



Agenda of the Fourth IQAC meeting (IQAC_4) to be held on 14th February 2020

1. Action Taken Report on decisions of previous meeting :
 - ATR 3/3 - Detailed Agenda Item No. 4/3 placed below for NAAC Accreditation status
 - ATR 3/3 – Detailed Agenda Item No. 4/4 placed below for Outcome Based Learning and Reaccreditation of NBA and initiatives for NIRF Accreditation
 - ATR 3/6 – **Placement activities** placed in Agenda Item No. 4/6
 - ATR 3/9 - **Activities to encourage Research** placed in Agenda Item No. 4/7
 - ATR 3/12 - **Procedures to enhance Teaching-Learning process** placed in Agenda Item No. 4/8
 - ATR 3/11 – **Academic Excellence initiatives** placed in Agenda Item No. 4/10
 - ATR 3/14 – **Proposed First Alumni Meet** placed in Agenda Item No. 4/12
 - ATR 3/15 – **Environmental Initiatives** placed in Agenda Item No. 4/14
2. Confirmation of Minutes of previous meeting
3. Discussion on new NAAC guidelines for non-accredited Institutions & Planning for Academic Administrative Audit – Preparation for NAAC
4. Focus on Outcome Based Learning: Discussion on final preparedness for NBA and NIRF accreditations
5. Orientation Programme and Mandatory Induction Programme for the first year students
 - Lecture on “Engineering & Management Education and Employability”
 - Talk on “Ethics and Social Responsibility for Engineering and Management Students”
 - Various programs at Induction Programme held from 3rd August to 25th August, 2019
6. Placement Activities -
 - To encourage Internships
 - Special Soft Skills Training
7. Research Initiatives:
 - Planning of Workshops to improve research quality
 - Successful Organization of IEEE National Conference (NCETSTEA 2020)
8. Effective Teaching Learning enhancement Programmes Programmes for the Faculty Members
 - Digital Evaluation Workshop
 - Teaching and Learning Skill Development
9. Financial aid provided to Faculty Members to present Research Papers in International/ National Conferences
10. Collaboration with other organizations and Visits of Eminent Personalities to enhance academic excellence

Sanjay Sengupta .



- MOU signed with Cambridge Marketing College (CMC), Cambridge, United Kingdom
 - MOU signed with Ardent Computech Pvt. Ltd., Kolkata
 - Visit of Honorable Vice-Chancellor, MAKAUT
 - Visit of Prof. (Dr.) Santaneel Ghosh, Department of Engineering and Technology, Southeast Missouri State University (SMSU), USA
11. Revision in Performance Appraisal of teaching staffs
12. BCREC First Alumni Meet 2019
13. Social Initiatives -
- Samvidhan Divas
 - Organ Donation Camp
 - Awareness Programme on Cyber Crime & Safe Drive & Save Life
14. Environmental Initiatives - Disaster Management Programme –
- BCREC hosts NDRF Training Programme with Flair
15. Inclusion of new members in IQAC team and change of designation of few existing members
16. Publication of BCREC Newsletter 4th issue

Sanjay Sengupta
Prof. (Dr.) Sanjay Sengupta
Coordinator, IQAC Cell



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

The 4th IQAC Meeting was conducted on 14th February 2020 at 3.00 pm in the Board Room. Prof. (Dr.) Pijush Pal Roy, Chairperson of IQAC chaired the meeting.

Item	Agenda	Minutes of the proceedings
4/1	Action Taken Report	Chairperson started initial discussion with the minutes of the previous meeting and the corresponding actions taken thereof.
4/2	Confirmation of minutes of previous meeting	Minutes of the 2 nd meeting of IQAC was unanimously accepted and confirmed.
4/3	Discussion on new NAAC guidelines for non-accredited Institutions and review on the progress of NAAC Accreditation status	Prof. (Dr.) Sanjay Sengupta updated all the members regarding the modification of NAAC manual since mid of December 2019. Thus, IQAC members suggested that all the NAAC Coordinators should take necessary steps to incorporate all the recent changes made in the NAAC manual in their accreditation work. NAAC Coordinator, Prof. Sengupta also highlighted the fact that although some of the sections of NAAC are almost on the verge of completion, still more efforts need to be put in to expedite the process of completion so that NAAC application can be submitted by September/October, 2020.
	Planning for academic - administrative Audit – Preparation for NAAC	The NAAC Convener also initiated the discussions on Academic Administrative Audit. He updated the IQAC members with the preparation of Academic Administrative Audit as a mandatory requirement of NAAC and the dates and itinerary regarding the same has to be finalized within a short time.
4/4	Focus on Outcome Based Learning: Discussion on final preparedness for NBA and NIRF accreditations	The Chairperson IQAC thereafter highlighted the importance of various accreditations like NBA and NIRF at Institute level. He put forward the discussion regarding the final preparedness of CSE and ECE for NBA reaccreditation visits scheduled in February 2020. IQAC team also reviewed the preparations of ME and IT departments towards the accreditation of NBA scheduled within March 2020. IQAC team also enquired about the preliminary progress of accreditation work of EE and MBA departments which will apply for NBA accreditations in late 2020. Prof. N.N.Pathak updated all the members concerning the application status of NIRF participation of the Institute in January 2020.
4/5	Orientation Programme and Mandatory Induction Programme for the first year students - Lecture on "Engineering & Management Education and Employability" Talk on "Ground	IQAC noted that the Orientation Programme was held on 2 nd August, 2019 at the Institute Campus for the newcomers where the new students and their parents participated. They were briefed about various rules and regulations of the Institute and the parents were ensured that their wards will be thoroughly guided and transformed to become a responsible citizen of our country. IQAC also noted that as a part of the mandatory Induction

