveness and two/ three best practices of the institute	IQAC coordinator mentioned that Strategic plan of the institute and Best practices need to be reevaluated. As the institute is progressing and more focus is being given on institute industry interaction strategic plan needs to be developed and need to be presented before BoG for approval. Principal mentioned that the same is being considered and in the coming academic year 2023-24 institute will come up with new strategic plan and best practices. Vice Principal suggested if the best practices for all the departments can be collected and from them institute decides on the best practice it will be good. HODs endorsed the proposal. IQAC coordinator mentioned that the format for best practice presentation will be circulated with each department for providing two best practices. The distinctive working way of the institute is reflected in various outreach initiatives and will be presented by the Public Relation team for the next academic year.
	Suggestions of IQAC for improvement of different quality processes - ➤ Streamlining of Data Collection Process through Repository ➤ Institutional Preparedness for implementing the features of NEP 2020	<ul style="list-style-type: none">• IQAC Coordinator pointed out that the streamlining of data collection process is very important for any quality process. For that a data repository should be there. Primarily the different event data with the reports of the events, publication data, FDP data should be collected through a central repository system which may be available through website. All members unanimously agreed on the same and it has

Sanjay Kumar



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<p>➤ Holding of National Seminars/Workshops by IQAC team for other non-NAAC accredited Institutes</p>	<p>been decided that through central repository such data will be collected.</p> <ul style="list-style-type: none">• Further discussions and course of actions to be decided for implementation of the features of NEP-2020. In the next IQAC meeting a roadmap will be suggested for approval.• IQAC coordinator has suggested if some seminars / workshops may be organized for some non NAAC accredited institutes to update them about the process of accreditation and its importance. The planning for such activity is to be done through the public relations department of the institute
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The meeting thereafter ended with a vote of thanks to the Chair.

Sanjay Sengupta

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

Sanjay S. Pawar

Prof. (Dr.) Sanjay S. Pawar
Chairperson, IQAC Cell

Principal
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Engineering
College (BCREC)

Internal Quality Assurance Cell (IQAC)

Agenda of the Twelfth IQAC meeting (IQAC_12) to be held on 16th December, 2023

1. Confirmation of Minutes of previous meeting (11th Meeting of IQAC)
2. Review of data/documents prepared for submission of AQAR (Cycle 2) for the Academic year 2022-23
3. Submission of AQAR data to be placed before the Board of Governors of the Institute for statutory approval
4. Findings of internal Academic-Audit by IQAC Team for all departments for academic year 2022-23
5. Availability of Webpage link for online repository and ICT enabled tools for effective teaching learning process.
6. Course delivery through online LMS tool CANVAS (free version) and maintaining course file through that.
7. Industry institute interaction framework improvement
8. Concerns raised by NAAC data collection team on quality of data / documents provided by different stakeholders.
9. Any other matter with the permission of the chair.

Sanjay Sengupta

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





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

The 12th IQAC Meeting was conducted on 16th Dec, 2023 at 3.00 pm in the IQAC Room. Prof. (Dr.) Sanjay S. Pawar, Chairperson of IQAC chaired the meeting.

1. Action Taken Report on decisions of previous meeting:

ATR 11/2 - Detailed Agenda Item No. 12/2 and 12/3 placed below Review of data / documents for AQAR (Cycle 2) for the academic year 2022-23

ATR 11/3 – Application for re-accreditation of ECE & CSE submitted to NBA. Peer team visit date is awaited. Tentatively by February visit will be done

