Dr. B C Roy Engineering College, Durgapur

ACADEMIC REGULATIONS

Dr. B C Roy Engineering College, Durgapur is a self-financed AICTE approved and affiliated to Maulana Abul Kalam Azad University of Technology, West Bengal. All the formalities are maintained as per the regulations of AICTE and Maulana Abul Kalam Azad University of Technology, West Bengal. The academic activities are followed according to the academic calendar and guidelines issued by the affiliated University. According to the university guidelines, the following sections are followed by Dr. B C Roy Engineering College, Durgapur:

i. Academic Calendar
ii. Registration
iii. Medium of instruction and evaluation
iv. Course credit structure
v. Attendance requirements
vi. Academic performance evaluation and grading system
vii. Academic performance indices : SGPA, CGPA
viii. Detail schedule of the continuous assessment and final examination
ix. Publication of results
x. Re-evaluation of answer scripts

Dr. B C Roy Engineering College, Durgapur is having Academic Council to discuss the process of academics according to the framed policies and the minutes of the Academic Council are attached herewith.
Ref: BCREC/AC/2023/11  Dated: March 22, 2023

Minutes of the 11th Meeting of the Academic Council held at BoG Room on Wednesday, the 22nd March, 2023 at 2:30 PM

Members Present:

1. Prof. (Dr.) Sanjay S. Pawar, Principal  Chairman
2. Prof. (Dr.) K. M. Hossain, Vice-Principal  Member
3. Prof. (Dr.) N. N. Pathak, HoD (ECE)  Member
4. Prof. (Dr.) Chandan Chattoraj, HoD (ME)  Member
5. Prof. (Dr.) R K Samanta, HoD (CSD)  Member
6. Prof. (Dr.) Somroop Siddhanta, HoD (FMS)  Member
7. Dr. Susanta Dutta, HoD (EE)  Member
8. Dr. Arindam Ghosh, HoD (CSE)  Member
9. Dr. Suman Bhattacharjee, HoD (IT)  Member
10. Dr. Sanjay Sengupta, HoD (CE)  Member
11. Dr. Saurav Ranjan Das, HoD (BSH)  Member
12. Dr. Pabitra Kumar Dey, HoD (MCA)  Member
13. Dr. G S Mitra Thakur, HoD (AIML)  Member
14. Dr. Chandan Bandyopadhyay, HoD (DS)  Member
15. Dr. Rajdeep Ray, DSW  Member
16. Dr. Aloke Kahali, Head (Admin)  Member
17. Prof.(Dr.) Kanchan Chatterjee, Professor, ME  Member
18. Prof.(Dr.) D P Mukherjee, Professor, IT  Member
19. Prof. (Dr.) Arunava Mookherjee, Professor, FMS  Member
20. Shri S. Pal, Incharge (Exam)  Member
21. Dr. Subal Chandra Biswas, Librarian  Member
22. Prof. (Dr.) Arindam Mondal, Registrar  Convener

At the outset, Prof. (Dr.) Sanjay S. Pawar, Principal, as Chairman of Academic Council welcomed all the members present in the 11th meeting of the Academic Council. Prof.(Dr.) C. K. Ghosh, HOD(R&D) and Prof. Koushik Senapati, Associate Professor (Maths) could not attend the meeting and necessary leaves were sanctioned to them.

ACM11.1. Confirmation of the Minutes of the 10th Meeting of the Academic Council held on 6th September, 2022

It has been decided in meeting that the Minutes will be circulated within the 15 days after the meeting is over and the Minutes will be confirmed if no objections are received. Minutes of the 10th Meeting of the Academic Council was unanimously accepted and thereafter confirmed as there being no other comments on the minutes.

ACM11.2. Academic status for the academic calendar 2022-23

Principal pointed out that there remains gap in teaching-learning process in all academic departments and requested all departmental coordinators to identify the gaps particularly in MAKAUT syllabus. The feedback should be collected from different recruiters and TPO in order to analyze the gap such that our students can compete the outer world.
HoD of ECE department have already analyzed the gaps in their curriculum and the same needs to be communicated to MAKAUT for their suggestion to overcome the gap. Being an affiliated college under MAKAUT, changes in the courses may not be possible as pointed out by HoD, AIML, therefore kind of short term courses, seminar, workshop, invited lectures, industry visits can be viable alternative to overcome the gap. The above mentioned activities are already implemented in BCREC for NAAC AQR purpose as pointed out by HoD, CE. Principal suggested to communicate the gap analysis and action taken report to MAKAUT at the starting of each semester.

A list of ADD ON courses was presented before the house by the HoD, CE. Principal suggested to change the name of one ADDON course proposed by IT department and he emphasized on the implementation of ADDON courses which are emerging and industry focused.

**ACM11.3. Introduction/ Review of feedback system for Individual Course**

Introduction of feedback system for individual courses are the need of the hour to improve the teaching quality as mentioned by Vice Principal. Dr. Kahali, Head of Administration suggested to create the email id for all the BCREC students in BCREC domain in order to smoothen the online feedback mechanism. Principal informed the house that the creation of student email id in BCREC domain is already in advanced stage and will be available soon. Prof.(Dr.) D P Mukherjee, Professor, IT suggested to merge the feedback system to the existing feedback mechanism but the existing feedback mechanism is meant for NAAC documentation and newly proposed feedback mechanism will be a separate one as finalized in the meeting. The content of the feedback form will be shared for finalization and feedback forms will be collected twice in a year during the semester break through centralized google forms.

**ACM11.4. Introduction of Confidential Report of every staff members of the Institute**

From the next semester onward, a process of Confidential Report Collection and Analysis is going to be implemented at BCREC for all the faculty and staff members as pointed out by Principal. At the end of each semester the Self-Appraisal forms are to be filed up by each and individual members of BCREC and the same to be submitted to Registrar office via proper channel. It was discussed in the meeting regarding the assessment mechanism and its linkage with the annual increment. Principal suggested not to link this assessment with the annual increment but will definitely affect the promotion of individual. Dr. Kahali, Head of Administration pointed out that there is no provision in HR module in relation to the annual confidential report analysis (ACRA) and promotion but may be incorporated. There will be three sections in the format of ACRA like:

i) **Self-evaluation**
ii) **Report by reporting authority**
iii) **Report by reviewing authority**

Principal informed that the reporting authority may be asked justification of the report submitted by him/her regarding the assessment. It was also decided that reporting authority for the assessment of HoD’s evaluation form will be the Vice Principal. The assessment may be framed on 3 quartile grading system with qualitative scoring of **EXCELLENT, GOOD, AVERAGE**.

**ACM11.5. Review and update of Research/Industrial activities amongst faculties and students. Department wise publication details**
Principal requested all the departmental coordinators to be ready with the team and the knowhow of the current research areas in the respective domain to meet the requirement of upcoming projects. Principal emphasized on the collaborative industry projects to accelerate the research and publication in BCREC.

HoD, AIML pointed out some of the major issues regarding the unavailability of the high end computing facility in their departments and that is one of the major obstacles for consultancy projects. HoD, IT reiterated it. Principal and Vice Principal suggested to submit the proposal for a single high end computing facility for all computer science and allied branches in a collective budget from Lab Budget Head of CSE, AIML, CSD, DS and IT.

Prof.(Dr.) D P Mukherjee, Professor, IT presented the house about good number of student publication in the department of IT and they have planned to start the student academic project from the 3rd semester onwards. Dr. Kahali, Head of Administration informed the house regarding the 43rd BOG resolution about the students projects which is similar to the proposal made by Prof.(Dr.) D P Mukherjee, Professor ,IT .

Though this will not justify the meaning of academic projects, department academic committee can take their decision regarding the same, as decided in the meeting.

A detailed report regarding the publication by the faculty and students of different department was presented by vice Principal and IQAC coordinator which is still alarming and needs immediate attention to increase the same in order to enhance the grade in NAAC, NIRF and NBA as well.

As per IQAC coordinator , a total of approximately 750 number of publications to be made in 2022-23 ,203-2024 and 2024-25 academic year to secure good grade in NAAC . Principal requested all to take necessary measurement in this regard. Vice Principal requested the faculty members of rank Associate Professor and Professor to take leadership in projects, research funding and publication.

### Department wise Publication details:

<table>
<thead>
<tr>
<th>Department</th>
<th>Academic Year (2020-21)</th>
<th>Academic Year (2021-22)</th>
<th>Academic Year (2022-23)</th>
<th>Total (in Three Academic year)</th>
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<tbody>
<tr>
<td></td>
<td>Journal</td>
<td>Conferences &amp; Book Chapters</td>
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<td>Conferences &amp; Book Chapters</td>
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<td>Particulars</td>
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<td>CSE</td>
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<td>18</td>
<td>03</td>
<td>07</td>
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<td>ECE</td>
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<td>9</td>
<td>14</td>
<td>13</td>
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<td>EE</td>
<td>18</td>
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<td>ME</td>
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<td>CE</td>
<td>2</td>
<td>7</td>
<td>2</td>
<td>0</td>
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<tr>
<td>AIML</td>
<td>NA</td>
<td>NA</td>
<td>0</td>
<td>0</td>
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<td>CSD</td>
<td>NA</td>
<td>NA</td>
<td>2</td>
<td>0</td>
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<td>DS</td>
<td>NA</td>
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<td>MCA</td>
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<td>0</td>
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<td>MBA</td>
<td>0</td>
<td>9</td>
<td>0</td>
<td>0</td>
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<tr>
<td>BSC&amp;HU</td>
<td>4</td>
<td>0</td>
<td>2</td>
<td>0</td>
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<tr>
<td>TOTAL</td>
<td>67</td>
<td>02</td>
<td>43</td>
<td>33</td>
</tr>
</tbody>
</table>
ACM11.6. Status review and suggestions for preparation for NBA accreditation for Electronics and Communication and Computer Science and Engineering

HoD of ECE department has already shared a part of the SAR and marks obtained report through self-assessment mode (total score 582). The department of ECE also prepared some write up related to NBA and it will be shared to CSE department for their ready reference. Both the CSE and ECE departments will be ready to present their assessment report on 31st March 2023 for further modifications and suggestions.

ACM11.7. Update on NAAC data and its submission

As per the IQAC coordinator, IQAC is preparing the documents for submission of AQAR for the year of 2022-23. In this regard, he presented some of the statistics related to publication, FDP and ADD ON courses. For getting good score in NAAC, the total number of ADD ON courses to be conducted is 5/year and 50% of the overall number of students to be present in these courses. Principal suggested to make the attendance for all the students MANDATORY in these courses. The collection of SC/ST/OBC certificates for all the newly admitted students must have to be collected by the Registrar office as suggested by IQAC coordinator in order to fulfil the criterion of NAAC.

Number of participation of faculty members to different FDPs (in house /outside college) should be increased in view of the NAAC documentation, as pointed by IQAC coordinator. According to Vice Principal, BCREC is expending sufficient fund for conducting in house FDP and there should not be any deficit in number of FDP certificates.

It has also been discussed in the house that each of the author of the conference paper must communicate with the accounts department regarding incorporation of the names of individual as conference grant recipient.

ACM11.8. Guidelines for Calendar preparation for all the events for future academic years

Principal suggested to prepare the event Calendars incorporating all the academic, extracurricular and co-curricular activities before the starting of the academic session with a provision for minor corrections.

ACM11.9. Projects and proposals for Institutional development work and activities including internship for students

Principal requested all the HoDs to prepare the projects and proposals where the students can be incorporated. This may be part of the internship activities and internship certificates may be provided to the students who will be working in this projects.

ACM11.10. Approval of Professional Courses for students of the Institute from professional and Industry organizations

In view of the demands of emerging courses in industry and at the same time requirement from the NAAC documentation points of view, the house agreed to implement the following courses as ADD ON courses in BCREC.

a) IIT Bombay Spoken tutorial
b) ISOEH courses (CCNA, Ethical Hacking, Web application penetration testing, Network penetration testing)

Principal requested respective coordinators to draft the module syllabus for the final approval.
ACM11.11. Update of work carried out on various MoU signed with the Institute

Dr. Kahali, Head of Administration presented a report regarding the total number of MOU signed with the BCREC. A total of 11 numbers of MOU have been signed since 2016. Out of them only 2 numbers of MOU have been signed during the academic year 2022-23.

Dr. Sanjay Sengupta, IQAC coordinator pointed out that as per NAAC purpose the MOU should be functional and in order to make the MOU functional, at least one seminar in a year with the other part of the MOU signing authority should be conducted.

Principal suggested to allocate a particular faculty member for a particular MOU for reviewing and monitoring the activity under such MOU to make it functional /active.

List of MOU:

<table>
<thead>
<tr>
<th>Parties to the MOU</th>
<th>Date executed</th>
<th>Valid Until</th>
<th>Scope</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCREC CoreEL Technologies, Bangalore.</td>
<td>21.12.2016</td>
<td>30.9.2021</td>
<td>Due change in the Management structure due merger, CoreEL vide letter dated 11.2.2022 had agreed to provide FDP at regular intervals/Advanced Training Programmes to students on emerging technologies/Industry perspective inputs/consider Internships for students at their training division at discounted rates/conduct technical Seminars/workshops/conferences.</td>
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<tr>
<td>NHAI</td>
<td>15.10.2020</td>
<td>14.10.2025</td>
<td>Collaborative/Internship/Data sharing/Support in the creation of Lab Infrastructure</td>
</tr>
<tr>
<td>Ardent Computech Pvt. Ltd., Kolkata</td>
<td>16.11.2019</td>
<td>Indefinite Validity</td>
<td>Training of Students/ technology upgradation/Curriculum design/Project based training/Industrial training/Internships and Placements/Skill Development Programmes/Guest lectures</td>
</tr>
<tr>
<td>Mission Hospital, Durgapur</td>
<td>5.2.2019</td>
<td>Indefinite Validity</td>
<td>Providing Medical treatment to Students/Staff and Faculty of BCREC (en situ)</td>
</tr>
<tr>
<td>EdGate Technologies Pvt. Ltd., Bangalore</td>
<td>31.8.2021</td>
<td>30.8.2024</td>
<td>Industrial Training/Guest Lectures/Student Visits to EdGate Group Companies/Lab Setup</td>
</tr>
<tr>
<td>CSIR-CMERI</td>
<td>18.12.2021</td>
<td>17.12.2024</td>
<td>Skill Development Programmes for Students (approx. 100 students/year) on payment basis as per mutually agreed training fee(s). Enable Faculty to submit Research proposals jointly to DST/DBT/AICTE,MSME and other funding agencies of GoI.</td>
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<tr>
<td>Capgemini</td>
<td>13.4.2022</td>
<td>12.4.2024</td>
<td>Collaboration to promote industrial and academic interaction/Preferential</td>
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<td>DO =</td>
<td>Entities</td>
<td>Date</td>
<td>Duration</td>
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<td>=do=</td>
<td>Sorting Hat Technologies Pvt. Ltd., Bangalore</td>
<td>24.12.2021</td>
<td>Was Valid until 23.12.2022 and has not been renewed yet</td>
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<tr>
<td>=do=</td>
<td>ISOAH Data Securities Pvt. Ltd., Kolkata</td>
<td>10.1.2023</td>
<td>9.1.2028</td>
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<td>=do=</td>
<td>DCG Data Core Systems, Salt Lake, Kolkata</td>
<td>7.2.2023</td>
<td>Indefinite</td>
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**ACM11.12. Introduction of various "BEST" awards from the year 2022-23 and its guidelines**

It was discussed that various BEST awards will be introduced from the academic year 2022-23. Principal suggested three categories (3) BEST awards for the time being and categories may be increased in future. The BEST award categories are like:

1. **BEST outgoing students.**
   This will be awarded department wise. The measurement criterion can be overall academic performance, behavior, class attendance, participation in extracurricular and co-curricular activities, paper publication out of the academic projects. The departmental academic committee may be the judge of it.

