



# Dr. B. C. Roy Engineering College, Durgapur

## Department of Computer Applications (MCA)

Jemua Road, Fuljhore, Durgapur -713206

Affiliated to MAKAUT, Approved by AICTE, Accredited with 'B+' Grade by NAAC

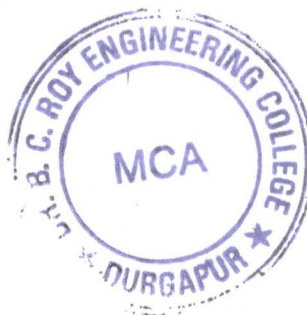
BCR/MCA/2024-25/DAC-10

### To whom it may concern

This is for the information to all concerns that a departmental meeting with the following agendas has been called by HoD, MCA at Seminar Hall, MCA Department meeting room from 11:00AM, 17-07-2025. Hereby all members are requested to attend the meeting at above mentioned venue.

### Agendas:

- Feedback Analysis Of Course end, Semester end and Program end.
- Discussion on domain training for T&P.



*(Signature)*  
17/07/25

(SUBHRANGSU CHANDRA)

Meeting Convener, MCA Department



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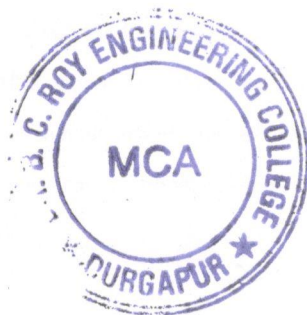
DAC on 17<sup>th</sup> July 2025 @11.00AM at Departmental Meeting room.

### Agendas:

- Feedback Analysis Of Course end, Semester end and Program end.
- Discussion on domain training for T&P.

### Members Present:

| Name                      | Designation       | Signature with Date            |
|---------------------------|-------------------|--------------------------------|
| DR. PABITRA KUMAR DEY     | Asso. Prof. & HoD | <i>P. Kumar</i> 17/07/25       |
| DR. FALGUNI CHAKRABORTY   | Asst. Prof.       | <i>F. Chakraborty</i> 17/07/25 |
| PROF. DEBASIS GUHA        | Asst. Prof.       | <i>D. Guha</i> 17/07/25        |
| PROF. ANSUMAN MAHANTY     | Asst. Prof.       | <i>A. Mahanty</i> 17/07/25     |
| PROF. SUBHRANGSU CHANDRA  | Asst. Prof.       | <i>S. Chandra</i> 17/07/25     |
| PROF. UDAY KUMAR BANERJEE | Asst. Prof.       | <i>U. Banerjee</i> 17/07/25    |
| PROF. ANUPAM BAIDYA       | Asst. Prof.       | <i>A. Baidya</i> 17/07/25      |
| PROF. PRADIPTA PAL        | Asst. Prof.       | <i>P. Pal</i> 17/07/25         |
| Mrs. MONALISHA KAR        | TA                | <i>Monalisha Kar</i> 17/07/25  |
| MR. CHAYAN MUKHERJEE      | Off. Asst.        | <i>Chayan</i> 17/07/25         |



**Minutes of Meeting of DAC**

**Date of Meeting:** 17-07-2025 **Timing:** 11:00 AM – 12.30 PM

**Venue:** MCA (LAB)

**Participants:** Prof. Dr. Pabitra Kumar Dey, Chairman of DAC

Prof. Debasis Guha, Member of DAC

Prof. Ansuman Mahanty, Member of DAC

Prof. Falguni Chakraborty, Member of DAC

Prof. Subhrangsu Chandra, Member of DAC

Prof. Uday Kumar Banerjee, Member of DAC

Mr. Anupam Baidya, Member of DAC

Mr. Pradipta Pal, Member of DAC

Miss. Monalisha Kar, Member of DAC

**Agenda of the Meeting:**

1. **Feedback Analysis Of Course end, Semester end and Program end.**
2. **Discussion on domain training for T&P.**

**Discussions held as follows:**

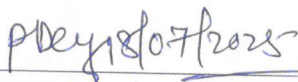
**1. Feedback Analysis Of Course end, Semester end and Program end:**

The meeting held to analyse the feedback received at the course end, semester end, and program end levels. The committee reviewed student responses regarding teaching effectiveness, curriculum relevance, assessment methods, and overall learning experience. Positive feedback highlighted improved faculty engagement and effective use of ICT tools. Areas for improvement included the need for more practical exposure and timely evaluation. The DAC recommended incorporating more hands-on activities, strengthening industry interaction, and organizing workshops to address identified gaps. It was resolved that faculty members would take necessary corrective actions and report progress in the next review cycle.

