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# BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

Muksar Road, Bathinda-151001, Punjab (INDIA)

(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/15/04

September 25th, 2023

### MINUTES OF MEETING

The quarterly IQAC meeting of Baba Farid College of Engineering and Technology was held on September 25th, 2023. The meeting was chaired by Prof (Dr.) Jayoti Bansal, Chairperson, IQAC.

The following members were present during the meeting:

Internal Quality Assurance Cell (IQAC)			
(Session 2023-24)			
S. No	Category	Name of the member	College Designation
1	Chairperson	Dr Jayoti Bansal	Principal
2	Coordinator	Dr Manish Gupta	Faculty Member
3	Administrative Officers	Dr Tejinder Pal Singh Sarao	Faculty Member
4		Er. Navdeep Kochhar	Faculty Member
5		Dr Kanwaljeet Kaur	Faculty Member
6		Er Kovid Sharma	Faculty Member
7	Senior Faculty Members	Er Hardeep Singh	Faculty Member
8		Dr Parvinkal Singh Mann	Faculty Member
9		Er Sunil Kumar Nagpal	Faculty Member
10		Er TanuTaneja	Faculty Member
11		Dr Nimisha Singh	Faculty Member
12		Dr Suman Rani	Faculty Member



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**Internal Quality Assurance Cell (IQAC)**

13		Er Pankaj Mittal	Alumnus
14	Alumni	Er Pargat Singh	Alumnus
15		Er Jashan	Alumnus
17	Students	Ms Shweta Shukla, EE 7th Sem	Student
18		Ms Gagandeep Kaur, CE 5th Sem	Student
19		Mr Davinder Singh ME 7th Sem	Student
20		Mr. Rushil Gupta, CSE 7th Sem	Student
21	Management Representative	Mr. Jasvir Singh Uppal	-
22	Industry Persons	Mr Gurpreet Singh	-
23		Mr Girish H.	-
25	Academician	Prof (Dr) Sandeep Grover	-
26		Prof (Dr) Vikas Chawla	-

**Agenda points of the Meeting:**

1. Confirmation of minutes of previous IQAC Meeting.
2. Action taken report of previous meeting.
3. Calendar (IQAC/Academic/Activity/Placement)
4. Academic and Administrative Audit (AAA)-Session 2022-23
5. Feedback analysis and action taken report
6. IQAC Initiatives
7. Suggestions from Experts Regarding NAAC peer team visit.
8. Any other agenda with the permission of the chair.



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**Internal Quality Assurance Cell (IQAC)**

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**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 all the present members. The presentation has been attached 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 held on March 12, 2023. The same was unanimously confirmed by the all-present members. The presentation has been attached herewith.

**Agenda Point 3. Calendar (IQAC/Academic/Activity/Placement)**

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

**Agenda Point 4. Academic and Administrative Audit (AAA)-Session 2022-23**

**Resolution:** The IQAC coordinator presented the members with the audit report of Academic and Administrative Audit (AAA)-Session 2022-23. The same was unanimously confirmed by the house.

**Agenda Point 5. Feedback analysis and action taken report**

**Resolution:** The IQAC coordinator apprised the members about feedback analysis and proposed actions of the feedback analysis. The members approved the same.

**Agenda Point 6. IQAC Initiatives**

**Resolution:** The IQAC coordinator shared the IQAC initiatives such as setting up of "IoT Centre of Excellence" in Collaboration with Edgate Banglaru and Innovation lab. All IQAC members appreciated the initiatives.

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## Internal Quality Assurance Cell (IQAC)

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### Agenda Point 7. Suggestions from Experts Regarding NAAC peer team visit.

**Resolution:** IQAC members shared their suggestions regarding Principal/HOD presentations and other preparations regarding the visit of NAAC peer team visit.

### Agenda Point 8. Any other agenda with the permission of the chair.

**Resolution:**

IQAC Chairperson appraised the members about new IQAC members. She also appraised about the ongoing preparations for NAAC peer team visit.

The meeting was concluded with a vote of thanks by Dr. Manish Gupta, IQAC Coordinator of BFCET.

Dr Manish Gupta

IQAC Coordinator

Dr Jayoti Bansal

Chairperson

**CC to: -**

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



## BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

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### Internal Quality Assurance Cell (IQAC)

Ref. No.: BFCET/IQAC/MoM/14/04

March 12th, 2023

#### MINUTES OF MEETING

The quarterly IQAC meeting of Baba Farid College of Engineering and Technology was held on March 12th, 2023. The meeting was chaired by Prof (Dr.) Jayoti Bansal, Chairperson, IQAC.

