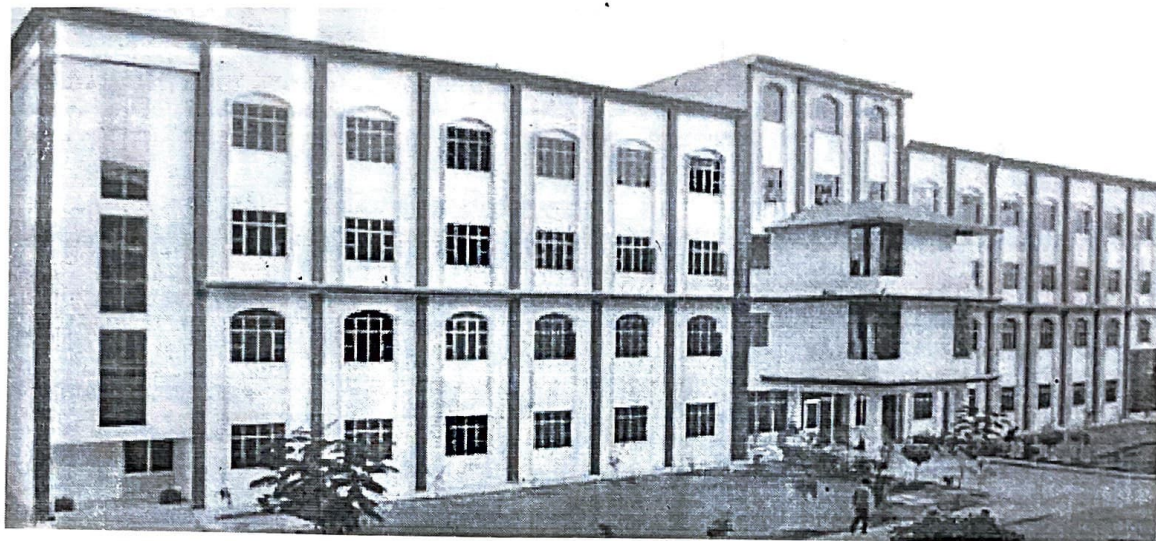




**BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY**

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## **Academic and Administrative Audit Report (Session 2020-21)**

Prepared By:

**Internal Quality Assurance Cell**



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Evaluation of academic and administrative performance was done at BFCET from September 6<sup>th</sup> to September 7<sup>th</sup>, 2021. This evaluation's goal was to rate the college's performance in a number of academic and administrative areas and offer suggestions for development. This report also summarizes significant occurrences, successes, and difficulties from this time period.

### The Audit Committee:

- |  |                   |
|--|-------------------|
| 1. Dr. Naresh Kumar Garg, Professor, GZSCCET, Bathinda       | (External Member) |
| 2. Dr. Naveen Singla, Associate Professor, GZSCCET, Bathinda | (External Member) |
| 3. Dr. Manish Bansal, Vice-Principal, BFC                    | (External Member) |

## Observations

### Curricular Aspects

- The college effectively implements the curriculum as per the academic calendar.
- Faculty members are adequately qualified and competent to deliver the curriculum.
- There is an appropriate student-faculty ratio to ensure effective teaching and learning.
- The college encourages active learning methods, including seminars, workshops, and practical experiences.
- To carry out varied curricular and extracurricular activities, all departments closely adhered to the academic calendar and activity planner.
- The use of ICT tools for teaching and learning is prevalent.
- Self-Learning is supported through the Add on Courses and Value-Added Courses.
- The college offers a diverse range of certificate courses catering to the needs of students from various backgrounds.
- The particular SoPs are produced for the planning and execution of Certificate course. However, there is a need to regularly assess the relevance and demand for existing courses.
- All certificate courses are developed with input from a variety of stakeholders, including alumni, business leaders, and students.



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- To maintain currency, the college should consider introducing new courses or updating existing ones to reflect changing industry demands and academic advancements.
- The students are given the chance to learn the skill of executing an In House and Industrial Project.
- The specialized SoPs are produced with the involvement of industry for the planning and execution of various projects.
- The audit team noted a need for increased industry interactions and internships to bridge the gap between academia and industry.

### **Teaching- Learning and Evaluation**

- Faculty members demonstrated a good level of competence in their respective fields.
- Teaching methods included lectures, group discussions, seminars, and practical sessions.
- Need to use an adequate use of ICT tools for teaching.
- The college promotes student engagement through various co-curricular and extracurricular activities.
- The students should be engaged in various problem-based projects.
- Student feedback mechanisms are in place, and improvements have been made based on feedback.
- The evaluation process is comprehensive, including continuous assessment, mid-term exams, and final exams.
- Transparency in evaluation procedures was observed.
- Assessment outcomes are communicated effectively to students.
- Number of Ph.D. faculty members is very less in all the departments.
- The Co-Pos are well prepared, mapping is done and attainment is calculated. However, Co-Pos should be displayed in all the departments.

