



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 Thirteenth IQAC meeting (IQAC_13) to be held on 15th May, 2024

1. Confirmation of Minutes of previous meeting (12th Meeting of IQAC)
2. Discussion on proposed NAAC new framework and deciding on date of application for next cycle of accreditation
3. Status review of Quantitative Metrics after submission of three AQARs (Cycle 2)
4. Planning for External Academic Audit for individual departments and Administrative audit for AY 2023-24
5. Planning for Green, Environment and Energy Audit for AY 2024-25
6. Availability of Webpage link for online repository and ICT enabled tools / LMS tool CANVAS (free version) for effective teaching learning process
7. Improvement suggestions by the Advisor, BCREC Society as per discussion with core IQAC team on 06th May, 2024
8. Any other matter with the permission of the chair.


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





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

The 13th IQAC Meeting was conducted on 15th May, 2024 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 12/2 - Detailed Agenda Item No. 13/3 placed below Review of data / documents for AQAR (Cycle 2) for the academic year 2023-24

ATR 12/2 – Green, Energy and Environment Audit as per NAAC Advisory started by Auditing Agency mentioned in 13/5

ATR 12/4 – Resolution regarding External Academic Audit for individual department separately by experts taken from 2023-24 AY. Details placed in 13/4

ATR 12/5 & 12/6 – Detailed Agenda Item No. 13/6 placed below

ATR 12/9 – NBA Re-accreditation of ECE & CSE received till the end of 2025-26 AY i.e. 30th June, 2026

Item	Agenda	Minutes of the proceedings
13/1	Confirmation of Minutes of previous meeting (12 th Meeting of IQAC)	Minutes of the 12 th meeting of IQAC was unanimously accepted and confirmed.
13/2	Discussion on proposed NAAC new framework and deciding on date of application for next cycle of accreditation	<p>IQAC coordinator, Dr. Sanjay Sengupta presented the new draft framework of NAAC. He mentioned that during attending different online meetings as organized by NAAC, the draft format has been discussed and made available to the IQAC coordinators. The major area of change will be from seven criteria in the new draft framework ten criteria are proposed which are still under review and discussion. Although many parameters may be matched with the existing criteria parameters some very specific parameters may have to be looked into. One such parameter is improvement process in teaching learning system and more structured way of different modes of course delivery through different methods e.g. experiential learning, flip classroom learning and mandatory use of Learning Management system in course delivery. As the framework is still under revision, IQAC will keep a track of it and try to implement changes as suggested in the new framework.</p> <p>Dr. Jayanta Pal, IQAC member mentioned that the expiry of</p>

Sanjay Sengupta



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		<p>the NAAC Accreditation of present Cycle 1 will be on September, 2026. He queried on the date of application for the next cycle. Prof. (Dr.) Sanjay S Pawar, Chairman commented that the date of application may be just after the completion of 2025-26 AY i.e. after June, 2026. He also mentioned that in such case complete collection of data for SSR submission should be ready by July, 2026 for application. He requested all the Heads of different academic Departments along with the finance and administration to take a note of it and to be prepared for the same. Mr. Ravi Sharma, IQAC member and Head of Finance mentioned that there may be some difficulty in getting final audited statement by July, 2026. Dr. Sanjay Sengupta mentioned that final SSR format for submission is yet to be published by NAAC. Considering Binary mode of accreditation or Level based accreditation for Cycle 2 (which is yet to be confirmed), the decision regarding the same can be taken after NAAC finalizes the format of application.</p>
13/3	<p>Status review of Quantitative Metrics after submission of three AQARs (Cycle 2)</p>	<p>IQAC Coordinator, Dr. Sanjay Sengupta presented the summary and comparison of the data according to new SSR format for last three academic years. He also briefed about the data collection status of the present academic year 2023-24. The summary and comparison of the data according to new SSR format for last three academic years and the present academic year 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. It is found that a degrading trend in the Criteria 1. Add On Certificate Courses / MooCs courses participation and participation in different internships from the 2nd year onward should overall improve Criteria 1. 2. A resolution has been taken that "No Objection Certificate" for internship can be issued by department and one week waiver of class attendance may be given to students for the same. Prof. (Dr.) Sanjay S Pawar mentioned that students should be encouraged in participation for different online / physical mode internship programs of shorter duration. He suggested Training and Placement department should try to identify the gaps and prepare the list of internship areas student should