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

S. No	Category	Name of the member	College Designation
1	Chairperson	Dr Jayoti Bansal	Principal
2	Coordinator	Dr Manish Gupta	Faculty Member
3	Administrative Officers	Dr Tejinder Pal Singh Sarao	Faculty Member
4		Er. Navdeep Kochhar	Faculty Member
5		Dr Kanwaljeet Kaur	Faculty Member
6		Er Kovid Sharma	Faculty Member
7	Senior Faculty Members	Er Hardeep Singh	Faculty Member
8		Dr Parvinkal Singh Mann	Faculty Member
9		Er Sunil Kumar Nagpal	Faculty Member
10		Er Tanu Taneja	Faculty Member
11		Dr Nimisha Singh	Faculty Member
12		Dr Suman Rani	Faculty Member
13	Alumni	Er Pargat Singh	Alumnus
14		Er Jashan	Alumnus
15	Students	Ms Shweta Shukla, EE 7th Sem	Student
16		Ms Gagandeep Kaur, CE 5th Sem	Student
17		Mr Davinder Singh ME 6th Sem	Student
18	Management Representative	Mr. Jasvir Singh Uppal	-
19	Industry Persons	Er H.S. Cheema	-
20		Mr Gurpreet Singh	-
21		Mr Girish H.	-
22	Academician	Prof (Dr) Sandeep Grover	-
23		Prof (Dr) Vikas Chawla	-



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### Internal Quality Assurance Cell (IQAC)

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#### Agenda points of the Meeting:

1. Confirmation of minutes of previous IQAC Meeting.
2. Action taken report of previous meeting.
3. Live/Major projects
4. Calendar (Academic/Activity)
5. Certificate Courses
6. Approval of Vision/Mission/PEOs/PSOs
7. Indirect attainment
8. Best practice and distinctiveness
9. Filling of NAACSSR
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 all the present members. The presentation has been attached 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 held on July 27, 2022. The same was unanimously confirmed by the all-present members.

#### **Agenda Point 3. Live/Major projects**

**Resolution:** The IQAC coordinator shared the lists of completed live/major/research projects done in 2022-23 (Oddsession) along with expected outcomes. The same was unanimously confirmed by the house.

#### **Agenda Point 4. Certificate Courses finalization for next semester**

**Resolution:** The IQAC coordinator presented the list of certificate courses proposed for next session. The house approved the same.

#### **Agenda Point 5. Calendar (Academic/Activity)**

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

#### **Agenda Point 6. Approval of Vision/Mission/PEOs/PSOs**

**Resolution:** The IQAC coordinator shared the finalized Vision/Mission/PSOs of departments after incorporating the suggestions of experts. Members appreciated same.



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### Internal Quality Assurance Cell (IQAC)

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#### **Agenda Point 7. Indirect attainment**

**Resolution:** The IQAC coordinator apprised the members about methods of indirect attainment as suggested in previous meeting. All members appreciated same.

#### **Agenda Point 8. Best practice and distinctiveness**

**Resolution:** The IQAC coordinator apprised the members about finalization of best practice and distinctiveness of the institute after incorporating the suggestions of experts given in previous meeting.

#### **Agenda Point 9. Filling of NAACSSR**

**Resolution:** The IQAC coordinator the members about status of NAACSSR. The same was appreciated by the house.

**The meeting was concluded with a vote of thanks.**

**Dr Manish Gupta**  
**Coordinator**

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

#### **CC to: -**

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



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## Internal Quality Assurance Cell (IQAC)

Ref. No.: BFCET/IQAC/MoM/13/04

July 27th, 2022

### MINUTES OF MEETING

The 13<sup>th</sup> IQAC meeting of Baba Farid College of Engineering and Technology was held on July 27th, 2022, through hybrid mode on Google Meet. The meeting was chaired by Prof (Dr.) Jayoti Bansal, Chairperson, IQAC.

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

Internal Quality Assurance Cell (IQAC)				
(Session 2021-22)				
S. No	Category	Name of the member	College Designation	Designation
1	Chairperson	Dr Jayoti Bansal	Principal	Chairperson
2	Coordinator	Dr Tajinderpal Singh Sarao	Faculty Member	Coordinator
3	Administrative Officers	Dr Manish Gupta	Faculty Member	Member
4		Er. Navdeep Kochhar	Faculty Member	Member
		Dr Kanwaljeet Kaur	Faculty Member	Member
5		Er Kovid Sharma	Faculty Member	Member
6	Senior Faculty Members	Er Hardeep Singh	Faculty Member	Member
8		Er Harsimran Singh	Faculty Member	Member
9		Er Sunil Kumar Nagpal	Faculty Member	Member
10		Er TanuTaneja	Faculty Member	Member
11		Dr Nimisha Singh	Faculty Member	Member
12		Dr Manpreet Singh	Faculty Member	Member
13	Alumni	Er Pankaj Mittal	Alumnus	Member
14		Er Pargat Singh	Alumnus	Member
15		Er Jashan	Alumnus	Member
16		Er Parul Sharma	Alumnus	Member
17	Students	Ms Shweta Shukla, EE 5th Sem	Student	Member
18		Ms Jaspreet Kaur, CE 7th sem	Student	Member
19		Mr Ashwin D. ME 7th Sem	Student	Member
20		Mr. Rushil Gupta, CSE 5 <sup>th</sup> Sem	Student	Member
21	Management Representative	Mr. Jasvir Singh Uppal	-	Member
22	Industry Persons	Er H.S. Cheema	-	Member
23		Mr Gurpreet Singh	-	Member
24		Mr Girish H.	-	Member
25	Academician	Prof (Dr) Sandeep Grover	-	Member
26		Prof (Dr) Vikas Chawla	-	Member

