Dr. B. C. Roy Engineering College

Faculty of Management Studies (FMS)

16th Mar, 2026

Notice

It is hereby notified to all faculty members that a Departmental Academic Committee (DAC) meeting will be held on ***18th Mar, 2026 at 2.30 pm*** in the FMS Library.

The agenda of the meeting is as follows:

Agenda I: CIA –I for MBA Class of (2024-2026).

Agenda II: Commencement of Classes for MBA Class of (2025-2027).

Agenda III: Specialization Option for MBA Class of (2025-2027).

Agenda IV: Pre-placement Training Schedule finalisation for MBA Class of (2025-2027).

Agenda V: Marks Entry for Sessional and Theory exams for MBA Class of (2025-2027).

Agenda VI: End Sem Feedback Analysis for MBA 3rd Sem and MBA 1st Sem

Agenda VII: Any other matter by the permission of the chair.

Kindly make it convenient to attend

Arunava Mookherjee 16/3/26

Dr. Arunava Mookherjee
Coordinator - Academic Committee (FMS)

Minutes of the meeting of the ACADEMIC COMMITTEE

Title of the Committee: ACADEMIC COMMITTEE

Date: Mar 18, 2026

Time: 2.30 PM

Meeting held at: FMS Library

Attendees:

1. Dr. Somroop Siddhanta	Professor & HoD	Chairperson
2. Dr. Arunava Mookherjee	Professor	Co-ordinator
3. Dr. Sandip Mukherjee	Associate Professor	Member
4. Dr. Indrani Sengupta	Assistant Professor	Member
5. Prof. Niloy Bhattacharjee	Assistant Professor	Member
6. Prof. Subhasis Datta	Assistant Professor	Member
7. Prof. Sayanti Samanta	Assistant Professor	Member
8. Dr. Bijoy Gupta	Assistant Professor	Member
9. Dr. Surjadeep Dutta	Assistant Professor	Member

The Co-ordinator of the Academic Committee requested the HoD to chair the meeting. The HoD extended greetings to all the members present in the meeting and explained in details the objective of the meeting. After discussing the academic importance of the meeting for the ongoing Even Semester (2025–2026), he invited the co-ordinator DAC to continue with the circulation of minutes of the last meeting.

Routine Items: Confirmation of the minutes of the last meeting of the ACADEMIC COMMITTEE held on ***Feb 16, 2026*** for the academic session 2025-26.

The minutes of the last meeting of the Academic Committee were circulated to all members for perusal and comments.

All the members of the committee agreed to the agenda wise decisions/resolutions taken in the meeting.

Approval of Minutes.

Agenda I: CIA–I for MBA Class of (2024–2026) – Finalisation of Dates

Discussion:
The committee deliberated on the finalisation of dates for the CIA–I examination for the MBA Class of 2024–2026 (4th Semester, AY 2025–26). It was proposed that the examinations be scheduled across **13th April, 16th April, and 17th April 2026** to ensure proper spacing and smooth administrative execution. The possibility of **13th April being a holiday** was also considered, and contingency arrangements were discussed accordingly. The committee

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emphasized the importance of clear and timely communication of the examination schedule to students and faculty. Faculty members were advised to complete syllabus coverage and revision sessions in advance. The importance of timely submission of question papers, maintaining academic rigor, and ensuring confidentiality in the examination process was reiterated. Additionally, provisions for students unable to appear on the scheduled dates and the need for timely marks submission were discussed.

Resolutions:

- CIA–I examinations are scheduled on **13th April, 16th April, and 17th April 2026** as the final examination dates.
- In case **13th April 2026 is declared a holiday**, the examinations will be conducted on **16th April and 17th April 2026**.
- The **last date for submission of question papers (QPs) is 8th April 2026**, and strict compliance is mandatory.
- Faculty members must ensure completion of syllabus and revision prior to the examination dates.
- The **submission of evaluated marks in the academic portal must be completed within the first week of May, specifically on 4th and 5th May 2026**.
- A **supplementary examination schedule will be conducted on 20th April and 21st April 2026** for students who are unable to appear on the aforesaid dates, subject to prior intimation and approval.
- The Examination Cell will oversee all logistical arrangements including scheduling, room allocation, and invigilation duties.
- Confidentiality, standardization, and timely evaluation must be strictly maintained throughout the assessment process.

