

Dr. B. C. Roy Engineering College, Durgapur

Department of Electronics and Communication Engineering

Notice

No.BCR/ECE/24/07/30

Date: 30.07.24

A departmental meeting with all faculty and staff members will be held on 31.07.24, Wednesday at 4:00 PM at Advanced Prototype Lab.(Formerly Basic Electronics Lab) to discuss the following agenda.

Agenda

- 1) Confirmation of the Minutes of the last Meeting
- 2) Student mentoring
- 3) Lesson Plan
- 4) Course file
- 5) Class & Lab monitoring
- 6) Project related discussion
- 7) BOS formation
- 8) Any other item with permission of the chair

All the faculty and staff members of ECE department are hereby requested to attend the meeting positively before scheduled time.



(Dr. Mrinmoy Chakraborty)
Head of the Department



(Dr. Sourav Moitra)
Convenor, DAC

Distribution:

All Faculty / staff of ECE Department

Copy to:

1. General Secretary, BCREC
2. Principal, BCREC
3. Vice Principal, BCREC
4. DAC FILE.

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

No. BCREC/ECE/DAC/MoM/24/09/27

Date: 27th September, 2024

Minutes of the meeting of the Departmental Academic Council (DAC) held on 27-09-24

Venue: Advanced Prototype Lab, Time: 04.30 PM

Present

- | | |
|--|--|
| 1. Dr. Mrinmoy Chakraborty (HoD) – in the chair | 15. Mr. Tapas Roy |
| 2. Dr. Khondekar Mofazzal Hossain | 16. Dr. Anup Kumar Das |
| 3. Dr. Tapas Mondal | 17. Mr. Surajit Batabyal |
| 4. Dr. Alope Saha | 18. Ms. Subhadra Debroy |
| 5. Dr. Tribeni Prasad Banerjee | 19. Mr. Moloy Mukherjee |
| 6. Dr. Abhijit Banerjee | 20. Mr. Samujjwal Ray |
| 7. Ms. Keka Hajra | 21. Mr. Soumendra Pain |
| 8. Ms. Dipta Chaudhuri | 22. Dr. Ramkrishna Rakshit (Visiting Faculty) |
| 9. Dr. Aritra Bhowmik | 23. Mr. Santanu Roy |
| 10. Dr. Anirban Chattopadhyay | 24. Mr. Samar Nath Rajak |
| 11. Dr. Debipriya Dutta | 25. Ms. Dolan Das |
| 12. Mr. Nilkamal Bhunia | 26. Mr. Sonatan Dutta |
| 13. Dr. Ankita Mitra | 27. Mr. Sukanta Mukherjee |
| 14. Mr. Pradipta Sarkar | 28. Dr. Sourav Moitra (Convenor) |

Proceedings

- Confirmation of the minutes of the last meeting:** The minutes of the last council meeting held on 28.08.24 were readout and were accepted as confirmed.
- Syllabus coverage:** The members discussed about the syllabus coverage for the current semester and it is being observed that mostly close to 80% of the syllabus has been covered for 2nd year and 3rd year curriculum. Online classes are being conducted for the final year students and notes related to the papers are being shared to them by respective subject teachers covering the full syllabus. It is being mentioned by the chair that sharing of google links has to be kept in record from next semester onwards to improve teaching learning process. All members affirmed by the proposal.
- Project related matters:** It is being decided that as per the directions of the higher authority, B. Tech project group shall be constituted with a maximum of 3 students for a particular project. A ppt of 2-3 slides has to be prepared by each group consisting of the scope and possible outcome for the project. In addition to this, two new dept. members shall be allotted by the dept. in the dept. project committee as per expression of interest by the faculty members. Moreover it has been discussed that the projects would be evaluated by domain specific assessment committee comprising of 4-5 faculty members specialized in a particular domain. All members affirmed by the process.
- Question paper moderation committee:** The chair also proposed to form a dept. question paper moderation committee which will work to modulate and enhance the quality of the class test question papers for all dept. papers. It has also being informed that Prof. Dipta Choudhuri would act to manage the documentation for the above mentioned process. All members affirmed by the proposal.
- Program coordinator related information:** It is also being discussed in the meeting that one program coordinator and one course coordinator would be selected by the dept. on the basis of expression of interest. All members affirmed by the methodology.
- ERP:** To maintain the updated documentation by the dept., it is being mentioned that all dept. related documents shall be prepared and uploaded by November 2024. All members consented to act accordingly.
- Class and lab report:** The members also discussed about the progress and class and lab curriculum. Such record shall be maintained by the respective faculty members. In case of online classes for final year students, such records are also to be maintained by the concerned subject teacher from the next semester onwards. All members affirmed by the process.
- Mentoring and weak student identification:** The members discussed about the continuous mentoring process and following weak student identification and action taken in such cases. It is being decided that all students must get comments from concerned subject teacher and mentor before form fill-up for semester examination. For students falling short of attendance due to any unavoidable circumstances has to collect and prepare full class note and signed by concerned teacher. In extreme cases where the student falls short to comply, guardian may be called and informed in those cases under the discretion of HoD ECE.
- Any other item with permission of the chair:**
Since there were no other items to discuss at this moment, the meeting ended with vote of thanks.



(Dr. Mrinmoy Chakraborty)
Head of the Department



(Dr. Sourav Moitra)
Convenor, DAC

Copy to:

General Secretary, BCREC
Principal, BCREC
DAC File