

Dr. B. C. Roy Engineering College, Durgapur

Department of Computer Science & Engineering

Ref: BCREC/CSE /DAC/2024-25/odd/001

Date: 11/07/2024

The meeting was attended by the faculty and staff members of the CSE department on 05/06/2024.

Meeting Agendas:

1. Subject Distribution and LMS

The allocation of subjects for the upcoming semester has been completed with utmost consideration to the preferences of the faculty, with only a few exceptions. Additionally, the Head of Department has emphasized the importance of incorporating the Learning Management System for course discussions.

2. University exam answer script checking

HOD, CSE asked everyone to ensure participation in university answer script checking process and advised them to check at least the same number of copies they taught in their respective subjects.

3. Review of regular academic activity

HOD, CSE informed all the members to focus on student attendance, and if required, faculty should take strict actions so that students attend classes regularly. The discussion has been made related to coverage of the syllabus of the individual subjects.

DAC discussed student attendance improvement after the strictness shown in the previous semester.

A discussion has been made about the procedure for conducting a smooth and strict manner examination as per the university guideline.

4. Research and Publication

The Head of the Department, Computer Science and Engineering, has recommended that everyone take the required measures and prioritize research in order to ensure that each faculty member achieves at least two publications in the upcoming academic year.

Prof. Syed Zahir Hasan
Assistant Prof. and
Convener of Departmental Meetings.

Dr. Arindam Ghosh
Associate Prof. and HOD, CSE

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING
FACULTY LIST

Sl.No.	NAME	DESIGNATION	Check & verify & Signature
1	Dr. Arindam Ghosh	Associate Professor	<i>AG</i>
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18	Prof. Rajib Kumar Mondal	Assistant Professor	<i>RKM</i>
19	Prof. Joyjit Patra	Assistant Professor	<i>JP</i>
20	Prof. Sayan De	Assistant Professor	<i>Sayan De</i>

Dr. B. C. Roy Engineering College, Durgapur

Department of Computer Science & Engineering

Ref: BCREC/CSE /DAC/2024-25/Odd/002

Date: 24/10/2024

The meeting was attended by the faculty and staff members of the CSE department on 23/10/2024.

Meeting Agendas:

I. Course Completion Status

To ensure syllabus completion, the HOD, CSE, reviews the progress and urges all faculty members to complete their portions by the deadline. If necessary, faculty may conduct extra classes, hold online sessions, or provide additional notes and study materials.

II. Attendance and Marks Uploading

Only eligible students' marks should be uploaded to the university portal. Eligibility for Continuous Assessment (CA) is based on attendance records. The HOD will share the list of eligible students, and it is essential to strictly adhere to this list when posting marks.

III. Conducting CA4 and PCA2

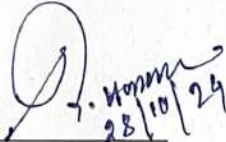
The HOD, CSE, has instructed everyone to take the necessary steps to conduct CA4 and PCA2 smoothly, following exam cell and university guidelines, and within the allotted timeframe.

IV. Upcoming Board of Studies (BoS)

The HOD, CSE, updated everyone on the upcoming BoS meeting, where the draft syllabus will be presented. Based on resolutions and feedback from BoS members, the syllabus will be modified as necessary.

V. Progress of IEEE Conference

The HOD, CSE, provided an update on the IEEE conference organization, noting that the application process is complete, and the approval process is currently pending. Further updates will be provided as they become available.



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20	Prof. Sayan De	Assistant Professor	<i>SD</i>

Dr. B. C. Roy Engineering College, Durgapur
Department of Computer Science & Engineering

Ref: BCREC/CSE /DAC/2024-25/Odd/004

Date: 03/01/2025

The meeting was attended by the faculty and staff members of the CSE department on 03/01/2025.