ATR 11/4 – Autonomy application submitted on 07th November, 2023

ATR 11/5 – Detailed Agenda Item No. 12/4 placed below

ATR 11/10 – Detailed agenda Item No. 12/5 and 12/6 placed below

Item	Agenda	Minutes of the proceedings
12/1	Confirmation of Minutes of previous meeting (11th Meeting of IQAC)	Minutes of the 11 th meeting of IQAC was unanimously accepted and confirmed.
12/2	Review of data/documents prepared for submission of AQAR (Cycle 2) for the Academic year 2022- 23	<p>IQAC Coordinator, Dr. Sanjay Sengupta has briefed about the data collected and consolidated after review by IQAC for the academic year 2022-23 which will be submitted to NAAC for 3rd AQAR (2022-23 AY). The summary and comparison of the data according to new SSR format for last three academic years has been presented along with the target level to get higher score. An analysis of improvement and lack of progress in different areas has been discussed in detail. Few of the key points which were discussed are as follows:</p> <ol style="list-style-type: none"> 1. Participation of students in the Add-on Courses and MooCs courses needs to be improved. Principal Prof (Dr.) Sanjay S Pawar mentioned about the need of credit transfer for participating in different Add-on Courses and MooCs courses for more participation. In this regard, a request letter will be sent to university. 2. IQAC coordinator emphasized on participation and certification of 4500 students over the next two academic years. Head of the Departments are requested to take the initiative to increase the participation of students from all years of study.

Sanjay Sengupta



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Principal

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3. As per new Standard Operating process document of NAAC some new Add-On courses and certificates should be introduced each year. Head of the departments of MCA and MBA mentioned that they have already planned for some new Add-on-Courses / Certificate Courses from next academic year. Principal Prof. (Dr.) Sanjay S Pawar mentioned that an Add-on Course on Quantum Computing may be introduced. He advised Head of the Department of Computer Science to take initiative on this.
4. In the university syllabus for some of the engineering departments and MCA department Vocational Training / Internship is absent. Mr. Sabyasachi Gupta, GE Power India Ltd., Durgapur and industry representative in IQAC emphasized on mandatory internship of all students. IQAC unanimously decided on mandatory internship of all students from 2023-24 academic year. IQAC resolved that if possible students can undergo multiple internships during different years of study. The same can be done in online mode / if offline then during the summer or winter vacation / if offline during semester progress then necessary approval needs to be taken from Head of the Department. Students may be allowed to attend One / two weeks internship program by physically attending during the semester. However, internship completion certificates to be produced to department after completion.
5. Mr. Partha Sinha, Asst Manager HR& A, Durgapur Projects Ltd., industry representative of IQAC, emphasized on the requirement of field visit of the students in the nearby and surrounding industries and project sites. IQAC coordinator Dr. Sanjay Sengupta mentioned that similar initiatives have been already taken by the core engineering departments. The frequency for the same will be increased and attempted for across all years of students. Dr. Suman Bhattacharjee, HoD (IT), mentioned about the problem for computer science and allied department for physical more industry visits as in many cases industry does not allow students due to security reasons. Principal mentioned that some IT industry

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- may be approached through our Alumni for getting permission regarding field visits.
6. IQAC coordinator mentioned about the less percentage of students getting scholarships (Govt., Non Govt. and Institute). A plan for inclusion of some scholarships through institute based on the academic as well as extracurricular performances of the students for encouragement has been given to the management through the office of the Registrar. Mr. Rajesh Chatterjee, Sr. Manager (Admin) mentioned that such provisions may be thought off from the next academic year.
 7. Dr. Sanjay Sengupta, IQAC Coordinator mentioned that in feedback system the course wise feedback has been included and the same may be collected through the website of the institute from 2023-24 Academic year. It will be the responsibility of individual course coordinator to collect the feedback from the students. Head of the Departments were requested to keep a track of the same. Consolidated data collected will be provided department wise to HoDs by the website team.
 8. Mr. Arijit Banerji, Asst Profressor & Member IQAC mentioned that the endorsement letter from university on courses offered and pass percentage of students were not received yet. Registrar mentioned that the same is pending at the university end. Follow-ups are being done through our Kolkata office to make it available as soon as possible.
 9. IQAC coordinator emphasized on conduction of more events for sports and cultural activities across the year. Dean (S&W) were requested to take initiative in this regard with proper records and reporting of the events to IQAC along with the student participation certificates. Anirban Bose, Assistant Professor and member IQAC mentioned that if around 20 events can be conducted during the academic years 2023-24 and 2024-25 then the institute can obtain the full weightage on this relevant section.
 10. Dr. Pabitra Dey, Member IQAC mentioned that as per advisory issued by NAAC on 26th May, 2022 F. No 14-29/2022, the green audit, energy audit and