Agenda II: Commencement of Classes for MBA Class of (2025–2027)

Discussion:
The committee discussed the preparatory arrangements for the commencement of classes for the MBA Class of 2025–2027, scheduled to begin from **23rd March 2026**. In view of the need to ensure academic discipline from the outset, the committee emphasized strict adherence to institutional norms, particularly with respect to attendance and participation in academic and training activities. It was noted that **75% attendance in all courses is mandatory** for eligibility to appear in CIA and End Semester examinations, and mechanisms must be put in place to ensure compliance from the first day of classes.

The semester timetable was reviewed to ensure readiness for effective academic delivery, and faculty members were instructed to adhere strictly to the routine. The importance of mandatory participation in the **Pre-placement Training (PPT) program** was reiterated, along with the need to improve engagement with the **B-Smart app**. Additionally, timely submission of specialization preferences was highlighted as essential for planning summer internships. It was further proposed that a formal advisory be issued to students prior to the commencement of classes to reinforce these expectations.

Resolutions:

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- Classes for MBA (2025–2027) will **commence from 23rd March 2026** and will be conducted strictly as per the prescribed semester timetable.
- **Minimum 75% attendance** in each course is mandatory; strict compliance will be enforced from the beginning of the session.
- **Attendance will be monitored on a fortnightly basis**, and necessary corrective measures will be taken in cases of non-compliance.
- A formal **advisory will be issued by the HOD, Dr. Somroop Siddhanta, on 23rd March 2026** to communicate attendance requirements, PPT participation, B-Smart app usage, and specialization submission guidelines.
- Students must mandatorily attend the **Pre-placement Training program** as per the notified schedule to remain eligible for campus placements.
- Students are required to actively use the **B-Smart app** to enhance their academic and professional preparedness.

Agenda III: Specialization Option for MBA Class of (2025–2027)

Discussion:
The committee discussed the process and timeline for selection of specialization for the MBA Class of 2025–2027, with specific reference to its importance for **Summer Internship Projects (SIP)**. It was noted that the existing **Major–Minor specialization structure** will continue as per the established academic framework. In addition to the current domains, it was agreed that **Business Analytics** and **Healthcare** specializations will be included, thereby broadening the scope of academic and industry alignment.

The committee emphasized that timely selection of specialization is critical for effective SIP planning and allocation. Faculty mentors will play a key role in guiding students (mentees) in choosing appropriate major and minor combinations based on aptitude, career interests, and market relevance. It was also highlighted that mentors must validate student choices to ensure informed decision-making. Both **hard copy and Google Form submission mechanisms** will be utilized for systematic data collection and record maintenance.

Resolutions:

- Specializations offered will include **Marketing, Finance, HR, Operations, Business Analytics, and Healthcare** under the existing **Major–Minor structure**.
- The **specialization choice form (hard copy and Google Form) must be submitted by 25th March 2026** to facilitate timely **Summer Internship Projects (SIP)** planning.
- **Faculty mentors will guide their respective mentees** in specialization selection and **must sign the form prior to submission**.
- The department will ensure proper collection, verification, and consolidation of specialization data.
- Non-compliance or delay in submission will be viewed seriously, as it may adversely affect SIP allocation and planning.

Agenda IV: Pre-placement Training Schedule Finalisation for MBA Class of (2025–2027)

Discussion:
The committee discussed the finalisation and implementation of the Pre-placement Training

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(PPT) programme for the MBA Class of 2025–2027 in line with the advisory issued by the Training & Placement Department. It was noted that the PPT programme will **commence from 25th March 2026**, with training conducted by **MJ Magic Studio**, engaged by the institution to enhance student preparedness across IT, Core, PSU, Government sector, and Higher Studies domains.