Dr. Nimisha Singh Dean Trainings welcomed all members present in the meeting and the Coordinator of IQAC Dr. Tejinder Pal Singh Sara 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. Approval of student project policy
4. Live/Major projects
5. Release of amount as per Consultancy Policy
6. Calendar (IQAC/Academic/Activity/Placement)
7. Certificate Courses (SoP)/Finalization of next semester certificate courses
8. Approval of Vision/Mission/PEOs/PSOs
9. Attainment for lab/trainings/project courses (parameters)
10. Indirect attainment (Program exit survey/Course end survey)
11. Academic and Administrative Audit (AAA)-Session 2021-22
12. Best practice and distinctiveness
13. Feedback analysis and action taken report
14. IQAC Initiatives
15. Filling of NAACSSR
16. 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.

**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 November 3rd, 2021. The same was unanimously confirmed by the house.

**Agenda Point 3. Approval of student project policy**

**Resolution:** The IQAC coordinator presented the SOP (Standard Operating Process) of Student project policy along with the financial aid provided to students and evaluation parameters. The same was unanimously confirmed by the house.

**Agenda Point 4. Live/Major projects**

**Resolution:** The IQAC coordinator shared the lists of completed live/major/research projects done in 2021-22 (Even session) along with expected outcomes. The same was unanimously confirmed by the house.

**Agenda Point 5. Release of amount as per Consultancy Policy**

**Expert View:** Prof (Dr) Sandeep Grover enquired about the amendments made to the policy about remuneration for college staff involved in consultancy work.

**Resolution:** The IQAC coordinator presented the amendments made to the Consultancy policy. Amended policy is attached herewith for further suggestions.

**Agenda Point 6. Calendar (IQAC/Academic/Activity/Placement)**

**Resolution:** The IQAC coordinator presented the calendars 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 keep proper record
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<b>Responsibility-</b> All concerned NAAC Criteria Coordinators
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**Agenda Point 7. Certificate Courses (CC) SoP/finalization of next semester certificate courses**

**Resolution:** The IQAC coordinator presented the list of certificate courses offered in the previous semester and proposed for next session. The house approved the same. Prof Vikas Chawla shared that certificate courses can be offered in consultation with industries. Chairperson IQAC clarified that we are doing the same practice and informed the members that we have already set up "AI Centre of Excellence" in coordination with Intel and "Centre of Industrial Automation" in collaboration with Festo which will be helpful in training and certifications.

Prof Vikas Chawla also suggested that certificate courses can be started jointly by departments for the students. He also suggested that you can also enrol students from other institutes in certificate courses.

Prof. Manish Gupta Dean R&D asked experts about duration of the certificate courses. Dr. Vikas Chawla suggested planning of CC as per university Calander. Prof. Grover suggested CC should cover the minimum duration of 30 or more than 30 hours for both practical and theory combined or as applicable. Prof. Chawla suggested that you can also get help from Cheema Boilers for starting few certificates courses. He also suggested a CC can be on Electric Vehicles for EE and ME students.

<b>Action Required-</b> To execute as per given suggestions
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<b>Responsibility-</b> All concerned Head of Departments
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**Agenda Point 8. Approval of Vision/Mission/PEOs/PSOs**

**Resolution:** The IQAC coordinator shared the Vision/Mission/PEOs/PSOs of departments. Members appreciated it and suggested that you should go ahead and follow the National Board of Accreditation guidelines in preparing it at department level.

Action Required- To execute as per given suggestions
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Responsibility- Dr Tejinder Pal Singh Sarao
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**Agenda Point 9. Attainment for lab/training/project courses (parameters)**

**Resolution:** The IQAC coordinator apprised the members about parameters for attainment for lab/training/project courses. The presentation has been attached here. Prof. Grover suggested to follow NBA guidelines.

IQAC coordinator also presented the score card parameters for internal marks evaluations. Academician Experts suggested to follow university guidelines only for evaluating students.

Action Required- Proceed as per suggestion received
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Responsibility- Dean Academic Affairs
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**Agenda Point 10. Indirect attainment (Program exit survey/Course end survey)**

**Resolution:** The IQAC coordinator apprised the members about methods of indirect attainment and parameters for attainment. The presentation has been attached here.

