Dr. B. C. Roy Engineering College Durgapur
Department of CSE (Artificial Intelligence and Machine Learning)

Office Notice

Date: 20th August, 2026

A departmental meeting will be held on 22nd August, 2026 at the CSE(AIML) conference room to discuss the following points.

1. Review the even-semester institutional feedback, course-end feedback, programme-end feedback (Exit Survey), Student Satisfaction Survey and faculty-wise course-feedback analyses for AY 2025-26, and finalise the corresponding Action Taken Report (ATR).
2. Any other relevant issues.

Saha
Prof. Biswajit Saha
Convener
Departmental Academic Council (DAC)
Department of CSE(AIML)
BCREC, Durgapur

DR. B. C. ROY ENGINEERING COLLEGE * DURGAPUR

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Department of CSE (Artificial Intelligence and Machine Learning)

Ref: BCREC/CSE(AIML)/DAC/MOM-4/2025-26

Members present:

Prof. (Dr.) Gour Sundar Mitra Thakur
Prof. Biswajit Saha
Prof. Raja Dey
Prof. Devlina Karmakar
Prof. Arya Manikya Sinha
Prof. Amit Kumar Chakraborty
Prof. Debjyoti Prodhan

Minutes of the Departmental Academic Council (DAC) Meeting held on 22/08/2026

A meeting was held on 22nd August, 2026 at the CSE(AIML) conference room to review the even-semester institutional, programme-end, student satisfaction and course-end feedback for AY 2025-26, together with the faculty-wise analyses.

The following actions are proposed for DAC confirmation and implementation in the next relevant teaching cycle. Facility works requiring expenditure are subject to administrative approval; completion will be recorded after verification.

Action taken report based on semester end feedback on academics for AY 2025-26

Institutional feedback from 91 students records 2.82/4.00 (Good). Teacher preparation, communication, evaluation fairness and mentor interaction are relative strengths. Further attention is required to outcome communication, ICT use and the classroom/laboratory learning environment.

Following actions are proposed:

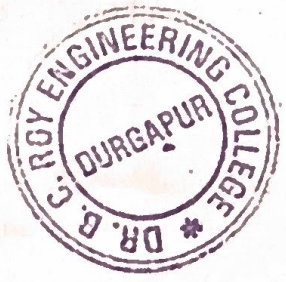
- **Academic delivery:** Communicate Course Outcomes (COs), Programme Outcomes (POs) and assessment criteria clearly; monitor syllabus coverage and maintain transparent evaluation.
- **Student support:** Strengthen mentor follow-up, doubt-clearing and ICT-supported teaching to address learning gaps.
- **Additional opportunities:** Plan workshops, student-club activities, mini-projects and industry interaction, with wider student participation.

Action taken report based on semester end feedback on facilities for AY 2025-26

Hostel facilities (2.31/4.00) and internet connectivity (2.42) are the main concerns. Sports, cleanliness, canteen, water, laboratory, classroom and library facilities also require improvement.

Following actions are proposed:

- **Internet and hostel:** Refer connectivity and accommodation concerns to the responsible units for inspection, corrective work and complaint follow-up.



- **Learning facilities:** Review laboratory equipment, software, computing capacity and classroom requirements, and submit justified improvement proposals.
- **Campus services:** Seek improvements in housekeeping, canteen hygiene, drinking-water provision, sports access and library resources through the respective units.
- **Previous commitments:** Verify the status of facilities and upgrades recorded in the AY 2024-25 ATR and carry forward pending items. Additional upgrades remain proposals pending approval and verification.

Action taken report based on programme end survey for AY 2025-26

The Exit Survey, with 10 responses, records 3.22/4.00 (Very Good). Fundamentals, sustainability, communication and ethics are relative strengths. Problem analysis, solution design and research methods, each rated 3.00, need strengthening; the small response base will be considered during review.

Following actions are proposed:

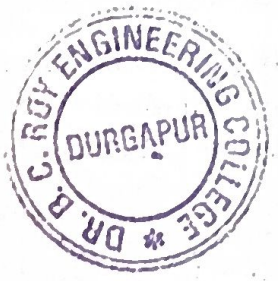
- **Applied problem solving:** Use case studies and project tasks to strengthen problem formulation, design choices and application of modern tools.
- **Research and project support:** Provide guidance on literature review, experimental methods, data interpretation and report writing, supported by staged project reviews.
- **Outcome review:** Review project-assessment evidence alongside the survey findings and encourage wider participation in the next Exit Survey.

Action taken report based on Student Satisfaction Survey for AY 2025-26

The survey, with 42 responses, records 2.88/4.00 (Good). Evaluation fairness and mentor follow-up are relative strengths. Learning opportunities, CO/PO awareness, student involvement in quality improvement and ICT use require attention.

Following actions are proposed:

- **Student participation:** Obtain regular inputs from class representatives and communicate progress on concerns raised.
- **Teaching and outcome awareness:** Improve CO/PO communication, share digital teaching resources and increase experiential and participative learning.
- **Learning and employability:** Expand workshops, club activities, internship guidance, presentation practice and placement-oriented support.



Action taken report based on overall course end feedback for AY 2025-26

Semester scores are 2.98/4.00 (2nd), 3.01 (4th), 3.02 (6th) and 3.36 (8th), indicating Good to Very Good feedback overall. Course-end reports and faculty analyses identify scope to improve teaching clarity, interactive learning, ICT use, assessment feedback and support for students with learning gaps.

Following common actions are proposed:

- **Teaching and practical learning:** Use worked examples, demonstrations, guided practical tasks and application-based exercises; monitor syllabus and laboratory coverage.
- **Targeted student support:** Arrange diagnostic checks, remedial practice, doubt-clearing and peer mentoring where the feedback indicates a need.
- **Assessment feedback:** Discuss continuous and practical assessment performance promptly, with clear evaluation criteria and corrective guidance.
- **Faculty improvement:** Share effective teaching and ICT practices and agree focused improvement plans with the concerned faculty.
- **Validation and review:** Verify entries with very few responses and check progress through mid-semester and subsequent course-end feedback.

Follow-up: The HoD and DAC Convener shall coordinate action plans with faculty, mentors and activity/project coordinators, and forward facility concerns to the responsible units. Plans shall be prepared within 30 days of DAC confirmation, with progress reviewed at the next DAC meeting or within eight weeks. Implementation evidence and subsequent student feedback shall guide closure of actions.

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Signatures of the members present in the DAC meeting held on 22/08/2026

Sl No	Name of the faculty/TA	Signature
1	Prof. (Dr.) Gour Sundar Mitra Thakur	
2	Prof. Biswajit Saha	
3	Prof. Raja Dey	
4	Prof. Devlina Karmakar	
5	Prof. Arya Manikya Sinha	
6	Prof. Amit Kumar Chakraborty	
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