**2. Discussion about prerequisite classes and Class duration and class start time:**

A discussion was made on toimplementation of prerequisite classes, class duration, and class start time. The committee emphasized the importance of conducting prerequisite sessions, especially for core and advanced subjects, to bridge knowledge gaps and ensure smoother learning outcomes. Regarding class duration, members agreed to retain the existing schedule but suggested incorporating short breaks for longer sessions to maintain student engagement. The committee also discussed feedback on early class timings and recommended a slight adjustment to allow better preparedness for both students and faculty. These suggestions will be forwarded to the academic coordinator for timely implementation.

The Meeting ended with a vote of thanks by HOD to all members.



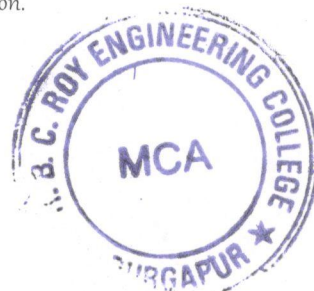
(HOD)

- 1) Copy to the departmental NAAC Co-ordinator.

**DR. PABITRA KUMAR DEY**

**HOD - MCA**

**Dr. B. C. Roy Engineering College**



## Action Taken Report Based on Course End Feedback (Academic Year 2024–25)

### 1. Overview:

This report presents the summary and department-level action based on feedback from the 2nd and 4th semester MCA students. Feedback was received on course content, teaching quality, assessment fairness, interaction, use of technology, and course relevance.

### 2. Feedback Analysis Summary

| Criteria                               | 2nd Semester                   | 4th Semester           | Action Taken                                                                                                        |
|----------------------------------------|--------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------|
| Course Outcome Communication           | Moderate to Good               | Good to Excellent      | Faculty briefed to ensure consistent communication of COs, POs, and relevance to real-world applications.           |
| Syllabus Coverage                      | Mostly 85–100%                 | Mostly 85–100%         | Continuous monitoring through academic audit; plans reviewed mid-semester to ensure timely completion.              |
| Teaching Approach                      | Good to Excellent              | Very Good to Excellent | Faculty development programs on active and problem-based learning conducted.                                        |
| Interactivity in Sessions              | Mixed                          | Mostly Positive        | Increased use of interactive platforms (Mentimeter, polls); tutorials introduced for theory subjects.               |
| Fairness in Evaluation                 | Mostly Fair                    | Mostly Fair            | Internal evaluation rubrics shared in advance; feedback provided post-assessments.                                  |
| Discussion of CA/PCA                   | Irregular                      | Regular                | Department mandated minimum 1-on-1 performance discussion per assessment.                                           |
| Use of Examples/Applications           | Mixed                          | Mostly Excellent       | More use of industry case studies, live tools (e.g., Linux kernel for OS, GitHub for Project).                      |
| Strength-Based Encouragement           | Average                        | Good                   | Mentoring groups created; peers and faculty assigned as motivators and guides.                                      |
| Identifying and Supporting Weaknesses  | Moderate                       | Good to Very Good      | Remedial sessions and bridge courses scheduled monthly.                                                             |
| Use of ICT Tools                       | Underused                      | Well Utilized          | Training session on effective ICT integration conducted for all faculty. ICT usage now tracked in semester reports. |
| Course Relevance to Real Life Problems | Mostly Agree or Strongly Agree | Mostly Strongly Agree  | Final-year projects re-aligned to solve local/community issues and real-life data analysis challenges.              |

### 3. Department-Wide Actions Taken:

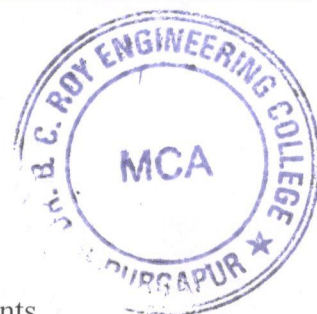
#### 1. Pedagogical Improvements

- Encouraged faculty to implement case-based, project-driven learning.
- Encouraged flipped classrooms and blended learning models.

#### 2. Enhanced Student Support

- Initiated focused mentoring and academic buddy systems.
- Scheduled monthly feedback and counseling for low-performing students.

#### 3. Assessment Reforms



- Introduced review and reflection sessions after each CA/PCA.
- Rubrics made transparent and shared with students beforehand.
- 4. **Infrastructure and ICT Usage**
  - Smart classrooms upgraded with stable projectors and interactive tools.
  - LMS (Moodle/Google Classroom) now compulsory for all theory and lab subjects.
- 5. **Monitoring & Accountability**
  - Subject feedback summary shared with individual faculty for self-improvement.
  - Feedback discussion made a part of Faculty Performance Review.

#### 4. Conclusion:

The department is committed to ensuring quality education through timely responsiveness to student feedback. Actions outlined above are part of a continuous improvement plan aligned with NAAC/NBA quality indicators.