Prof. Grover informed the members that a few parameters like parent survey and faculty survey are not part of attainment now. He suggested to follow NBA guidelines.

Action required- Go ahead as per suggestion received
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Responsibility- Dr Kanwaljeet Kaur
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**Agenda Point 11. Academic and Administrative Audit (AAA)-Session 2021-22**

**Resolution:** The IQAC coordinator presented the members with the audit report of Academic and Administrative Audit (AAA)-Session 2021-22. The same was unanimously confirmed by the house.

Action Required- To repeat the practice
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Responsibility- All HoDs and concerned members
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#### Agenda Point12. Best practice and distinctiveness

**Resolution:**The IQAC coordinator apprised the members with best practice and distinctiveness of the departments & campus, respectively. He also seeks suggestions that best practice should be department wise or institute level. Prof. Grover said that it should be at institute level and should be done repeatedly. It should be from a bigger domain at college level. He also suggested to cross check format from SAR for parameters and outcomes. Prof. Grover said distinctiveness is what BFCET is known for and which is beyond the domain of institute and said as presented by IQAC coordinator "social welfare" may be one of the distinctiveness.

Action Required- to go ahead as per received suggestions
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Responsibility- Er Kovid Sharma
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#### Agenda Point13. Feedback analysis and action taken report

**Resolution:**The IQAC coordinator apprised the members about feedback analysis and proposed actions of the feedback analysis. The members approved the same.

Action Required- Curriculum feedback (letter to MRSPTU)
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Responsibility- All HoD's
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#### Agenda Point14. IQAC Initiatives

**Resolution:** The IQAC coordinator shared the IQAC initiatives such as BFCET News Letter, Academic Excellence Scholarship (AES-2022) policy, setting up of "AI Centre of Excellence" in collaboration with Intel and "Centre of Industrial Automation" in Collaboration with Festo. All IQAC members appreciated the initiatives.

#### Agenda Point15. Filling of NAACSSR

Resolution: The IQAC coordinator shared the IQAC initiatives such as BFCET News Letter, Academic Excellence Scholarship (AES-2022) policy, setting up of "AI Centre of Excellence" in collaboration with Intel and "Centre of Industrial Automation" in Collaboration with Festo. All IQAC members appreciated the initiatives.

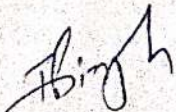
**Agenda Point15. Filling of NAACSSR**

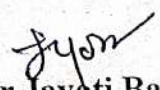
**Resolution:**The IQAC coordinator the members about status of NAACSSR. The same was appreciated by the house.

**Agenda Point16. Any other agenda with the permission of chair**

- **New Members:** IQAC Chairperson appraised the members about new IQAC members, Er HS Cheema(MD, Cheema Boilers Ltd.), Mr. Gurpreet Singh (Edgate Technologies Pvt. Ltd.), Mr. Girish H. (Intel Unnati Program Head), Er. Navdeep Kochhar (Administrative Officer), Er Pankaj Mittal, Er Jashan, (Alumni), Ms. Shweta Shukla, EE 5th Sem, Ms. Jaspreet Kaur, CE 7th Sem, Mr. Ashwin D ME 7<sup>th</sup> Sem, Mr. Rushil Gupta, CSE 5<sup>th</sup> Sem are the new members of the IQAC. The house unanimously approved the same.

The meeting was concluded with a vote of thanks by Dr. Nimisha Singh Dean Trainings  
BFCET Bathinda.

  
Dr Tejinder Pal Singh Sarao  
(Coordinator IQAC)

  
Dr Jayoti Bansal  
(Chairperson IQAC)

CC to: -

- i. PA to Principal, BFCET for information pls
- ii. IQAC Co-coordinator for record and action
- iii. All IQAC Members for information.
- iv. All NAAC Criteria Coordinators



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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.

**Action Required-** To update the evaluation performa as cited above.

**Responsibility-** Dr Tejinder Pal Singh Sarao, Dean R&D

- 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.

**Action Required-** To revised the policy name as cited above.

**Responsibility-** Dr Tejinder Pal Singh Sarao, Dean R&D

- IQAC members apprised has approved the Consultancy Policy and appreciated the efforts of the consultancy cell for newly allotted projects.

**Action Required-** Approved Policy must be circulated among all concerned for further perusal.

**Responsibility-** Er Harsimran Singh, Dean Consultancy

#### **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.

**Action Required-** Prepare for the current semester accordingly

**Responsibility-** All HoDs

#### **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
--

<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.



# BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

## Muktsar Road, Bathinda-151001, Punjab (INDIA)

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Ref. No.: BFCET/IQAC/MOM/11/4

23 July , 2021

### Minutes of the Meeting

The 11<sup>th</sup> IQAC meeting of Baba Farid College of Engineering and Technology was held on 23 July ,2021, through online mode on Microsoft Teams. Following members were present in the meeting.

