



Dr. B. C. ROY ENGINEERING COLLEGE, DURGAPUR

(Approved by AICTE & Affiliated to MAKAUT, WB)

CAMPUS : JEMUA ROAD, FULJHORE, DURGAPUR-713206 (WB), INDIA

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Dr. B. C. Roy
Engineering
College (BCREC)

Internal Quality Assurance Cell (IQAC)

Agenda of the Twelfth IQAC meeting (IQAC_12) to be held on 16th December, 2023

1. Confirmation of Minutes of previous meeting (11th Meeting of IQAC)
2. Review of data/documents prepared for submission of AQAR (Cycle 2) for the Academic year 2022-23
3. Submission of AQAR data to be placed before the Board of Governors of the Institute for statutory approval
4. Findings of internal Academic-Audit by IQAC Team for all departments for academic year 2022-23
5. Availability of Webpage link for online repository and ICT enabled tools for effective teaching learning process.
6. Course delivery through online LMS tool CANVAS (free version) and maintaining course file through that.
7. Industry institute interaction framework improvement
8. Concerns raised by NAAC data collection team on quality of data / documents provided by different stakeholders.
9. Any other matter with the permission of the chair.

Sanjay Sengupta

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





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

The 12th IQAC Meeting was conducted on 16th Dec, 2023 at 3.00 pm in the IQAC Room. Prof. (Dr.) Sanjay S. Pawar, Chairperson of IQAC chaired the meeting.

1. Action Taken Report on decisions of previous meeting:

ATR 11/2 - Detailed Agenda Item No. 12/2 and 12/3 placed below Review of data / documents for AQAR (Cycle 2) for the academic year 2022-23

ATR 11/3 – Application for re-accreditation of ECE & CSE submitted to NBA. Peer team visit date is awaited. Tentatively by February visit will be done

ATR 11/4 – Autonomy application submitted on 07th November, 2023

ATR 11/5 – Detailed Agenda Item No. 12/4 placed below

ATR 11/10 – Detailed agenda Item No. 12/5 and 12/6 placed below

Item	Agenda	Minutes of the proceedings
12/1	Confirmation of Minutes of previous meeting (11th Meeting of IQAC)	Minutes of the 11 th meeting of IQAC was unanimously accepted and confirmed.
12/2	Review of data/documents prepared for submission of AQAR (Cycle 2) for the Academic year 2022- 23	<p>IQAC Coordinator, Dr. Sanjay Sengupta has briefed about the data collected and consolidated after review by IQAC for the academic year 2022-23 which will be submitted to NAAC for 3rd AQAR (2022-23 AY). The summary and comparison of the data according to new SSR format for last three academic years has been presented along with the target level to get higher score. An analysis of improvement and lack of progress in different areas has been discussed in detail. Few of the key points which were discussed are as follows:</p> <ol style="list-style-type: none">1. Participation of students in the Add-on Courses and MooCs courses needs to be improved. Principal Prof (Dr.) Sanjay S Pawar mentioned about the need of credit transfer for participating in different Add-on Courses and MooCs courses for more participation. In this regard, a request letter will be sent to university.2. IQAC coordinator emphasized on participation and certification of 4500 students over the next two academic years. Head of the Departments are requested to take the initiative to increase the participation of students from all years of study.

Sanjay Sengupta



Dr. B. C. Roy
Principal

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3. As per new Standard Operating process document of NAAC some new Add-On courses and certificates should be introduced each year. Head of the departments of MCA and MBA mentioned that they have already planned for some new Add-on-Courses / Certificate Courses from next academic year. Principal Prof. (Dr.) Sanjay S Pawar mentioned that an Add-on Course on Quantum Computing may be introduced. He advised Head of the Department of Computer Science to take initiative on this.
4. In the university syllabus for some of the engineering departments and MCA department Vocational Training / Internship is absent. Mr. Sabyasachi Gupta, GE Power India Ltd., Durgapur and industry representative in IQAC emphasized on mandatory internship of all students. IQAC unanimously decided on mandatory internship of all students from 2023-24 academic year. IQAC resolved that if possible students can undergo multiple internships during different years of study. The same can be done in online mode / if offline then during the summer or winter vacation / if offline during semester progress then necessary approval needs to be taken from Head of the Department. Students may be allowed to attend One / two weeks internship program by physically attending during the semester. However, internship completion certificates to be produced to department after completion.
5. Mr. Partha Sinha, Asst Manager HR& A, Durgapur Projects Ltd., industry representative of IQAC, emphasized on the requirement of field visit of the students in the nearby and surrounding industries and project sites. IQAC coordinator Dr. Sanjay Sengupta mentioned that similar initiatives have been already taken by the core engineering departments. The frequency for the same will be increased and attempted for across all years of students. Dr. Suman Bhattacharjee, HoD (IT), mentioned about the problem for computer science and allied department for physical more industry visits as in many cases industry does not allow students due to security reasons. Principal mentioned that some IT industry