2. **BEST Hostel**
   This will be awarded institution wise. The overall behavior and development and constructive activities could be the judging criterion. The Dean of Student Welfare along with the hostel council may decide the award.

3. **BEST Club**
   This will be awarded institution wise. Amongst the several clubs functioning in the BCREC, the activities of club will be judging criterion for the same. The Dean of Student Welfare will form a team to decide the award.

Prize money for the three categories will be decided through the subsequent committee.
ACM11.13. Approval of Disciplinary actions proposed by the Disciplinary Committee for its implementation

A rule matrix for taking the disciplinary actions against the students violating the rules and regulation of the Institute has been formulated by the disciplinary committee. Now the rule matrix is presented before the house to finalize the rule matrix.

The disciplinary action rules are enlisted here:

The following penalties may be imposed on student(s) for misconduct committed by him/her or for any other good and sufficient reasons:

**Category – I [Major Misconduct]**

- Warning letter to students & parents (in all cases)
- Parent's Call (in all cases)
- Suspension for certain period, as the case may be
- Expulsion from the college which will lead to year-lag, as the case may be
- Withdrawal of Scholarship, as per the direction of Disciplinary Committee
- Fine (Rs. 20000/- to 25000/-) as per the direction of Disciplinary Committee
- Call to Local Administration, as the case may be
- Rustication from the college, if necessary, with an information to the University, as per the direction of Disciplinary Committee

**Category – II [Minor Misconduct]**

- Warning letter to students & parents (in all cases)
- Parent's Call (in all cases)
- Expulsion from the hostel, as the case may be
- Deferring from exam for one semester which will lead to year-lag
- Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA)
- Debarring from holding any office
- Report to Mentor/HoD on daily basis on academic/administrative issues
- Report to Hostel Supdt. /Dean (SW&A)/Campus Administrator on daily basis on hostel related issues
- Fine (Rs 15000/- or 10000/- or 5000/-) as per the direction of Disciplinary Committee

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Types of Unlawful Activities</th>
<th>Categorization</th>
<th>Various Penalties</th>
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<tbody>
<tr>
<td>1</td>
<td>Unauthorized possession, carrying or use of any weapon, missiles, explosives, or potential</td>
<td>Category-I</td>
<td>• Parent's Call</td>
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<tr>
<td></td>
<td>weapons, fireworks, or lethal weapons (including lathi, knives) contrary to law or policy,</td>
<td>[Major</td>
<td>• Warning letter to students &amp; parents</td>
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<td>in the hostel room or outside</td>
<td>Misconduct]</td>
<td>• Withdrawal of Scholarship</td>
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<td>• Fine (Rs 20000/- to 25000/-)</td>
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<td>2</td>
<td>Manufacture/Sale/Distribution/Consuming of prohibited Drugs, Alcohol/Smoking in Campus, etc.</td>
<td>Category-I</td>
<td>• Rustication from the college</td>
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<td>[Major</td>
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<td></td>
<td>Misconduct]</td>
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<tr>
<td>Category-I [Major Misconduct]</td>
<td>Warning letter to students &amp; parents</td>
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<td>4 Using deadly weapons to intimidate faculty &amp; staff members, fellow students and hostel &amp; security staff</td>
<td>Parent’s Call</td>
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<td>Withdrawal of Scholarship</td>
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<td>Fine (Rs 20000/-to 25000/-)</td>
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<td>Rustication from the college</td>
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<td>5 Misbehavior/Using abusive words/Physical assault, threats of violence, or using a mobile device or other method to harass that threatens the health or safety of Faculty, Senior officials and other staff members, Canteen &amp; Security Staff, Fellow students, etc.</td>
<td>Parent’s Call</td>
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<td></td>
<td>Withdrawal of Scholarship</td>
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<td>Fine (Rs 20000/-to 25000/-)</td>
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<td>Expulsion from the college which will lead to year-lag</td>
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<td>Rustication from the college</td>
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<td>6 Accepting membership of religious or terrorist groups banned by the State Government/Govt. of India</td>
<td>Parent’s Call</td>
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<td>Warning letter to students &amp; parents</td>
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<td>Withdrawal of Scholarship</td>
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<td>Fine (Rs 20000/-to 25000/-)</td>
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<td>Rustication from the college</td>
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<td>7 Organizing political/religious meetings and processions without permission from the Institute</td>
<td>Parent’s Call</td>
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<td>Warning letter to students &amp; parents</td>
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<td>Withdrawal of Scholarship</td>
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<td>Fine (Rs 20000/-to 25000/-)</td>
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<td>Rustication from the college</td>
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<tr>
<td>8 Wrongful confinement and stopping normal ingress and egress of Principal, Faculty and other staff members. Blocking of Main Entrance of the Campus. Processions and unauthorized meetings near main gate or in the hostel or in any place of the campus that constitute a demonstration of any kind</td>
<td>Parent’s Call</td>
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<td>Warning letter to students &amp; parents</td>
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<td></td>
<td>Withdrawal of Scholarship</td>
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<td>Fine (Rs 20000/-to 25000/-)</td>
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<td>Expulsion from the college which will lead to year-lag</td>
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<td>Call to Local Administration</td>
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<td>Rustication from the college</td>
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<td>9 Hunger Strikes or any other form of strike inside hostel or in the campus</td>
<td>Parent’s Call</td>
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<td>Warning letter to students &amp; parents</td>
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<td>Withdrawal of Scholarship</td>
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<td>Fine (Rs 20000/-to 25000/-)</td>
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<td>Expulsion from the college which will lead to year-lag</td>
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<td>Call to Local Administration</td>
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<td></td>
<td>Rustication from the college</td>
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<tr>
<td>10 Relying on violence, assault, rioting, arson, inciting others to commit violence or arson, stoking racial or caste animosities, or being charged with a crime</td>
<td>Parent’s Call</td>
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<td>Warning letter to students &amp; parents</td>
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<td>Withdrawal of Scholarship</td>
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<td>Fine (Rs 20000/-to 25000/-)</td>
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<td>Expulsion from the college which will lead to year-lag</td>
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<td>No.</td>
<td>Description</td>
<td>Category-I [Major Misconduct]</td>
<td>Category-II [Minor Misconduct]</td>
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| 11  | Eliminating or destroying any proof of involvement in an act of indiscretion committed to avoid punishment | - Parent’s Call  
- Warning letter to students & parents  
- Withdrawal of Scholarship  
- Fine (Rs 20000/- to 25000/-)  
- Expulsion from the college which will lead to year-lag | - Parent’s Call  
- Warning letter to students & parents  
- Withdrawal of Scholarship  
- Fine (Rs 20000/- to 25000/-)  
- Expulsion from the college which will lead to year-lag |
| 12  | Misbehavior/Manhandling inside the campus or outside Institute (if reported by the Law Enforcing Authorities/Affected Parties / Media /News) | - Parent’s Call  
- Warning letter to students & parents  
- Withdrawal of Scholarship  
- Fine (Rs 20000/- to 25000/-)  
- Expulsion from the college which will lead to year-lag | - Parent’s Call  
- Warning letter to students & parents  
- Withdrawal of Scholarship  
- Fine (Rs 20000/- to 25000/-)  
- Expulsion from the college which will lead to year-lag |
| 13  | Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community | - Parent’s Call  
- Warning letter to students & parents  
- Withdrawal of Scholarship  
- Fine (Rs 20000/- to 25000/-)  
- Expulsion from the college which will lead to year-lag | - Parent’s Call  
- Warning letter to students & parents  
- Withdrawal of Scholarship  
- Fine (Rs 20000/- to 25000/-)  
- Expulsion from the college which will lead to year-lag |
| 14  | Giving false testimony in front of the Disciplinary Committee/Hostel Council | - Parent’s Call  
- Warning letter to students & parents  
- Withdrawal of Scholarship  
- Fine (Rs 20000/- to 25000/-)  
- Expulsion from the college which will lead to year-lag | - Parent’s Call  
- Warning letter to students & parents  
- Withdrawal of Scholarship  
- Fine (Rs 20000/- to 25000/-)  
- Expulsion from the college which will lead to year-lag |
| 15  | Damage/Pilferage/Destroy of Institute properties in Campus/Laboratories/Classrooms/Computer Centre/Library/Hostels, Staff Quarter, etc. | - Parent’s Call  
- Warning letter to students & parents  
- Withdrawal of Scholarship  
- Fine (Rs 20000/- to 25000/-) or Mass Fine in case of involvement of group of students  
- Expulsion from the college which will lead to year-lag | - Parent’s Call  
- Warning letter to students & parents  
- Withdrawal of Scholarship  
- Fine (Rs 20000/- to 25000/-) or Mass Fine in case of involvement of group of students  
- Expulsion from the college which will lead to year-lag |
| 16  | Shortage in Attendance                                                         | - Parent’s Call  
- Warning letter to students & parents  
- Withdrawal of Scholarship  
- Debarring from holding any Office  
- Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA)  
- Report to Mentor/HoD on daily basis on academic/administrative issues  
- Fine (Rs 5000/-) | - Parent’s Call  
- Warning letter to students & parents  
- Withdrawal of Scholarship  
- Debarring from holding any Office  
- Debarring from appearing |
| 17  | Copying in Examination Hall                                                     | - Parent’s Call  
- Warning letter to students & parents  
- Withdrawal of Scholarship  
- Debarring from holding any Office  
- Debarring from appearing |

Principal  
Dr. R.C. Roy Engineering College
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| **18** | **Incitement to commit any act of misconduct** | **Category-II**  
 **[Minor Misconduct]** |
|   |   | **Parent’s Call**  
 **Warning letter to students & parents**  
 **Withdrawal of Scholarship**  
 **Debarring from holding any Office**  
 **Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA)**  
 **Deferring from exam for one semester which will lead to year-lag**  
 **Report to Mentor/HoD on daily basis on academic/administrative issues**  
 **Fine (Rs 15000/- or 10000/- or 5000/-)** |
| **19** | **Creating disturbances in own or other Hostel (Report from the Hostel through Warden)** | **Category-II**  
 **[Minor Misconduct]** |
|   |   | **Parent’s Call**  
 **Warning letter to students & parents**  
 **Withdrawal of Scholarship**  
 **Debarring from holding any Office**  
 **Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA)**  
 **Deferring from exam for one semester which will lead to year-lag**  
 **Report to Mentor/HoD on daily basis on academic/administrative issues**  
 **Report to Hostel Superintendent/Dean (SW&A/Campus Administrator on daily basis on hostel related issues**  
 **Fine (Rs 5000/-)** |
| **20** | **Indecent activities within the Campus including Lounge, Administrative building & College buildings** | **Category-II**  
 **[Minor Misconduct]** |
|   |   | **Parent’s Call**  
 **Warning letter to students & parents**  
 **Withdrawal of Scholarship**  
 **Debarring from holding any Office**  
 **Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA)**  
 **Deferring from exam for one semester which will lead to year-lag**  
 **Report to Mentor/HoD on daily basis on academic/administrative issues**  
 **Report to Hostel Superintendent/Dean (SW&A/Campus Administrator on daily basis on hostel related issues**  
 **Fine (Rs 5000/-)** |
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<td>21</td>
<td>Displaying notices, pamphlets, or posters that have not been distributed by the Hostel Superintendent or another authorized college official at the hostel/college Notice Boards or another location</td>
<td><strong>Category-II [Minor Misconduct]</strong></td>
</tr>
</tbody>
</table>
|   |   | **- Parent’s Call**  
|   |   | **- Warning letter to students & parents**  
|   |   | **- Withdrawal of Scholarship**  
|   |   | **- Debarring from holding any Office**  
|   |   | **- Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA)**  
|   |   | **- Deferring exam for one semester which will lead to year-lag**  
|   |   | **- Report to Mentor/HoD on daily basis on academic/administrative issues**  
|   |   | **- Report to Hostel Superintendent/Dean(SW&A/Campus Administrator on daily basis on hostel related issues**  
|   |   | **- Fine (Rs 5000/-)**  
| 22 | Leaving Campus without authorization or with fraudulent authorization | **Category-II [Minor Misconduct]** |
|   |   | **- Parent’s Call**  
|   |   | **- Warning letter to students & parents**  
|   |   | **- Withdrawal of Scholarship**  
|   |   | **- Debarring from holding any Office**  
|   |   | **- Report to Hostel Superintendent/Dean(SW&A/Campus Administrator on daily basis on hostel related issues**  
| 23 | Participating or organizing meetings inside the campus/hostel which are not allowed by the higher officials of the college | **- Parent’s Call**  
|   |   | **- Warning letter to students & parents**  
|   |   | **- Withdrawal of Scholarship**  
|   |   | **- Debarring from holding any Office**  
|   |   | **- Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA)**  
|   |   | **- Report to Mentor/HoD on daily basis on academic/administrative issues**  
|   |   | **- Report to Hostel Superintendent/Dean(SW&A/Campus Administrator on daily basis on hostel related issues**  
| 24 | Not Wearing College Uniform during College Hours | **- Parent’s Call**  
|   |   | **- Warning letter to students & parents**  
|   |   | **- Withdrawal of Scholarship**  
|   |   | **- Debarring from holding any Office**  
|   |   | **- Report to Mentor/HoD on daily basis on academic/administrative issues**  