Meeting Agendas:

1. Review of Odd Semester during Academic Year 2024-25

- The Head of the Department (HOD) appreciated the dedicated efforts of faculty members in successfully completing their assigned courses, even when some subjects were allocated mid-semester.
- The Department Academic Committee (DAC) resolved to implement uniform midterm questions across all sections to ensure consistency in student learning outcomes.
- Faculty members were guided to align exam questions with all Course Outcomes (COs) and were encouraged to incorporate continuous assessment components effectively in laboratory courses to enhance student learning and engagement.

2. Discussion and Revision of the Curriculum for UG and PG Courses

- Faculty members teaching first-year UG classes suggested reducing the syllabus volume. They also recommended incorporating midterm assessments as part of the continuous evaluation process in laboratory courses. These suggestions will be discussed in the next Board of Studies (BOS) meeting.
- It was advised that the course syllabus for the upcoming semester be assessed once the teaching loads are assigned based on the MAKAUT syllabus. Updates should be made as needed for UG and PG autonomous batches to facilitate better delivery and planning of courses.

3. Inclusion of Minor Projects in Lab Courses

- Faculty members were encouraged to incorporate small projects into practical courses wherever feasible in the upcoming semester.
- Assignments are to be consistent across courses and sections, following a test case-based approach similar to campus recruitment assessments, to better prepare students for real-world scenarios.

4. Updates in Course Files

- Faculty members were advised to update their course files for the upcoming semester after the subject allocation process is completed and to ensure that the course files are upgraded in accordance with autonomous requirements.

5. Approval of PSOs

- The Head of the Department (HOD) informed the DAC members about the suggestions provided by the NBA evaluators regarding the revision of the Program Specific Outcomes (PSOs) and the subsequent process for framing new PSOs. The finalized PSOs are as follows:

PSO1: Computational Thinking and Core Knowledge Mastery: Graduates will apply their knowledge of mathematics, science, and core computer science principles—including computational thinking, data structures, algorithms, and engineering fundamentals—to design and implement efficient and scalable solutions for complex computational and engineering problems.

PSO2: Proficiency in Software Development and Modern Tools: Graduates will demonstrate expertise in utilizing contemporary computing tools, platforms, and programming environments. They will design, develop, and optimize robust, secure, and scalable software systems to address real-world challenges with a focus on performance and efficiency, preparing them for leadership roles in industry.

PSO3: Research, Team Collaboration, and Higher Education: Graduates will exhibit the ability to collaborate in multidisciplinary teams, demonstrate strong communication skills, engage in innovative research, and manage projects effectively. They will be prepared for higher studies and contribute to advancements in technology.

PSO4: Professional Ethics and Social Responsibility: Graduates will uphold the highest standards of ethics, professionalism, and integrity in their computing practices. They will address societal, legal, and environmental challenges while contributing to sustainable development and secure computing solutions.

The present DAC members approved the PSOs after thorough discussion.

5. Overview of Ongoing Projects

- The progress of UG and PG student projects was reviewed, and suggestions from the principal and advisor of the BCREC Society were discussed for improvement.