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- may be approached through our Alumni for getting permission regarding field visits.
6. IQAC coordinator mentioned about the less percentage of students getting scholarships (Govt., Non Govt. and Institute). A plan for inclusion of some scholarships through institute based on the academic as well as extracurricular performances of the students for encouragement has been given to the management through the office of the Registrar. Mr. Rajesh Chatterjee, Sr. Manager (Admin) mentioned that such provisions may be thought off from the next academic year.
 7. Dr. Sanjay Sengupta, IQAC Coordinator mentioned that in feedback system the course wise feedback has been included and the same may be collected through the website of the institute from 2023-24 Academic year. It will be the responsibility of individual course coordinator to collect the feedback from the students. Head of the Departments were requested to keep a track of the same. Consolidated data collected will be provided department wise to HoDs by the website team.
 8. Mr. Arijit Banerji, Asst Professor & Member IQAC mentioned that the endorsement letter from university on courses offered and pass percentage of students were not received yet. Registrar mentioned that the same is pending at the university end. Follow-ups are being done through our Kolkata office to make it available as soon as possible.
 9. IQAC coordinator emphasized on conduction of more events for sports and cultural activities across the year. Dean (S&W) were requested to take initiative in this regard with proper records and reporting of the events to IQAC along with the student participation certificates. Anirban Bose, Assistant Professor and member IQAC mentioned that if around 20 events can be conducted during the academic years 2023-24 and 2024-25 then the institute can obtain the full weightage on this relevant section.
 10. Dr. Pabitra Dey, Member IQAC mentioned that as per advisory issued by NAAC on 26th May, 2022 F. No 14-29/2022, the green audit, energy audit and

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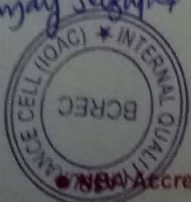
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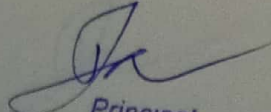
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		<p>environmental audit to be conducted by agencies who are members of NABCB or ILAC. In this regard initiatives should be taken. Mr. Tarun Bhattacharya, General Secretary, advised Dr. Sanjay Sengupta, IQAC Coordinator to look into this matter and arrange for such audits through credible agencies for the 2023-24 AY.</p> <p>11. Prof.(Dr.) K.M Hossain, Vice Principal emphasized on the need of increase in the number of PhD awarded faculty members for overall quality improvement of the institute as well as scoring good as per the target value specified by NAAC. He requested all the HoDs to encourage the faculty members who are not having PhDs to complete it as soon as possible.</p> <p>12. After the detailed discussion it has been unanimously decided that the AQAR 2022-23 is ready for submission to NAAC and the same will be submitted before 25th of December, 2023.</p>
12/3	Submission of AQAR data to be placed before the Board of Governors of the Institute for statutory approval	The AQAR is placed before the BOG in the 46 th meeting of BOG held on 09 th September, 2023. BOG approved the same with some minor suggestions for improvement. The same has been incorporated and the same is placed in the IQAC meeting for approval. The same has been accepted.
12/4	Findings of internal Academic-Audit by IQAC Team for all departments for academic year 2022-23	Notification regarding internal academic audit was done on 08 th Sep, 2023 after publication of results of 2022-23 AY. Internal audit was conducted by IQAC from 19 th September to 26 th September. The internal audit findings were recorded and communicated to respective departments for necessary improvement / additions / alteration in the academic audit document to be placed for external academic audit scheduled on 20 th Dec, 2023. The external audit findings has been decided to be included in the AQAR before submission.
12/5	Availability of Webpage link for online repository and ICT enabled tools for effective teaching learning process	As a continuous improvement process following the guidelines specified by NAAC, it has been suggested by Principal that an online repository of lecture videos and course materials to be made available through the Webpage Link. Dr. Sanjay Sengupta, IQAC coordinator suggested the respective departments can have a Youtube channel the link of which will be made available through the website. In the Youtube channel the video lectures will be available course wise and course coordinator wise. Also, the ICT contents e.g. lecture