Sanjay Sengupta



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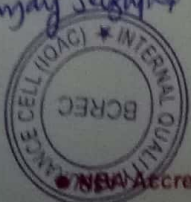
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		<p>environmental audit to be conducted by agencies who are members of NABCB or ILAC. In this regard initiatives should be taken. Mr. Tarun Bhattacharya, General Secretary, advised Dr. Sanjay Sengupta, IQAC Coordinator to look into this matter and arrange for such audits through credible agencies for the 2023-24 AY.</p> <p>11. Prof.(Dr.) K.M Hossain, Vice Principal emphasized on the need of increase in the number of PhD awarded faculty members for overall quality improvement of the institute as well as scoring good as per the target value specified by NAAC. He requested all the HoDs to encourage the faculty members who are not having PhDs to complete it as soon as possible.</p> <p>12. After the detailed discussion it has been unanimously decided that the AQAR 2022-23 is ready for submission to NAAC and the same will be submitted before 25th of December, 2023.</p>
12/3	Submission of AQAR data to be placed before the Board of Governors of the Institute for statutory approval	The AQAR is placed before the BOG in the 46 th meeting of BOG held on 09 th September, 2023. BOG approved the same with some minor suggestions for improvement. The same has been incorporated and the same is placed in the IQAC meeting for approval. The same has been accepted.
12/4	Findings of internal Academic-Audit by IQAC Team for all departments for academic year 2022-23	Notification regarding internal academic audit was done on 08 th Sep, 2023 after publication of results of 2022-23 AY. Internal audit was conducted by IQAC from 19 th September to 26 th September. The internal audit findings were recorded and communicated to respective departments for necessary improvement / additions / alteration in the academic audit document to be placed for external academic audit scheduled on 20 th Dec, 2023. The external audit findings has been decided to be included in the AQAR before submission.
12/5	Availability of Webpage link for online repository and ICT enabled tools for effective teaching learning process	As a continuous improvement process following the guidelines specified by NAAC, it has been suggested by Principal that an online repository of lecture videos and course materials to be made available through the Webpage Link. Dr. Sanjay Sengupta, IQAC coordinator suggested the respective departments can have a Youtube channel the link of which will be made available through the website. In the Youtube channel the video lectures will be available course wise and course coordinator wise. Also, the ICT contents e.g. lecture

Sanjay Sengupta



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		notes, PPT etc. also will be made available through the website. Website team will take the initiative and make this available to all departments by February, 2024.
12/6	Course delivery through online LMS tool CANVAS (free version) and maintaining course file through that	It has been decided that the course delivery will be done through Learning Management System (LMS) tool CANVAS from the even semester of 2023-24 AY. Prof. (Dr.) Snajay S Pawar, Principal mentioned that initially the free version of CANVAS tool will be used by the faculty members for offering the courses and course file can be maintained through this. Principal advised HoDs for implementation of course delivery through CANVAS.
12/7	Industry institute interaction framework improvement	To improve on the institute industry framework Institute Industry Partnership Cell (IIPC) is working with various industries for collaboration. Dr. Tribeni Prasad Banerjee, Convener, IIPC Cell has mentioned that talks are in progress with various organizations e.g. DSP, DVC etc. for signing MoUs. Various seminars are being also organized for students through industry experts. Field visits to nearby industry / sites by students are also being taken up as an initiative by the IIPC for better institute industry interaction. Institute representatives in the IQAC Mr. Sabayasachi Gupta, GE Power India Ltd and Mr. Partha Sinha, Durgapur Projects Ltd discussed on how institute industry interaction can be improved. One of the key point both of them have mentioned is the regular internship of the students. They also emphasized on the need for regular group discussion among students for better communication skill development so that student can themselves approach industry through institute for better institute industry interaction.
12/8	Concerns raised by NAAC data collection team on quality of data / documents provided by different stakeholders.	Dr. Parbira Dey, IQAC member and part of consolidation of data raised concern about the quality of data being collected and supporting documents provided by different stake holders. As the data is consolidated after being collected from different stakeholders, if the quality of data is not good then it becomes a real challenge for the IQAC team to refine it and consolidate. Principal advised that all the necessary data collection should be done through data repository and through some other means. Departmental coordinators will be responsible for the correctness of data / documents and for