The committee reviewed the structured schedule, wherein sessions will be conducted **regularly from Wednesday to Friday**, during the **second half of the day (3:00 PM – 6:00 PM on working days and 2:00 PM – 5:00 PM on holidays)**. It was clearly emphasized that **no college holidays will be considered during the training period**, ensuring uninterrupted delivery. The committee highlighted the critical importance of the programme in improving employability outcomes and stressed that student participation must be taken seriously. Additionally, the role of departmental communication channels, particularly WhatsApp groups, was noted for dissemination of updates and coordination.

Resolutions:

- The **Pre-placement Training programme will commence from 25th March 2026** for MBA (2025–2027).
- The programme will be conducted by **MJ Magic Studio**, as approved by the institution.
- Training sessions will be held **regularly from Wednesday to Friday**:
  - **3:00 PM – 6:00 PM on working days**
  - **2:00 PM – 5:00 PM on holidays**
- **No holidays will be considered during the training period**, and sessions will continue as per schedule.
- **100% attendance in the PPT programme is mandatory**; students failing to comply will **not be eligible to participate in campus placement drives**.
- Students must maintain punctuality and actively participate in all sessions to derive maximum benefit.
- All updates and instructions related to the PPT programme will be communicated through the **departmental T&P WhatsApp group**, and students are required to follow it regularly.

Agenda V: Marks Entry for Sessional and Theory Exams for MBA Class of (2025–2027)

Discussion:

The committee discussed the timelines and procedural requirements for entry of marks for both sessional and theory components for the MBA Class of 2025–2027 through the **BCREC Autonomous Examination Portal**. It was emphasized that timely and accurate uploading of marks is essential for maintaining academic integrity and ensuring seamless result processing. The bifurcation of evaluation components—**Sessional (100 marks)** and **Theory (60 marks)**—was reviewed, and faculty members were instructed to strictly adhere to the deadlines prescribed by the Examination Cell, BCREC.

Further, as guided in the HOD meeting, it was highlighted that **two sample evaluated answer scripts (one of the highest marks holder and one of the lowest marks holder)** must be **scanned and preserved** for record, moderation, and audit purposes. The committee reiterated

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the importance of verifying all entries before final submission in the portal and maintaining proper documentation of evaluation processes.

Resolutions:

- **Sessional marks (100 marks)** must be entered in the **BCREC Autonomous Examination Portal** by **23rd March 2026**.
- **Theory marks (60 marks)** must be entered in the portal as per the Examination Cell deadline, i.e., **30th March 2026**.
- Faculty members must ensure **accuracy, completeness, and timely submission** of all marks in the portal.
- **Two evaluated answer scripts (one highest and one lowest scorer)** must be **scanned and preserved** as per HOD instructions for documentation and audit.
- Proper documentation of all evaluation records must be maintained for verification purposes.
- The Examination Cell will monitor compliance, and any delays or discrepancies will be addressed strictly.

Agenda VI : End Semester Feedback Analysis for MBA 3rd Sem and MBA 1st Sem

Discussion: (A) ***Course End Feedback***

The committee analysed the end semester Course feedback for MBA 3rd Semester and MBA 1st Semester in detail. It was observed that the **overall teaching effectiveness across faculty and subjects remains consistently high**, with average scores largely above **3.4 on a 4-point scale**, indicating strong academic delivery. In the 3rd Semester, faculty performance showed minimal variation, reflecting **uniformity and consistency in teaching quality**. While certain faculty members achieved very high scores, it was also noted that larger response bases provide greater reliability of evaluation.

For the 1st Semester, subject-wise analysis revealed that a majority of courses fall within the **"Very Good" (3.5–3.8)** and **"Excellent" (≥3.9)** categories, indicating effective pedagogy and student engagement. However, a few subjects, particularly those involving analytical and quantitative components, showed relatively lower scores, highlighting the need for **improved conceptual clarity, simplification of complex topics, and increased use of case-based and interactive teaching methods**.