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		notes, PPT etc. also will be made available through the website. Website team will take the initiative and make this available to all departments by February, 2024.
12/6	Course delivery through online LMS tool CANVAS (free version) and maintaining course file through that	It has been decided that the course delivery will be done through Learning Management System (LMS) tool CANVAS from the even semester of 2023-24 AY. Prof. (Dr.) Snajay S Pawar, Principal mentioned that initially the free version of CANVAS tool will be used by the faculty members for offering the courses and course file can be maintained through this. Principal advised HoDs for implementation of course delivery through CANVAS.
12/7	Industry institute interaction framework improvement	To improve on the institute industry framework Institute Industry Partnership Cell (IIPC) is working with various industries for collaboration. Dr. Tribeni Prasad Banerjee, Convener, IIPC Cell has mentioned that talks are in progress with various organizations e.g. DSP, DVC etc. for signing MoUs. Various seminars are being also organized for students through industry experts. Field visits to nearby industry / sites by students are also being taken up as an initiative by the IIPC for better institute industry interaction. Institute representatives in the IQAC Mr. Sabayasachi Gupta, GE Power India Ltd and Mr. Partha Sinha, Durgapur Projects Ltd discussed on how institute industry interaction can be improved. One of the key point both of them have mentioned is the regular internship of the students. They also emphasized on the need for regular group discussion among students for better communication skill development so that student can themselves approach industry through institute for better institute industry interaction.
12/8	Concerns raised by NAAC data collection team on quality of data / documents provided by different stakeholders.	Dr. Parbira Dey, IQAC member and part of consolidation of data raised concern about the quality of data being collected and supporting documents provided by different stake holders. As the data is consolidated after being collected from different stakeholders, if the quality of data is not good then it becomes a real challenge for the IQAC team to refine it and consolidate. Principal advised that all the necessary data collection should be done through data repository and through some other means. Departmental coordinators will be responsible for the correctness of data / documents and for

Sanjay Senapati



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		timely submission.
12/9	Any other matter with the permission of the chair.	<ol style="list-style-type: none">1. Registrar provided update on NBA visit for ECE and CSE department. He mentioned that dates are suggested. Tentatively the visit will be by February, 20242. Registrar also updated on the status of application for Autonomous status. He mentioned the application is submitted on 07th Nov, 2023. Responses are awaited.

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

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

[Signature]
Prof. (Dr.) Sanjay S. Pawar
Chairperson, IQAC Cell

Principal
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ATTENDANCE OF 12th INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON 16th DECEMBER, 2023

Sl. No.	Name	Designation in IQAC	Signature
1.	Shri Tarun Bhattacharya, General Secretary, BCREC Society	Management	
2.	Prof. (Dr.) Sanjay S. Pawar, Principal	Chairperson	
3.	Prof. (Dr.) K. M. Hossain, Vice-Principal	Vice Chairperson	
4.	Dr. Sanjay Sengupta, HOD, CE	Coordinator	
5.	Dr. Arindam Mondal, Registrar	Member	
6.	Dr. Aloke Kahali, Head (Administration)	Member	
7.	Shri Rajesh Chatterjee, Sr. Manager (Admn.)	Member	
8.	Shri Ravi Sharma, Sr. Manager (Finance)	Member	
9.	Prof. (Dr.) Narendra Nath Pathak, Dean (Alumni) & HOD (ECE)	Member	
10.	Dr. Rajdeep Ray, Dean (Alumni), SW	Member	
11.	Dr. Pabitra Kumar Dey, Assoc. Prof., CSE	Member	
12.	Prof. Anandprova Majumder, Asstt. Professor, CSE	Member	
13.	Dr. Jayanta Pal, Associate Prof., Basic Science & Humanities	Member	
14.	Dr. Tribeni Prasad Banerjee, Assoc. Professor, ECE	Member	
15.	Dr. Ritu Rani De (Maity), Asstt. Professor, EE	Member	
16.	Sri Saindhab Chattaraj, Asstt. Professor, CSE	Member	
17.	Dr. Anirban Bose, Asstt. Professor, CSE	Member	
18.	Prof. Arijit Kumar Banerji, Asstt. Professor, CE	Member	
19.	Prof. Mou Das Mahapatra, Asstt. Professor, EE	Member	
20.	Mr. Deepraj Mondal, Alumni, BCREC	Member	
21.	Mr. Aritra Mondal, Alumni, BCREC	Member	
22.	Mr. Sabyasachi Gupta, GE Power India Ltd., Durgapur	Member	
23.	Mr. Partha Sinha, Asst. Manager-HR&A, Durgapur Projects Ltd.	Member	
24.	Prof. (Dr.) Chandan Chatteraj, HOD (ME)	Invited Member	
25.	Dr. Arindam Ghosh, HoD (CSE)	Invited Member	
26.	Dr. Saurav Ranjan Das, HOD(BSH)	Invited Member	
27.	Dr. Susanta Dutta, HOD(EE)	Invited Member	
28.	Dr. Suman Bhattacharjee, HOD (IT)	Invited Member	
29.	Prof. (Dr.) Raj Kumar Samanta, HOD(CSD)	Invited Member	
30.	Dr. Chandan Bandyopadhyay, HOD(CSE-DS)	Invited Member	
31.	Dr. G. S. Mitra Thakur, HOD (CSE-AIML)	Invited Member	
32.	Dr. Somroop Siddhanta, HoD (MBA)	Invited Member	
33.	Prof. Prabal Sahu, In-Charge, T&P (Campus)	Invited Member	
34.	Dr. Dola Sinha, Convener (R&D)	Invited Member	
35.	Mr. Upendra Kr. Sharma, Sr. Manager (CA&E)	Invited Member	

36. Dr. MANOJ KUNDU (ME)