Sanjay Sengupta



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		<p>participate.</p> <ol style="list-style-type: none"> 3. 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. 4. Mr. Arijit Banerji, Asst Porfessor & Member IQAC mentioned that the endorsement letter from university on courses offered and pass percentage of students were not received yet for the last academic year i.e. 2022-23 which is a very important parameter for verification during the DVV process. 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.. 5. 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. 6. After the detailed discussion it has been unanimously decided that the AQAR 2023-24 will be completed in all respect by November, 2024 for submission.
13/4	<p>Planning for External Academic Audit for individual departments and Administrative audit for AY 2023-24</p>	<p>Dr. Sanjay Sengupta, IQAC coordinator mentioned that Internal Academic Audit will be conducted by IQAC for all departments. The audit will be started from September. A notification for the same from the IQAC will be published regarding the dates.</p> <p>He also mentioned that for AY 2022-23 external academic audit was conducted by an external expert for all departments together. However, during NBA visit of Computer Science & Engineering and Electronics department, Chairman NBA committee suggested to conduct academic audit separately for each department individual external expert (having</p>

Sanjay Sengupta



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		specialization in that area) who should be an Associate professor or above. Considering this it has been decided that IQAC coordinator requested all the Head of Departments to suggest the names of external auditor and after discussion with IQAC send the invitation for the same, such that it can be completed by November,2024
13/5	Planning for Green, Environment and Energy Audit for AY 2024-25	As per advisory issued by NAAC on 26 th May, 2022 F. No 14-29/2022, the green audit, energy audit and environmental audit to be conducted by agencies who are members of NABCB or ILAC. IQAC coordinator, Dr. Sanjay Sengupta mentioned that following this advisory the auditing agency has been decided and work order given to them in the month of April. The agency will do the audit and provide certification from AY 2024-25. They will also help in preparation of different policy documents related to Green, environment and energy audit also. Before the submission of AQAR for AY 2023-24 the certification will be completed.
13/6	Availability of Webpage link for online repository and ICT enabled tools / LMS tool CANVAS (free version) for effective teaching learning process	<p>Dr. Pabitra Dey, IQAC member mentioned that the submission of the publication data, event data and patent related data must be submitted to the Online Repository Link available in BCREC website. He also raised concern regarding the quality of data being submitted by many departments. He requested Head of the Departments to check the event related documents before submission to repository. Prof.(Dr.) Sanjay S Pawar reiterated that every faculty member should be taking the responsibility of timely submission of data through repository and advised the Head of the Departments to take care about it.</p> <p>IQAC coordinator mentioned that although Principal advised HoDs for implementation of course delivery through CANVAS from the even semester of 2023-24 AY, only a few departments (CE, MCA, CSE) have started course delivery using this. He emphasized on the need of usage of LMS tool for effective teaching learning process and requested all Head of the Departments to adopt this practice as also mandated by the new NAAC framework. Prof. (Dr.) Sanjay S Pawar, Chairman IQAC, advised IQAC coordinator to conduct training sessions for the departments if required and also advised Head of the Departments to instruct all faculties to</p>