Sanjay Senapati



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		timely submission.
12/9	Any other matter with the permission of the chair.	<ol style="list-style-type: none">1. Registrar provided update on NBA visit for ECE and CSE department. He mentioned that dates are suggested. Tentatively the visit will be by February, 20242. Registrar also updated on the status of application for Autonomous status. He mentioned the application is submitted on 07th Nov, 2023. Responses are awaited.

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

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

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

Principal
Dr. B. C. Roy Engineering College
DURGAPUR





Dr. B. C. ROY ENGINEERING COLLEGE, DURGAPUR

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DR. B.C.ROY ENGINEERING COLLEGE, DURGAPUR

ATTENDANCE OF 12th INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON 16th DECEMBER, 2023

Sl. No.	Name	Designation in IQAC	Signature
1.	Shri Tarun Bhattacharya, General Secretary, BCREC Society	Management	
2.	Prof. (Dr.) Sanjay S. Pawar, Principal	Chairperson	
3.	Prof. (Dr.) K. M. Hossain, Vice-Principal	Vice Chairperson	
4.	Dr. Sanjay Sengupta, HOD, CE	Coordinator	
5.	Dr. Arindam Mondal, Registrar	Member	
6.	Dr. Aloke Kahali, Head (Administration)	Member	
7.	Shri Rajesh Chatterjee, Sr. Manager (Admn.)	Member	
8.	Shri Ravi Sharma, Sr. Manager (Finance)	Member	
9.	Prof. (Dr.) Narendra Nath Pathak, Dean (Alumni) & HOD (ECE)	Member	
10.	Dr. Rajdeep Ray, Dean (Alumni), SW	Member	
11.	Dr. Pabitra Kumar Dey, Assoc. Prof., CSE	Member	
12.	Prof. Anandprova Majumder, Asstt. Professor, CSE	Member	
13.	Dr. Jayanta Pal, Associate Prof., Basic Science & Humanities	Member	
14.	Dr. Tribeni Prasad Banerjee, Assoc. Professor, ECE	Member	
15.	Dr. Ritu Rani De (Maity), Asstt. Professor, EE	Member	
16.	Sri Saindhab Chattaraj, Asstt. Professor, CSE	Member	
17.	Dr. Anirban Bose, Asstt. Professor, CSE	Member	
18.	Prof. Arijit Kumar Banerji, Asstt. Professor, CE	Member	
19.	Prof. Mou Das Mahapatra, Asstt. Professor, EE	Member	
20.	Mr. Deepraj Mondal, Alumni, BCREC	Member	
21.	Mr. Aritra Mondal, Alumni, BCREC	Member	
22.	Mr. Sabyasachi Gupta, GE Power India Ltd., Durgapur	Member	
23.	Mr. Partha Sinha, Asst. Manager-HR&A, Durgapur Projects Ltd.	Member	
24.	Prof. (Dr.) Chandan Chatteraj, HOD (ME)	Invited Member	
25.	Dr. Arindam Ghosh, HoD (CSE)	Invited Member	
26.	Dr. Saurav Ranjan Das, HOD(BSH)	Invited Member	
27.	Dr. Susanta Dutta, HOD(EE)	Invited Member	
28.	Dr. Suman Bhattacharjee, HOD (IT)	Invited Member	
29.	Prof. (Dr.) Raj Kumar Samanta, HOD(CSD)	Invited Member	
30.	Dr. Chandan Bandyopadhyay, HOD(CSE-DS)	Invited Member	
31.	Dr. G. S. Mitra Thakur, HOD (CSE-AIML)	Invited Member	
32.	Dr. Somroop Siddhanta, HoD (MBA)	Invited Member	
33.	Prof. Prabal Sahu, In-Charge, T&P (Campus)	Invited Member	
34.	Dr. Dola Sinha, Convener (R&D)	Invited Member	
35.	Mr. Upendra Kr. Sharma, Sr. Manager (CA&E)	Invited Member	