### **Research and Innovations**

- Collaboration with CUP Bathinda is operational, and a few research ideas have been presented to government organizations. Additionally, colleges collaborate with businesses to carry out a variety of research projects.





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- Collaboration efforts have been fruitful, but opportunities for further engagement can be explored.
- Efforts to secure external funding for research projects need further enhancement.
- The research publications of faculty and students are not good in number.
- The college has initiated several programs to promote innovation and entrepreneurship among students and faculty.
- The college has taken significant steps to foster a research-oriented environment.
- Adequate research infrastructure is in place, although additional investments may be needed.
- Support for patent filing and IP management is essential and requires improvement.
- College engages in a suitable number of extension programmes. Sensitization campaigns involving students from certain communities might be planned methodically.

### **Infrastructure and library**

- BFCET boasts a spacious and well-maintained campus, featuring lush greenery and adequate parking facilities.
- The academic buildings are in good condition, providing a conducive environment for learning.
- The maintenance of facilities such as classrooms, laboratories, and administrative offices is commendable.
- The college provides well-equipped classrooms with modern teaching aids.
- Laboratories are well-maintained, and necessary equipment is available for practical sessions.
- The college offers hostel facilities for students, and they are well-maintained and secure.
- BFCET provides a range of sports facilities, including playgrounds, indoor sports arenas, and a gymnasium.
- The college library is spacious and well-ventilated.
- Library is accessible to students and faculty, providing a suitable environment for study and research.
- Need to promote the library usage among students through awareness campaigns and orientation programs.



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### **Student Support and Progression**

- The college offers counselling and career assistance services. However, career advice needs to be more intense if we want to increase performance in competitive tests.
- The institute is trying to improve the students' soft skills and communication abilities. Still, there is need for more promotion of skill development. Collaborations with outside organizations like the Indian Skill Development Corporation are possible.

### **College Governance**

- The college has a well-defined governance structure with clearly defined roles and responsibilities for various stakeholders.
- The leadership team, including the Principal and the Governing Body, is actively involved in the decision-making process.
- The college follows a systematic and transparent decision-making process.
- Meetings of various committees and governing bodies are held regularly to ensure timely decision-making.
- The college demonstrates a high level of transparency in its operations and financial management.
- There is a mechanism in place for monitoring and reporting on the utilization of funds.
- The college has documented policies and procedures in place for various aspects of governance, such as recruitment, promotion, and financial management.
- Conferences, workshops, seminars, FDPs, PDPs, administrative training programmes, and membership fees for professional organizations are all financially supported for teachers to attend.
- The IQAC's Quality Initiatives and Future Plans are clearly laid forth.
- Standard lesson plans, timetables, academic planners, activity planners, activity reports, feedback from all stakeholders, statements of principles for certificate courses and projects, ongoing evaluations, result analyses, etc. have all been developed by IQAC.



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### Overall Suggestions

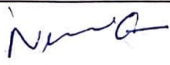

- Formulate a Curriculum Development Committee to oversee curriculum revisions and improvements.
- Conduct regular reviews of existing certificate courses to ensure relevance and currency.
- Promote innovative teaching methodologies and facilitate faculty development programs.
- Strengthen the internal quality assurance mechanism for assessments and evaluations.
- Invest in the latest educational technologies and software to enhance the quality of teaching.
- Ensure the library remains up-to-date with relevant academic materials.
- Establish a mentoring system to guide students in their academic journey.
- Increase efforts to secure external research grants and funding through collaborations and partnerships.
- Strengthen innovation and entrepreneurship programs, providing mentorship and resources to students and faculty.
- Promote inter-disciplinary research and collaboration with industry to address real-world challenges.
- Continuously upgrade research infrastructure and facilities to meet evolving research needs.
- Encourage faculty and student participation in conferences, workshops, and seminars.
- Provide comprehensive support for patent filing and the management of intellectual property.
- Continue the regular maintenance of all infrastructure facilities to ensure their longevity.
- Maintain the momentum in updating and diversifying the library collection.
- Strengthen academic support services by providing additional resources for tutoring and mentoring programs.
- Enhance career guidance and placement support through collaboration with industry partners.
- Invest in upgrading and expanding academic facilities and resources.
- Consider implementing a feedback mechanism for continuous improvement based on student input.





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- Review and update policies related to student support and progression to align them with current best practices.
- Continuously monitor and improve transparency and accountability mechanisms.
- Regularly update and review governance policies and procedures.
- The IQAC should ensure and take steps to improve instructors' ability to engage with students.
- It should be emphasized that the IQAC serves as the campus's quality command centre and as such, should provide sensible functional instructions.

Committee Member	Signature
Dr. Naresh Kumar Garg	
Dr. Naveen Singla	
Dr. Manish Bansal	