Sanjay Sengupta



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	Water Purification and Waste Management”	Programme , the Institute arranged lectures for the first year students delivered by eminent personalities from diversified fields on 3 rd August, 2019 onwards. The former Director of IIT-ISM Dhanbad delivered a lecture on “Engineering & Management Education and Employability” where the students were encouraged to enhance their leadership quality and attempt to convert the world into a better place to live in. Another talk delivered by a Professor of IIT-ISM Dhanbad on “Ground Water Purification and Waste Management” made the students aware of the present alarming situation of the shortage of drinking water.
	Various programs at Induction Programme held from 3rd August to 25th August, 2019	IQAC team appreciated the effort of bringing Industry personnel from Capgemini and Samsung to share their industrial knowledge to the new comers. They also encouraged the students to cultivate their curiosity and strive to discover the innovativeness in them. Besides lectures by eminent personalities, Two alumni of BCREC also shared their experience at BCREC and also emphasized on how the education at BCREC paved their way to success. To energize the newcomers, there were Yoga classes, sports, visits to the neighborhood places and industrial visits for the first year students to get them accustomed to different environments.
4/6	Placement Activities - To encourage Internships and Special Soft Skills Training	IQAC Coordinator briefed about the placement statistics of 2019 and the activities carried out to improve the placement process for the upcoming campus recruitment. IQAC team suggested that both engineering and management students should be encouraged to undergo Internships during their pre-final year vacation to gain hands on experiences before stepping into the working world. IQAC members also suggested that apart from Internships Programmes, the placement results of 2019 have raised the bars of BCREC and all concerned should set new benchmarks for 2020. To accomplish this objective, apart from the regular assessment-based pre-placement training and special Soft skills training, BCREC Alumni and experts from the Industry should join hands together to train up the Placement Batch 2020 with Special Mock GD, Mock Technical PI on a regular basis.
4/7	Research Initiatives: Planning of Workshops to improve research quality	The IQAC team also initiated the discussion regarding the planning and organization of Workshops/Seminars in the current semester to improve the quality of research. Workshops: Workshop on “β-version of Computerized Web-based Management System (β-CWMS)” was hosted on 6 th February’2020 to disseminate knowledge for future implementation. “Android-based Robotics” workshop was organized on 16 th November’2019 technically co-sponsored by IEEE Student’s Branch, BCREC where an expert team from Ardent Computech