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**Principal**

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| 25 | Use of Electrical Gadgets in the Hostel room without permission | - Parent’s Call  
- Warning letter to students & parents  
- Withdrawal of Scholarship  
- Debarring from holding any Office  
- Report to Mentor/HoD on daily basis on academic/ administrative issues  
  - Report to Hostel Superintendent/Dean (SW&A/Campus Administrator on daily basis on hostel related issues  
  - Fine (Rs 5000/-) |
|-----|---------------------------------------------------------------|--------------------------------------------------------|
| 26 | Any disruptive activity in a classroom (both physical and virtual) or in an event sponsored by the Institute | - Parent’s Call  
- Warning letter to students & parents  
- Withdrawal of Scholarship  
- Debarring from holding any Office  
  - Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA)  
- Report to Mentor/HoD on daily basis on academic/ administrative issues |
| 27 | Indulging in any form of harassment, bullying, taunting, or discrimination (physical or verbal conduct) inside hostel or in the campus | - Parent’s Call  
- Warning letter to students & parents  
- Withdrawal of Scholarship  
- Debarring from holding any Office  
  - Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA)  
- Deferring from exam for one semester which will lead to year-lag  
- Report to Mentor/HoD on daily basis on academic/ administrative issues  
  - Report to Hostel Superintendent/Dean (SW&A/Campus Administrator on daily basis on hostel related issues  
  - Fine (Rs10000/-or 5000/-) |
| 28 | Unable to produce the Identity Card, issued by the Institute/Hostel, or refusing to produce it on demand by Security Guards inside the campus/faculty members in the classroom | - Parent’s Call  
- Warning letter to students & parents  
- Withdrawal of Scholarship  
- Debarring from holding any Office  
  - Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA)  
- Deferring from exam for one semester which will lead to year-lag |
| 29 | Parking a vehicle in a no parking zone or Rash driving in the campus that may cause any inconvenience to others |
| 30 | Polluting the cleanliness of the campus/classrooms/ laboratories/ play ground |
| 31 | No interaction with media representatives on behalf of the Institute |
| 32 | No posting of derogatory comments on the social media |

- **Report to Mentor/HoD on daily basis on academic/ administrative issues**
  - **Report to Hostel Superintendent/Dean (SW&A/Campus Administrator on daily basis on hostel related issues**
  - **Parent’s Call**
  - **Warning letter to students & parents**
  - **Withdrawal of Scholarship**
  - **Debarring from holding any Office**
  - **Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA)**
  - **Deferring from exam for one semester which will lead to year-lag**
  - **Report to Mentor/HoD on daily basis on academic/ administrative issues**
  - **Report to Hostel Superintendent/Dean (SW&A/Campus Administrator on daily basis on hostel related issues**
  - **Fine (Rs 5000/-)**

- **Parent’s Call**
- **Warning letter to students & parents**
- **Report to Mentor/HoD on daily basis on academic/ administrative issues**
- **Report to Hostel Superintendent/Dean (SW&A/Campus Administrator on daily basis on hostel related issues**
- **Fine (Rs 10000/- or 5000/-)**

- **Parent’s Call**
- **Warning letter to students & parents**
- **Withdrawal of Scholarship**
- **Debarring from holding any Office**
- **Debarring from appearing in two Internal Class Tests (2 CAs and 1 PCA)**
- **Report to Mentor/HoD on daily basis on academic/ administrative issues**
- **Report to Hostel Superintendent/Dean (SW&A/Campus Administrator on daily basis on hostel related issues**
- **Fine (Rs 10000/- or 5000/-)**

- **Parent’s Call**
- **Warning letter to students & parents**
If there is a case against a student for a possible breach of code of conduct for engaging in unruly behavior, misconduct, or for any other reason on-campus/off-campus, the matter will be raised to the Central Disciplinary Committee. If the Disciplinary Committee determines that this warrants disciplinary action in accordance with the rules, the charges will be formalized and notified to the student(s). The subsequent procedure will be followed:

i) Parents/Students will receive a Show Cause Notice in writing;

ii) A certain amount of time will be given for response;

iii) If the Disciplinary Committee determines that there is prima facie substance to the allegation after reviewing the show-cause reply or if the student/parent fails to respond within the allotted time, the matter will be referred for further investigation;

iv) The Committee will hold a meeting with the accused as well as the victim within five days of the receipt of the complaint, but not later than a week in any case;

v) At the first meeting, the Committee members shall hear the complainant and note his/her allegations. The complainant can also submit any corroborative material with a documentary proof, oral or written material etc. to substantiate the complaint;

vi) The accused(s) against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him/her to give an explanation, thereafter an "Enquiry" will be conducted.

vii) After detailed investigation, a suitable recommendation will be sent to the Principal.

The committee after ascertaining the misconduct through investigation may suggest one or more of the following disciplinary actions based on the nature of misconduct.

The Principal will decide and impose the order of punishment coming under the purview of "Major" or "Minor" category in every case of indiscipline after reviewing the Disciplinary Committee's Recommendation.

**ACM11.14. Any other Academic issue(s) with the permission of the chair**

1. Dr. Kahali, Head of Administration expressed his concern regarding the selection of faculty members and their unwillingness to join the organization after getting offer letters. After discussion in the house it has been concluded that only the ETHICAL value of a particular faculty member (offered incumbent) can alleviate the problem.

2. Shri Subhashish Pal, I/C Exam Cell pointed out regarding the creation of ID for the Academic bank of Credit of all students of BCREC as per notification made by MAKAUT,
WB. Principal and Vice principal agreed to proceed with the procedure and requested all the HoDs to circulate the information to all the students for the creation of the ID.

3. A serious issue related to the hospitalization cost of any students of BCREC during the college hours has been raised before the house by HoD, DS. As per Dr. Kahali, Head of Administration, there is no provisions in college rule for the said issue, but the house suggested to frame some policy in future.

4. Dr. Subal Chandra Biswas, Librarian along with the library committee members are willing to implement the enhanced penalty for non-returning of the books of Book Bank in time. The library committee intended to impose the fine of Rs.100/day from the present fine amount of Rs.1/day. Vice Principal agreed to enhance the fine amount up to Rs.5/day but not agreed with the amount suggested by library committee. Principal requested Dr. Biswas, Librarian to remind the students multiple times through their mail and the list of defaulters should be periodically sent to respective departmental coordinators for needful actions before imposing fine and fine amount may be increased up to certain level. The exact amount is yet to be decided.

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

Prof. (Dr.) Sanjay S. Pawar  
Principal & Chairman (Academic Council)  
Dr. B. C. Roy Engineering College, Durgapur

Copy to: General Secretary. For kind information  
All Members
Minutes of the 9th Meeting of the Academic Council held at Director's Conference Hall on Friday, the 18th February, 2022 at 11:00 AM

Members Present:

1. Prof. (Dr.) Sanjay S. Pawar, Principal  
   Chairman
2. Prof. (Dr.) K.M.Hossain, Vice-Principal  
   Member
3. Prof. (Dr.) N N Pathak, HoD (ECE) & Dean(SW&A)  
   Member
4. Prof. (Dr.) Chandan Koner, HoD(CSE)  
   Member
5. Dr. Suman Bhattacharjee, HoD (IT)  
   Member
6. Dr. Sanjay Sengupta, HoD (CE)  
   Member
7. Dr. Susanta Dutta, HoD (EE)  
   Member
8. Dr. Jayanta Pal, HoD (BSH)  
   Member
9. Prof. (Dr.) Somroop Siddhanta, HoD (FMS)  
   Member
10. Dr. Pabitra Kumar Dey, HoD, MCA  
    Member
11. Dr. G S Mitra Thakur, Prog.Coordinator,AIML  
    Member
12. Prof. (Dr.) R K Samanta, Prog.Coordinator,CSD  
    Member
13. Prof. (Dr.) Chandan Chattoraj, HoD (ME)  
    Member
14. Prof. (Dr.) Kanchan Chatterjee, Professor, ME  
    Member
15. Prof. (Dr.) D P Mukherjee, Professor, IT  
    Member
16. Prof. (Dr.) Arunava Mookherjee, Professor, FMS  
    Member
17. Shri Koushik Senapati, Assoc. Prof. (Maths)  
    Member
18. Dr. Alokshik Kahali, Head (Admn)  
    Absent
19. Prof. (Dr.) C. K. Ghosh, HoD (R&D)  
    Absent
20. Shri S. Pal, Incharge (Exam)  
    Member
    Member
22. Dr. Subal Chandra Biswas, Librarian  
    Member
23. Smt. Ruma Mitra, Registrar  
    Convener

At first, all the members welcomed Prof. (Dr.) Sanjay S. Pawar, Principal, who has assumed the charge of Principal of the Institute with effect from 1st December, 2021. The Principal as a Chairman of Academic Council welcomed all the members in the 9th meeting of the Council.

Principal pointed out that the Minutes of the previous meeting should be confirmed always and the “Confirmed” Minutes should be placed as first Agenda.

Confirmation of the Minutes of the 8th Meeting of the Academic Council held on 11th August, 2021

Minutes of the 8th Meeting of the Academic Council was unanimously accepted and confirmed as there being no comments on the minutes. Thereafter, the meeting started Agenda-wise:
1. Modalities of conducting CA and PCA exams for all students including final year (in online/offline/mixed mode) and Types of CA evaluations (Examinations, Assignments, Seminars etc.)

Principal mentioned that modalities of conducting CAs and PCAs may be flexible but the questions of class tests, assignments, etc. should be to extract the knowledge of the students on the subjects. It was unanimously decided that CAs and PCAs may be conducted in online/offline/mixed mode; however, 1st year to 3rd year students should preferably attend the college for giving tests held in either on-line mode or off-line mode. Final year students’ CAs may be conducted in on-line mode. Tests for PG students can be conducted through Google Classroom. It was also discussed and decided that surprise tests can also be conducted.

It was also discussed in the house that for conducting Research, plagiarism software is required by the Institute and the Authorities of the Institute will be requested to give approval for purchasing the same to improve the quality of paper publications.

Principal suggested that CA1 and CA2 may be conducted through class tests and CA3 & CA4 may be conducted through assignments, projects, market analysis, diagrams drawing, etc. for which the process should start from the beginning of the semester and a Repository should be maintained by each faculty member. Students should be provided with the subject/topic so that with progress of classes, a student will get sufficient time to gain knowledge about the same too. Principal further mentioned that if the above system is followed, the mapping could be done and finally Outcome Based Education could be attained as required for NBA/NAAC accreditation.

2. Minor Degree Programs to be conducted by departments and LITE program on Advance Web Development

Principal mentioned that each and every department should plan to offer Minor Degree (additional 20 credits) along with the Major Degree of B.Tech (160 credits) or with Honours (180 credits) following the guidelines of AICTE so that the Affiliating University can be approached for giving the approval. Principal further desired that the departments singly or jointly may prepare the course contents of Minor Degree so that it will be open to students of all Departments and should be skill-based. Thus, all the students of any department can join the program to get the opportunity to get knowledge and skills on emerging areas.

It was also discussed that with revision of syllabus by the University and reduction of credit points from 240 to 160, AICTE has suggested for introduction of Minor Degree Program so that a student can learn knowledge & skill required by the Industry and contribute to the Society.

Principal advised that Minor Degree classes can commence from 3rd year and average 5 credits can be awarded per semester for last 4 semesters.

Prof. Sanjay Sengupta, IQAC Coordinator, mentioned that for submission of Cycle 2 of AQAR, the Institute has to submit data/proof for introduction of certain courses with participation of the students (award of certificates) for the advancement of academics during the current session of 2022.
Principal mentioned that the Add-on Courses (duration-30 hours) submitted by all the departments are approved and the departments can start such courses during the current semester for which the students will be awarded the Certificates by the departments. It was further resolved that such Add-on courses prepared by the departments may also be banded together and the course contents of a Minor Degree program can be framed for which the student will get a Degree from the University.

3. Policy of the Institute on Research work

Vice-Principal mentioned that a Policy of the Institute has been framed on Research work, as advised by the Principal. Main features are as follows:

(i) Industry-based Research
(ii) Inter-disciplinary research
(iii) Collaboration with international level organizations for which a Task Force will be constituted.
(iv) Training will be provided to the teachers – how to write a proposal/format and whom to send the same, etc.
(v) Details about number and quality of publications
(vi) Patents- leading to filing and copyright right; two-level scrutiny will be made and expenditure will be borne by the Institute.
(vii) Incentives for publication and other research work; request for increasing the amount
(viii) Generation of fund from External Agencies

It was also clarified that in case of a joint publication with the student, the faculty member will get the incentive and the same should be shared with the student.

Vice-Principal also raised the issue of publications from the faculty members of the sister colleges (whose profiles have been included as Adjunct faculty members of BCREC in various accreditation processes) and subsequent awarding of incentives. It was decided that the above faculty members should get the incentives provided the publications’ affiliations must be for BCREC.

4. Departmental Profiles to be ready for R&I collaborations

BCREC is aiming for Collaborative Research and collective efforts should be ensured for creating environment of research or its advancement.

Research & Industry (RI) group is expected to keep ready the Departmental Profiles (with each faculty’s details, laboratories attached with the department and the research work carried out so far) by 28th February, 2022. He further requested all the HoDs to ensure that the same is furnished by the deadline, based on which future course of action for the Institute can be planned.

5. NBA Accreditation – visit of NBA Expert Team and application of CSE & ECE for further NBA accreditation

Principal requested four HoDs (EE, ME, IT & MBA) to give PPT during the scheduled hour of 18/02/2022 at Principal’s Conference hall in presence of Principal, Vice-Principal, Registrar and members of Central NBA Committee which will be presented by them before the NBA team during the ensuing visit to be held during March 25-27, 2022.
It was also informed in the house that re-accreditation of CSE & ECE will expire in June, 2023. NBA has been requested to inform about the course of action and date line to be taken by the Institute for accreditation of these two departments.

6. NAAC Accreditation – various functions of IQAC like Academic-Audit, etc.

Prof. S. Sengupta, IQAC Coordinator informed the house that the NAAC Coordination Team is working hard to collect all the data/information for submission of cycle 2 of AQRAR shortly. He mentioned that flow of information should be accurate and timely based on which NAAC grading is awarded.

Principal requested all the HoDs to ensure that the NAAC team should be furnished all the required data/information by the deadline, based on which the Institute can improve its grade in NAAC accreditation.

During the discussion, it was also mentioned that all the departments should go through the process of Academic-Audit which is a vital part of NBA accreditation. Prof. Sengupta informed the house that a Format has been prepared by the NAAC team for this purpose and based on which he and his team members have already conducted academic-audit of Electrical Engineering and Mechanical Engineering Departments and the Reports have already been given. It was decided that both IT and MBA departments should also invite the NAAC team and request for providing the Reports of academic-audit before the visit of NBA team.

It was resolved to have academic-audit done at the end of the academic year. The departments should also keep ready the classes’ details of each semester (Odd & Even) which should be produced before the Audit team.

7. MOU with Anglia Ruskin University, UK

The house noted that an exploratory project is in progress towards conduct of Global Partnership Course with Anglia Ruskin University (ARU), United Kingdom as the lead University for which a British Council Grant of UKL 15,000 will be received. Principal will be going to UK to attend the meeting for working on the above project on behalf of the Institute during March 6-12, 2022.

The Institute is further exploring the opportunities for collaboration with international universities, like Cardiff, etc.

8. Any other Academic issue(s) with the permission of the chair

i. Academic Calendar/Activity Calendar/list of holidays of the Institute for the academic year 2022-23

It was decided that like previous years, Academic Calendar will be prepared aligning with MAKAUT calendar wherein also prominent activities of the Institute (sports, cultural and NSS) will be planned and known at the start of semester.

