

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

## Internal Quality Assurance Cell (IQAC)

### About IQAC Cell

**Internal Quality Assurance Cell (IQAC)** was established at Dr. B. C. Roy Engineering College, Durgapur on 8th June, 2018 after receiving the accreditation status from NBA for its major two UG programmes as a post accreditation quality enhancement and sustenance measure. The decision of formation of IQAC was to make a significant and meaningful contribution in the post-accreditation phase through channelizing the efforts and measures of the Institute towards academic excellence.

### Objective:

- The prime task of the IQAC is development of a system for conscious, consistent and catalytic improvement in the overall academic and administrative performance of the Institute.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

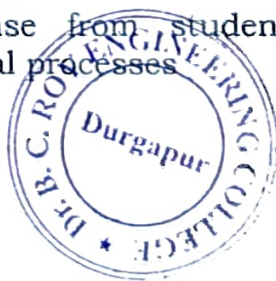
### Strategies:

The IQAC has evolved **mechanisms and procedures** for ensuring the following:

- Timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programmes.
- Equitable access to and affordability of academic programmes for students
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- The adequacy, maintenance and proper allocation of support structure and services.
- Research sharing and networking with other institutions in India and abroad.

### Functions:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes



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- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
- Development of Quality Culture in the Institute
- Preparation of the Annual Quality Assurance Report (AQAR) of the Institute based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA) in the prescribed format.
- Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of Institute based on the AQAR.

### **Benefits of IQAC:**

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture
- Ensure enhancement and integration among the various activities of the institution and institutionalize good practices
- Provide a sound basis for decision-making to improve institutional functioning
- Act as a dynamic system for quality changes in the Institute
- Build an organized methodology of documentation and internal communication.

### **Composition of the IQAC:**

**IQAC** is constituted under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

- 1. Chairperson: Head of the Institution**
- 2. One of the senior teachers as the coordinator/Director of the IQAC**
- 3. A few senior administrative officers**
- 4. Three to eight teachers**
- 5. One Member from the Management**
- 6. One/two nominees from local society, Students and Alumni**
- 7. One/two nominees from Employers /Industrialists/stakeholders**



  
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Re-structuring of IQAC Cell was made with inclusion of new personnel and change of designation of existing members in the meeting held on 28/02/2020 and the **present structure of IQAC is as follows:**

Sl. No.	Name	Designation
1	Shri Tarun Bhattacharya, General Secretary, BCREC Society	Management
2	Prof.(Dr.) Pijush Pal Roy, Director	Chairperson
3	Prof. (Dr.) Sanjay Sengupta, HoD, Civil Engineering	Coordinator
4	Smt. Ruma Mitra, Registrar	Member
5	Dr. Aloke Kahali, Head (Administration)	Member
6	Commndr.(Retd.) Ratnakar Ghosh, Campus Administrator	Member
7	Shri Rajesh Chatterjee, Sr. Manager (Admn.)	Member
8	Shri Ravi Sharma, Sr. Manager (Finance)	Member
9	Prof. (Dr.) Chandan Chatteraj, Dean(Academics)	Member
10	Prof. (Dr.) Narendra Nath Pathak, Dean (SW & A)	Member
11	Prof. (Dr.) Chandan Koner, HoD (CSE)	Member
12	Prof. (Dr.) Rajib Roy, HoD (MBA)	Member
13	Prof. (Dr.) Jayanta Pal, HoD, Basic Science & Humanities	Member
14	Prof. (Dr.) Pabitra Kumar Dey, HoD (MCA)	Member
15	Prof. (Dr.) Debaprasad Mukherjee	Member
16	Prof. Anirban Bose, Instrumentation & Electronics	Member
17	Prof. Arijit Kumar Banerjee, Civil Engineering	Member
18	Prof. Mou Das Mahapatra, Asstt. Professor, EE, BCREC	Member
19	Shri Abhijit Shyam, Entrepreneur, President, Alumni Association, BCREC	Member
20	Shri Sanjay Saha, HR Manager, Neo Metaliks	Member
21	Shri Sujit Kumar Pal, Personnel Manager, GE India Power	Member


#### **Plan of Action:**

- To conduct the meeting at the beginning of each semester (Twice in a year)
- Prime agenda of the meeting would be review based planning of academic policies for the sustainable growth of the Institute
- To develop a monitoring system for quality assurance of the policies

#### **Academic Activities**

- To organize an interactive session with faculty members following the guidelines given by Governing Body, College Academic Council (CAC) and Departmental Academic Council (DAC) to strengthen the Teaching Learning process.
- Preparation and release of guidelines regarding all Academic activities before the commencement of Semester
- Preparation of list of faculty mentors at Department level and distribution of mentoring registers along with guidelines to follow



  
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- To conduct interactive session with all faculty mentors regarding mentoring of students based on three parameters-Attendance, Performance and Attitude
- Preparation of Activity Calendar for extra-curricular and co-curricular activities and communicate the same to the respective Department for inclusion in their timetable
- Collection and compilation of attendance at the end of every month and to send the list of students having less attendance to the respective mentors and to the office of the Director.
- To coordinate the process of online feedback from students about Teaching-Learning process in respective classes and communicate the assessment of the same to the Department.

To help the Departments/professional bodies in collection and analysis of feedback from:

1. Employers who are visiting the college
2. Alumni
3. Teachers

- To suggest various value added programs to T&P cell and to coordinate the execution of the same
- To suggest various ways to the Departments to strengthen the technical skills of the students for enhancing employability quotient
- To organize the review /audit of all the academic activities by the members of IQAC.
- To consolidate the information about funding agencies, their norms and passing the same to R&D centre and respective Departments.

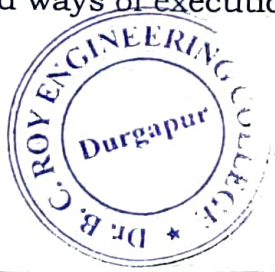
### **Administrative Activities**

To help the Director's Office in the preparation of schedule of following meetings:

- Governing Body (once in a semester)
- College Academic Council (Once in a month)

To help the Director's Office in constituting following central committees for decentralization of work and effective functioning of the Institute:

1. Discipline and Anti -ragging
  2. Central facilities
  3. Grievance Redressal & Sexual Harassment
  4. Student Activity Centre
  5. Training and Placement, career guidance and entrepreneurship development
- To coordinate the flow of information to the website administrator from various forums/Departments before and after the activities/achievements
  - To coordinate the process of preparation and submission of Activity Record files by various forums after the activity
  - To discuss innovative concepts and ways of execution with coordinators of various forums



*[Signature]*  
**Pijush Pal Roy** 01/03/2020  
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