S. No	Category	Name of the member	Designation
1	Principal	Dr Jayoti Bansal	Principal
2	Chairperson	Dr Manish Goyal	chairperson
3	Administrative Officers	Dr Manish Gupta	Faculty Member
4		Dr Tejinderpal Singh Sarao	Faculty Member
5		Dr Kanwaljeet Kaur	Faculty Member
6	Senior Faculty Members	Er Hardeep Singh	Faculty Member
7		Er Harsimran Singh	Faculty Member
8		Dr. Nimisha Singh	Faculty Member
9		Er Sunil Kumar Nagpal	Faculty Member
10		Er TanuTaneja	Faculty Member
11		Er. Harleen Kaur	Faculty Member
13		Er Kovid Sharma	Faculty Member
14	Alumni	Er Vineet Garg	Alumnus
15		Er Pargat Singh	Alumnus
16		Er Dilpreet Singh	Alumnus
17	Students	Mr. Pawan CSE, 8th sem	Student
18		Ms. Parul Sharma CSE, 6th sem	Student
19		Ms. Arshdeep Kaur CE, 6th sem	Student
20		Mr. Talwinder Singh CE, 6th sem	Student
21	Industry Persons	Er Satish Goyal	-
22	Local Society/	Prof. (Dr.) Sandeep Grover	
23	Academician	Dr. Vikas Chawla	



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The Coordinator of IQAC welcomed all the present members. Following agenda points were discussed.

## **Agenda Points:**

1. Confirmation of minutes of previous IQAC Meeting
2. Action taken report of the previous meeting
3. Membership of Professional bodies
4. Guidelines to CO and PO attainment in all courses
5. Proposal for new Appraisal system
6. Activities planning for Holistic Development of students
7. Certificate Courses
8. Any other agenda with the permission of the 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 all the present members. The presentation has been attached herewith.



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## **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 held on March 3, 2021. The same was unanimously confirmed by the all-present members. The presentation has been attached herewith.

## **Agenda Point 3. Membership of Professional bodies**

**Resolution:** IQAC members discussed the need of membership in professional bodies such as ISTE, IEEE and SAE . Expert Dr. Sandeep Grover shared to make a policy to motivate the faculty members and students to increase membership in professional bodies. He said faculty members and students should take benefit of these professional bodies and shared that some societies such as ISTE also provide funding to organize activities.

## **Agenda Point 4. Guidelines for CO-PO attainment in all courses**

**Resolution:** All faculty members have already prepared the course outcomes. After discussion by all IQAC members, The following committee is constituted to check if any modification is required to calculate the CO-PO attainment level:

- IQAC Co-ordinator
- Dean Academics
- Co-ordinator Examination
- All HOD's



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## **Agenda Point 5.** Proposal for new appraisal system

**Resolution:** The Coordinator IQAC shared about the new appraisal system for faculty development & gave the information regarding the new parameter for appraisal system. Members appreciated and unanimously approved the same.

## **Agenda Point 6.** Activities planning for Holistic Development of students

**Resolution:** The IQAC members discussed about activities required for holistic development of students. Dean student welfare Er.Hardeep Singh and all HOD's are advised to plan extension and programs through NSS/NCC in adopted and nearby villages.

<b>Action Required- Go ahead as per suggestion received</b>
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<b>Responsibility- All HOD's</b>
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## **Agenda Point 7. Certificate Courses**

**Resolution:** The IQAC coordinator presented the list of certificate courses offered in the previous semester and proposed for next session . The IQAC members reviewed the certificate courses. Experts found it satisfactory and also advised to consider the changes required in university curriculum.

<b>Action Required -To execute as per given suggestions</b>
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<b>Responsibility- All concerned Head of Departments</b>
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The members appreciated the significant progress made by the institution. The meeting ended with a vote of thanks to the Chair.

Chairperson

CC to: -

1. Hon'ble Chairman, BFCET
2. All IQAC Committee Members
3. IQAC Coordinator



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Ref. No.: BFCET/IQAC/MOM/10/4

March 3, 2021

### Minutes of the Meeting

A meeting of IQAC of Baba Farid College of Engineering and Technology was held on March 03, 2021, through online mode on Microsoft Teams. Following members were present in the meeting.