36. Dr. MANOJ KUNDU (ME)



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

Internal Quality Assurance Cell (IQAC)

Agenda of the Thirteenth IQAC meeting (IQAC_13) to be held on 15th May, 2024

1. Confirmation of Minutes of previous meeting (12th Meeting of IQAC)
2. Discussion on proposed NAAC new framework and deciding on date of application for next cycle of accreditation
3. Status review of Quantitative Metrics after submission of three AQARs (Cycle 2)
4. Planning for External Academic Audit for individual departments and Administrative audit for AY 2023-24
5. Planning for Green, Environment and Energy Audit for AY 2024-25
6. Availability of Webpage link for online repository and ICT enabled tools / LMS tool CANVAS (free version) for effective teaching learning process
7. Improvement suggestions by the Advisor, BCREC Society as per discussion with core IQAC team on 06th May, 2024
8. Any other matter with the permission of the chair.


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





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

The 13th IQAC Meeting was conducted on 15th May, 2024 at 3.00 pm in the IQAC Room. Prof. (Dr.) Sanjay S. Pawar, Chairperson of IQAC chaired the meeting.

1. Action Taken Report on decisions of previous meeting:

ATR 12/2 - Detailed Agenda Item No. 13/3 placed below Review of data / documents for AQAR (Cycle 2) for the academic year 2023-24

ATR 12/2 – Green, Energy and Environment Audit as per NAAC Advisory started by Auditing Agency mentioned in 13/5

ATR 12/4 – Resolution regarding External Academic Audit for individual department separately by experts taken from 2023-24 AY. Details placed in 13/4

ATR 12/5 & 12/6 – Detailed Agenda Item No. 13/6 placed below

ATR 12/9 – NBA Re-accreditation of ECE & CSE received till the end of 2025-26 AY i.e. 30th June, 2026

Item	Agenda	Minutes of the proceedings
13/1	Confirmation of Minutes of previous meeting (12 th Meeting of IQAC)	Minutes of the 12 th meeting of IQAC was unanimously accepted and confirmed.
13/2	Discussion on proposed NAAC new framework and deciding on date of application for next cycle of accreditation	<p>IQAC coordinator, Dr. Sanjay Sengupta presented the new draft framework of NAAC. He mentioned that during attending different online meetings as organized by NAAC, the draft format has been discussed and made available to the IQAC coordinators. The major area of change will be from seven criteria in the new draft framework ten criteria are proposed which are still under review and discussion. Although many parameters may be matched with the existing criteria parameters some very specific parameters may have to be looked into. One such parameter is improvement process in teaching learning system and more structured way of different modes of course delivery through different methods e.g. experiential learning, flip classroom learning and mandatory use of Learning Management system in course delivery. As the framework is still under revision, IQAC will keep a track of it and try to implement changes as suggested in the new framework.</p> <p>Dr. Jayanta Pal, IQAC member mentioned that the expiry of</p>

