Dr. B. C. Roy Engineering College, Durgapur
Civil Engineering Department

OFFICE NOTICE **16 April, 2025**

A Departmental Academic Committee meeting will be held on Wednesday 16th April, 2025 at 4:00 p.m. at the third floor IQAC room to discuss the following points:

1. Nomination of the new Program Coordinator (Administration).
2. Discussion and Adoption of Revised NBA Guidelines (January 2025).
3. Review of NBA Documentation Submission Timeline and Responsibilities.
4. Planning and Execution of Mini Projects and Seminars under Autonomy.
5. Placement Preparation for the 6th Semester Students.
6. Miscellaneous.

This meeting has been arranged with the permission of the competent authority.

MD. Hamjala Alam
(H. Alam 16/04/2025)

(Md. Hamjala Alam)
Convener
Departmental Academic Committee
Dept. of Civil Engineering
BCREC

DR. B. C. ROY ENGINEERING COLLEGE Durgapur

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Civil Engineering Department

Ref.: CE/DAC/EVEN SEM/MOM-01/2024-25 **Date: 17.04.2025**

Following are the minutes of the DAC meeting held on 16th April, 2025:

1. Mr. Soumyadip Das has been entrusted with the responsibility of Program Coordinator (Administration). He will oversee all major administrative discussions, including matters related to the Board of Studies, Academic Audit, Board of Governors, and other key governance issues. He replaces Dr. Arijit Kumar Banerji, who previously held this position.
2. The NBA documentation process, initiated in the academic year 2021-22, resulted in the preparation of the Self-Assessment Report (SAR) based on the previous NBA guidelines. These guidelines included 12 Program Outcomes (POs) and 4 Program-Specific Outcomes (PSOs), following the institute's general framework. However, with the release of the revised NBA guidelines in January 2025, recommending 11 POs and a minimum of 3 PSOs, the department has adopted this new framework starting from the Even Semester of the 2024-25 academic year. This adoption follows the resolution passed during the Departmental Academic Committee (DAC) meeting held on April 16, 2025, where it was decided to implement 11 POs and 4 PSOs from the current semester onwards.
3. The final date for submitting data on the NBA portal is 11th May 2025. All concerned faculty members and technical assistants are requested to ensure that the required information is accurately filled in well before the deadline. The NBA documentation will be reviewed by the Internal Review Committee. Any

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corrections or modifications suggested by the committee must be incorporated promptly following their review.

4. It was proposed that a detailed DAC meeting be scheduled to finalize the Plan of Action for the execution of the Seminar and Mini Project Work across multiple semesters under Autonomy. This meeting will be essential prior to the third Board of Studies (BoS) meeting.

   The scope of the Mini Project Work for the 4th semester, which is to be carried out in association with the Seminar, needs to be clearly defined. The seminar should reflect what the students have studied and learned, and the expected outcomes must be clearly articulated. The implementation plans for the Mini Project Work in the 5th and 6th semesters also need to be discussed and finalized. It was suggested that the Mini Project Work for the 7th semester could potentially be merged with the Major Project in the 8th semester, subject to further deliberation and feasibility. The structure, objectives, evaluation criteria, and deliverables of the Seminar and Mini Projects must be standardized and documented following the meeting.

5. It was proposed that Placement Eligibility Test practice sessions be organized for 6th semester students to enhance their preparedness for upcoming placement opportunities. The report from the recently conducted NHAI (National Highways Authority of India) examination may be shared with the Placement Cell to provide insights into the current performance and readiness of the students. These initiatives are aimed at improving students' employability and help them secure better placement outcomes in the near future.

At the end of the DAC meeting, HoD offered vote of thanks to all the members present in the meeting.

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Signature of the members present in the DAC meeting held on 16/04/2025 :

Sl. No.	Signature of the Faculty/TA	Sl. No.	Signature of the Faculty/TA
1.	Dr. Sanjay Sengupta Sanjay Sengupta.	11.	Koyndrik Bhattacharjee Koyndrik Bhattacharjee
2.	Dr. Arijit Kr. Banerji	12.	Surajit Sen
3.	Md. Hamjala Alam H-Alam	13.	Ajitesh Bhattacharjee Ajitesh Bhattacharjee
4.	Dr. Shovan Roy	14.	Anindita Sengupta Anindita Sengupta
5.	Chanchal Das Chachal	15.	Aditya Prasad Roy
6.	Amit Kotal Amit Kotal.	16.	Barnali Das
7.	Pranoy Roy Pranoy Roy		
8.	Anupam Kr. Biswas AKBiswas		
9.	Dr. Sayantan Dutta		
10.	Soumyadip Das Soumyadip Das		

Copy to:-

1. Principal, Dr. B. C. Roy Engineering College Durgapur

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