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## Action Taken Report Based on Semester End Feedback (Academic Year 2024–25)

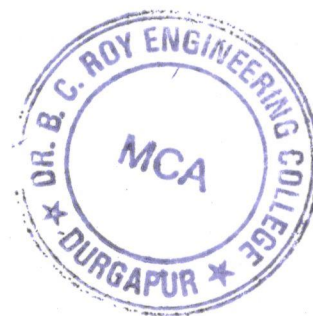
### 1. Objective

This Action Taken Report (ATR) has been prepared based on the analysis of student feedback collected at the end of the semester. The goal is to ensure continuous improvement in teaching methodologies, course delivery, and student learning experience.

### 2. Summary of Feedback

The student feedback covered multiple parameters including:

- Subject knowledge of faculty
- Communication and explanation clarity
- Use of teaching aids
- Coverage of syllabus
- Classroom interaction
- Regularity and punctuality
- Evaluation fairness
- Motivation and guidance provided
- Availability outside class



Each faculty member received feedback on a **10-point scale**, along with remarks (where applicable).

### 3. General Observations

- **Average feedback scores** are largely **above 8.0**, indicating overall student satisfaction.
- **Highest-rated aspects** across most courses: Faculty knowledge, regularity, and syllabus coverage.
- **Areas for improvement** in select courses: Classroom interaction, use of ICT tools, and doubt-clearing beyond class hours.

### 4. Action Taken Summary

| Feedback Category      | Observation                                              | Action Taken / To Be Taken                                                      |
|------------------------|----------------------------------------------------------|---------------------------------------------------------------------------------|
| Teaching Methodology   | Some students requested more practical examples.         | Faculty were advised to incorporate case studies and hands-on sessions.         |
| Use of ICT tools       | Moderate rating in a few subjects.                       | Encouraged usage of smart boards, animations, and simulation tools.             |
| Classroom Interaction  | Improvement scope noted in some feedback.                | Faculty asked to initiate more Q&A and group activities.                        |
| Doubt Clearing Support | Students asked for more post-class help.                 | Faculty to offer dedicated weekly office hours or discussion forums.            |
| Evaluation Fairness    | Overall good, but suggestions for timely result updates. | Faculty instructed to return evaluated scripts and marks within 7 working days. |
| Coverage of Syllabus   | Mostly rated high.                                       | Syllabus tracking sheets continued to ensure timely completion.                 |

## 5. Conclusion

The end-semester feedback has been instrumental in identifying strengths and areas for enhancement. The department is committed to ensuring the quality of teaching-learning processes and will continuously monitor the improvements based on feedback.

## Action Taken Report Based on Program End Feedback (Academic Year 2024-25)

### 1. Overview of Feedback

The feedback includes responses to key Program Outcome (PO) questions such as ability to apply knowledge, problem-solving, design skills, research-based practices, and modern tool usage. A majority of responses fall under "Strongly Agree" and "Agree".

### 2. Observations

| Sl. No. | Program Outcome Statement                                            | Positive Responses (SA + A) | Negative Responses (D + SD) | Observation                          |
|---------|----------------------------------------------------------------------|-----------------------------|-----------------------------|--------------------------------------|
| 1       | Application of knowledge to real-world problems                      | 58                          | 2                           | Highly positive                      |
| 2       | Ability to formulate, research, and solve complex computing problems | 55                          | 5                           | Very good, slight improvement needed |
| 3       | Designing system-level solutions                                     | 56                          | 4                           | Good, maintain quality               |
| 4       | Application of research-based knowledge and methods                  | 56                          | 4                           | Very good                            |
| 5       | Use of modern tools and techniques                                   | 57                          | 3                           | Excellent                            |

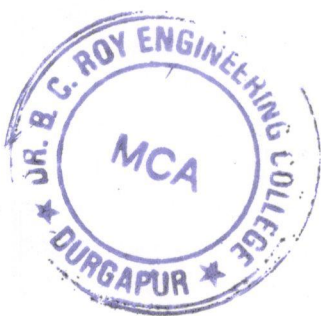
### 3. Actions Taken

| Area of Focus          | Action Plan                                                                      |
|------------------------|----------------------------------------------------------------------------------|
| Problem-Solving Skills | Strengthen problem-solving sessions with mini-projects and case studies.         |
| System Design &        | Introduce workshops and labs focusing on system-level thinking and architecture. |

| Area of Focus         | Action Plan                                                                                         |
|-----------------------|-----------------------------------------------------------------------------------------------------|
| Modeling              |                                                                                                     |
| Research Orientation  | Encourage students to publish papers in student conferences and participate in innovation contests. |
| Modern Tools Exposure | Regular hands-on sessions on emerging technologies such as AI/ML, IoT, and cloud computing.         |
| Feedback Integration  | PO-specific awareness sessions will be conducted at the start and end of semesters.                 |

#### 4. Conclusion

The overall feedback indicates a **high level of student satisfaction** with program-level learning outcomes. Minor areas of improvement have been identified and action steps initiated. Continuous evaluation and stakeholder engagement will ensure further enhancement in teaching-learning quality.



*pdey31/07/2025*  
**DR. PABITRA KUMAR DEY**  
**HOD - MCA**  
Dr. B. C. Roy Engineering College