Agenda of the Second IQAC meeting (IQAC_2) to be held on 8th February 2019

1. Action Taken Report on decisions of previous meeting :

   ATR 1/3 - Perspective Plan and Strategic Plan placed before IQAC and after protracted discussion were approved.

   ATR 1/4 - Detailed Agenda Item No. 2/3 placed below for **Outcome Based Learning and Reaccreditation of NBA and initiatives for NIRF, NAAC Accreditation**

   ATR 1/5 – The Induction Programme held from 3/8/2018 to 25/8/2018 for the first year students primarily focused on (i) creation of manpower who will acquire strong technical knowledge and skill, (ii) will possess leadership qualities and (iii) should be a team player, (iv) will be capable to recommend innovative ideas and solutions as well as (v) to be responsible to society and community concerns.

   ATR 1/7 - Career Guidance in separate Agenda Item No. 2/5

   ATR 1/8 - Placement activities placed in Agenda Item No. 2/6

   ATR 1/9 - ERP system in Agenda Item No. 2/9

   ATR 1/11 - The Leadership Development Programme (LDP 2019) was conducted as part of Administrative Capacity Development Programme (ACDP) on 3rd and 4th February 2019 to enrich the teaching community about leadership skills and capacities. IQAC Coordinator also presented the details of FDP/STTP during the period under review.

   ATR 1/12 Chairperson, IQAC informed that the Institute will organize a National Level Conference in the next year. Necessary preparation should be commenced henceforth. Research initiatives are placed in separate Agenda below.

   ATR 1/15 – OES in separate Agenda Item No. 2/10

   ATR 1/16 - Social initiative in separate Agenda Item No. 2/16

   ATR 1/18 - Students' Council in Agenda Item No. 2/7

2. Confirmation of Minutes of previous meeting
3. Focus on Outcome Based Learning: Discussion on the progress work of NBA, NIRF and NAAC
4. Discussion on Final Year Projects and plan for monitoring the progress of such projects
5. Career Guidance of Students
6. Pre-placement Training for students to improve final placement -
   - Mock Aptitude Test
   - Mock GD-PI Sessions
7. Students' Council Activities
8. Discussion on Feedback System as per NBA & NAAC guidelines
9. Discussion on the progress of ERP software implementation
10. ICT Initiatives –
    - Discussion on the use of Digital Classrooms
    - Discussion to conduct online class test through OES

Sanjay Sengupta.

11. Procedures to enhance Teaching-Learning process
    - Individual learning
    - Experiential learning
    - Participative /collaborative learning
12. Encouragement of FDP Programs in Institute Campus
13. Activities to encourage Research:
    - Planning of Workshops/Seminars in the current semester to improve research quality
    - Inviting Minor Research Proposals to be funded by Research Bodies
14. Institute MOU sign and collaboration with other organizations
    - MOU sign with The Mission Hospital for Medical Treatment
    - MOU sign with Tata Power Skill Development Institute (TPSDI)
15. Centre of Excellence in the field of Education – Education Excellence Award 2018
16. Encouragement of new programs in Institute Campus as part of Social Initiative – Celebration of Parakram Parv
17. Disaster Management Programs –
    - Fire Safety Workshop
    - NDRF Workshop
18. Community Service Initiatives –
    - Adult Computer Drive
    - Charity Drive
19. Encouragement of Environmental Initiative:
    - Tree Plantation
    - Organ Donation Pledge
    - Blood Donation Camp

Sanjay Sengupta

Prof. Sanjay Sengupta
Coordinator, IQAC Cell

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

The Second IQAC Meeting was conducted on 8th February 2019 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 second meeting of IQAC. Thereafter, meeting started as per Agenda.

