



Academic and Administrative Audit Report (Session 2022-23)

Prepared By:

Internal Quality Assurance Cell



Academic and Administrative evaluation conducted at BFCET from July 3rd to July 4th, 2023. The purpose of this evaluation was to assess the college's performance in various academic and administrative areas and make recommendations for improvement. Also, this report highlights key events, accomplishments, and challenges during this period.

The Audit Committee:

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| 1. Dr. Jaskaran Singh Bhullar, Principal, MIMIT, Malout | (External Member) |
| 2. Dr. Kulwinder Singh, Principal, BMSCIT & LS | (External Member) |
| 3. Dr. Manish Bansal, Vice-Principal, BFC | (External Member) |

Observations

Curricular Aspects

- Self-Learning is promoted through the Add on Courses and Value Added Courses.
- The specific SoPs are prepared for the planning and execution of Certificate course.
- All the certificate courses are planned by taking the suggestions from various Stakeholders such as Alumni, Industry and Students.
- Over and above the syllabus, the certificate courses are offered in the industrial automation lab established by FESTO India Pvt. Limited, AI Lab established by Intel and IOT Lab established by EdGate Technologies.
- The Students are given opportunity to learn the art of doing a Project In House and Industrial Project.
- The specific SoPs are prepared with the involvement of industry for the planning and execution of various projects.
- Placement Oriented Courses such as Optimization Techniques, Soft Skills and Communicative Skills are offered along with the curriculum prescribed by the University.



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- Academic calendar and activity planner has been strictly followed by all the departments to perform various curricular and extra-curricular activities.
- Feedback mechanism has been performed and completed with proper directions from IQAC.
- Feedback Analysis Report has been shared with the respective departments.

Teaching- Learning and Evaluation

- Professional skill development program of the teaching and non-teaching faculty has been initiated and monitored to ensure the higher level of education in the campus.
- The experiential learning to the students of all the departments is being given using various ICT tools by involving them in live projects/major projects, institutional and industrial trainings, impact lectures/ workshops by industry experts, industrial Visits, and field visits/survey.
- Students are insisted to join various peer to peer learning program, group activities, workshops/ conferences, MOOCS and PDPs for their participative.
- The students are engaged in various problem based projects and in outcome, 21 patents have been published and also 02 startups in incubation.
- For the effective learning of students, all the departments are being used smart board in the class rooms.
- Number of Ph.D faculty members is very less in all the departments.
- The Co-Pos are displayed in all the departments, mapping is done and attainment is calculated.
- Internal Assessment is shown to the students after the semester.

Research, Innovations and Extension

- Collaborations with CUP Bathinda, AIIMS Bathinda and with many more are functional, couple of research projects are submitted to Government agencies. College also conducts various research activities with the collaboration of industries.
- The research publications of faculty and students are not good in number.



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- The Innovation centre is encouraging research and development with a student-centered approach. All departments has been initiated the idea generation and design thinking through the R&I cell.
- College research policy has been effectively implemented on Research projects and Publications by the Faculty members.
- Quite a good number of extension activities are undertaken by college. Sensitization programmes involving students in identified communities could be systematically organized.
- MOUs with various institutes/organizations/industries such as EdGATE Technologies Pvt Ltd, Step2gen Technologies Pvt Ltd., Anvium Solution Infowiz Software Solution, Varahas Tecnologies, Merla Wellhead Solutions, Klocrix Bussiness Solutions Pvt. Ltd. , etc. have been signed. Every MoU has been active with at least one performed activity as per the agreement.
- Various research and extension activities are being organized with the collaboration of FESTO India Pvt. Limited, Intel and EdGate Technologies.

