



Departmental Meeting
Computer Science Engg.(Data Science)

Date	08/05/2025
Time	15:30 Hrs. -16:30 Hrs. (IST)
Venue	A.P.C Roy Bhawan/CSE(DS) Block/2 nd Floor/Room No. C207
Academic Year	2024-25

Meeting No: BCREC/CSE(DS)/AY-2024-25/DM08

A. Meeting Agenda:






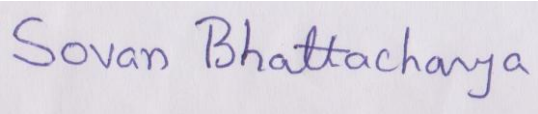

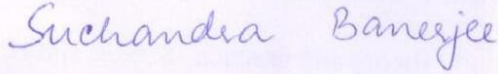
- i. Departmental faculty profiles are required to be up-to-date in the institute ERP
- ii. At least three publications in each academic year for each departmental faculty member will be mandatory from subsequent academic session
- iii. Budget utilization report for FY 2024-25 to be submitted in the month of June
- iv. Proposed departmental budget for the FY 2025-26 to be submitted in the month of June
- v. Pre examination activities (semester Form fill-up) for the Even Semester 2024-25 to be completed during the duration 13-05-2025 to 20-05-2025
- vi. MAR documents of all the departmental students to be completed within the dead line 31st May 2025.
- vii. MOOCs documents for all the departmental students to be uploaded by the students and the verification of the students documents to be done when the portal opens
- viii. Semester end feedback and student satisfaction survey of all the departmental students are to be collected during the practical examinations which are scheduled to be held during the duration 16-06-2025 to 21-06-2025

B. Meeting Minutes:

1. The department emphasized the importance of maintaining up-to-date and accurate faculty profiles in the institute ERP system. It was discussed that faculty profiles reflect academic qualifications, certifications, research contributions, publications, and other professional activities, and hence need to be regularly updated for institutional records, accreditation purposes, and external audits. All faculty members were instructed to review their existing profiles and make necessary updates promptly. The HoD highlighted that non-compliance may affect both individual faculty evaluations and the overall departmental data during NAAC/NBA assessments.

2. The department deliberated on strengthening its research output and academic reputation. It was resolved that from the subsequent academic session, each faculty member must achieve a minimum of three publications per academic year. These publications should preferably be in reputed, peer-reviewed, and indexed journals or conferences (Scopus/SCI/UGC-CARE). Faculty members were encouraged to undertake collaborative research within and outside the department, explore funded research projects, and guide student research to achieve this target.
3. The department discussed the requirement of submitting a detailed budget utilization report for FY 2024–25 in the month of June. The report must clearly reflect the expenditure on academic resources, laboratory development, infrastructure, student activities, and other departmental requirements. Faculty in charge of budget monitoring was asked to consolidate all expenses and prepare the report in the prescribed format. This report will ensure financial transparency and help in effective planning for future budgets.
4. The department acknowledged the need to submit a proposed budget for FY 2025–26 in June, along with justifications for the requested allocations. Proposed expenditure heads will include procurement of new laboratory equipment, software licenses, smart classroom resources, faculty development programs, seminars, workshops, student development initiatives, and research-related requirements. Faculty members were requested to submit their specific budgetary needs to the departmental coordinator so that a consolidated proposal can be forwarded to the institute administration.
5. The department noted the requirement to complete all pre-examination activities for the Even Semester 2024–25 within the stipulated time period of 13th May 2025 to 20th May 2025. Faculty coordinators were directed to ensure that students complete their semester form fill-up process without delay. The department emphasized the need for proper communication with students regarding deadlines, required documents, and fee submission procedures to avoid last-minute issues.
6. The department discussed the submission of MAR (Mandatory Academic Requirement) documents, which serve as an important record of academic performance, mentoring, and progress tracking of students. It was decided that all faculty mentors must ensure the timely completion of MAR documents for their assigned students within the deadline of 31st May 2025. The HoD emphasized that any delay in completion would affect departmental compliance with institutional requirements.
7. The department stressed the importance of MOOCs (Massive Open Online Courses) completion by students, as these courses are an integral part of the curriculum and skill enhancement initiatives. Students must upload their MOOCs completion documents on the designated portal as soon as it opens. Faculty mentors and coordinators will verify the authenticity of the uploaded documents to ensure compliance with academic regulations. The department also discussed motivating students to select MOOCs that are industry-relevant and aligned with their career aspirations.
8. The department decided to collect student feedback and conduct the Student Satisfaction Survey (SSS) at the end of the semester to assess teaching quality, curriculum delivery, and overall student experience. It was agreed that these activities will be conducted during the practical examinations scheduled between 16th June 2025 and 21st June 2025. Faculty members were instructed to ensure that all students provide their feedback in a transparent and unbiased manner. The collected data will be analysed to identify areas of improvement, which will subsequently be discussed in future departmental meetings for necessary corrective actions.

C. List of Attendees

Name	Designation	Signature
 <p>Dr. Chandan Bandyopadhyay</p>	<p>Associate Professor</p>	
 <p>Dr. Saibal Majumder</p>	<p>Assistant Professor</p>	
 <p>Dr. Sovan Bhattacharya</p>	<p>Assistant Professor</p>	
 <p>Dr. Suchandra Banerjee</p>	<p>Assistant Professor, CSE(DS)</p>	

 <p>Prof. Kinshuk Banerjee</p>	<p>Assistant Professor, CSE(DS)</p>	
 <p>Prof. Banashree Chatterjee</p>	<p>Assistant Professor</p>	
 <p>Mr. Shubhranshu Gorai</p>	<p>Technical Assistant</p>	

Dr. B. C. Engineering College, Durgapur
Department of CSE (Data Science)

Notice

Ref. CSE (DS)/AY(2024-25)/Notice/14

Date: 05/05/2024

This is for information of all the concern that a meeting of the DAC will be held on 08th May, 2024 at HoD room (room number C207) of the main building from 15:30 PM-16:30 PM. In the meeting the following agenda will be discussed.

- i. Departmental faculty profiles are required to be up-to-date in the institute ERP
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Dr. Chandan Bandyopadhyay

Dr. Chandan Bandyopadhyay (Associate Prof. and HOD)
HOD, CSE (Data Science)