Principal advised that each department should also prepare its own Activities’ calendar based on the calendar of the Institute and the students should remain informed about the departmental activities.
ii. Best Student Award

It was decided that **Best Student Award** will be introduced for both UG and PG students. The award will be unfolded to the final year pass-out students; however, at the time of consideration of marks awarding, performance of a student will be considered from the 1st year itself. The awardees will be selected based on certain criteria and weightage of marks viz., Academics (50%), Publications (10%), Representation of the Department/Institute or participation in Extra-curricular & Co-curricular activities (10%), Conduct of the students in classes/campus/hostel including class attendance (20%) and Organizational Capabilities & Leadership Qualities (10%)

iii. Joining of final year students in companies before completion of the course

Principal mentioned that the matter has been taken up with Kolkata TPO office to request the companies to defer the joining time of the students after the completion of the course. However, in cases of exigencies of the companies, students will be permitted to join unofficially.

iv. Automation of Central Library

Librarian brought to the notice that the main aim of a good library is to provide access to resources to the users within short time shared through net working. The library automation nowadays exists in all reputed colleges/universities. He opines that 90000 volumes exist in the Central Library of the institute; however, the footfall is not encouraging. The remote access can be explored for improvement of the same.

Principal advised that this upgradation aspect should be considered as part of Library Budget and placed before the authorities for approval. Principal further advised that though there is a Central System Administrator, one faculty member in each department should act as a System Administrator for the respective department thereby a Networking team could be developed.

v. Speed of motorbikes used by the students inside the campus

Campus Administrator raised the issue of reckless riding of the motorbikes by the students inside the campus. He pointed out that unless the Security Personnel are provided with an order from the Principal’s office clearly mentioning the speed limit, they are not in a position to control the same. It was discussed and decided that a Notice will be issued from the Principal’s office in this regard along with certain issues related to hostel and campus discipline shortly.

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

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Prof. (Dr.) Sanjay S. Pawar
Principal & Chairman (Academic Council)
Dr. B. C. Roy Engineering College, Durgapur

Copy to: General Secretary ..for kind information
All Members
Minutes of the 10th Meeting of the Academic Council held at BoG Room on Tuesday, the 6th September, 2022 at 11:30 AM

Members Present:

1. Prof. (Dr.) Sanjay S. Pawar, Principal Chairman
2. Prof. (Dr.) K.M. Hossain, Vice-Principal Member
3. Prof. (Dr.) N. N. Pathak, HoD (ECE) & Dean (SW&A) Member
4. Prof. (Dr.) Chandan Koner, HoD (CSE) Member
5. Dr. Suman Bhattacharjee, HoD (IT) Member
6. Dr. Sanjay Sengupta, HoD (CE) Member
7. Dr. Susanta Dutta, HoD (EE) Member
8. Dr. Saurav Ranjan Das, HoD (BSH) Member
9. Prof. (Dr.) Somroop Siddhanta, HoD (FMS) Member
10. Dr. Pabitra Kumar Dey, HoD (MCA) Member
11. Dr. G S Mitra Thakur, HoD (AIML) Member
12. Prof. (Dr.) R K Samanta, HoD (CSD) Member
13. Prof. (Dr.) Chandan Chatteraj, HoD (ME) Member
14. Prof. (Dr.) Kanchan Chatterjee, Professor, ME Member
15. Prof. (Dr.) D P Mukherjee, Professor, IT Member
16. Prof. (Dr.) Arunava Mookherjee, Professor, FMS Member
17. Shri Koushik Senapati, Assoc. Prof. (Maths) Member
18. Dr. Alok Kuhali, Head (Admn) Member
19. Prof. (Dr.) C. K. Ghosh, HoD (R&D) Absent
20. Shri S. Pal, Incharge (Exam) Member
22. Dr. Subal Chandra Biswas, Librarian Member
23. Smt. Ruma Mitra, Registrar Convener

At the outset, Prof. (Dr.) Sanjay S. Pawar, Principal, as Chairman of Academic Council welcomed all the members in the 10th meeting of the Academic Council.

Confirmation of the Minutes of the 9th Meeting of the Academic Council held on 18th February, 2022

It was noted that though the introduction of Best Student Award for both UG and PG students was passed in the 9th meeting, however, it could not be implemented yet. Principal mentioned that it will be implemented shortly. Minutes of the 9th Meeting of the Academic Council was unanimously accepted and thereafter confirmed as there being no other comments on the minutes.

Thereafter, the meeting started Agenda-wise:
1. Discussion on the progress of NBA Re-accreditation status – ECE and CSE

HoD, ECE informed that two departments—ECE and CSE are going through the reports of EE, ME & IT (programs which are awarded accreditation recently) and trying to find out the reasons where the departments could not achieve expected scores. The departments are also trying to reduce the gaps in all criteria in order to achieve better score.

It was also discussed that the departments are following NBA guidelines in several matters; however, it could not be explained up to the satisfaction of NBA for which the departments will have to take extra care.

Principal advised that departments should work hard so that they should not lose any mark which is otherwise achievable.

2. Policy on alignment of PO, CO following Bloom’s Taxonomy across the Departments – processes on non-availability of COs for the subjects in the University Syllabus

It was discussed that uniformity should be maintained in case of COs; otherwise, it becomes very difficult for the teachers of common subjects (Basic Science & Humanities Department) who takes classes in several departments.

University specifies semester-wise syllabus for each programme. Course Outcomes (COs) of some courses are provided by the University in the syllabi. The Institute is following the COs as specified by the University for Particular Courses. However, in case the COs are not specified by the university, then the same is identified following the guidelines as specified by NBA at each programme level. The subject teacher defines the course outcomes using Bloom’s Taxonomy and the same is discussed in the Departmental Academic Council. After discussion/review, the COs were finalized and written for each course in every program. Thereafter, it is placed in the IQAC and lastly in Academic Council. It was decided that a standard guideline should be made for all departments in order to prepare wrong/missing COs in the MAKAUT Syllabus.

The attainment levels of the course outcomes (CO), program outcomes (PO) and program specific outcomes (PSO) are very important parameters for outcome-based education system. This helps in creating an academic environment for achieving excellence. The efficiency and effectiveness of the process is to be continuously monitored, assessed and improved by taking inputs from all stakeholders. IQAC Cell has to closely monitor the assessment and attainment process.

3. Academic-Audit for academic year 2021-22 in all UG & PG departments

IQAC Coordinator informed that he has prepared a Form of Academic-Audit which was shared among the departments based on which first round of audit has been conducted during August/September, 2022. The total audit will be completed by 10-12th September,
Non-conformities pointed out by the Audit Team are being rectified by the departments and finally by 11\textsuperscript{th} November, 2022, the Audit Report can be signed by the Internal Team Members as well as the External Experts.

4. Preparation of data for submission of AQAR (Academic year 2021- 22)

IQAC Coordinator informed that the data collection and consolidation related to all quantitative metrics and qualitative metrics for submission of 2\textsuperscript{nd} AQAR for the academic year 2021-22 is in progress. In this regard it is to be mentioned that NAAC is making some changes for the SSR/AQAR submission process for affiliated colleges by reducing the number of qualitative and quantitative metrics and introducing a new section related to policy changes /strategic planning aligning to National Education Policy (NEP) 2020.

It was discussed that in the college website a link or a Google Form (shared excel file) may be created for collecting live data.

5. Institutional Preparedness for National Education Policy (NEP) 2020

The new National Education Policy 2020 gives importance to student’s practical knowledge. Keeping this in mind, the social behavioral aspects and intelligent quotient of the students, the Institute is taking certain steps to create innovative projects for the cause of the Society aligning with the objective of indigenization and promoting skill development for the neighbouring areas of our State, as per New Education Policy 2020, which is also the basic objective of creation of AICTE IDEA Lab in the campus.

6. Progress on AICTE-IDEA Lab activities

AICTE sanctioned the IDEA Lab at a project cost of Rs. 78.99 lakhs at a contribution of Rs. 39.50 lakhs each from AICTE and the Institute. Out of which Rs. 31, 67,566 lakhs has already been spent on following accounts:

- Consumables: Rs 29, 86,940
- Training: Rs 01, 10,626
- Tenders: Rs 70,000

\textbf{Rs 31, 67,566}

\textbf{Activities are being executed through AICTE IDEA Lab:}

Training of faculty members and technical assistants of all departments were conducted through 5-days FDP by the existing technical gurus (who have already attended the advanced FDP conducted by the AICTE).

Lab has 3D printer, CNC Router, LASER Cutter, 3D Scanning, and Wood Cutter etc. facilities for which training is being given to the students in batches.

Training to external students from Schools and Colleges in and around the City in batches are being planned; in the first phase students from Dr. B. C. Roy Polytechnic College will be trained.
Two Workshops will be held where Industry Professionals will provide skill based training using the equipments of AICTE Lab.

7. Rationalization/Name change of courses and consequent award of degree

It was discussed that the name of existing course B.Tech – Artificial Intelligence and Machine Learning has been changed to **B.Tech - Computer Science and Engineering (Artificial Intelligence and Machine Learning)** with an existing intake of 30 from the session 2022-23.

Principal informed that the students of 2021-22 should be awarded the B.Tech degree in Artificial Intelligence and Machine Learning only; however, the students of 2022-23 onwards will be awarded the degree of **B.Tech - Computer Science and Engineering (Artificial Intelligence and Machine Learning)**. Principal further advised that the college may approach the University about the applicability of the session for the degree in the new name.

8. Suggestions of the Members for improving teaching-learning process – discussion on Learning Management System

It was discussed that Learning Management System (LMS) Module in the form of Google Class Room/ Moodle/ TCS-Ion etc Teaching should be introduced at the earliest. The departments should give emphasis on improving teaching-learning process which should be conducted in hybrid mode to get the optimum result.

9. Skill-based Workshops/Training and Professional Chapters for the students- allocation of Projects to the B.Tech pre-final/final year students

In addition to conventional teaching and learning, **Skill-based Training** plan for First/Second/Third year students of all branches for enhancement of professional skills of the students in the area of 5G/6G/AIML Quantum Computing, Drone and Robotics, Smart Cities, Autonomous vehicles etc. Training will be imparted in such a way that students can fulfill any sort of professional assignment afterwards. Training for Python for all 1st year students will be made mandatory. Trainings on basic topics like Object-oriented Programming, Image Processing, etc. will be given too for which services of industrial experts will be hired.

Principal desired that in each department Professional Chapters should be formed. For managing the Students should be Chairperson, Vice-Chairperson, Secretary and Treasurer in each Student Chapter. Student Chapters will be self-reliant with separate bank accounts. Setting up of Various Students Chapters with National and International Linkages, eg. IEEE, IE, ACM, CSI, Robotics and Drones, Google Student Developer Club, GIS, IETE, Sports Club, Cultural Club, NSS, NCC etc. to carry out various professional and non-professional activities. Students Chapters should be open for all the students and should run as per charters under the umbrella of the Institute. Principal further desired that during the Orientation Program of 1st year students, the same may be shared with 1st year students. In the process, awareness amongst the students will be enhanced and a large number of students will be encouraged for participation.
Principal emphasised that quality B.Tech projects are required for improving research & innovation activities in the Institute. Principal further advised that final year students after submission of their projects must write a paper which can be sent for a Conference or Journal. Principal also suggested that the students should be engaged for literature review so that they will learn the skill of writing. Principal also emphasised that in each paper, there must be some original contribution.

10. Projects, Training and Professional activities in collaboration with VITTI Research Foundation, New Delhi

Principal mentioned that following project proposals are to be made ready through joint collaboration with BCREC Artificial Intelligence and Emerging Technology (BAIET) Foundation:

a. Projects of PoC from Durgapur Steel Plant, ISP Burnpur, Bhilai Steel Plant in the area of Digital Transformation and Artificial Intelligence.

b. Conveyor belt snapping prediction project.

c. Bar Counting Mill Project


e. CSIR Project Proposal for Smart Transportation System (A part of Smart City Project).

f. Billet Length Cutting with repository/storage and remote access.

g. Training Session for SAIL Executives in the Area of Cyber Security/Digital Transformation/Artificial Intelligence.

h. Training Plan for AI in Crime and Police

Principal further added that the association of faculty members in the joint collaboration will enhance their professionalism and early delivery of projects undertaken and further will help the Institute a lot.

11. Formation of Students’ Council

It was discussed that before submission of NAAC-SSR, Students Council was formed and the Council is working in association with Hostel Council. Principal advised that the activities of the Student’s Council should sync with the activities of Student’s Associations/Chapters.

12. Activities of re-constituted Alumni Association

It was discussed that the legality of old Alumni Association has lapsed; as such the Alumni Association has to be registered once again for which a draft Memorandum has been prepared and expectedly it will be completed by October/November.

Principal advised that Alumnae who are in good position must be a part of the Alumni Association and the HoDs should make the current students involved in the Alumni Association so that a bonding can develop between the Alumni and the existing students.
13. Easy-to-use Repository

It was discussed that a single maximally reliable easy-to-use Repository is very much required to maintain all the documents of the college in systematic manner which would be helpful for NBA, NAAC, NIRF accreditations/ranking.

14. Any other Academic issue(s) with the permission of the chair

HoD, IT mentioned that parents-teachers meeting is necessary at least once in every semester (Preferably after CA2 and PCA1) to improve students' attendance and performance.

Librarian was requested to look after the Book Distribution from Central Library to be completed before the semester starts. So many students complain that they received the books after CA1.

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

Prof. (Dr.) Sanjay S. Pawar
Principal & Chairman (Academic Council)
Dr. B. C. Roy Engineering College, Durgapur

Copy to: General Secretary. For kind information
All Members
Minutes of the Special Meeting of the Academic Council held at BoG Room on Tuesday, the 6th December, 2022 at 11:30 AM

Agenda:

i) Discussion on Analysis of Faculty, Employers and Alumni Feedback for the academic year 2021-22

ii) Action Taken Report (ATR) on above analysis

Members Present:

1. Prof. (Dr.) Sanjay S. Pawar, Principal
2. Prof. (Dr.) K.M.Hossain, Vice-Principal
3. Prof. (Dr.) N N Pathak, HoD (ECE) & Dean (SW&A)
4. Prof. (Dr.) Chandan Koner, HoD (CSE)
5. Dr. Suman Bhattacharjee, HoD (IT)
6. Dr. Sanjay Sengupta, HoD (CE)
7. Dr. Susanta Dutta, HoD (EE)
8. Dr. Saurav Ranjan Das, HoD (BSH)
9. Prof. (Dr.) Somroop Siddhanta, HoD (FMS)
10. Dr. Pabitra Kumar Dey, HoD (MCA)
11. Dr. G S Mitra Thakur, HoD (AIML)
12. Prof. (Dr.) R K Samanta, HoD (CSD)
13. Prof. (Dr.) Chandan Chattoraj, HoD (ME)
14. Prof. (Dr.) Kanchan Chatterjee, Professor, ME
15. Prof. (Dr.) D P Mukherjee, Professor, IT
16. Prof. (Dr.) Arunava Mookherjee, Professor, FMS
17. Shri Koushik Senapati, Assoc. Prof. (Maths)
18. Dr. Aloke Kahu, Head (Admn)
19. Prof. (Dr.) C. K. Ghosh, HoD (R&D)
20. Shri S. Pal, Incharge (Exam)
22. Dr. Subal Chandra Biswas, Librarian
23. Smt. Ruma Mitra, Registrar

Chairman
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Convener

At the outset, Prof. (Dr.) Sanjay S. Pawar, Principal, of the college and Chairman of the Academic Council welcomed all the members in the Special Meeting of the Academic Council.
and thereafter started the meeting on a single agenda to discuss the Action Taken on Feedback Analysis for faculty members of all the departments as well as the Employers’ Feedback for the academic session 2021-22.