Infrastructure and library

- Staff rooms/ work environment of certain departments needs to be augmented.
- The institute has ICT enabled Seminar halls, ICT enabled Class Rooms.
- The institute has Wi-Fi enabled class rooms in all the Blocks.
- In the library the Wi-Fi facility is available.
- The overall ambience of the college library is good.
- Appreciable efforts are taken to provide a better ambience for reading.
- Usage of library by the faculty members should be enhanced.
- Sports ground and Gym facility is available in the campus.
- The quality maintenance of lab facilities in most of the departments is appreciable. However, the quality of equipments and cleanliness must be given more attention.

Student Support and Progression

- Career guidance and counselling sessions are conducted by the college. But career counselling must be intensified to improve the attainment in competitive exams.



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- The institute is working for the enhancement of soft and communication skills of the students. Still skill development has to be promoted further. There can be collaborations with external agencies like Skill Development Corporation of India.
- A Career Assistance centre may be formed to extend support to students for international exams like IELTS/TOEFL, GATE, GMAT, CAT, GRE and NET.
- The institute has registered Alumni Association under Societies Act and various expert lectures of alumni are being conducted by the all departments.
- Appropriate funds are denoted by the alumni for the welfare of the institute.
- Different committees have been constituted to solve the various grievances of the students.

Governance

- Vision and Mission of the Institution is formulated.
- Every faculty member is involved in one of the various statutory committees/ cells and BOG executed by the institute.
- Some students and alumni of the institute are also the part of IQAC and other statutory committees.
- A development plan and a policy document exist, with timely implementation.
- Sufficient welfare measures are provided to the staff.
- Teachers are provided with financial support to attend conferences, workshops, Seminars, FDPs, PDPs, administrative training programs and towards membership fee of professional bodies.
- Various faculty development program and administrative training program has been initiated for the self development of the entire teaching and non-teaching faculty.
- Quality Initiatives and Future Plans of IQAC are well charted.
- IQAC has been planned standard formats for lesson plan, time table, academic planner, activity planner, activity reports, feedback of all stockholders, SoPs for certificate courses and projects, continuous evaluation, outcome analysis etc.



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Institutional Values

- Various activities for the promotion of gender equity are being organized through women development cell.
- The Institute has displayed emergency contact numbers on the notice boards in each block in college campus as well as on website.
- 24*7 Ambulance Services are available in the premises to tackle medical emergencies.
- The Institute provides secure residential facility for out stationed girls in the hostel.
- CCTV cameras have been installed at all major locations to cover the whole institute to monitor activities.
- Good RO Water Facility is provided to all the students and staff members.
- State wise various festivals and cultural programs have been organized by the institute.



Overall Suggestions

- A board of studies shall be constituted to monitor and finalize the syllabus of Add on Courses and Certificate Courses.
- It is suggested that a monitoring committee may be formed to assess the quality and need of Add on/ certificate courses offered from the institution.
- Systematic planned training should be given to all teachers on all areas of academic and extra-academic requirements.
- All teachers should be insisted to complete Ph.D in a stipulated time.
- National and International exposure of teachers are highly suggested.
- Continuous evaluation/formative assessment should be implemented to monitor the learning process.
- A research culture should prevail in the campus.
- The Students are encouraged to take up Research in their respective domains.
- The publications of faculty and students should be improved.
- Research activities are not promoted effectively in the campus. More research centers are suggested.
- College should look into possibilities of collaborations with institutions for new areas of study as per the NEP.



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- A career assistance centre may be formed to extend support to students for international exams like IELTS/TOEFL, GATE, GMAT, CAT, GRE and NET.
- More common rooms shall be provided for the students.
- A set of teachers can be trained for dedicated counselling.
- Training should be given in strengthening e-governance.
- More training shall be given to improve the IT skills of the administrative staff.
- Soft Skills training shall be provided to enhance staff-student, staff-faculty relationships yearly.
- IQAC should ensure and take initiatives to enhance the interactive capacity of teachers.
- It should be noted that the IQAC is the quality command centre of the campus and therefore should give appropriate functional directives.
- There should be a common institutional format for documentation regarding student participation and attendance list, Geo-tagging, and report of various events.

Committee Member	Signature
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