The committee emphasized that feedback should be treated as a developmental tool for continuous improvement rather than mere compliance. Faculty members were encouraged to adopt best practices from high-performing courses and incorporate innovative teaching-learning methodologies.

Resolutions:

- The overall feedback performance is **highly satisfactory**, with most scores above **3.5/4**, indicating strong teaching effectiveness.
- Best practices from **high-performing faculty and subjects** will be identified and shared across the department.

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- Faculty handling **analytical and quantitative courses** shall adopt **enhanced pedagogical approaches**, including simplified explanations, structured problem-solving with added tutorials (if required), and application-oriented teaching methods, to improve concept clarity and student engagement.
- Greater emphasis will be placed on **case-based learning, interactive sessions, and practical applications**, especially in analytical subjects.
- Periodic internal reviews will be conducted to monitor improvements in teaching effectiveness.
- Feedback analysis will be systematically documented and used as an input for **academic planning and quality enhancement initiatives**.

Discussion: (B) ***Sem-End Infrastructure and Facilities Feedback Analysis***

The committee discussed the semester-end feedback pertaining to **infrastructure and facilities**, based on the compiled data received. Key parameters reviewed included classroom infrastructure, **ICT facilities**, library resources, cleanliness, and overall campus support services. It was observed that while the general feedback indicates a **satisfactory to good level of student satisfaction**, certain areas require focused improvement to enhance the overall learning environment.

The need for **upgradation of classroom ICT tools** emerged as a primary concern, particularly in terms of ensuring reliable and effective technology-enabled teaching. This was followed by a significant issue highlighted by students regarding the **shortage of toilet facilities**, affecting convenience and overall campus experience. Additionally, improvements in maintenance and accessibility to learning resources were also discussed. The committee emphasized that both technological infrastructure and basic facilities are critical for sustaining an effective academic environment.

Resolutions:

- A **detailed review of infrastructure and facilities gaps** will be undertaken based on the feedback data.
- Priority will be given to **upgrading ICT-enabled classrooms and related technological infrastructure**.
- Immediate attention will be given to addressing the **shortage of toilet facilities** to improve student convenience.
- A **structured feedback-to-action mechanism** will be implemented to ensure timely resolution of student concerns.
- Periodic monitoring and review of infrastructure quality will be conducted to ensure continuous improvement in the academic environment.

Agenda VII: Any Other Matter with the Permission of the Chair

Discussion:

Under this agenda, the committee deliberated on additional academic and developmental initiatives in alignment with strategic directions approved by the Board of Studies (BoS). It was

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noted that the department has received approval to organize a **One-Week International Faculty Development Programme (FDP) in July 2026** on the theme *"AI & Digital Transformation in Higher Education – with relevance to accreditation frameworks such as NAAC and NBA"*. The committee emphasized the need for early planning, academic structuring, and coordination to ensure the success of the FDP.

Further, the committee discussed the approved proposal for organizing an **International Conference in January 2027 (Hybrid Mode)**. The importance of maintaining academic rigor, quality of submissions, and effective peer-review mechanisms was highlighted. In line with BoS recommendations, it was stressed that a **Scientific Committee must be constituted** to oversee the academic quality, review process, and thematic alignment of the conference, working in close coordination with the Organizing Committee. The conference is envisioned to include keynote sessions, thematic tracks, industry panels, and a doctoral colloquium, with potential publication opportunities in reputed indexed outlets.

Resolutions:

- A **committee will be constituted for organizing the International FDP scheduled in July 2026**, ensuring timely planning and execution.
- Separate **Organizing and Scientific Committees will be formed for the International Conference (January 2027)**, as approved by the BoS.
- The **Scientific Committee will oversee academic quality, peer-review processes, and thematic alignment**, in coordination with the Organizing Committee.
- The department will initiate preparatory activities for both events to ensure adherence to academic standards and successful execution.

The meeting ended with a vote of thanks to the chair.

Recorded by:

Arunava Mookherjee 31/3/26

Dr. Arunava Mookherjee
Coordinator - Academic Committee (FMS)
Date: 31st March, 2026.

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