Sanjay Sengupta



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		Pvt. Ltd. Joined. IQAC team noted that the students were benefitted from the workshop and they learnt about the need of professionals with modern development skills and the utility of hands on workshop especially in the field of android applications based services.
	Successful Organization of IEEE National Conference (NCETSTEA 2020)	IQAC team appreciated that the IEEE – National Conference on “ Emerging Trends on Sustainable Technology and Engineering Applications (IEEE-NCETSTEA 2020) ” held during 7 th and 8 th February, 2020 was a grand success where qualified professionals from nation-wide attended the Conference and shared their research work to motivate the talented audience related to technical, research, operational and policy-making in professional and technical society/community. The Conference generated robust cross-sector dialogue on a variety of challenging areas in academics, industries and R&D Institutions for future suggestions and implementations. IQAC team suggested that such step of National/International Conference should be organized once in two years.
4/8	Effective Teaching - Learning enhancement Programmes for the Faculty Members - (a) Digital Evaluation Workshop (b) Teaching & Learning Skill Development Programmes for the Faculty Members	IQAC noted that the by MAKAUT, one-day workshop/Training on new digital evaluation system of Answer Scripts introduced from the Odd Semester of 2019 was held on 3 rd December, 2019 to get acquainted with the new system and the Institute hosted the above programme as Zone 2 Nodal Centre. IQAC chairperson briefed the house that Institute encourages its faculty members to participate in various Teaching & Learning Skill Development Programs through Computer Aided Instruction (CAI) which is a diverse and rapidly expanding spectrum of computer technologies that assist the teaching-learning process effectively so that the faculty members can inculcate the area of critical thinking skills in students rather than just memorizing facts. CAI is an interactive instructional technique to present the instructional material and monitor the student’s centric learning that takes place where the teacher acts only as a facilitator to guide, instigate and motivate the students to learn. IQAC team emphasized that Professional development in the area of teaching skills is a mandatory for any teacher to create a positive environment for learning within the classroom as teachers are effective classroom managers and communicators who can adapt a variety of teaching learning styles as per requirement. Thus, teachers who make the extra effort to improve their teaching can make a significant impact on the lives of students.
4/9	Financial aid provided to Faculty Members to present Research Papers in International Conferences	It was proposed by IQAC that the Institute should provide some financial aid to the faculty members to present their research papers and attend International/National Conferences in order to initiate the faculty members to indulge in more research activities in diversified fields and also to promote the goodwill of the Institute on a global platform. IQAC team noted that Prof. (Dr.) Sukalpa Dey presented a paper

Sanjay Sengupta



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		<p>entitled “Directive of Some Natural Products as Corrosion Inhibitor for Mild Steel in 1 M HCL Medium: Experimental and Theoretical Investigation” at the International Conference on Green Energy and Environmental Technology (GEET-19) held in Paris, France during 24th – 26th July, 2019.</p> <p>IQAC members noted and appreciated that Prof. (Dr.) Sharmistha De Dutta presented a paper at the IRED International Conference on Social Science, Economics and Management (SEM 2019) held in Rome, Italy during 7th – 8th December, 2019.</p>
4/10	<p>Collaboration with other organizations and Visits of Eminent Personalities to enhance academic excellence</p> <p>-MOU signed with Cambridge Marketing College (CMC), Cambridge, United Kingdom</p> <p>-MOU signed with Ardent Computech Pvt. Ltd., Kolkata</p> <p>Visit of Honorable Vice-Chancellor, MAKAUT</p> <p>Visit of Prof. (Dr.) Santaneel Ghosh, Department of Engineering and Technology, Southeast Missouri State University (SMSU), USA</p>	<p>To promote its excellence and achievement in the field of Academics, a Memorandum Of Understanding (MOU) was signed on 13th December, 2019 with Cambridge Marketing College (CMC), Cambridge, United Kingdom to promote joint collaboration for advanced training programmes on cutting-edge technology and management. IQAC team expected that this collaboration will open a new chapter of effective benchmarking and skill development for deriving mutual benefit where CMC will offer short intensive Master Classes on contemporary management tools and practices. Immersion Management Programme will also be offered in UK where the participants will refine and upgrade their management knowledge and skill with the most contemporary international standard.</p> <p>IQAC noted that to upgrade the technical skills of the students with the latest technologies in academics and industry with exposure to various hands-on exercises and to make them job ready for Campus Placement, a Memorandum Of Understanding (MOU) with Ardent Computech Pvt. Ltd., Kolkata was signed on 16th November, 2019 to expose students to the Emerging and Frontier Technologies – Internet of Things, Cloud Computing, Machine Learning etc.</p> <p>The IQAC team highlighted that BCREC is fortunate enough to welcome the presence of eminent personalities both from India and abroad as invitee in the College Campus.</p> <p>In commemoration to this, Prof. (Dr.) Saikat Maitra, Hon’ble Vice-Chancellor of MAKAUT visited BCREC on 18th September, 2019 where he delivered a speech, entitled “Emerging Trends in Education Delivery & Administration System”. While explaining meticulously the inner dynamics of national and global academic scenario, Prof. Saikat Maitra intimated the teaching community that “National Education Policy Draft” had already been prepared and circulated by MHRD among concerned authorities for appraisal and approval. The draft, when implemented will bring about an enormous change to the existing “chalk and talk” teaching method and will open up new doors for a giant transformation in the entire teaching-learning process to make our student community truly ready both for global as well as national opportunities and requirements.</p> <p>IQAC also appreciated that as per their advice another</p>

Sanjay Sengupta.