Faculty Feedback on Course Curriculum indicates that the syllabus needs to be reviewed to bridge the gap between Academics and Industry requirements. Institute has taken adequate steps in this regard. Several MoUs are signed between the college and the big industrial houses like Capgemini (IT related), CSIR-CMERI (for core engineering branches) so that professional expertise and hands-on trainings are given to the students to be Industry-ready. Each and every department has also planned to start In-house Add-on courses (courses beyond curriculum) to enrich the students’ knowledge from the academic session 2022-23, in addition to IIT-Bombay Spoken Tutorial. Institute has also signed a MoU with with VITTI Research Foundation, New Delhi for a joint collaboration of establishing Artificial Intelligence and Emerging Technology Hub at Institute to enable creation of skilled professionals (faculty members and the students) in emerging areas of technology.

On the basis of the Employers Feedback for Engineering students, a need was felt to introduce a mechanism for improving students’ understanding the impact of engineering and industrial practices in every context of life. College has taken steps like mandatory participation of the first year students in the Induction Programme where the students are given preliminary knowledge through several events how to contribute to the society being an Engineer. The next step is that the students are being practised on how to write project proposals from their very first year of study. They should be advised to go through literature review from their second year of study. Gradually, in the third and final year, they will prepare full-fledged projects which will be beneficial for the society, environment and in proper economic context. Industrial visits/training to industrial houses has been initiated too for wide exposure of the students.

Employers Feedback for Management students indicates that the students should be taught how to design solutions for complex multi-dimensional corporate problems and execute processes. Management department has taken great initiative to utilize the Alumni in this regard. Alumni are sharing their industrial expertise such that the present students are exposed to corporate problems and could design solutions.

Alumni Feedback indicates that overall imparting of knowledge through course curriculum is beneficial for the first job; however, relevance with the industry requirement in subsequent years needs to be developed. As indicated in the Faculty Feedback, Institute is trying to build up industrial tie-ups with industrial houses both for engineering and management studies.

Prof. (Dr.) Sanjay S. Pawar
Principal
Dr. B. C. Roy Engineering College, Durgapur
Minutes of the 6th Meeting of the Academic Council held at Room No. GF-2, Main Administrative Building on Thursday, the 4th February, 2021 at 3.00 PM.

Members Present:

1. Prof. (Dr.) Pijush Pal Roy, Director 
2. Prof. (Dr.) Chandan Chatterjoe, Dean (Academics) 
3. Prof. (Dr.) N.N. Pathak, HOD(ECE) & Dean(SW&A) 
4. Prof. (Dr.) Kanchan Chatterjee, HOD (ME) 
5. Prof. (Dr.) K.M. Hossain, HOD(I&E) 
6. Prof. (Dr.) Chandan Konar, HOD (CSE) 
7. Prof. (Dr.) Suman Bhattacharjee, HOD (IT) 
8. Prof. (Dr.) Sanjay Sengupta, HOD (CE) 
9. Prof. (Dr.) Susanta Dutta, HOD (EE) 
10. Prof. (Dr.) Jayanta Pal, HOD (BSH) 
11. Prof. (Dr.) Rajib Roy, HOD (FMS) 
12. Prof. (Dr.) D Mukherjee, IT 
13. Prof. (Dr.) C. K. Ghosh, HOD (R&D) 
14. Prof. (Dr.) Pabitra Kumar Dey, HOD, MCA 
15. Prof. (Dr.) Rajdeep Ray, HOD (Exam) 
16. Prof. (Dr.) S. R. Das, TIC (Chemistry) 
17. Prof. (Dr.) Sashi Bajaj Mukherjee, TIC (Maths) 
18. Prof. Debadrita Sen, TIC (English) 
19. Prof. (Dr.) Arunava Mookherjee, FMS 
20. Prof. Koushik Senapati, Assoc. Prof. (Maths) 
21. Dr. Alok Kahali, Head (Admin) 
23. Smt. Ruma Mitra, Registrar 
24. Sri Rajesh Chatterjee, Sr. Manager (Admin.) 
25. Sri Ravi Sharma, Sr Manager (Finance)

Chairman 
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Invitee

Prof. (Dr.) Pijush Pal Roy, Director and Chairman of Academic Council welcomed all the members in the 6th meeting of the Academic Council which is taking place after a gap of almost one year due to COVID 2019 pandemic.

1. Re-opening of the college with physical presence of the students on receipt of Notification from the State Government

Director briefed the House that the UGC guidelines will be followed at the time of re-opening the college physically for the students. Major features of the guidelines are as under:
i) Physical distancing of at least 6 feet to be followed

ii) Face should be covered with mask mandatorily

iii) Frequent Hand washing with soap/sanitizer to be carried out

iv) Self-Monitoring of health to be made

v) Spitting is to be prohibited

vi) Installation of Aarogya Setu app is mandatory

vii) Before reopening of any campus, the Central or the concerned State Government must have declared the area safe for reopening of educational institutions.

viii) Researchers/PG students may attend the college

ix) Staggered timing should be maintained

x) Final Year students may attend the college for placement

xi) For other intermediate years, on-line classes should be continued

xii) Colleges will re-open as per decision of respective State Governments

Since the State Government is yet to issue the Notification for re-opening of the college and declared further that hostels can not be re-opened at this stage, it was discussed and decided that there is no scope of reopening of the college for the time being. On a query from the Director whether the students in a group can attend the laboratories/ workshops, the members unanimously informed that the above idea is not feasible in view of non-opening of the hostels. Moreover, the above facility can be offered to the local students only which may create unnecessary division among the students-localites and outsiders.

After protracted deliberations, it was decided that final year students of small number in groups may visit the college maintaining COVID-19 protocols for their project works after taking appointments from their Guides (teachers) to avoid crowding. Modalities for such attendance will be decided by the HoDs at departmental level. Under any circumstances, no accommodation for the students will be allowed.

2. Mode of Teaching-Learning Process after re-opening of the college

Present system of on-line classes will continue for the continuing Odd Semester 2021, as declared by the Govt of West Bengal. Till the University declares the end of semester classes and commencement of semester examination, Odd Semester 2021 classes will have to be continued. Presumably, the examination is expected to start in mid-March, 2021.

3. Discussion on Analysis of Even Semester Examination 2020 and forthcoming Odd Semester Examination 2021
It was discussed that CA-2 marks will be uploaded in the University portal as per the date line i.e. from 8th February to 13th February, 2021 after conducting the on-line assessments during 5/2/2021 to 10/2/2021. Director requested all the HoDs to advise the students through the Mentors once again to clear the outstanding fees. A notification may be issued in the college website that uploading of marks for at least two CAs is mandatory for a student to be eligible to appear for the semester examination otherwise he/she will be treated as a year-lag student.

Director mentioned that BoG members have commented at the time of discussion of semester result analysis that all the departments should try to follow the same procedure during the assessment and award of internal marks.

4. Discussion on Uploading of marks on CA-2, CA-3 & CA-4 and PCA-1 & PCA-2 in the University portal and its processes

It was noted that CA-2 marks will be uploaded in the University Portal as per the date line i.e. from 8th February to 13th February, 2021 for which the on-line assessment tests will be held by individual department as per their schedule before uploading. However, it was unanimously agreed that the defaulting students will not be assessed and their marks will not be uploaded.

It was thereafter discussed and decided that the marks of CA-3 and CA-4 as well as PCA-1 & PCA-2 will be ready after taking on-line assessments so that on receipt of University Notifications, marks can be uploaded without delay. The dates for such assessment tests will be as under:

- PCA-1: 17/02/2021 to 20/02/2021
- CA-3: 23/02/2021 to 27/02/2021
- PCA-2: 02/03/2021 to 06/03/2021
- CA-4: 09/03/2021 to 13/03/2021

5. Discussion on the salient points raised by the Hon'ble Members of BoG in the 42nd meeting

i. BoG members appreciated the installation of a 30 KWp On-Grid Rooftop Solar Photovoltaic (SPV) Power Plant at Vidyasagar Bhawan of the college. This is the FIRST SPV Power Plant in the college and it will generate on an average of 120 unit (Kwh) electricity per day. The electric power generated by the solar power plant is being used by Vidyasagar Bhawan. On holidays and on off-days the power will be exported to the WBSEDCL power grid. The project cost is Rs. 13,14,885/-. The life time of the Solar panels are 25 years. The payback period is 4 years after which the power generated by the Solar Power Plant will be totally free of cost. There is zero maintenance cost of the solar power plant.

ii. BoG also appreciated the establishment of Club House which will be utilized for multifaceted purposes, students' Karate practice class, indoor games room, etc.
iii. BoG also applauded the hosting of 82 webinars by various departments during the pandemic period of COVID 19 wherein renowned Academicians and Industry Personnel all over the Globe participated and imparted their knowledge and experience to the students.

iv. BoG members also appreciated that 3(three) departments, viz. CSE (2 volumes), ME (1 volume) and EE (1 volume) have published quality-driven e-Journals for disseminating of knowledge and understanding during the pandemic. CE department will also publish the E-journal shortly.

v. BoG also appreciated the 93 (approx.) numbers of publications made by the faculty members during last one year.

vi. BoG gladly noted that AICTE Training & Learning (ATAL) Academy sponsored **Online FDP on Foundations and Practical Aspects of Cyber Security** and funded Rs. 93,000/- for organizing the event.

vii. BoG suggested that the faculty members should adopt various measures for improving class attendance (both on-line and off-line) by the students. Mentors should always be in touch with his/her mentees and take care of the students as their guardians. This type of personal bonding will improve the teaching-learning process and class attendance too.

viii. BoG also advised that the Alumni should be vibrant and active. Pass-out students of 1st, 2nd batches are already established and they may be the resource persons for the existing students in terms of training and placement. College should take extra initiative to contact with them and request them to come forward for their Alma Mater. Dean (SW & A) should organize one Alumni Meet (virtual at present).

ix. BoG also suggested that more efforts should be given on enhancing communication skill of the students. Extra classes should be organized from the beginning of their classes from the 1st year itself.

x. BoG Member, Prof. Swapan Mondal suggested that before submitting the MODROB proposals, faculty member may give him a call at his mobile no. 9830459294 and send him the proposal so that he can provide his guidance on writing the objective of the proposal and other relevant areas.

xi. BoG members suggested that meeting/interaction among the teachers and the mentees should take place mandatorily two times.

6. Discussion on status of **NBA Accreditation of different departments of the college**

It was discussed that ME and IT departments are awaiting for the pending visit of NBA Expert Team. HoD, IT, Prof. Suman Bhattacharjee who has taken over the charge recently have been advised to give a Mock presentation on his department before the Director, Registrar, Dr. N N Pathak and Dr. C. Koner according to his convenient date.

It was further discussed and decided that Electrical department and MBA department will submit the NBA SAR in June/July, 2021.
Mr. Ravi Sharma, Senior Manager (Finance) mentioned that all the departments should place the budget mentioning the important heads in the beginning of the year in the format provided by NBA or NAAC; however on quarterly basis the utilization as per budget should be reviewed. Director mentioned that a Review Committee consisting of Director, Registrar, Dr. N N Pathak and Dr. C. Koner (Central NBA Committee members), concerned Head of the Department should evaluate the departmental budgets.

7. Discussion on status of NAAC Accreditation activities of the college

Prof. Sanjay Sengupta, NAAC Chairman informed that the NAAC is yet to raise clarifications to the college. He further mentioned that he has checked up the NAAC website and has found that altogether 108 applications are pending till now; out of that 2 applications from the West Bengal are pending. Our college is one of them. It is expected that DNV clarifications will be raised by NAAC very soon. He further mentioned that NAAC committee is working regularly on post-SSR Report.

8. Discussion on submission of application of the college for NIRF Ranking

Director stated that the college will be submitting the NIRF ranking application for 2021 on 10th February, 2021. The NIRF committee in association with NAAC Committee is working hard to achieve a rank in NIRF 2021.

9. Submission of the Proposal of the college to AICTE for creation of AICTE-IDEA (Idea Development, Evaluation & Application) LAB

It was discussed that the R&D Cell of the college has submitted a proposal to the AICTE for creation of AICTE-IDEA (Idea Development, Evaluation & Application) LAB. The cost of the proposal is Rs 110 lakhs, out of which Rs 55 lakhs will be funded by the college and rest will be funded by AICTE.

10. Any other Academic issue(s) with the permission of the chair

Certain miscellaneous academic issues were also discussed in the meeting.

Director informed that a form has been formulated by him for self-evaluation of a faculty member with certain quantifying parameters. This self-evaluation process is a transparent one and this assessment will help a faculty member to judge his/her strong and weak qualities. This will be effective from 1st January, 2021 and all faculty should fill up the form yearly. Director expressed hope that this self-evaluation through measurable metrics will inspire the junior faculty members to grow as well as to prove himself/herself to the Authorities.

It was also discussed that during load analysis of a faculty member, Ph.D guidance will be considered as teaching load but decision in that matter is kept pending for further deliberations.

Prof. K M Hossain mentioned that writing a project proposal is an art and he feels that the faculty members of the college need training on this matter. He requested the Director to
bring experts to the college who will demonstrate the above skill so that effective project proposals could be sent to different funding agencies.

It was also discussed and decided that first year students will be called in groups in the campus for distribution of the college uniforms.

At the end, Director informed that the adjoining road from Fuljhore to the college will be extended by 3 feet each side which will enormously help the students and the staff members of Dr. B. C. Roy Engineering College. He further mentioned that the above step has been considered due to great initiatives taken by the authorities of the college.

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

Prof. (Dr.) Pijush Pal Roy
Director & Chairman (Academic Council)
Dr. B. C. Roy Engineering College, Durgapur

Distribution to:
General Secretary ..for kind information
All Members
Minutes of the 7th Meeting of the Academic Council held at Director's Conference Hall on Saturday, the 3rd April, 2021 at 3.00 PM.