Sanjay Sengupta



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		adopt this practice.
13/7	Improvement suggestions by the Advisor, BCREC Society as per discussion with core IQAC team on 06th May, 2024	<p>A meeting held on 06th May, 2024 to discuss about various quality improvement for the next cycle SSR submission where NAAC core team member from IQAC and Chief Advisor of BCREC Society Prof. (Dr.) Saikat Maitra, Ex Vice Chancellor of MAKAUT were present. After detailed review of past three years AQAR submitted data and looking at overall comparison some improvement suggestions were given by Advisor. This was placed in the IQAC meeting and discussed in detail by IQAC coordinator. Different stake holders are requested to take care about the following points as suggested to improve the quality.</p> <ol style="list-style-type: none"> 1. Add-On Course Participation by Students 2. Internship of all B.Tech programs starting from 2nd year and multiple internships during B.Tech tenure 3. ATR on Feedback - proper implementation is happening or not 4. Alumni Contribution and Endowment fund from Alumni 5. Research (Journal / Conference) publication improvement 6. NSS / NCC activities reporting to University and making available in the institute website 7. Scholarship count improvement (if possible through institute scholarship) 8. Increase funding on Infrastructure Augmentation 9. Implementation Total ERP solution and working in an integrated manner before we go for the next cycle 10. ICT system development - Projector and internet enabled all class rooms 11. Institute level membership for different Professional

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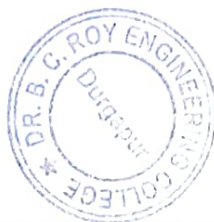
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		Chapters
		12. For student Grievance availability of drop box system / Display about where to log grievance
13/8	Any other matter with the permission of the chair.	<ol style="list-style-type: none">1. Registrar provided update on NBA accreditation for ECE and CSE department. He mentioned that both departments received re-accredited status from 2023-24 AY to 2025-26 AY i.e. upto 30th June, 2026. Chairman IQAC congratulated the concerned departments on this achievement.2. Dr. Jayanta Pal, IQAC Member mentioned about delay in submission of Action Taken report for different feedbacks by various departments, He also pointed out that in many cases course feedback by individual faculty members have been missed out. IQAC coordinator requested HoDs to take care about timely and complete feedback process. He also mentioned that a new more user friendly feedback system is in the process of development and should be ready for Odd semester feedback submission for 2024-25 AY.3. Dr. Tribeni Prasad Banerjee, MOOCs coordinator raised concern about the uploading of various certificates without proper verification by the mentors in the university portal. It has been decided that MooCs courses can be from NPTEL, SWAYM portal or any other valid certifying authority as mentioned by university. The certificate courses conducted through IIT Mumbai Spoke Tutorial also can be considered as credit courses for MOOCs. A notification regarding the same will be issued to all concerned to follow the process of certification and credit earning from AY 2024-25

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


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




Prof. (Dr.) Sanjay S. Pawar
Chairperson, IQAC Cell
Principal
Dr. B. C. Roy Engineering College
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ATTENDANCE OF 13th INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON 15th MAY, 2024

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) CFO	Member	
9	Prof. (Dr.) Narendra Nath Pathak, Dean (Alumni)	Member	
10	Dr. Rajdeep Ray, Dean (SW)	Member	
11	Dr. Pabitra Kumar Dey, Assoc. Prof., CSE	Member	
12	Prof. Anandapova 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. Anitra 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 Chattoraj, HOD (ME)	Invited Member	
25	Dr. Arindam Ghosh, HOD (CSE)	Invited Member	
26	Dr. Mrinmoy Chakraborty, HOD (ECE)	Invited Member	
27	Dr. Saurav Ranjan Das, HOD (BSH)	Invited Member	
28	Dr. Susanta Dutta, HOD (EE)	Invited Member	
29	Dr. Suman Bhattacharjee, HOD (IT)	Invited Member	
30	Prof. (Dr.) Raj Kumar Samanta, HOD (CSD)	Invited Member	
31	Dr. Chandan Bandyopadhyay, HOD (CSE-DS)	Invited Member	
32	Dr. G. S. Mitra Thakur, HOD (CSE-AIML)	Invited Member	
33	Dr. Somroop Siddhanta, HoD (MBA)	Invited Member	
34	Prof. Prabal Sahu, In-Charge, T&P (Campus)	Invited Member	
35	Dr. Dola Sinha, Convener (R&D)	Invited Member	
36	Mr. Upendra Kr. Sharma, Sr. Manager (CA&E)	Invited Member	
37	Dr. Manoj Kundu, Asstt Professor (ME)	Invited Member	