



Agenda of the first IQAC meeting (IQAC_1) to be held on 4th July 2018

1. Introduction of the Committee members
2. Rationale behind IQAC formation
3. Discussions on Perspective Plan and Strategic Plan of the Institute for the next 5 years
4. Focus on Outcome Based Learning: Reaccreditation of NBA, NIRF Participation and Initiatives for NAAC Accreditation
5. Discussions on Orientation and implementation of an effective Induction Programme for the first year students
6. Discussions regarding the introduction of MOOCs and MAR Activities
7. Career Guidance of Students
8. Focus on Placement Activities
9. Initiatives for E-management of different units of the Institution through ERP software
10. Centre of Excellence for Academic Education – Acting as a Nodal Centre for both MAKAUT and IIT-Bombay Spoken Tutorial
11. Discussion on participation of academic and administrative staffs in Workshops/ Seminars/ STTPs/FDPs
12. Research Initiatives: Research Conference/ Symposium to encourage research among faculties and students
13. Enhancing Industry-Institute Relationship
14. Encouragement of new start-ups in Institute Campus - Entrepreneurship Programme
15. Launching of new software to facilitate in-house activities
 - The Online Examination System (OES) software
 - Grievance Redressal Software
16. Social Initiatives: NSS Activities
 - Blood Donation Drive
 - Haemophilia Society Workshop
17. Environmental Initiative:
 - Clean-India (Swachh Bharat) Campaign

Sanjay Sengupta
Prof. Sanjay Sengupta
Coordinator, IQAC Cell



**Minutes of the proceedings of the First Meeting of Internal Quality Assurance Cell (IQAC)
of Dr. B. C. Roy Engineering College, Durgapur**

The IQAC Meeting was conducted on 4th July, 2018 at 3.00 pm in the Board Room. Prof. (Dr.) Pijush Pal Roy, Chairperson of IQAC chaired the meeting. He welcomed all the members in the first meeting of IQAC. Thereafter, meeting started as per Agenda.

Item	Agenda	Minutes of the proceedings
1/1	Introduction of Committee Members	Director, Prof. (Dr.) Pijush Pal Roy, Chairperson IQAC introduced all the invitee members.
1/2	Rationale behind IQAC formation	Prof. (Dr.) Pijush Pal Roy delivered a brief introduction regarding the rationale behind the formation of IQAC and the objectives of IQAC was presented before all the members. He also emphasized that the primary task of the IQAC will be the development of a system for conscious, consistent and catalytic improvement to enhance the overall performance of the Institute.
1/3	Discussions on Perspective Plan and Strategic Plan of the Institute for the next 5 years	It was proposed by IQAC members that the Institute should have Perspective Plan for the next 5 years from 2018 – 2023. It was further proposed that the Institute should also prepare Strategic Plan to lay down the strategy for the next 5 years in order to achieve the perspective goals of the Institute.
1/4	Focus on Outcome Based Learning and Reaccreditation of NBA and initiatives for NIRF, NAAC Accreditation	IQAC Coordinator, Prof. Sanjay Sengupta highlighted the need of Outcome Based Education. He emphasized the fact that apart from NBA accreditation which already exists for two departments (ECE and CSE), the Institute should also apply for NBA accreditation of other UG & PG programs. He further suggested that the Institute should opt for other accreditation like NAAC as well as college should submit application for a rank in the NIRF portal. He pointed out that these assessment and accreditation would assist/facilitate the Institute to improve the quality of education. In connection to this, he proposed that all the departments should formulate the Program Evaluation Objectives, Program Outcomes and Course Outcomes as a mandatory requirement for these accreditations.
1/5	Orientation Programme to be held on 2/8/2018 and Induction Programme to be held from 3/8/2018 to 25/8/2018 for the first year students	The IQAC members proposed that the Institute will take the initiative to implement an effective Induction programme for the first year students, as per guidelines of the affiliating University. In accordance to that, in order to welcome the new comers to the Institute, a well organized Orientation Programme may be conducted on 2 nd August, 2018 after the joining of the first year students on 1 st August, 2018 as per schedule of the University. It was proposed that an Induction Programme from 3 rd August, 2018 to 25 th August, 2018 may be conducted as per requirement of AICTE and the University.
1/6	Introduction of MOOCs and MAR Activities	The IQAC members recommended that the MOOCs and MAR activities should be introduced as part of regular curriculum activities, as per requirement of the AICTE and the University.