Members Present:

1. Prof. (Dr.) Pijush Pal Roy, Director Chairman
2. Prof. (Dr.) K.M.Hossain, HOD(AEIE)& Dean(Academics) Member
3. Prof. (Dr.) N.N.Pathak, HOD(ECE)& Dean(SW&A) Member
4. Prof. (Dr.) Kanchan Chatterjee, HOD (ME) Member
5. Prof. (Dr.) Chandan Konar, HOD(CSE) Member
6. Prof. (Dr.) Suman Bhattacharjee, HOD (IT) Member
7. Prof. (Dr.) Sanjay Sengupta, HOD (CE) Member
8. Prof. (Dr.) Susanta Dutta, HOD (EE) Member
9. Prof. (Dr.) Jayanta Pal, HOD (BSH) Member
10. Prof. (Dr.) Rajib Roy, HOD (FMS) Member
11. Prof. (Dr.) D Mukherjee, Adviser(CSE&IT) Member
12. Prof. (Dr.) Pabitra Kumar Dey, HOD, MCA Member
13. Prof. (Dr.) Rajdeep Ray, HOD (Exam) Member
14. Prof. (Dr.) S. R. Das, TIC (Chemistry) Member
15. Prof. (Dr.) Sashi Bajaj Mukherjee, TIC (Maths) Member
16. Prof. Debadrita Sen, TIC (English) Member
17. Prof. Koushik Senapati, Assoc. Prof. (Maths) Member
18. Dr. Aloeke Kahali, Head (Admin) Member
19. Cdre. Ratnakar Ghosh, Campus Admin. Member
20. Smt. Ruma Mitra, Registrar Convener

Prof. (Dr.) Pijush Pal Roy, Director and Chairman of Academic Council welcomed all the members in the 7th meeting of the Academic Council and thereafter started the meeting agenda-wise.

1. Mode of Teaching and New Syllabi of the forthcoming Even Semester starting from Tuesday, the 13th April, 2021.

Director mentioned that most of the departments will have to conduct classes during the current Even Semester as per NEW as well as OLD Syllabi. Despite the above, he expected that teaching-learning process should remain smooth. Director requested all the Heads of the Departments to advise the faculty members of individual department to conduct the teaching process in such a manner so that syllabi could be finished within time. He also requested the HoDs to conduct departmental meetings (physically or through Google Meet) and finalize the class routines and distribute the class loads of the Even Semester 2021. He further requested that all the departments should submit a copy of the class routine to the office of the Director.

Most of the HoDs informed that both class schedules and load distribution processes are already over through departmental discussions and the meetings. On a query from the Director, HoDs informed that in Engineering courses, per day 3 (three) Theory classes and 1 (one) Laboratory class have been scheduled; duration of each class will be one hour. The faculty members will have a class load of minimum 8-10 hours per week. HoD of MCA department informed that due to change of syllabus, the MCA department has kept three theory classes and three lab classes per day.
After prolonged discussions, it was decided that uniformity will be maintained with regard to on-line class schedule of Even Semester. Following class hours will be maintained for theory and practical classes:

1\textsuperscript{st} class (theory) --- 10.30 AM to 11.30 AM  
2\textsuperscript{nd} class (theory) --- 12.00 hrs to 1.00 PM  
3\textsuperscript{rd} class (theory) --- 2.00 PM to 3.00 PM  
4\textsuperscript{th} class (practical) --- 3.30 PM to 4.30 PM

In case of additional requirement, departments may conduct an additional lab class from 4.45 PM to 5.30 PM.

Director mentioned that monitoring for the on-line classes will be continued like the earlier semesters. On-line class records will be maintained as usual.

Prof. Koushik Senapati mentioned that there should be some mechanism so that students’ attendance all-through the classes could be kept and measured. Dr. Sashi Bajaj and other HoDs stated that they will help Prof. Senapati so that he can keep the on-line students’ attendance record. Director mentioned that it is the primary duty of a teacher to motivate and keep his students in the class. Prof. (Dr.) K. M. Hossain, Dean (Academics) mentioned that Prof. Suman Dasgupta of AEIE department has prepared a unique format for keeping the students’ attendance record; the above format may be provided in case any faculty member requires the same.

2. Implementation of English teaching classes to enhance the communication skills of students from 1\textsuperscript{st} year onwards

Director emphasized that teaching English Grammar should be given utmost priority. He also stated that he has observed that students lack knowledge of grammar as a result they cannot learn the communication/writing skill later on. On a query from the Director, Prof. Debadrita Sen, TIC of English agreed to the above and informed that to improve the basic knowledge of English during the 1\textsuperscript{st} year itself, the faculty members of English Department have taken several classes on Basic English which were uncoded and not in syllabus; however, in the current 2\textsuperscript{nd} semester, students will have to study those areas (coded papers) and she expressed hope that this will help the students a lot.

Prof. Sen further mentioned that primary importance should be given on enhancement of listening skill in learning English; as such during the earlier semester, Webinar was organized in communicative English.

It was also discussed and agreed that due to arrangement of soft skill classes by the English teachers, campus placement during the current year has also improved.

3. Distribution of theory and lab/workshop classes amongst the faculty members

Director mentioned that the above agenda has already been discussed under Agenda Item No. 1. However, he emphasized once again that the Heads of the Departments should ensure that lab and theory classes of all years are evenly distributed amongst the faculty members. No faculty member should have any complaint in this regard.

4. Activities of Entrepreneurship Cell to make it more vibrant

It was discussed in the house that since National Education Policy 2020 has given thrust on educating the students to develop their entrepreneurial activities, the Entrepreneurship Cell of the college has to provide much emphasis on entrepreneurship activities by the
students. The closer collaboration between industry and technical institutions to drive innovation and research has been actively encouraged in NEP.

With the above objective in mind, it was decided that senior Professors, Dr. K.M. Hossain, Dean(A), Dr. N. N. Pathak, Dean (SW&A), Dr. Chandan Chatteraj (ME) and Dr. Sanjay Sengupta, NAAC Chairman, will be inducted in the existing Entrepreneurship Cell to make the Cell more vibrant and active.

Prof. Pathak suggested that a budget on entrepreneurial efforts may be placed before the Authorities for getting the approval and as per the budget, several initiatives may be taken with emphasis on entrepreneurship. It was further discussed that Ministry of MSME, Ministry of Industry, Ministry of Commerce have launched a number of schemes to help and assist Entrepreneurs especially small businesses. Students of the college should be encouraged to build models, etc./to plan mini start-ups so that the above can be submitted to MSME for generating the funds.

It was further discussed that the authorities of the college has already approved the proposal for formation of a Society through which commercialization aspect of students’ entrepreneurial activities could be explored.

Prof. Rajib Roy of FMS suggested that following four factors are to be looked into while giving emphasis on enhancement of students’ entrepreneurial activities.

(i) Idea Generation
(ii) How to write a business project
(iii) Funding – loan aspect to implement the project
(iv) Marketability of the finished product

It was also discussed that External Experts may be engaged to make a viable project (break-even point to be reached).

5. Any other Academic issue(s) with the permission of the chair

Following academic issues were also discussed in the meeting with the permission of the Chair.

i) Prof. Sanjay Sengupta pointed out that data/documents/photographs preservation in a systematic manner by individual department should get utmost importance; the college could not earn any point on “Career Counselling”. Though the college has engaged M/s CoCubes and has organized Soft Skill classes; however, the documents/data provided to the NAAC team were not considered. NAAC authorities did not find the documents submitted by the college sufficient and satisfactory as per the NAAC criteria for consideration.

ii) Director pointed out that another concerning factor is the “Publication of Papers by the faculty members” for getting good marks in any accreditation/ranking which is a sustainable criteria in today’s competitive scenario. He further mentioned that only 20-25 faculty members are regularly engaged in publication works. He furthermore pointed out that number of publications in CSE, ME, IT and FMS departments are not at all adequate. HoDs of these departments should motivate the faculty members regularly in this regard.

Prof. K. M. Hossain, Dean (Academics) stated that he has gone through the publication data of last 5 years as submitted in the NAAC SSR and felt that much more prominence has to be given in this regard for sustenance. He suggested that the college has more than 70 Ph.D holders. A faculty member with Ph.D may guide a non-Ph.D faculty member along with the students (who may help in data compilation, etc.) on a regular basis so
that number of publications will automatically improve. Moreover, publication of Papers in SCOPUS, SCI, UGC-CARE may be quite challenging; however, initially, the faculty members may publish their work in the college journal. In the process, the number of publications in the college journal will improve and the faculty members will individually develop themselves for publication in quality journals. Prof. Hossain further stated that HoDs should encourage the faculty members to work on inter-disciplinary topics. He particularly requested the HoD and other faculty members of Basic Science & Humanities Department to approach the faculty members of Engineering departments to jointly work with them for quality publications.

iii) Dr. Susanta Dutta, HoD of Electrical Department mentioned that M/s, MATLAB has approached the college to allow them to host a Webinar; gradually they will also conduct a FDP where they will demonstrate the utility of MATLAB simulator for individual department as per their requirement. The house accorded to the proposal.

iv) It was discussed in the house that funds received from non-govt organizations in connection with Workshop/Symposium, etc. may be kept in a separate bank account, essentially required for any accreditation purpose. It was decided that the authorities will be approached in this regard.

v) It was also discussed and decided that an International Conference which will be multi-disciplinary in nature, may be organized by the college during September to December 2022. The modalities and the details of the above Conference will be discussed in the next meeting of the Academic Council.

vi) Director informed the house that Lt. Col. D. K. Chaudhury will be joining in the college w.e.f. 16th April 2021. He will look after the Institute-Industry Cell of the College.

In the last, the house applauded the engagement of Prof. (Dr.) K. M. Hossain as Dean (Academics) of the college with effect from 1st April, 2021.

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

Prof. (Dr.) Pijush Pal Roy
Director & Chairman (Academic Council)
Dr. B. C. Roy Engineering College, Durgapur

Distribution to:
General Secretary ..for kind information
All Members
Minutes of the 8th Meeting of the Academic Council held at Director’s Conference Hall on Wednesday, the 11th August, 2021 at 11:00 AM

Members Present:

1. Prof. (Dr.) N.N. Pathak, Principal (Officiating)  
2. Prof. (Dr.) K.M. Hossain, Dean (Academics)  
3. Prof. (Dr.) Kanchan Chatterjee, HoD (ME)  
4. Prof. (Dr.) Chandan Koner, HoD (CSE)  
5. Prof. (Dr.) Suman Bhattacharjee, HoD (IT)  
6. Prof. (Dr.) Sanjay Sengupta, HoD (CE)  
7. Prof. (Dr.) Susanta Dutta, HoD (EE)  
8. Prof. (Dr.) Jayanta Pal, HoD (BSH)  
9. Prof. (Dr.) Somroop Siddhanta, HoD (FMS)  
10. Prof. (Dr.) Pabitra Kumar Dey, HoD, MCA  
11. Prof. (Dr.) Rajdeep Ray, HoD (Exam)  
12. Prof. (Dr.) Arunava Mookherjee, Professor, FMS  
13. Prof. (Dr.) Chandan Chattoraj, Professor, ME  
14. Prof. (Dr.) S. R. Das, TIC (Chemistry)  
15. Prof. (Dr.) Sashi Bajaj Mukherjee, TIC (Maths)  
16. Prof. Debadrita Sen, TIC (English)  
17. Prof. Koushik Senapati, Assoc. Prof. (Maths)  
18. Dr. Aloke Kahali, Head (Admin)  
19. Prof. (Dr.) C.K. Ghosh, HoD (R&D)  
20. Prof. (Dr.) D. Mukherjee, Professor, IT  
22. Smt. Ruma Mitra, Registrar  

Chairman  
Member  
Member  
Member  
Member  
Absent  
Member  
Member  
Member  
Member  
Member  
Member  
Member  
Member  
Member  
Member  
Member  
Member  
Absent  
Absent  
Convener

At first, Prof. Koushik Senapati proposed that we should pay respect to the departed souls (both faculty members and our beloved students) who have left us due to this COVID-19 pandemic by observing one minute silence.

Thereafter, all the members welcomed Prof. (Dr.) Narendra Nath Pathak, who has assumed the charge of Principal (Officiating) of the college with effect from 7th July, 2021. The Principal as a Chairman of Academic Council welcomed all the members in the 8th meeting of the Council and thereafter started the meeting agenda-wise.

The new Principal started with the discussion by mentioning that a new system is being introduced from now onwards wherein the members of the Academic Council will be requested to send the Agenda Items for the meeting. He mentioned that this way all the members will feel involved in the process and there will be all-round participation from the members of the Council. Principal further added that the Academic Council will remain active all throughout the year. All the academic issues will be discussed in the Academic Council and the decisions will be taken in consultation with Dean (Academics).
A threadbare discussion took place in the meeting on various modes of teaching-learning process. A variety of suggestions came from the Members.

HoD (EE) suggested that class room teaching could be more effective if a digital board is used by the faculty member. The digital board can be shared well with the students. He added that demonstration becomes easier and the students also understand the lecture in a clear way. He also informed that cost of a digital board is around Rs 2000/- and all the faculty members can easily procure the same in the best interest of teaching-learning process.

HoD(CE) informed that one-to-one interaction with the students is the best method for teaching and he has felt the same while teaching the Civil Engineering students.

Prof. Sashi Bajaj of Mathematics informed that lecture uploading in YouTube helps the students a lot to understand the subject in their own way.

Prof. Arunava Mookherjee of FMS mentioned that for the MBA students, the teachers have given Assignments, etc. through Google Form and the response from the students was satisfactory.

Prof. Chandan Chattoraj mentioned that live presentation helps the students.

Dean (Academics) summed up the discussion that for Analytical Subjects which requires mathematical analysis, Digital Board is a very useful tool for class room demonstration, whereas PPT, PDF files, etc. can be used effectively for Informative subjects, which was unanimously agreed upon.

HoD(CSE) suggested that for the sake of NAAC and NBA Accreditations, each department should be given at least one Digital Board by the college. It was decided that the Principal will place the above proposal to the authorities of the college.

Before concluding the discussion on the Agenda, Principal requested all the HoDs to look after the following areas in the coming semester in a vivid manner -

i) Poor attendance of the students in the Virtual Classes is to be improved.
ii) Mentors should be much more vigilant in counseling the students in all respect particularly about the attendance.
iii) Parents/Guardians should be informed from time to time about poor attendance of his/her wards.

2. Uniformity in Routine – Central & Departmental

It was decided in the meeting that the Odd Semester 2021 classes for 2nd, 3rd and 4th year for all B.Tech programs and 2nd year for PG programs will commence from Wednesday, the 1st September, 2021. Both Theory and Lab classes will be conducted virtually in the COVID-19 pandemic situation like before.

It was pointed out by HoDs that students will have to undergo the Industrial Training/Internship for one month mandatorily as a part of MAKAUT Curriculum; as such, the classes for 7th semester for all engineering programs, 3rd semester classes for MBA and 5th semester classes for Mechanical Engineering program will commence from 14th September, 2021.
It was also decided that Central Routine Committee Coordinator and his team will be requested to prepare the Class Schedule for the Odd Semester 2021 in consultation with Departmental Routine Coordinators and in concurrence with HoDs of various departments.

Allocation of the subjects to the faculty members should be started by the HoDs forthwith and the Departmental Routine Coordinators are to be advised to take up with the Central Routine Committee.

It was also discussed and decided that uniformity should be maintained at the time of making class schedules so that teachers of Basic Science & Humanities do not face any difficulty. The following schedule was finalized which all the departments should adhere with.