Sanjay Sengupta



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		<p>the NAAC Accreditation of present Cycle 1 will be on September, 2026. He queried on the date of application for the next cycle. Prof. (Dr.) Sanjay S Pawar, Chairman commented that the date of application may be just after the completion of 2025-26 AY i.e. after June,2026. He also mentioned that in such case complete collection of data for SSR submission should be ready by July, 2026 for application. He requested all the Heads of different academic Departments along with the finance and administration to take a note of it and to be prepared for the same. Mr. Ravi Sharma, IQAC member and Head of Finance mentioned that there may be some difficulty in getting final audited statement by July, 2026. Dr. Sanjay Sengupta mentioned that final SSR format for submission is yet to be published by NAAC. Considering Binary mode of accreditation or Level based accreditation for Cycle 2 (which is yet to be confirmed), the decision regarding the same can be taken after NAAC finalizes the format of application.</p>
13/3	<p>Status review of Quantitative Metrics after submission of three AQARs (Cycle 2)</p>	<p>IQAC Coordinator, Dr. Sanjay Sengupta presented the summary and comparison of the data according to new SSR format for last three academic years. He also briefed about the data collection status of the present academic year 2023-24. The summary and comparison of the data according to new SSR format for last three academic years and the present academic year has been presented along with the target level to get higher score. An analysis of improvement and lack of progress in different areas has been discussed in detail. Few of the key points which were discussed are as follows:</p> <ol style="list-style-type: none"> 1. It is found that a degrading trend in the Criteria 1. Add On Certificate Courses / MooCs courses participation and participation in different internships from the 2nd year onward should overall improve Criteria 1. 2. A resolution has been taken that "No Objection Certificate" for internship can be issued by department and one week waiver of class attendance may be given to students for the same. Prof. (Dr.) Sanjay S Pawar mentioned that students should be encouraged in participation for different online / physical mode internship programs of shorter duration. He suggested Training and Placement department should try to identify the gaps and prepare the list of internship areas student should

Sanjay Sengupta



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		<p>participate.</p> <ol style="list-style-type: none"> 3. IQAC coordinator mentioned about the less percentage of students getting scholarships (Govt., Non Govt. and Institute). A plan for inclusion of some scholarships through institute based on the academic as well as extracurricular performances of the students for encouragement has been given to the management through the office of the Registrar. Mr. Rajesh Chatterjee, Sr. Manager (Admin) mentioned that such provisions may be thought off from the next academic year. 4. Mr. Arijit Banerji, Asst Porfessor & Member IQAC mentioned that the endorsement letter from university on courses offered and pass percentage of students were not received yet for the last academic year i.e. 2022-23 which is a very important parameter for verification during the DVV process. Registrar mentioned that the same is pending at the university end. Follow-ups are being done through our Kolkata office to make it available as soon as possible.. 5. Prof.(Dr.) K.M Hossain, Vice Principal emphasized on the need of increase in the number of PhD awarded faculty members for overall quality improvement of the institute as well as scoring good as per the target value specified by NAAC. He requested all the HoDs to encourage the faculty members who are not having PhDs to complete it as soon as possible. 6. After the detailed discussion it has been unanimously decided that the AQAR 2023-24 will be completed in all respect by November, 2024 for submission.
13/4	<p>Planning for External Academic Audit for individual departments and Administrative audit for AY 2023-24</p>	<p>Dr. Sanjay Sengupta, IQAC coordinator mentioned that Internal Academic Audit will be conducted by IQAC for all departments. The audit will be started from September. A notification for the same from the IQAC will be published regarding the dates.</p> <p>He also mentioned that for AY 2022-23 external academic audit was conducted by an external expert for all departments together. However, during NBA visit of Computer Science & Engineering and Electronics department, Chairman NBA committee suggested to conduct academic audit separately for each department individual external expert (having</p>