Item	Agenda	Minutes of the proceedings
2/1	Action Taken Report	Chairperson started initial discussion with the minutes of the previous meeting and the actions taken thereof.
2/2	Confirmation of minutes of previous meeting	Minutes of the 1st meeting of IQAC was unanimously accepted and confirmed.
2/3	Focus on Outcome Based Learning: Discussion on the progress work of NBA, NIRF and NAAC	Prof. (Dr.) Sanjay Sengupta, Coordinator IQAC initiated the discussion regarding the progress work of NBA, NIRF and NAAC. The readiness of all the concerned departments appearing for NBA, NIRF and NAAC was reviewed. It was decided that CSE and ECE departments should apply for re-accreditation after expiry of present accreditation period. ME & IT departments should submit the accreditation applications at the earliest; other departments like EE, MBA, CE & MCA should also apply for NBA one-by-one. IQAC also suggested that the Institute should take immediate initiative to apply for NIRF ranking in 2019 itself and the NAAC accreditation in 2020. IQAC members advised that achieving these accreditations will assist the Institute to impart quality education to the students. While applying for NBA and NAAC, all the departments must formulate the Program Evaluation Objectives, Program Outcomes and Course Outcomes as a mandatory requirement for these accreditations.
2/4	Discussion on Final Year Projects and plan for monitoring the progress of such projects	It was discussed by IQAC members that the final year project monitoring is very essential for the development of application based projects. It is very important to brief the students regarding the emerging areas and the latest technology trends so as to make a decision regarding the selection of the preferred subjects of the projects in the above mentioned line. Thus, the departmental HODs in collaboration with the faculty members should guide the students to improve the quality of the projects.
2/5	Career Guidance of Students	IQAC noted that the Institute has formed a T&P (campus) Core Committee and T&P Execution Committee on 7th July, 2018 to guide the students to choose right career and to give knowledge, skill, and aptitude and meet the manpower requirements of the Industry before the commencement of training and placement session during the academic year 2018-19.
2/6	Pre-placement Training	The placement scenario for the year 2018 was discussed. To gear up

	for students to improve final placement - **Mock Aptitude Test and Mock GD-PI Sessions**	the placement process in 2019, a special Training & Placement team was set up along with a dedicated infrastructure comprising of a total capacity of around 200 computers for the training process at the AJC Bose Bhawan. Students are trained on communication skills, soft skills, personality development, and aptitude skills in order to make them confident to face the challenges of the future. The faculty mentors along with the department-level placement representatives take active part in counseling the students for the same. The main emphasis was given on Mock Aptitude Test, Mock GD and PI sessions which are held on continuous basis to achieve higher rate of placement. It was decided that Professional Training Program will be provided by Co-cubes, Reference Globe and Placement Season for the final year students of 2020 pertaining to different branches. The student's aptitude test will be compiled in identifying good quality students. The aptitudes and abilities measured by verbal and numeric reasoning tests can easily be related to real world tasks and jobs, as many jobs require degree of skill with words and numbers.
2/7	**Students' Council activities**	Students' Council with the students of all years of the college was constituted on 20th July, 2018 as per discussion held in IQAC meeting. The Council will act as three different bodies - **(i) Student Academic Council, (ii) Student Social & Cultural Council and (iii) Student Administrative Council.** One senior faculty member was nominated as Chairperson, three faculty members were selected as Advisors in above mentioned three sections. **Student Representatives** were made from Boys and Girls from all years from all branches numbering 18 to represent the student community in the college who will represent in above mentioned three sections.
2/8	**Discussion on Feedback system as per NBA & NAAC guidelines**	The feedback system is an essential component in any Accreditation process. IQAC team advised that the student feedback analysis as per NBA & NAAC guidelines should be carried out by the IQAC team and be forwarded to the academic departments once in a year.
2/9	**Discussion on the progress of ERP software implementation**	General Secretary informed that M/s. Hash Technology will be engaged as provider of ERP System by this financial year who will create Modules on Admission process, Students' Fees Collection, Pay Roll, HR system, Class Schedule, etc. to streamline the process from Admission enrollment to Fees Collection and thereafter to Academics on ERP software.
2/10	**ICT Initiatives – Discussion on the use of Digital Classrooms & Discussion to conduct online class test through OES**	In order to make the teaching-learning process more effective, it was proposed by IQAC to enhance the implementation of Information and Communication Technology (ICT) facilities in the campus for use by its students, faculty and staff members. It was discussed that as an ICT initiative, biometric devices were already implemented to capture the attendance of the staff members and generate attendance records effectively. As per advice of IQAC, the digital classrooms for all programs were enabled with LCD