<table>
<thead>
<tr>
<th>First Class</th>
<th>10.30AM to 11.30 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Class</td>
<td>12.00 hrs to 1.00 PM</td>
</tr>
<tr>
<td>Lunch break</td>
<td>1.00 PM to 2.00 PM</td>
</tr>
<tr>
<td>Third Class</td>
<td>2.00 PM to 3.00 PM</td>
</tr>
<tr>
<td>Fourth Class</td>
<td>3.30 PM to 4.30 PM</td>
</tr>
</tbody>
</table>

3. Subject-wise Question Bank

It was discussed and decided that the faculty members should submit question papers in the Question Bank in a regular manner. College has already created a Repository (Moshtishko) for the above purpose. University format should be followed in preparation of the questions. Both Dean (Academics) and the Principal emphasized that the faculty members should not copy the questions from any place and paste the same.

4. Students Feedback on Teaching-Learning

IQAC Coordinator pointed out that through the departments have taken feedbacks from the students at department level; however during NAAC data collection no department could provide the data/information on the actions taken based on the students’ feedback. As a result, college could not score full marks in NAAC accreditation. He further added that the departmental level feedback should be discussed in the Departmental Academic Council (DAC) and Action Taken Report (ATR) should be placed in the Central Academic Council to make the system fool-proof.

Dean (Academics) informed the house that the feedback system should be religiously followed henceforth so that the college can achieve academic excellence. The base point is that corrective measures should be taken by the departments for implementation of feedback system.

It was discussed that the teachers are providing quality teaching which is reflected in the result of semester examinations. HoD (Exam) pointed out that this year, out of total 2769 students, 30% students numbering 788 have scored more than 60%.

After a thorough discussion, it was decided that a stable feedback system should be in place for which mid-semester feedback system will be introduced. Principal requested all the HoDs that they personally should monitor the findings/corrective measures to be adopted by the individual teacher.

5. Information on Internal Quality Assurance Cell (IQAC) as part of NAAC Accreditation and departmental audit by IQAC

IQAC Coordinator informed the house that in the NAAC SSR, IQAC information has been given for the last 2 years, 2018-19 and 2019-20. It has been clarified that before 2018, there was no formal IQAC in the college. The quality factor was looked after the Central
Academic Council and DACs. The information on IQAC for the current year 2020-21 is to be kept ready for the forthcoming NAAC Peer Team visit.

Both Dean(Academics) and Principal informed the house that from now onwards, like Academic Council meeting in every semester, one or two IQAC Meeting will be held.

It was also discussed and agreed upon that before the visit of NAAC Expert Team, the NAAC Coordinators will visit all the departments and will perform an academic-audit in the departments and will keep such reports ready for inspection of NAAC Peer Team.

6. (a) Inclusion of two new UG programs in emerging areas – Computer Science & Design (CSD) and Artificial Intelligence & Machine Learning (AIML)
   i) Engagement of Program Coordinators
   ii) Teachers’ allocation
   iii) Submission of new syllabus to MAKAUT for CSD prepared by the college

HoD, CSE informed that the college has received approval from AICTE and affiliation from MAKAUT for introduction of two new UG programs in emerging areas – B.Tech in Computer Science & Design (CSD) and Artificial Intelligence & Machine Learning (AIML) from the current academic year 2021-22. The above two new programs will run under the supervision of CSE Department at present and the authorities of the college have already engaged two Program Coordinators for the two new programs – Prof. (Dr.) Raj Kumar Samanta for CSD and Dr. Gour Sundar Mitra Thakur for AIML. In addition to the above two Program Coordinators, two faculty members each for CSD and AIML have been proposed, Dr. Anirban Bose and Prof. Susanta Karmakar of CSE for CSD and Dr. Dinesh Pradhan and Dr. Moumita Pradhan of IT for AIML.

The house applauded HoD (CSE) for the initiative taken by CSE department under his guidance and it was agreed upon that the above two Program Coordinators will be included as members of the Academic Council henceforth.

HoD (CSE) further informed that since syllabus for the CSD course is not available in the MAKAUT website, Prof. Samanta and himself have prepared the syllabus of CSD and have submitted the same to the MAKAUT for approval. The MAKAUT Syllabus Committee Member, Prof. (Dr.) Debasis De, has already discussed with HoD (CSE) and Prof. Samanata in a virtual meeting and as per his suggestion, certain modifications have been made and the syllabus have been further re-submitted.

(b) Introduction of an additional specialization area in MBA program, Health Care Management, from the academic year 2021-22

Prof. (Dr.) Arunava Mookherjee and HoD (FMS) informed the house that the department has approached the MAKAUT through the Principal for giving approval for introduction of one additional specialization area in MBA program, Health Care Management from the academic year 2021-22, in addition to existing four specializations. They further informed the house that since Health Care Management is a booming sector nowadays, they expect that students will be interested to opt for the above specialization, particularly the students studying the BHM course in our sister college, APCBCREC.

(c) Introduction of bridge course in MCA program as per MAKAUT directive

HoD (MCA) informed the house that 3 (three) Students of Category B, who have passed Bachelor of Science, Bachelor of Commerce or Bachelor of Arts with mathematics at 10+2 or at the graduation level were admitted during the year 2020-21. The above students need an additional bridge courses as per the norms of the MAKAUT. They
HoD(MCA) further added that he has approached the MAKAUT through the Principal to inform whether there will be any portal available in makautexam.net for uploading the marks of above 3 MCA Category B students for the said courses and whether the students will get any Certificates for doing a Bridge Course from the University. HoD (Exam) was requested to follow up the matter with COE, MAKAUT in this regard.

8. Status Report of NAAC Accreditation – Fixation of new dates for the visit of Peer Team

NAAC Chairman, Dr. Sanjay Sengupta, informed the house that proposed dates of visit for the NAAC Peer Team is already over and the college have to send another three dates. It was discussed and agreed upon that in view of commencement of admission process for 2021-22 at an early date, all three dates should be given in the first half of September, 2021 itself – 3rd & 4th September (Friday, Saturday), 8th & 9th September (Wednesday, Thursday) and 14th & 15th September (Tuesday, Wednesday).


HoD, EE and HoD, FMS informed the house that the work is going on in full swing in the department and hopefully they will be submitting the SARs by 21st September, 2021 since the Pre-qualifier was submitted on 24th June, 2021, the cut-off date for submission of SARs is 24th September, 2021.

It was decided that before submission, both the departments will give a presentation on SARs criterion-wise to a committee consisting of Principal, Dean (Academics), NAAC Chairman and the Registrar. Dates were fixed for the two programs – 13/08/2021 (for EE) and 14/08/2021 (for MBA). The suggestions/observations of the said committee will be incorporated in the SARs.

10. Status Report of MESIICON 2022

Dean (Academics) informed the house that after formation of the Committee Members for MESIICON 2022, one meeting has been held wherein the functions of different chairs were discussed. It was decided in the said meeting that in the first phase the Organizing Chair, Dr. Rajib Banerjee and the Publishing Chair, Dr. Sabyasachi Chandra will have to start their preliminary work.

Dr. Rajib Banerjee informed the house that they have already approached IEEE Kolkata to sponsor the Conference for which three sets of documents as per the requirement of IEEE are being prepared and hopefully will be submitted by 13th August, 2021. He further informed that a draft letter has been prepared and circulated to invite the distinguished academicians around the World to be the Member of the Technical Program Committee/Advisory Committee for MESIICON 2022.

Prof. Sabyasachi Chandra informed that the website job is in progress. Domain name has been created – mesiicon.in. The Overview page is complete and in running status. Tracks will be finalised by the end of the week.

11. Allocation of faculty members of AEIE
It was discussed that AICTE has approved the closure of the Instrumentation & Electronics Program (earlier named as Applied Electronics & Instrumentation Engineering) w.e.f. 2021-22; as such, the faculty members of the said department are to be relocated to other departments matching with their qualification, Ph.D area, etc. However, they will remain involved in the academic activities of IE Department till all the students are passed out from the said program.

Dean (Academics) being the HoD of the said department informed that after discussing with the faculty members, he has informed the preference of the teachers to the Registrar’s office.

12. Process of Incentive disbursement for publication/student projects/Ph.D supervision

Dean (Academics) informed the house that the General Secretary had issued a Notification on 24th June, 2021 informing the Financial and Administrative Support for Paper Publication by the faculty member himself or jointly with students. Queries have been raised by the faculty members about the modalities for submission of information on publications and consequent monetary incentives.

The matter was discussed and it was agreed that a clear guideline should be given to the faculty member in this regard. A notification will be issued shortly.

13. Restructuring and abolition of various Committees – Academic Council, Anti-Rragging, etc.

As per the directives of various Statutory Bodies like AICTE, MAKAUT, DTE, NAAC, NBA, etc., formation of certain committees are must and the college will abide by the above guidelines. It was discussed and agreed by all that a handful number of Committees should remain functional under which few sub-committees will work. Many insignificant committees will stand abolished henceforth. Principal will issue a notification shortly informing the existence of effective Committees and the Head who will lead the committee and the responsibilities entrusted upon the Committee. However, the head will have the freedom to select other members of the Committee in consultation with Dean (Academics) and the Principal. The Committees may be as follows with re-structuring of the members (if necessary):

i. Academic Council of the college (Central) –
   (i) Central Routine Committee
   (ii) Central Admission Committee
   (iii) University Registration Coordination Cell
   (iv) Induction Programme Committee
   (v) IDEA LAB Committee
   (vi) BCREC Newsletter Committee
   (vii) Appraisal Committee
   (viii) Career Advancement Committee
   (ix) Industry-Institute Interaction Cell
   (x) Scholarship Committee

ii. Departmental Academic Council (DAC) for all departmental activities

iii. Internal Quality Assurance Cell (IQAC) as per NAAC criteria –

iv. NAAC Accreditation Coordination Committee

v. NBA Accreditation Central Coordination Committee
vi. Library Committee

vii. R&D Cell – (i) College Journal Publication Committee

viii. Entrepreneurship Development Cell

ix. Examination Cell

x. Central Purchase Committee-(i) Infrastructure Planning & Support Committee

xi. Extra-curricular Activities Committee –
   (i) NSS Cell
   (ii) NCC Cell
   (iii) Sports & Games committee
   (iv) Cultural Activities Committee
   (v) Students’ Council Coordination Committee
   (vi) Hostel Welfare Committee
   (vii) Alumni Association Coordination Committee

xii. Grievance Redressal Cell –
   (i) Anti-Ragging Committee
   (ii) Disciplinary Committee
   (iii) Internal Complaint Committee (to prevent sexual harassment)
   (iv) SC/ST Committee (as per AICTE criteria)

It was also discussed and decided that a notification will be issued from the office of the Principal shortly with the names of the committee members and the roles and the responsibilities entrusted on the committees.

14. Any other Academic issue(s) with the permission of the chair

Dr. Tribeni Prasad Banerjee, MOOCs Coordinator, was invited in the meeting who highlighted on MOOCs courses. He informed the house that last year during 2019-20 in the NPTEL Examination 537 students had participated, out of that 13 students have been awarded gold category, 202 in elite category, 95 silver category, 100 students in “successful” category and 145 students in “participation” category. In all-India levels, there were 9 toppers among the students and 4 faculty toppers in the college.

During 2020-21, 54 different types of platforms were available to the students. 1429 responses were received for B.Tech (Hons). Courses, out of which 524 responses registered for NPTEL courses, 456 responses for Coursera courses and 21 responses for Nikhil Bharat Council for Massive Open Online courses. Dr. Banerjee further suggested that the Toppers will be encouraged if the College appreciates them through monetary rewards.

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

Prof. (Dr.) Narendra Nath Pathak
Principal (Officiating) & Chairman (Academic Council)
Dr. B. C. Roy Engineering College, Durgapur

Copy to : General Secretary ..for kind information
All Members
Minutes of the Special Meeting of the Academic Council held at Director’s Conference Hall on Saturday, the 14th August, 2021 at 11:00 AM

Members Present:
1. Prof. (Dr.) N.N. Pathak, Principal (Officiating) Chairman
2. Prof. (Dr.) K.M. Hossain, Dean (Academics) Member
3. Prof. (Dr.) Kanchan Chatterjee, HoD (ME) Member
4. Prof. (Dr.) Chandan Koner, HoD (CSE) Member
5. Prof. (Dr.) Suman Bhattacharjee, HoD (IT) Member
6. Prof. (Dr.) Sanjay Sengupta, HoD (CE) Member
7. Prof. (Dr.) Susanta Dutta, HoD (EE) Member
8. Prof. (Dr.) Jayanta Pal, HoD (BSH) Member
9. Prof. (Dr.) Somroop Siddhanta, HoD (FMS) Member
10. Prof. (Dr.) Pabilta Kumar Dey, HoD, MCA Member
11. Prof. (Dr.) Rajdeep Ray, HoD (Exam) Member
12. Prof. (Dr.) Arunava Mookherjee, Professor, FMS Member
13. Prof. (Dr.) Chandan Chattoraj, Professor, ME Member
14. Prof. (Dr.) S. R. Das, TIC (Chemistry) Member
15. Prof. (Dr.) Sashi Bajaj Mukherjee, TIC (Maths) Member
16. Prof. Debadrita Sen, TIC (English) Member
17. Prof. Koushik Senapati, Assoc. Prof. (Maths) Member
18. Dr. Aloke Kahali, Head (Admn) Member
19. Prof. (Dr.) C. K. Ghosh, HoD (R&D) Absent
20. Prof. (Dr.) D Mukherjee, Professor, IT Absent
22. Smt. Ruma Mitra, Registrar Convener

Prof. (Dr.) Narendra Nath Pathak, Principal (Officiating) of the college and Chairman of the Academic Council welcomed all the members in the Special Meeting of the Academic Council and thereafter started the meeting on a single agenda to discuss the Action Taken on Feedback Analysis for faculty members of all the departments as well as the Employers’ Feedback for the academic session 2020-21.

Principal mentioned that the students’ feedback should be analyzed by individual department and Action Taken Report will be prepared by the Departmental Academic Council (DAC) and to be submitted to the IQAC and the Central Academic Council.

Faculty Feedback on Course Curriculum indicates that much more emphasis has to be given on practical exposure, innovative thoughts, critical thinking, analytical
skills alongwith theoretical teaching. The Institute has taken initiative to tie up with big industrial houses so that the students can be provided hands-on training to get the practical exposure by the Industry Experts.

Employers Written Feedback was received by the T&P Department. The Employers were not willing to submit the same through the BCREC website on-line feedback collection system. On the basis of their above feedback, a need was felt to introduce a mechanism for improving students' communication abilities, students’ subject knowledge, negotiate challenges and industry readiness. Accordingly, it was decided that a specific Cell will be created with in-house faculty members of the Humanities Department to give proper training on soft skills to the students. It was also decided in the house that to improve the industry readiness and negotiating challenges, Alumni from different area will be requested to impart their industrial expertise to the present students. It was further decided that after relaxation of pandemic situation, when the students will be coming physically at the campus, more and more industrial visits will be undertaken.