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		<p>commendable step has been taken by the Institute towards spreading its goodwill and academic excellence on a global platform, when Prof. (Dr.) Santaneel Ghosh, Department of Engineering and Technology, Southeast Missouri State University (SMSU), USA visited the Campus on 15th January, 2020 where he interacted with the faculty members and the students of the Institute. He discussed about the programs in STEM (Science-Technology-Engineering-Mathematics) and how a student can switch over these programs by completing a few transit courses. He also highlighted the possibilities and processes of collaborative research between SMSU and BCREC.</p>
4/11	<p>Revision in Performance Appraisal of teaching staffs</p>	<p>The Director IQAC initiated the discussions regarding the revision in Performance Appraisal system of teaching staffs. He further added that this revised process will foster individual development and identify opportunities for additional support when required. Accordingly, a Performance Appraisal system was conducted for the upgradation of the teaching staffs of the Institute in the month of November, 2019 with the inclusion of the latest revision in the system.</p>
4/12	<p>BCREC First Alumni Meet 2019</p>	<p>In order to enhance the communication between the current students and the Alumni of the Institute and also to bridge the gap between the industry and the academia through the Institute Alumni, First Alumni Meet was organized on 22nd December, 2019 where the Alumni got the opportunity to cherish and share their memories in BCREC Campus with the current students. The ex-students from far and near generated a tremendous warmth of love, respect, nostalgia and engulfing them all with an unprecedented enthusiasm among the young community who were bursting into exuberance after meeting each other even after decades. IQAC team appreciated that during deliberations, the Alumni members resolved to introduce scholarships, ensure placements of the final year students in their current Organizations which will take their Alma Mater in the global platform in the days ahead.</p>
4/13	<p>Social Initiatives:</p> <ul style="list-style-type: none"> ➤ Samvidhan Divas Awareness Programme on Cyber Crime & Safe Drive & Save Life ➤ Proposed Organ Donation Camp 	<p>IQAC members noted that as a part of Social Initiative activities, in order to create awareness among the young community regarding the Indian Constitution, 70th Constitution Day Programme under the name of Samvidhan Divas was celebrated on 26th November, 2019 in a befitting way. The students along with the faculty members congregated and read out the Preamble of Indian Constitution.</p> <p>As approved by IQAC on the proposal of conducting community awareness programs, an “Awareness Programme on Increasing Cyber Crime & Safe Drive & Safe Life” was conducted on 4th February, 2020 in association with Asansol-Durgapur Police Commissionerate. The dignitaries raised their concerns regarding the increasing number of cyber crime incidents happening due to unawareness and lack of knowledge in using digital medium. Additionally, during the conduct of the programme, different aspects of “Safe Drive Save Life” initiatives undertaken by the</p>

Sanjay Sengupta



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		Govt. of West Bengal were also highlighted. The event was extremely engaging and enriching for the students as they were informed regarding different aspects of cyber security which they should practice in their day-to-day life and the necessary precautions which need to be taken while driving/riding vehicles for their safety.
		IQAC members recommended that the Institute should encourage NSS Activities in order to promulgate social awareness amongst the young community so that they can actively participate in these various events. Thus, apart from academic activities, in order to keep pace with the social initiatives of the Institute, the IQAC Chairman updated all the members regarding the organization of an Organ Donation Pledge Workshop in association with “ Ganadarpan ” (a Kolkata Based NGO) by the NSS Cell of the Institute on 29 th February, 2020.
4/14	Environmental Initiative : Disaster Management Programme – BCREC hosts NDRF Training Programme with Flair	The IQAC members suggested the staff members and students of the Institute should be fully prepared to face any kind of disaster. In tune with the above, a “Community Awareness Programme” was held on 27 th September, 2019. The Training Programme was a very interesting and learning event to sensitize the students and the teachers regarding the various precautions and preventive actions to be taken in case of any natural calamity. The different demonstrations and presentations by the NDRF Trainees captivated the participating students and the audience..
4/15	Inclusion of new members in IQAC team and change of designation of few existing members	IQAC Chairperson informed the house about inclusion of few members in the IQAC Cell as a part of quality enhancement measure; he further informed that designation of few members have been changed which is to be duly noted.
4/16	Publication of BCREC Newsletter 4th issue	IQAC team noted that the Institute will be publishing the 4 th issue of its Newsletter shortly which will be distributed to the eminent academicians of various colleges, universities and the local schools for wide-spread publicity

It was unanimously decided to conduct the next meeting in the month of July/August, 2020 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.

Sanjay Sengupta
Prof. (Dr.) Sanjay Sengupta
Coordinator, IQAC Cell

Pijush Pal Roy
Prof. (Dr.) Pijush Pal Roy
Chairperson, IQAC Cell

Pijush Pal Roy
DIRECTOR
Dr. B. C. Roy Engineering College
DURGAPUR

