



# BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

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(Approved by AICTE, New Delhi and Affiliated to Maharaja Ranjit Singh Punjab Technical University, Bathinda)

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## Internal Quality Assurance Cell (IQAC)

Ref. No.: BFCET/IQAC/MoM/12/4

November 2, 2021

### MINUTES OF MEETING

The 12<sup>th</sup> IQAC meeting of Baba Farid College of Engineering and Technology was held on November 2, 2021, through online mode on Zoom. The meeting was chaired by **Prof (Dr) Jayoti Bansal**, Chairperson, IQAC.

**The following members were present during the meeting:**

S. No	Name of the member	Designation	Status in IQAC
1.	Dr Jayoti Bansal	Principal	Chairperson, IQAC
2.	Dr Manish Goyal	Professor	Administrative Officers
3.	Dr Manish Gupta	Professor	Administrative Officers
4.	Dr Tejinderpal Singh Sarao	Professor & Dean R&D	Administrative Officers
5.	Er Kovid Sharma	Dean Placement	Administrative Officers
6.	Er Hardeep Singh	DAA & DSW	Senior Faculty Member
7.	Er Harsimran Singh	HoD EE & Dean Consultancy	Senior Faculty Member
8.	Er TanuTaneja	HoD CE & Dean Admissions	Senior Faculty Member
9.	Dr Nimisha Singh	HoD CSE & Dean Training	Senior Faculty Member
10.	Er Pankaj Mittal	Assistant Professor	Co-coordinator, IQAC
11.	Dr Kanwaljeet Kaur	Associate Professor	Senior Faculty Member
12.	Dr Manpreet Singh	Assistant Professor	Senior Faculty Member
13.	Er Harleen Kaur	Assistant Professor	Senior Faculty Member
14.	Er Vineet Garg	Alumnus	Alumnus
15.	Er Pargat Singh	Alumnus	Alumnus
16.	Er Dilpreet Singh	Alumnus	Alumnus
17.	Mr Kunal Singla	Student of 7 <sup>th</sup> Semester ME	Student
18.	Ms Parul Sharma	Student of 7 <sup>th</sup> Semester CSE	Student
19.	Ms Arshdeep Kaur	Student of 7 <sup>th</sup> Semester CE	Student
20.	Mr Talwinder Singh	Student of 7 <sup>th</sup> Semester ME	Student
21.	Er Satish Goyal	Industry Person	Expert
22.	Prof (Dr) Sandeep Grover	Academician	Expert
23.	Prof (Dr) Vikas Chawla	Academician	Expert

Er Priya Mittal welcomed all members present in the meeting and the Coordinator of IQAC delivered the presentation in front of the house. The following agenda points were discussed.

**Agenda Points:**

1. Confirmation of minutes of previous IQAC meeting
2. Action taken report of the previous meeting
3. Research & Development
4. Academic and Administrative Audit (AAA)
5. Mechanism to identify advanced & slow learners
6. Calendar (IQAC/Academic/Activity/Placement)
7. Certificate Courses
8. Feedback analysis and action taken report
9. IQAC Initiative
  - i. Financial assistance for research project grant policy
  - ii. Student club formation in association with professional bodies
  - iii. Live project funds to students
  - iv. Grants/Funds/Seed Money from Government agencies (UBA)
10. Any other agenda with the permission of chair

**Agenda Point 1. Confirmation of minutes of previous IQAC meeting**

**Resolution:** The IQAC coordinator presented the minutes of the previous IQAC meeting to the members. The same was unanimously confirmed by the house. The presentation has been appended herewith.

**Agenda Point 2. Action taken report of the previous meeting**

**Resolution:** The IQAC coordinator presented the action taken report of the previous meeting which was organized on July 23, 2021. The same was unanimously confirmed by the house. The presentation has been attached herewith.

**Agenda Point 3. Research & Development**

**Resolution:** The IQAC coordinator presented the progress report and action plan of Research & Development works of last semester and current semester respectively.



- Prof (Dr) Sandeep Grover & Prof (Dr) Vikas Chawla appreciated the Patent and Live & Research project initiatives under BFCET Banner to sharpen the innovative skills among the students.
- Prof (Dr) Vikas Chawla further suggested to add only SCI/Scopus indexed publications in Project evaluation performa and he added to go for certification or awards for the project to encourage the innovators.

<b>Action Required-</b> To update the evaluation performa as cited above.
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<b>Responsibility-</b> Dr Tejinder Pal Singh Sarao, Dean R&D
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- Prof (Dr) Sandeep Grover appreciated financial assistance for research project grant Policy for PhD holder faculty. But he advised to exercise the word **seed money** to faculty instead of grant and further guided to apply these projects to Government agencies for financial assistance.