S. No	Category	Name of the member	Designation
1	Principal	Dr Manish Goyal	Principal
2	Co-ordinator	Dr Jayoti Bansal	Vice-principal
3	Administrative Officers	Dr Manish Gupta	Faculty Member
4		Dr Tejinderpal Singh Sarao	Faculty Member
5		Dr Kanwaljeet Kaur	Faculty Member
6	Senior Faculty Members	Er Hardeep Singh	Faculty Member
7		Er Harsimran Singh	Faculty Member
8		Dr. Nimisha Singh	Faculty Member
9		Er Sunil Kumar Nagpal	Faculty Member
10		Er TanuTaneja	Faculty Member
11		Er. Harleen Kaur	Faculty Member
13		Er Kovid Sharma	Faculty Member
14	Alumni	Er Vineet Garg	Alumnus
15		Er Pargat Singh	Alumnus
16		Er Dilpreet Singh	Alumnus
17	Students	Mr. Pawan CSE, 8th sem	Student
18		Ms. Parul Sharma CSE, 6th sem	Student
19		Ms. Arshdeep Kaur CE, 6th sem	Student
20		Mr. Talwinder Singh CE, 6th sem	Student
21	Industry Persons	Er Satish Goyal	-
22	Local Society/	Prof. (Dr.) Sandeep Grover	
23	Academician	Dr. Vikas Chawla	



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The Coordinator of IQAC welcomed all the present members. Following agenda points were discussed.

### Agenda Points:

1. Confirmation of minutes of previous IQAC Meeting
2. Action taken report of the previous meeting
3. Analysis and Action Taken Report of Feedback taken from various stack holders
4. Analysis Report of Academic and Administrative Audit
5. Academic planner, Activity planner, Placement planner and IQAC Calendar of Session 2020-21
6. Establishment of Consultancy Cell of BFCET
7. IQAC Initiatives
  - a. New Mentoring System
  - b. Research and Live Projects
8. Research and Development Activities
  - a. International Conference in collaboration with Springer
  - a. FDPs sponsored by AICTE-ISTE
  - b. Certificate Courses Offered to Students
  - c. Internship Opportunities Offered to Students
9. Suggestions from Experts Regarding NAAC related works
10. Any other agenda with the permission of the 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 all the present members. The presentation has been attached herewith.



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### **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 held on September 21, 2020. The same was unanimously confirmed by the all-present members. The presentation has been attached herewith.

**Agenda Point 3.** Analysis and Action Taken Report of Feedback taken from various stake holders

**Resolution:** IQAC Coordinator shared the Analysis and action taken report of feedback taken from stake holders' students, Alumni, Teachers and Employers on curriculum. Prof. Sandeep Grover shared that the institute should collect curriculum feedback at the department level and then compile feedback in a booklet form. Being an affiliated institute, BFCET can write a letter to Dean Academics of MRSPTU regarding up-gradation of the curriculum.

**Agenda Point 4.** Analysis Report of Academic and Administrative Audit

**Resolution:** The Coordinator IQAC presented a report of Academic and Administrative Audit and also shared the major aspects of AAA. Prof. Grover and Professor Vikas Chawla suggested that Academic Audit should be done twice and Administrative Audit should be done once in an academic session. Prof Grover shared the need for audit in library, training, placement and purchase departments.

**Agenda Point 5.** Academic planner, Activity planner, Placement planner and IQAC Calendar of Session 2020-21

**Resolution:** IQAC Coordinator shared with the members the academic, activity and placement planner and IQAC calendar of the session 2020-21. Members appreciated and unanimously approved the same. Dr. Grover suggested showing the list of the activities held in the previous 3 months in the IQAC meeting. He also emphasized that in Collaborative Activities focus should be on all aspects: Expert Lecture, FDP, Conference/Seminar/Workshop/, R&D Activities Visits etc.



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### **Agenda Point 6.** Establishment of Consultancy Cell of BFCET

Resolution: The Coordinator IQAC shared about the Establishment of the Consultancy Cell of BFCET. Dr. Grover suggested that it's better to have a Consultancy Policy. Members appreciated and unanimously approved the same.

### **Agenda Point 7.** IQAC Initiatives

- a. New Mentoring System
- b. Research and Live Projects

Resolution: Coordinator IQAC shared with all present members about the new mentoring system and projects to be made by students. Prof Grover discussed resolving daily issues of students through mentors. He shared that Mentees can approach any time to their concerned mentors to discuss their issues.

### **Agenda Point 8.** Research and Development Activities

- a. International Conference in collaboration with Springer
- b. FDPs sponsored by AICTE-ISTE
- c. Certificate Courses offered to Students
- d. Internship opportunities offered to Students

Resolution: The Coordinator IQAC shared about the Research and Development Activities in the session 2020-21. The coordinator shared about the International Conference on Emerging Technologies for Computing, Communication and Smart Cities (ETCCS-2021) to be organized by BFCET on 21st & 22nd August 2021. The coordinator also apprised members about FDP sponsored by AICTE-ISTE FDP on "Recent Developments in AI & Robotics" to be organized from 22-27 March 2021. She also shared the list of Certificate Courses and Internship Opportunities Offered to Students.

### **Agenda Point 9.** Suggestions from Experts Regarding NAAC related works

Resolution: Experts shared that there should be a reporting of all activities to IQAC after every 3 months. Institute should work on ISO and NIRF rankings. Institute should work on joint



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publications/patents with other reputed institutions for the promotion of research among faculty members in the institute.