Sanjay Sengupta

		projectors with internet connection, online class tests were conducted through in-house developed software, namely, the Online Examination System (OES).
2/11	**Procedures to enhance Teaching-Learning process - Individual learning Experiential learning Participative /collaborative learning**	IQAC members advised that in order to facilitate effective learning and to enhance the learning experience among both advanced learners and slow learners, the Institute should follow student centric methods such that students should have choices/options in their learning and they also play an active role in the learning process. Numerous Student-centric methods are to be followed to enhance the Teaching-Learning process including class presentation by students, Class Assignments, Lab Experiments, Technical Videos/Case Studies, NPTEL and SWAYAM videos, IIT-Bombay Spoken Tutorial Projects etc.
		Individual learning – To enhance individual learning, students are strongly encouraged to enroll themselves for online certification courses like NPTEL, SWAYAM etc., to solve Assignments/Quizzes and to learn through Interactive Language Lab class.
		Experiential learning – It includes Lab Experiments where the students can perform hands-on experiments in self-learning mode, Internships/Vocational Training, Live Projects, Technical Fest & Workshops on Robotics, Simulation etc., visit to nearby Industries and Research Labs.
		Participative /collaborative learning – It includes Presentations, Group Projects, Debates, Group Discussions, Management Games, Industry sponsored Projects, Research Projects, participation in intra-college, state-level and national-level project competitions, design contests and technical festivals.
2/12	**Encouragement of FDP Programs in Institute Campus**	As per the suggestion of the stakeholders and the IQAC members, a 6-day Faculty Development Programme (FDP) was organized by E&ICT Academy of IIT-Guwahati with support from skilled Gym (OPC) Pvt. Ltd, Guwahati at BCREC group college to encourage more and more faculty members to participate in such program. The programme mainly concentrated on Behavioral Remodeling and the use of ICT Tools in teaching process which enriched the faculty members regarding how to conduct classes more effectively and efficiently. Suggestions were also given to conduct more Workshops/Seminars/STTPs for the administrative and technical staffs of the Institute.
2/13	**Activities to encourage Research: Technical and Paper review by faculty from each department**	IQAC Cordinator, Prof. Sanjay Sengupta highlighted the need of Book, Technical and Paper review by the faculty members to remain updated with the latest technology. It was proposed by IQAC that faculty members from each department should participate in these activities.

Sanjay Sengupta

	Planning of Workshops/ Seminars in the current semester to improve research quality -	The IQAC team also initiated the discussion regarding the planning and organization of Workshops/Seminars in the current semester. The objective of these Workshops and Seminars is to improve the quality of research and to provide ample opportunities to the PhD aspirants to understand research trends across reputed institutes such as IITs and NITs and to present their research findings in the field of Engineering and Management. IQAC noted that following workshops/seminars to be organized in the campus: • A 2-days Workshop for imparting knowledge on Robotics • A 2-days Python Workshop mostly required by software industries • A Seminar on BIG DATA with hands-on exposure to the participants. • A Seminar on Google Cloud to have an exposure to hands-on exercises on Google Cloud and Machine Learning.
	Inviting Minor Research Proposals to be funded by Research Bodies – Seminar on PRISM	The IQAC proposed that the faculty members should be encouraged to submit Minor Research Proposals under the guidance and monitoring of the Institute R & D Cell. IQAC noted that to upgrade the knowledge base, Prof. Soumya Sen Sharma, Chief Scientist, CSIR-CMERI, Durgapur and Coordinator, Outreach cum Cluster Innovation Centre of PRISM (Promoting Innovations in Individuals, Start-Ups and MSMEs) delivered a talk on project formulation and the formats under the scheme on 3rd November, 2018. It was decided to prepare small innovative project proposals (less than 2 Lakhs) to be funded by Research Bodies to accelerate the Research & Development work as well as of the Institute.
2/14	MOU with other organizations - (i) MOU with The Mission Hospital for Medical Treatment of the students and staff members (ii)MOU with Tata Power Skill Development Institute (TPSDI) for training of the students	General Secretary informed that to improve the medical facility and to serve additional number of ailing students, staff and faculty members within the BCREC Campus, the Management of Dr. B. C. Roy Engineering College, Durgapur signed a MOU agreement with The Mission Hospital, Durgapur to provide Consultation Services to the students, staffs, officers and faculty members at the College Campus. Chairperson informed that in order to upgrade the knowledge base of the students with the latest trends in industry and to prepare them for industry jobs, Dr. B. C. Roy Engineering College, Durgapur signed a Memorandum Of Understanding (MOU) with Tata Power Skill Development Institute (TPSDI) on 2nd February, 2019 with the objective of imparting practical skill sets among the engineering students of core branches, Mechanical Engineering, Electrical Engineering & Civil Engineering relevant for the industry, especially for the power and allied sectors. To mark this occasion, the TPSDI official delivered a talk to elaborate the various industrial certification courses offered by Tata Power Skill Development Institute for the students where they can experience practical hands-on exercises to enhance their skill set.