<b>Action Required-</b> To revised the policy name as cited above.
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<b>Responsibility-</b> Dr Tejinder Pal Singh Sarao, Dean R&D
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- IQAC members apprised has approved the Consultancy Policy and appreciated the efforts of the consultancy cell for newly allotted projects.

<b>Action Required-</b> Approved Policy must be circulated among all concerned for further perusal.
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<b>Responsibility-</b> Er Harsimran Singh, Dean Consultancy
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#### **Agenda Point 4. Academic and Administrative Audit (AAA)**

**Resolution:** The IQAC coordinator presented the analysis report of Academic and Administrative Audit and also shared the major aspects of AAA. The same was unanimously confirmed by the house.

<b>Action Required-</b> Prepare for the current semester accordingly
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<b>Responsibility-</b> All HoDs
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#### **Agenda Point 5. Mechanism to identify advanced & slow learners**

**Resolution:** The IQAC coordinator presented a mechanism to identify advanced & slow learners.

- Prof (Dr) Vikas Chawla advised to review the mechanism to identify advanced & slow learners from the new entrants. He also suggested eliminating 10+2 marks for categorization of the same.
- Prof (Dr) Sandeep Grover advised not to tag students as advanced or slow learners. He further added to categorize the students according to their skillset and then plan the activities for the holistic development as demarcated in NEP-2020.

<b>Action Required-</b> To propose revised draft for mechanism to identify advanced & slow learners as per the suggestion received
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<b>Responsibility-</b> Er Hardeep Singh, DAA & Dr Kanwaljeet Kaur
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#### **Agenda Point 6. Calendar (IQAC/Academic/Activity/Placement)**

**Resolution:** The IQAC coordinator presented the calendar for affairs that fall under IQAC/Academic/Activity/Placement. Experts well appreciated the separate calendar approach.

<b>Action Required-</b> To execute as per plan and maintain proper record
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<b>Responsibility-</b> All concerned coordinator for the same.
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#### **Agenda Point 7. Certificate Course**

**Resolution:** The IQAC coordinator presented the list of certificate courses offered in the current semester and the house approved the same.

#### **Agenda Point 8. Feedback analysis and action taken report**

**Resolution:** The IQAC coordinator shared the analysis and action taken report of feedback received from all stakeholders on curriculum and the same was taken on record by the house.

#### **Agenda Point 9. IQAC Initiatives**

**Resolution:** The IQAC coordinator presented new initiatives taken by IQAC for the nourishment of students and faculty through the students' club, live & research project grant scheme and financial assistance for research project grant Policy up to Rs. 2.00 Lakh to PhD holder faculty of the institution. The house appreciated the efforts done by IQAC and also congratulated for UBA scheme. Prof (Dr) Sandeep Grover advised to strengthen these club with more engagement of students and added that faculty should act as an advisor only and office bearer should be the students.



**Agenda Point 10. Any other agenda with the permission of the chair**

- **Ranking & MoUs with nearby industries:** The Coordinator IQAC presented rank earned by the institution and also shared that ARIIA ranking work is aligned. Prof (Dr) Sandeep Grover & Prof (Dr) Vikas Chawla congratulated the faculty & students of the institution. Further Er Satish Goyal appreciated the efforts taken by the institution for collaboration with nearby or local industries to strengthen the academia-industry relations.

**Action Required- Do apply for Ranking**

**Responsibility- Dr Kanwaljeet Kaur**

- **Internships/Training:** The Coordinator IQAC presented the statistics of Internships/Training and the house appreciated the same.
- **Mentoring System:** The Coordinator IQAC presented the Mentor-Mentee register and the effort was appreciated by the house. Further Prof (Dr) Sandeep Grover suggested to design a Mentor-Mentee booklet containing basic details of Mentees, procedure and other requisite details and added that record should be on Goggle drive for easy access and attached Geotag pictures of activities and Mentor-Mentee ratio should be 1:15.

**Action Required- Proceed as per suggestion received**

**Responsibility- All HoDs**

- IQAC Chairperson apprised the members that Dr Rajendra Joshi (Industry Person), Er Pankaj Mittal (Co-coordinator, IQAC), Dr Manpreet Singh (Assistant Professor, BFCET) and Mr Kunal Singla student of 7<sup>th</sup> semester ME are the new member of the IQAC. The house unanimously approved the same.

**The meeting was concluded with a vote of thanks by Dr Tejinderpal Singh Sarao.**

  
**Er Pankaj Mittal**  
**Co-coordinator**

  
**Dr Jayoti Bansal**  
**Chairperson**

**CC to: -**

- Hon'ble Chairman, BFCET for information pls
- IQAC Co-coordinator for record and action
- All IQAC Members for information.