Sanjay Sengupta



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		specialization in that area) who should be an Associate professor or above. Considering this it has been decided that IQAC coordinator requested all the Head of Departments to suggest the names of external auditor and after discussion with IQAC send the invitation for the same, such that it can be completed by November,2024
13/5	Planning for Green, Environment and Energy Audit for AY 2024-25	As per advisory issued by NAAC on 26 th May, 2022 F. No 14-29/2022, the green audit, energy audit and environmental audit to be conducted by agencies who are members of NABCB or ILAC. IQAC coordinator, Dr. Sanjay Sengupta mentioned that following this advisory the auditing agency has been decided and work order given to them in the month of April. The agency will do the audit and provide certification from AY 2024-25. They will also help in preparation of different policy documents related to Green, environment and energy audit also. Before the submission of AQAR for AY 2023-24 the certification will be completed.
13/6	Availability of Webpage link for online repository and ICT enabled tools / LMS tool CANVAS (free version) for effective teaching learning process	<p>Dr. Pabitra Dey, IQAC member mentioned that the submission of the publication data, event data and patent related data must be submitted to the Online Repository Link available in BCREC website. He also raised concern regarding the quality of data being submitted by many departments. He requested Head of the Departments to check the event related documents before submission to repository. Prof.(Dr.) Sanjay S Pawar reiterated that every faculty member should be taking the responsibility of timely submission of data through repository and advised the Head of the Departments to take care about it.</p> <p>IQAC coordinator mentioned that although Principal advised HoDs for implementation of course delivery through CANVAS from the even semester of 2023-24 AY, only a few departments (CE, MCA, CSE) have started course delivery using this. He emphasized on the need of usage of LMS tool for effective teaching learning process and requested all Head of the Departments to adopt this practice as also mandated by the new NAAC framework. Prof. (Dr.) Sanjay S Pawar, Chairman IQAC, advised IQAC coordinator to conduct training sessions for the departments if required and also advised Head of the Departments to instruct all faculties to</p>

Sanjay Sengupta



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		adopt this practice.
13/7	Improvement suggestions by the Advisor, BCREC Society as per discussion with core IQAC team on 06th May, 2024	<p>A meeting held on 06th May, 2024 to discuss about various quality improvement for the next cycle SSR submission where NAAC core team member from IQAC and Chief Advisor of BCREC Society Prof. (Dr.) Saikat Maitra, Ex Vice Chancellor of MAKAUT were present. After detailed review of past three years AQAR submitted data and looking at overall comparison some improvement suggestions were given by Advisor. This was placed in the IQAC meeting and discussed in detail by IQAC coordinator. Different stake holders are requested to take care about the following points as suggested to improve the quality.</p> <ol style="list-style-type: none"> 1. Add-On Course Participation by Students 2. Internship of all B.Tech programs starting from 2nd year and multiple internships during B.Tech tenure 3. ATR on Feedback - proper implementation is happening or not 4. Alumni Contribution and Endowment fund from Alumni 5. Research (Journal / Conference) publication improvement 6. NSS / NCC activities reporting to University and making available in the institute website 7. Scholarship count improvement (if possible through institute scholarship) 8. Increase funding on Infrastructure Augmentation 9. Implementation Total ERP solution and working in an integrated manner before we go for the next cycle 10. ICT system development - Projector and internet enabled all class rooms 11. Institute level membership for different Professional

Sanjay Singh



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		Chapters 12. For student Grievance availability of drop box system / Display about where to log grievance
138	Any other matter with the permission of the chair.	<ol style="list-style-type: none">1. Registrar provided update on NBA accreditation for ECE and CSE department. He mentioned that both departments received re-accredited status from 2023-24 AY to 2025-26 AY i.e. upto 30th June, 2026. Chairman IQAC congratulated the concerned departments on this achievement.2. Dr. Jayanta Pal, IQAC Member mentioned about delay in submission of Action Taken report for different feedbacks by various departments, He also pointed out that in many cases course feedback by individual faculty members have been missed out. IQAC coordinator requested HoDs to take care about timely and complete feedback process. He also mentioned that a new more user friendly feedback system is in the process of development and should be ready for Odd semester feedback submission for 2024-25 AY.3. Dr. Tribeni Prasad Banerjee, MOOCs coordinator raised concern about the uploading of various certificates without proper verification by the mentors in the university portal. It has been decided that MooCs courses can be from NPTEL, SWAYM portal or any other valid certifying authority as mentioned by university. The certificate courses conducted through IIT Mumbai Spoke Tutorial also can be considered as credit courses for MOOCs. A notification regarding the same will be issued to all concerned to follow the process of certification and credit earning from AY 2024-25