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

- Dr. Satish Goyal, an expert from Industry shared to arrange the student visits to the industries after the COVID-19 situation.
- Alumni Pargat Singh, a pass out student of B. Tech Computer Science Engineering said that students should do internships to hone their technical skills.
- Dr. Manish Goyal said that we should strengthen our online system to get quality output.
- IQAC Chairperson apprised the members that Prof. Sandeep Grover (Academician), Dr. Nimisha Singh (AP, BFCET), Er. Deepali Verma (Alumnus), and students Ms. Parul Sharma CSE, 6th sem, Ms. Arshdeep Kaur CE, 6th sem and Mr. Talwinder Singh CE, 6th sem are the new member of the IQAC Committee. The members unanimously approved the same.

The members appreciated the significant progress made by the institution and congratulated the efforts of management. The meeting ended with a vote of thanks to the Chair.

Chairperson

CC to: -

1. Hon'ble Chairman, BFCET
2. All IQAC Committee Members
3. IQAC Coordinator



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Ref. No.: BFCET/IQAC/MOM/09/4

September 21, 2020

## Minutes of the Meeting

A meeting of IQAC of Baba Farid College of Engineering & Technology was held on September 21, 2020 through online mode on Microsoft Teams. Following members were present in the meeting

S. No	Name of the member	Designation
1	Dr Manish Goyal	Chairperson
2	Dr Jayoti Bansal	Co-ordinator
3	Dr Manish Gupta	Member
4	Dr Tejinderpal Singh Sarao	Member
5	Er Hardeep Singh	Member
6	Er Harsimran Singh	Member
7	Er Sunil Kumar Nagpal	Member
8	Er TanuTaneja	Member
9	Er Kovid Sharma	Member
10	Er. Harleen Kaur	Member
11	Dr. Nimisha Singh	New Member
12	Er Pargat Singh	Member (Alumni)
13	Er Dilpreet Singh	Member (Alumni)
14	Mr. Manav Kumar ME,8th sem	Member (Student)
15	Mr. Pawan CSE, 5th sem	Member (Student)
16	Mr. Vineet Garg	Member (Alumni)
17	Er Satish Goyal	Member (Industry)
18	Dr Vikas Chawla	Member (Academician)

The Coordinator of IQAC welcomed all the present members. Following agenda points were discussed.



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## **Agenda Points:**

1. Confirmation of minutes of previous IQAC Meeting
2. Action taken report of previous meeting
3. Activity Report, Session 2019-20
4. Analysis and Action Taken report of Feedback taken from various stack holders
5. Format and Analysis Report of Academic and Administrative Audit
6. Certificate Courses Offered to Students
7. Activity planner of Session 2020-21
8. Suggestions from Experts Regarding NAAC related works
9. 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 previous IQAC meeting to the members. The same was unanimously confirmed by the all present members. Presentation has been attached here with.

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

**Resolution:** The IQAC coordinator presented the action taken report of the previous meeting which was held on 07 July,2020. The same was unanimously confirmed by the all present members. Presentation has been attached here with.

### **Agenda Point 3. Activity Report, Session 2019-20**

**Resolution:** IQAC Coordinator shared with the members activity report of the session 2019-20. Members appreciated and unanimously approved the same. Presentation has been attached here with.



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**Agenda Point 4.** Analysis and Action Taken report of Feedback taken from various stake holders

**Resolution:** IQAC Coordinator shared the Analysis and action taken report of feedback taken from stake holders' students, Alumni, Teachers and Employers on curriculum.

Members appreciated and unanimously approved the same. Presentation has been attached here with.

**Agenda Point 5.** Format and Analysis Report of Academic and Administrative Audit

**Resolution:** The Coordinator IQAC presented report of Academic and Administrative Audit and also share the major aspects of AAA. Dr. Vikas Chawla suggested adding one or two external members in the Audit team. Presentation and Audit reports have been attached here with.

**Agenda Point 6.** Certificate Courses Offered to Students

**Resolution:** The Coordinator IQAC shared the certificate courses offered in current session along with the certified agencies and departments. Members appreciated and unanimously approved the same. Presentation has been attached here with.

**Agenda Point 7.** Activity planner of Session 2020-21

**Resolution:** The Coordinator IQAC shared the activity planner of session 2020-21 as required by NAAC criterions. Members appreciated and unanimously approved the same. Presentation has been attached here with.

**Agenda Point 8.** Suggestions from Experts Regarding NAAC related works

**Resolution:** The Coordinator IQAC requested the experts to give the suggestions on academics and to organize extension activities and more for this current session.



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Dr. Vikas Chawla, Dean Academics of IKPTU, Jalandhar suggested that there should be weekly quizzes on each chapter to check out the attentiveness of students on this online mode. He also recommended to take open book test from students.

Dr. Satish Goyal, member and expert from Industry requested to share the opportunity in industry for engineering students after post covid situation and how they can enhance and refresh their skills.

