



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

Internal Quality Assurance Cell (IQAC)

Agenda of the Fifteenth IQAC meeting (IQAC 15) to be held on 08th September, 2025

1. Confirmation of Minutes of previous meeting (14th Meeting of IQAC)
2. Reporting and Review of Event Data at Departmental and Institutional Level
3. Assessment of Course Files Including Syllabus, CO-PO Mapping, and Attainment Records
4. Reporting and Compliance of Publication Data and Supporting Documents
5. Discussion on Collection, Analysis, and Documentation of Feedback and Action Taken Report (ATR)
6. Review of Long-Term Strategic and Perspective Planning Initiatives
7. Discussion of adoption of Best Practices for Quality Enhancement
8. Discussion on Annual Quality Assurance Report (AQAR) Submission for Academic Year 2024-25
9. Discussion and Approval of Annual Report for the Academic Year
10. Any other matter with the permission of the chair.

Sanjay Sengupta

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



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

The 15th IQAC Meeting was conducted on 8th September 2025 at 3.00 pm in the Albert Einstein Hall.

I. Action Taken Report on decisions of previous meeting:

ATR 14/2 - Detailed Agenda Item No. 15/8 placed below regarding the data submission of AQAR for Academic Year 2025-25

ATR 14/5 - Detailed Agenda Item No. 15/6 placed below regarding the details of Long-Term Strategic and Perspective Planning Initiatives

ATR 14/8 - Detailed Agenda Item No. 15/3 placed below regarding the details of Assessment of Course Files Including Syllabus, CO-PO Mapping, and Attainment Records

ATR 14/8 - Detailed Agenda Item No. 15/4 placed below regarding the details of Reporting and Compliance of Publication Data and Supporting Documents

Items	Agenda	Minutes
15/1	Confirmation of Minutes of previous meeting (14 th Meeting of IQAC)	The members anonymously agreed to the minutes of the previous meeting (14 th Meeting of IQAC).
15/2	Reporting and Review of Event Data at Departmental and Institutional Level	Prof. (Dr.) Sanjay Sengupta, IQAC Coordinator informed the members about the academic, co-curricular, training, outreach, and seminars, workshops, FDPs, industrial visits, conducted by various departments of the institution during the academic year; however, the reporting of such events are not being done through ERP. Some of the events are not reported as per the format specified by the NAAC. The Institute has recently completed its 25 years and several events have taken place throughout the year. So far, these events are not reported in the ERP system.



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		The Chief Advisor advised the PR team to report the events conducted for the 25 years' celebration. Moreover, he asked the HODs of respective departments to complete the reporting of events through ERP before conducting the external audit.
15/3	Assessment of Course Files Including Syllabus, CO-PO Mapping, and Attainment Records	The IQAC Coordinator advised the HODs to ask their faculty members to complete the course details (Uploading of COs, Course Attainment File, Lesson Plan, Course File etc.) for their respective courses in ERP. All of these must be verified by the senior faculty members and HOD, then reported during the Internal Audit. For the first-year courses, the HODs of Engineering courses must tag the faculty members of the Basic Science & Humanities Department as well as other Engineering Departments (if any).
15/4	Reporting and Compliance of Publication Data and Supporting Documents	The IQAC Coordinator informed that the reporting of Journal and Conference Publication data are not properly reported through ERP. There are problems regarding both the number of publications as well as the format mentioned in the NAAC SOP. For the conference papers, all four pages (Cover Page, page in which the ISSN/ISBN is given, Index Page and First page of the paper) should be attached. Moreover, for online papers, Digital Object Identifier (doi) must be reported. The Chief Advisor asked the HODs of respective departments to take necessary actions to ensure proper reporting of the publications through ERP. The compliance needs to be prepared by the IQAC coordinator and report it to the Principal.
15/5	Discussion on Collection, Analysis, and Documentation of Feedback and Action Taken Report (ATR)	The IQAC Coordinator informed that the collection of feedback (Course End Feedback, Semester End Feedback, Program End Feedback (for Final Year Students) and Student's Satisfaction Survey) and its reporting by means of Action Taken Report (ATR) has not been prepared by all the departments. The collection of feedback needs to be completed at the end of the semester and the ATR must be prepared thereafter.

Sanjay Singh




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15/6	Review of Long-Term Strategic and Perspective Planning Initiatives	<p>The IQAC Coordinator, emphasized the importance of developing and implementing new strategic initiatives, as well as adopting creative best practices, to improve academic and administrative performance. He underlined that the Academic Council and then the Governing Body must approve the suggested strategic and best practice initiatives.</p> <p>The Chief Advisor instructed all the HODs to brainstorm and prepare department-specific strategy and best practice ideas, which should be submitted to the Vice-Principal by September 13th, in preparation for the upcoming Governing Body meeting on September 20th.</p>
15/7	Discussion of adoption of Best Practices for Quality Enhancement	<p>The IQAC Coordinator drew attention to the fact that there is a need to implement new strategic plans, adopt fresh best practices and need to approve them through Academic Council and Governing Body meetings. Prof. (Dr.) Sanjay S. Pawar asked the HODs to Brainstorm the ideas in their respective departmental meetings and submit their proposals to the Vice-Principal by 13th September, before the Governing Body meeting scheduled on 20th September.</p>
15/8	Discussion on Annual Quality Assurance Report (AQAR) Submission for Academic Year 2024-25	<p>The IQAC Coordinator mentioned that the Institute need not submit the AQAR this year; however, the data will be collected and kept in the drive.</p>
15/9	Discussion and Approval of Annual Report for the Academic Year	<p>The Chief Advisor advised to form a committee who would prepare the Annual Report of the Institute. The committee will include a member from the PR team.</p>
15/10	Any other matter with the permission of the chair.	<p>1. The IQAC Coordinator mentioned that there is a reduction in the number of Program Outcomes (POs)</p>

Sanjay Sengupta



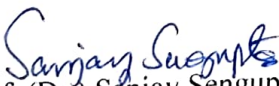


Principal
Dr. B. C. Roy Engineering College
DURGAPUR


as per the latest NBA guidelines. It has been reduced to 11, which was previously 12. As a result, the Direct Attainment calculation will be changed. The departments have previously adopted 12 POs; which as per the decision of the house will be reduced to 11 starting from the 2025-26 Academic Year.

2. Prof. Pradipta Pal, In-charge, Training & Placement (Campus) raised concern about taking appropriate measures as there is a reduction in the placement of students in the IT industry.
3. Prof. (Dr.) Chandan Chatteraj, Head, Mechanical Engineering Department proposed that one of the Best Practices could be delivering courses through Canvas Learning Management System (LMS). Another member of IQAC Mr. Sabyasachi Gupta, GE Power India Ltd. Durgapur additionally suggested that the Energy Audit Conduction could be one of the best practices for the Institute.
4. Dr. Abhijit Banerjee, Asso. Prof., Department of ECE and member IQAC mentioned the requirement of budget for purchase of cloud storage of data for ERP systems.
5. Mr. Aritra Mondal, Alumni, BCREC suggested that Departmental Heads take the responsibility and send reminders to the faculty and staff members, if required.

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

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