6. Review of Publications and Research Proposal Submission

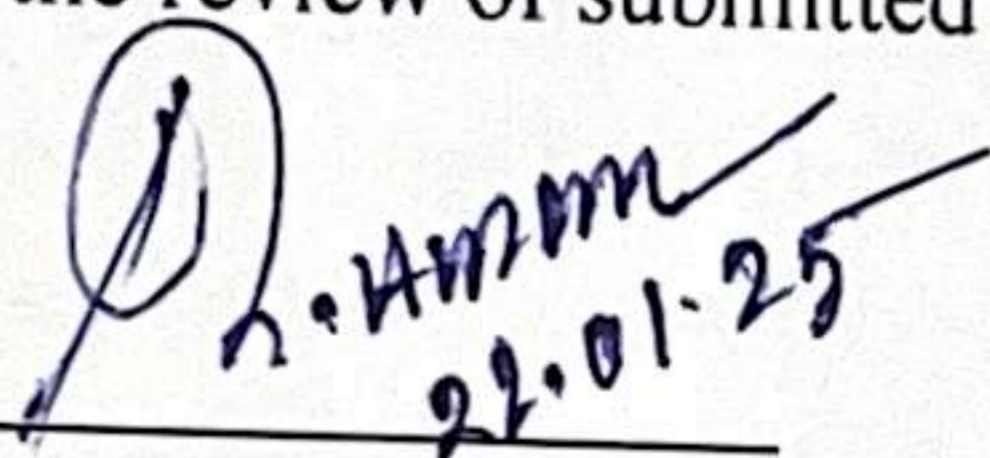
- The department's publication statistics were shared, noting a decline from 2.4 to 2.0 publications per person compared to the previous academic year. Collaborative efforts were recommended to improve this metric.
- Faculty members were also advised to develop research proposals for submission, as per recommendations from the relevant authorities.

7. Organizing Training Sessions for Skill Development

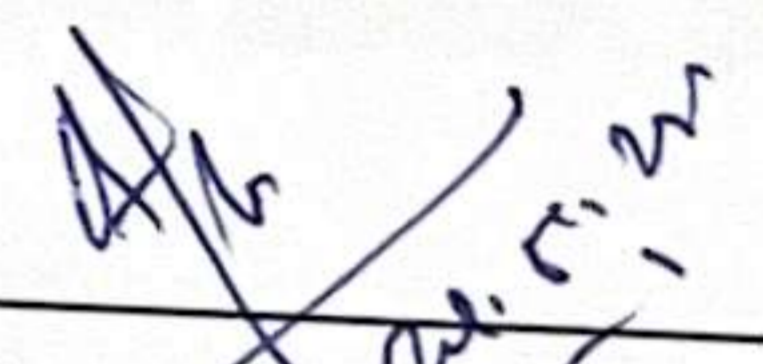
- Observing the need for enhanced skills among students to meet contemporary market demands, training sessions in domains such as Cloud Computing, Full stack, and others were recommended for skill development.

8. Progress of IEEE Conference

- Updates were provided on the IEEE conference, including the completion of the website and the start of the abstract submission process. Additionally, present members were advised to nominate TPC members for the review of submitted papers.


22.01.25

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Ref: BCREC/CSE /DAC/2024-25/Odd/005

Date: 11/03/2025

The meeting was attended by the faculty and staff members of the CSE department on 11/03/2025.

Meeting Agendas:

1. Preparation of draft syllabus:

Despite previous reminders, most of the draft syllabi remain unchecked and incomplete. The HOD, CSE informed all about the 2nd Board of Studies (BoS) meeting scheduled for 04.04.25 and requested all faculty members to complete the revision of the syllabus and submit it through the Google Form link provided via email by tomorrow evening.

2. Regular academic activity :

Faculty members were advised to take the necessary steps to ensure the smooth conduction of CA3 and PCA1 examinations, including preparing and submitting question papers in advance and assigning marks as per merit.

3. Upcoming Conference:

An update on the current status of CIACON 2025 was provided, and faculty members were encouraged to actively participate to ensure its success.

4. MAR and MOOCs:

Faculty members were instructed to review the MAR points of students, with special attention to final-year students, ensuring they accumulate the minimum 100 points required to pass the course.

5. Final year project:

The Project Coordinator was advised by the HOD, CSE to notify all final-year students regarding the Mid-Semester project presentation scheduled for the first week of April 2025.

6. Research and Publications :

The importance of setting personal goals for achieving the desired outcome in research and publication was emphasized by the HOD, CSE. Faculty members were encouraged to take initiative and be proactive in improving the research and publication output of the department.

7. Submission of requirements for Budget preparations:

To ensure timely budget planning, faculty members were advised to submit their requirements in the format shared by the HOD's office for the financial year 2025-26 so that necessary inclusion could be made within the allotted timeframe.



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