Alumni Feedback on relevance of University Course Curriculum was obtained. It has been observed that 60% of the Alumni felt that there is a gap between the curriculum and the industry requirement. The matter was taken up in the Departmental Academic Councils as well as Central Academic Council and it was decided that from now onwards all the departments should design Add-on Courses and teach the students to learn the theoretical knowledge and practical skills required by the industry. These Add-on courses will be mandatory for the students to make them employable.

Meeting ended with a vote of thanks to the Chair.

Prof. (Dr.) Narendra Nath Pathak  
Principal (Officiating) & Chairman (Academic Council)  
Dr. B. C. Roy Engineering College, Durgapur

Copy to: General Secretary ..for kind information  
All Members
Minutes of the 5th Meeting of the Academic Council held at BOG room, Management House, on Saturday, the 14th March, 2020 at 11.30 AM.

Members Present:

1. Prof. (Dr.) Pijush Pal Roy, Director
2. Prof. (Dr.) Chandan Chattoraj, Dean(Academics)
3. Prof. (Dr.) N.N.Pathak, HOD(ECE)& Dean(SW&A)
4. Prof. (Dr.) Kanchan Chatterjee, HOD (ME)
5. Prof. (Dr.) K.M.Hossain,HOD(AEIE)
6. Prof. (Dr.) Chandan Konar,HOD(CSE)
7. Prof. (Dr.) Raj Kumar Samanta, HOD (IT)
8. Prof. (Dr.) S. Sengupta, HOD (CE)
9. Prof. (Dr.) Susanta Dutta, HOD (EE)
10. Prof. (Dr.) Jayanta Pal, HOD (BSH)
11. Prof. (Dr.) Rajib Roy, HOD (FMS)
12. Prof. (Dr.) D Mukherjee, Adviser(CSE&IT)
13. Prof. (Dr.) C. K. Ghosh, HOD (R&D)
14. Prof. (Dr.) Pabitra Kumar Dey, HOD, MCA
15. Prof.(Dr.) Rajdeep Ray, HOD (Exam)
16. Prof. (Dr.) S. R. Das, TIC (Chemistry)
17. Prof. (Dr.) S. B. Mukherjee, TIC (Maths)
18. Prof. Debadrita Sen, TIC (English)
19. Prof. (Dr.) Arunava Mookherjee, FMS
20. Prof. Koushik Senapati, Assoc. Prof. (Maths)
21. Dr. Alok Kahali, Head (Admn)
22. Commodre Ratnakar Ghosh, Campus Admin.
23. Smt. Ruma Mitra, Registrar

Prof. (Dr.) Pijush Pal Roy, Director and Chairman of Academic Council welcomed all the members in the 5th meeting of the Academic Council.

Before commencement of the meeting agenda-wise, Director briefed the House about the major events took place during last two months of Even Semester 2020. i) At first, Director appreciated the initiatives/hard works undertaken by Prof. (Dr.) Chandan Koner and Prof. (Dr.) Rajib Banerjee and other HODs & faculty members for successfully organizing the IEEE-NCSTSTE A 2020. He briefed the House that 82 papers were received out of which 48 papers were accepted and all such 48 papers were presented during the Conference held on February 7-8, 2020. There were also 11...
Keynote/Plenary addresses by renowned academicians, scientists and industry professionals.

ii) Director further mentioned that the NBA Expert Team have visited the college campus on 22/02/2020 for checking compliance status of ECE and CSE Programs for NBA re-accreditation. It was felt that visiting team was satisfied after inspection of the documents of the two programs.

iii) Director thereafter mentioned that the college journal newly named as "BEST" has been published on-line on 27th February, 2020. Prof. (Dr.) Chandan Ghosh, Head (R&D) and his team had done an excellent job and their efforts were applauded by the House. 12 papers have been published in the first issue. Director also mentioned that efforts are on to enrich the Editorial Board; he has written four letters to renowned personalities abroad and waiting for their response.

iv) Director further informed that "Newsletter (Vol.2 Issue 2) depicting the events of the college from September, 2019 – February, 2020 will be published shortly which is now with the Publisher.

Resolutions adopted in the meeting:

1. Discussion on Continuous Evaluation Process of the University:

HOD, Exam Cell informed the house that as per Schedule of Activities for Even Semester 2020 notified by MAKAUT, the dates of Continuous Evaluation Process are as under:

(i) Evaluation Test (Phase I) from 04/02/2020 to 15/02/2020.
(ii) Evaluation Test (Phase II) from 01/03/2020 to 05/03/2020.
(iii) Evaluation Test (Phase III) from 30/03/2020 to 04/04/2020.
(iv) Evaluation Test (Phase IV) from 27/04/2020 to 30/04/2020.

Director informed that as discussed in the HODs' meeting, mode of Continuous Assessment Process henceforth will be as follows:

(i) \( CA1 \) – Viva Voce
(ii) \( CA2 \) – Assignment (phase-1) and off-line Class Test (phase-2)
(iii) \( CA3 \) – Viva voce (phase-1) and Online Test (phase-2)
(iv) \( CA4 \) – Centralized Test

Director requested the HODs to advise all the faculty members to put the marks of Continuous Evaluation Process after conducting the test mentioned in the above manner. Students should be advised to appear for such tests on mentioned dates notified by the departments, failing which they will not be awarded with the marks for Continuous Evaluation Process.
2. Discussion on Class Attendance:

Director informed that concerned subject teacher should identify the regular absentees and counsel the students to attend classes and consequently inform the respective mentor(s) to take necessary action for the purpose. If needed, the parents may also be informed by the subject teacher and mentor(s). It is the responsibility of both subject teacher and mentor(s) to ensure the students’ attendance. Director emphasized that Mentors will remain accountable for bringing the students in the class.

It was further discussed and decided that the mentors should be responsible to hold mentor-mentee meeting fortnightly and submit a report to the HODs on progress of his/her mentees, which must include the attendance. It was also decided that the mentors must inform his/her mentees that any application addressed to the HOD henceforth should be routed through him/her.

It was discussed in the meeting that the current final year students are also to be counseled by the respective mentors to attend classes regularly with due support of the HOD.

Prof. Koushik Senapati suggested that if total Mentors’ and Mentees’ Lists (with WhatsApp number) may be available in ALL USER mail, it would be helpful for the subject teachers for communication to the Mentors. All the members agreed to the suggestion and it was decided that action will be taken in that direction.

Prof. (Dr.) K. M. Hossain pointed out that our class routines are so tight that students feel bored for consecutive classes and remained absent in the college. To improve the class attendance, he suggested that gap may be provided between the classes and such gaps may be utilized with extra-curricular activities like games, quizzes, debates, music, etc. for relaxing the minds of the students. Class routines may be scheduled accordingly and the students’ attendance may be improved in this manner.

3. Discussion on the suggestions/advice/guidelines given by the Hon’ble Chairman of BOG

It was discussed and decided that top-most priority will be given to improvement of Communication Skill of the students from the commencement of the classes in the First Semester. An all-round and concerted effort will be given by all the faculty members especially by the faculty members of English Department from the Day one. Class room teaching will be provided EXCLUSIVELY in ENGLISH. All the teachers will keep 10-15 minutes aside in the class for students’ interaction/group discussion (GD) on the topics taught in the class. The above method will enable the students to communicate in English.
Dean (Academics) informed the house that faculty members of Humanities Section have prepared an Action Plan to improvise the communication skill of the students. They have characterized the students on the basis of their communication skill, in 2-3 categories like "Good", "Fair", "Average" and "Poor". They will be taking lab-oriented processes in Language Labs through audio-visual aids for upgrading the "Average" and "Poor" categories of students through the methods of GD sessions, JAM sessions, Extempore, Reading, Comprehensions, etc.

It was also decided that for effective control and deliberations, student-section for the first semester will be prepared on merit basis, as suggested by the Chairman of BOG.

It was also discussed that Special Classes are already being arranged giving focus on teaching of fundamental subjects like Basic Mathematics, Basic Electronics, Basic Coding, etc. from the very First Semester to learn about the foundation of engineering subjects, as suggested by the Chairman of BOG.

4. Discussion on creation of two new posts – Dean (Academics) and Dean (Students’ Welfare & Alumni) and formation of two new Committees – Academic Committee & College Hostel Council

Director informed that based on the recommendations of the Systems Study Group, higher authorities of the college has created two new posts – Dean (Academics) and Dean (Students’ Welfare & Alumni) and nominated two senior professors, Dr. Chandan Chatteraj of Mechanical Engineering Department as Dean (Academics) and Dr. N. N. Pathak, Head of ECE Department as Dean (Students’ Welfare & Alumni) to ensure better academic environment in the college.

All the members applauded the above step of the college.

5. Discussion on status of NBA Accreditation

Director informed that on 29th February 2020, Prof. (Dr.) Nirmal B. Hui from NIT, Durgapur, who is an Expert regarding NBA visited both Mechanical and Information Technology Department. Head of Mechanical Engineering Department informed the house that he gave his few suggestions for improving the documentation process and accordingly the department followed it. Prof. Hui again visited the department along with Prof. Partha Pratim Gupta of Chemical Engineering Department and Prof. S. Ghosh of Electrical Engineering Department from NIT, Durgapur, on 7th March, 2020 and they were fully satisfied with the preparation made by ME department for the upcoming visit of NBA Expert Team.
IT department informed that on 18th January, 2020, Prof. Hui visited the department and provided some suggestions. The department has followed his advice and they are waiting for the visit of Prof. S. Bhadra Chaudhuri, who is also an Expert regarding NBA accreditation for IT program.

It was also discussed that proposed five set of dates will expire by the end of March, 2020 and new set of dates will be sent to NBA. as soon as we will be informed.

On an enquiry by the Director, HOD of Electrical Department informed that they will be ready to fill-up the Pre-qualifier by Mid-2020. HOD of FMS informed that after March, 2021 they will be ready to apply for NBA accreditation.

6. Discussion on Virtual Teaching using Google-platform

After discussing with the Dean (Academics) and Dean (SW&A), Director proposed that during the Coronavirus Pandemic, if situation demands, students will be sent back to their homes and following the existing timetable, Virtual Teaching using Google-platform will be implemented. All members readily agreed with the idea and promised to develop the methodology for the same with the help of Mentors and faculty concerned.

7. Discussion on progress of NAAC Accreditation activities of the college

SPOC informed that considering all sections 1-7, 60% of the data has been consolidated and collection/consolidation of remaining 40% data is nearing progress. SPOC further informed that since data/information has been received in scattered manner, a little bit of time is consumed to format the same for uploading in NAAC portal. It is expected that by end-April, 2020, the NAAC committee will start uploading the data in college portal (www.bcrec.ac.in).

SPOC also informed that with the result of 7th semester, data will be uploaded; however on publication of final semester result by August/September, 2020 and on finalization of Audited Account for 2019-20, the full uploading will be completed.

SPOC also requested that IQAC has to be constituted with effect from 2019-20 to fulfill the NAAC requirement.

7. Discussion on any academic-administrative issue raised by any member for discussion

It was noted that in each and every accreditation process, huge data is required from the departments; as such departments are being forced to submit the same data to various committees, which is duplication of work. It was thereafter decided that a
Central Data Processing Unit will be formed who will keep all the data and supply to various committees. Following Faculty/Staff members will be the part of the Unit.

1. Prof. Uday Kumar Banerjee, AP, MCA
2. Prof. Sanjib Kumar Saha, AP, CSE
3. Mr. Saikat Dey, STA, CSE
4. Mr. Kallol Chatterjee, STA, AEIE

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

Prof. (Dr.) Pijush Pal Roy
Director & Chairman (Academic Council)
Dr. B. C. Roy Engineering College, Durgapur

Distribution to:
General Secretary ..for kind information
All Members
Minutes of the 2nd Special Meeting of the Academic Council held at
BOG room, Management House, on Friday, the 5th June, 2020 at 11.30
AM.

Members Present:
1. Prof. (Dr.) Pijush Pal Roy, Director 
   Chairman
2. Prof. (Dr.) Chandan Chattoraj, Dean(Academics) 
   Member
3. Prof. (Dr.) N.N.Pathak, HOD(ECE)& Dean(SW&A) 
   Member
4. Prof. (Dr.) K.M.Hossain, HOD(AEIE) 
   Member
5. Prof. (Dr.) Chandan Konar, HOD(CSE) 
   Member
6. Prof. (Dr.) Raj Kumar Samanta, HOD(IT) 
   Member
7. Prof. (Dr.) S. Sengupta, HOD(CE) 
   Member
8. Prof. (Dr.) Susanta Dutta, HOD(EE) 
   Member
9. Prof. (Dr.) Jayanta Pal, HOD(BSH) 
   Member
10. Prof. (Dr.) Rajib Roy, HOD(FMS) 
    Member
11. Prof. (Dr.) D Mukherjee, Adviser(CSE&IT) 
    Member
12. Prof. (Dr.) C. K. Ghosh, HOD (R&D) 
    Member
13. Prof. (Dr.) Pabitra Kumar Dey, HOD, MCA 
    Member
14. Prof.(Dr.) Rajdeep Ray, HOD(Exam) 
    Member
15. Prof. (Dr.) S. R. Das, TIC (Chemistry) 
    Member
16. Prof. (Dr.) S. B. Mukherjee, TIC (Maths) 
    Member
17. Prof. Debadrita Sen, TIC (English) 
    Member
18. Prof. (Dr.) Arunava Mookherjee, FMS 
    Member
19. Prof. Koushik Senapati, Assoc. Prof. (Maths) 
    Member
20. Dr. Aloke Kahali, Head (Admn) 
    Member
    Member
22. Smt. Ruma Mitra, Registrar 
    Convener

Prof. (Dr.) Pijush Pal Roy, Director and Chairman of Academic Council
welcomed all the members in the 2nd Special meeting of the Academic
Council to discuss the Action Taken on Feedback Analysis as mentioned in
the 1st Special Meeting of Academic Council held on 25.05.2019 regarding
the Feedback Analysis.

Regarding Students' Feedback, it was noted that following four
seminars/workshops were organized by the college with the initiative of
CSE/IT departments to raise much more awareness on relevant softwares.
<table>
<thead>
<tr>
<th>Android based robotics</th>
<th>16th November 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise Architecture and its Security</td>
<td>21st January 2020</td>
</tr>
<tr>
<td>Machine learning python</td>
<td>2nd May 2020</td>
</tr>
<tr>
<td>Blockchain</td>
<td>11th May 2020</td>
</tr>
</tbody>
</table>

Consequent to the above, students' feedback improved for engineering branches.

Campus Administrator informed that canteen facility has been augmented and new infrastructure has been created to meet the students' need which is also showing positive trend.

Regarding Faculty Feedback, with the introduction of new syllabus and the more emphasis provided by the college on MOOCs courses, the sentiment of the faculty members also improved regarding the course and curriculum.

Keeping in mind the industrial requirements and verbal feedback received from the employers, a need was felt to introduce a mechanism for preparation of the CVs of each student. Accordingly, the CV of each student is prepared and preserved under the supervision of the in-house placement cell of the college.

Meeting ended with a vote of thanks to the Chair.

Prof. (Dr.) Pijush Pal Roy  
Director & Chairman  
Academic Council

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