Sanjay Sengupta -

2/15	Centre of Excellence in the field of Education – Education Excellence Award 2018	The IQAC Chairperson announced that it was indeed a moment of pride for the Institution as Dr. B. C. Roy Engineering College had been selected for India's Education Excellence Award 2018 as per the research report 2018 by Berkshire Media, USA which is the most acclaimed accolade in the field of education. It's main objective was to highlight and recognize the quality and diversity of the educational establishments across India who have achieved excellence by their significant contributions towards the education sector. IQAC team appreciated the all-round effort taken by the Institute to achieve in such position and advised to continue with such efforts.
2/16	Encouragement of new programs under Social Initiative - Celebration of Parakram Parv	The IQAC members recommended that the Institute should take the initiative to introduce some awareness program in the campus related to Indian Army in order to inculcate the sense of responsibility and the sacrifices made by the Indian Army Jawans for the nation among the students, as part of Social Initiative under NSS banner. To commemorate their sacrifices and to mark the second anniversary of the Surgical strikes carried out by the Indian Army, Dr. B. C. Roy Engineering College observed the day along with the rest of India as 'Parakram Parv' to highlight the velour and accomplishments of the Indian Army.
2/17	Disaster Management Programs – Fire Safety Workshop & NDRF Workshop	The IQAC members suggested that the staff members and students of the Institute should be fully prepared to face any kind of disaster. To enhance their knowledge base, Disaster Management Programs should be conducted in the Institute campus in the form of NDRF Workshop. General Secretary mentioned that Fire safety measures existed in the Institute since long but it requires renovation which will be done shortly. Awareness Workshops was also proposed in the Institute campus to demonstrate the fire safety measures to the students and the staff members.
2/18	Community Service Initiatives – Adult Computer Drive	As part of community service initiatives, IQAC members noted that the students of BCREC organized computer education literacy program on 12th October 2018 for adults to educate them about the use of computers in the modern age. The program mainly focused on two areas: developing familiarity with the hardware of a computer mainly, monitor, mouse, keyboard, USB memory stick etc. and developing a basic knowledge on the use of Word, Excel, PowerPoint, accessing mail, using search engines, familiarity with social media platforms etc.
	Community Service Initiatives – Charity Drive	Donation is a very noble cause which not only benefits the charities themselves but also deeply rewards the donors as well. To stand beside the needy people in our community and to support them financially, the students of BCREC under NSS wing participated in a charity drive in the locality on 13th October, 2018.
2/19	Encouragement of	IQAC members recommended that the Institute should encourage

Sanjay Sengupta

Environmental Initiative: Tree Plantation- 12/10/2018	NSS Activities so that more and more the young community can participate in these various events.To maintain the ecological balance and to promote Green Environment, the BCREC students led by their mentors planted trees spread over the College campus with a unified movement under the name 'Go Green' as a part of NSS activity with a mission to enhance the oxygen content in the atmosphere, conserve water and to preserve the wildlife on 12/10/2018.	
Organ Donation Pledge - 19th January, 2019	In order to promulgate social awareness, the Anthyesti Foundation, Kolkata in collaboration with Mohan Foundation conducted an awareness program on Organ Donation Pledge for the faculty members and students of BCREC as an integral part of NSS activity. The mission of the event was to save lives by increasing opportunities for the people in Durgapur to donate the organ, eye and tissue after death and was highly successful where around 500 students participated in this awareness programme.	
Blood Donation Camp - 25th January, 2019	Another noble drive for the community was the Voluntary Blood Donation Camp hosted by BCREC in the College premises. This philanthropic activity was sponsored by the HDFC Bank Ltd. and the event was a grand success with a robust turnout of 90 donors comprising of students and staffs of BCREC. The programme concluded with a collective pledge to host these activities regularly and to evoke a sense of commitment to our social responsibilities.	

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

Prof. Sanjay Sengupta
Prof. Sanjay Sengupta
Coordinator, IQAC Cell

14/2/2019

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

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