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


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




Prof. (Dr.) Sanjay S. Pawar
Chairperson, IQAC Cell
Principal
Dr. B. C. Roy Engineering College
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DR. B.C.ROY ENGINEERING COLLEGE, DURGAPUR

ATTENDANCE OF 13th INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON 16th MAY, 2024

Sl. No.	Name	Designation in IQAC	Signature
1.	Shri Tarun Bhattacharya, General Secretary, BCREC Society	Management	
2.	Prof. (Dr.) Sanjay S. Pawar, Principal	Chairperson	
3.	Prof. (Dr.) K. M. Hossain, Vice-Principal	Vice Chairperson	
4.	Dr. Sanjay Sengupta, HOD, CE	Coordinator	
5.	Dr. Arindam Mondal, Registrar	Member	
6.	Dr. Alope Kahali, Head (Administration)	Member	
7.	Shri Rajesh Chatterjee, ^{General} Sr. Manager (Admn.)	Member	
8.	Shri Ravi Sharma, Sr. Manager (Finance) CFO	Member	
9.	Prof. (Dr.) Narendra Nath Pathak, Dean (Alumni)	Member	
10.	Dr. Rajdeep Ray, Dean(SW)	Member	
11.	Dr. Pabitra Kumar Dey, Assoc. Prof., CSE	Member	
12.	Prof. Anandapova Majumder, Asstt. Professor, CSE	Member	
13.	Dr. Jayanta Pal, Associate Prof., Basic Science & Humanities	Member	
14.	Dr. Tribeni Prasad Banerjee, Assoc. Professor, ECE	Member	
15.	Dr. Ritu Rani De (Maity), Asstt. Professor, EE	Member	
16.	Sri Saindhab Chattaraj, Asstt. Professor, CSE	Member	
17.	Dr. Anirban Bose, Asstt. Professor, CSE	Member	
18.	Prof. Arijit Kumar Banerji, Asstt. Professor, CE	Member	
19.	Prof. Mou Das Mahapatra, Asstt. Professor, EE	Member	
20.	Mr. Deepraj Mondal, Alumni, BCREC	Member	
21.	Mr. Aritra Mondal, Alumni, BCREC	Member	
22.	Mr. Sabyasachi Gupta, GE Power India Ltd., Durgapur	Member	
23.	Mr. Partha Sinha, Asst. Manager-HR&A, Durgapur Projects Ltd.	Member	
24.	Prof. (Dr.) Chandan Chatteraj, HOD (ME)	Invited Member	
25.	Dr. Arindam Ghosh, HOD (CSE)	Invited Member	
26.	Dr. Mrinmoy Chakraborty, HOD (ECE)	Invited Member	
27.	Dr. Saurav Ranjan Das, HOD(BSH)	Invited Member	
28.	Dr. Susanta Dutta, HOD(EE)	Invited Member	
29.	Dr. Suman Bhattacharjee, HOD (IT)	Invited Member	
30.	Prof. (Dr.) Raj Kumar Samanta, HOD(CSD)	Invited Member	
31.	Dr. Chandan Bandyopadhyay, HOD(CSE-DS)	Invited Member	
32.	Dr. G. S. Mitra Thakur, HOD (CSE-AIML)	Invited Member	
33.	Dr. Somroop Siddhanta, HoD (MBA)	Invited Member	
34.	Prof. Prabal Sahu, In-Charge, T&P (Campus)	Invited Member	
35.	Dr. Dola Sinha, Convener (R&D)	Invited Member	
36.	Mr. Upendra Kr. Sharma, Sr. Manager (CA&E)	Invited Member	
37.	Dr. Manoj Kundu, Asstt. Professor (ME)	Invited Member	