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		These activities will create the opportunities for the students to enrich their knowledge/skill base in diversified teaching and learning environment and to enhance their soft and technical skills in placement scenario.
1/7	Career Guidance of Students	Prof.(Dr.) Narendra Nath Pathak suggested that there is a need to make the students aware about the career options available. Thereafter, need for various career options and the scope of higher studies for the benefit of the students were discussed. Everyone agreed that there should be a Special Cell to perform these activities for the benefit of the students. It was decided that a new Committee should be composed which will plan and take care of the Career Guidance for Students.
1/8	Focus on Placement Activities	The IQAC members suggested that the Placement Cell should be decentralized; a new TPO Campus Cell may be formed effective forthwith to provide more thrust to placement activities apart from the Kolkata T&P Cell. Industry Experts suggested that the pre-placement training process should be strengthened to enhance better placement opportunities for all branches. The Industry personnel further suggested that outside Experts may be arranged to conduct Mock Interviews, Group Discussions, Mock Tests, etc.
1/9	Initiatives for E-management of different units of the Institution through ERP software	IQAC members suggested that e-management should be implemented in different units of the Institute including Fees Collection, Accounts and Finance, HR, Stores and Purchase as well as academic matters like Class Schedule, Class Assessment, MIS, etc. In order to accomplish this, ERP was recommended as a solution for the automation of these units. It was decided that an outside Agency should be engaged for such automation job. General Secretary on behalf of the Management agreed to the proposal and suggested that suitable action will be initiated very soon.
1/10	Centre of Excellence for Academic Education – Acting as a Nodal Centre for both MAKAUT and IIT-Bombay Spoken Tutorial	Prof. (Dr.) Pijush Pal Roy, IQAC Chairperson initiated the discussion regarding the selection of the Institute by the affiliating University as a Nodal Centre for MAKAUT Zone 2 Colleges in the Eastern Region since 2016 as well as a Nodal Centre for IIT-Bombay Spoken Tutorial since 2015. IQAC members suggested that more number of students and faculty members should actively and collaboratively participate in these programmes so that the Institute can achieve a global platform in the coming years.
1/11	Discussion on participation of academic and administrative staffs in Workshops/Seminars/S TTPs/FDPs	Based upon the feedback of the stakeholders, it was decided that more and more faculty members should participate in various Workshops/ Seminars as well as undergo different training programs like STTPs/FDPs to upgrade their technical skills at par with the latest trends in industry and academics. Apart from this, the faculty members, administrative and technical staffs of the Institute should undergo the trainings on administrative

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		capacity development which may be arranged in-house under the expertise of Faculty of Management Studies (MBA). It was proposed by IQAC that at least thirty percent of the staffs should attend the training programme each semester.
1/12	Research Initiatives: Research Conference/ Symposium to encourage research amongst faculty members and students	<p>It was discussed that CSI Students Chapter and Think IoT Research Group has already organized a workshop on "Booting IoT V:2.0" which aimed to immerse the young innovative minds in the concept of Internet of Things (IoT) on 18th February, 2018. IQAC members also noted that the Dept. of Basic Science and Humanities of BCREC has planned to organize a seminar on "Strategic Communication Management" tentatively on 21st July, 2018.</p> <p>The IQAC team appreciated the above efforts and put forward a proposal to encourage and improve the research activities among the faculty members and students. In order to achieve this target, it was proposed that Research Conference or Symposium should be conducted every year in the Institute in regular manner.</p>
1/13	Enhancing Industry-Institute Relationship	IQAC team noted that an Industry-Institute interaction on "Cement" was organized on 7 th March, 2018 by the Dept. of Civil Engineering of BCREC in collaboration with Dalmia Cement (East) Limited. It was a great interactive session that enhanced the knowledge base and the interest level of mainly Civil students in the cement & construction related activities. Industry Experts appreciated the above effort and suggested that the Institute should organize more such programs on industry readiness of the students through value added programs.
1/14	Encouragement of new start-ups in Institute Campus - Entrepreneurship Programme	To encourage the students to start up their own businesses, the IQAC proposed to conduct Entrepreneurship Programmes in the Institute and the E-Cell of BCREC should take initiative to conduct different seminars on Entrepreneurship. This will enhance the knowledge of the students about the importance of Entrepreneurship in the current economic scenario of the country and how a budding professional can equip himself in Entrepreneurship through training.
1/15	Launching of new software to facilitate in-house activities The Online Examination System (OES) software Grievance Redressal Software	<p>IAQC noted and appreciated that the college has developed a dedicated software to prepare the students for high-profile jobs and to make them aware and familiar with the various types of Online Competitive Exams. A huge question bank comprising of all the subjects of B.Tech 1st Semester, 3rd Semester, 5th Semester and 7th Semester was composed and uploaded by all the relevant faculty members of the Institution such that online examinations for the students may be conducted after thorough practice.</p> <p>IQAC noted that to address various types of grievances mainly by the students as well as faculty members and anybody else</p>

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		regarding fooding, hostel accommodation, canteen service, laboratory facility, infighting, ragging, theft, security, sanction of leaves and other issues, an in-house software, namely, 'My Grievance' has already been launched by the Grievance Cell of the Institution, as per directives of the AICTE. IQAC team suggested that periodic review regarding the grievances registered in the on-line system should be taken.
1/16	Social Initiatives: NSS Activities	IQAC team noted that the college has taken certain social initiatives through its NSS Cell on certain programs like Blood Donation Drive and Haemophilia Society Workshop. IQAC suggested that more such social initiative programmes should be initiated by the NSS Cell.
1/17	Environmental Initiative : Clean-India (Swachh Bharat) Campaign	It was proposed by IQAC that the Institute should be a part of Prime Minister's Swachh Bharat Abhiyan. In association with this, the 'Clean India' mission campaign should be organized at BCREC College Campus to be participated by the students, faculty and staff members to evoke the sense of responsibility among the common people through this movement.
1/18	Formation of Students' Council	It has been felt for quite some time that that the students' scattered representation in various activities of the college is to be formalized for the overall interest of the Institute; as such it was decided that a Students' Council will be constituted formally where students can share their ideas, interests and concerns with their teachers and administrative authorities for the betterment of their own college. The basic objective of the Students' Council will be to give students an opportunity to develop leadership by organizing and carrying out various activities of the college that matches with the spirit of the Institute. Student Council will promote harmony amongst all the students across the departments in the college and will collaborate with faculty team.

It was unanimously decided to conduct the next meeting in the month of February 2019 and discuss the Action Taken Reports on the Agenda Items of the current meeting as well as new Agenda Items of the next meeting.

The meeting thereafter ended with a vote of thanks to the Chair.

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