He shared that it is a tough time and there is also shortage of job in industry. He suggests for online training of some new softwares which recently have been used in industries. He suggested to tie up online interactions with experts on the manufacturing process of various industries with which the institute signed MOU.

For extension outreach activities Dr. Vikas Chawla suggested that it can be done individually by students in their surrounding areas and then later on they can share the videos of the activities and same can be uploaded on college website to promote the message and motivate the other students. He also added that self motivation is required for this and individual efforts can do the wonders.

## **Agenda Point 9. Any other agenda with the permission of chair**

- Mr. Manav Kumar passing out student of B. Tech Mechanical Engineering shared that one to two hours on the software Five S and Kappa as these are mostly used in industry. Students must have the exposures to use tools like vernier caliper, micrometer etc. and also for organized the training for the solid works and Ansys as required in designing industries from some certified agencies.
- Mr. Pawan, student of B. Tech Computer Science Engineering said that we should learn the more technical skills as required for industry.
- Dr. Tejinder Pal Singh Sarao shared that we will go the open book test exposure to our students and he added that we have taken feedback from industry and will offering a complete course on SolidWorks from some external experts. He also appreciates the



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suggestions given by Mr. Manav Kumar and ensures to arrange the experts to give training on quality tools used in industry.

- Suggestions on AAA by external experts have been demanded from Dr. Vikas Chawla and ensure about it after going through the AAA Performa.
- Dr. Manish Goyal said that we should strengthen our online system to get quality output.
- IQAC Chairperson apprised the members that Dr. Nimisha Singh, A.P. in CSE department will be a new member in the IQAC Committee. The members unanimously approved the same.

The members appreciated the significant progress made by the institution and congratulated the efforts of management. The meeting ended with a vote of thanks to the Chair.

Chairperson

CC to: -

1. Hon'ble Chairman, BFCET
2. All IQAC Committee Members
3. IQAC Coordinator



# BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

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Ref. No.: BFCET/IQAC/MOM/008/4

July 7, 2020

## Minutes of the Meeting

A meeting of IQAC of Baba Farid College of Engineering & Technology was held on July 7, 2020 through online mode on Microsoft Teams. Following members were present in the meeting

S. No	Name of the member	Designation
1	Dr Manish Goyal	Chairperson
2	Dr Jayoti Bansal	Co-ordinator
3	Dr Manish Gupta	Member
4	Dr Tejinderpal Singh Sarao	Member
5	Er Hardeep Singh	Member
6	Er Harsimran Singh	Member
7	Er Sunil Kumar Nagpal	Member
8	Er TanuTaneja	Member
9	Er Kovid Sharma	Member
10	Er. Harleen Kaur	New Member
11	Er Vineet Garg	Member (Alumni)
12	Er Pargat Singh	Member (Alumni)
13	Er Dilpreet Singh	Member (Alumni)
14	Mr. Manav Kumar ME,7th sem	Member (Student)
15	Mr. Pawan CSE, 5th sem	Member (Student)
16	Mr. Jasvir Singh Uppal	Member (Management)
17	Er Satish Goyal	Member (Industry)
18	Dr Vikas Chawla	Member (Academician)

The Coordinator of IQAC welcomed all the present members. Following agenda points were discussed.



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## **Agenda Points:**

1. Confirmation of minutes of previous IQAC Meeting
2. ICT Initiatives taken during the lockdown period
3. Various Activities conducted during Lockdown for students and staff members.
4. Online courses joined by faculty/students
5. Training and internship initiatives taken during lockdown for the students.
6. Suggestions from Industry representative and academic members for more activities which can be conducted in upcoming semester
7. 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 previous IQAC meeting to the members. The same was unanimously confirmed by the all present members.

Presentation has been attached here with.

### **Agenda Point 2. ICT Initiatives taken during the lockdown period**

**Resolution:** The IQAC coordinator apprised the members that 50% syllabus has been completed through online classes using Microsoft teams. Proper Assignments and Quizzes are taken for the continuous evaluation of the students. Various ICT initiatives are taken into consideration during the lockdown period in the covid-19 pandemic situation.

Presentation has been attached here with.

### **Agenda Point 3. Various Activities conducted during Lockdown for students and staff members.**

**Resolution:** IQAC Coordinator shared with the members that the institute has successfully conducted 55 activities till date during the lockdown period and is as under:

- ❖ 2 International Webinars
- ❖ 1 National Career Guidance & Counselling Webinar
- ❖ 10 Career Guidance & Counselling Webinars
- ❖ 8 Activities on Research, Entrepreneurship, IPR



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- ❖ 4 Skill Enhancement Activities
- ❖ 6 Alumni Interaction Activities
- ❖ 19 Activities based on Quality Initiatives
- ❖ 5 Day Celebration Activities

Members appreciated and unanimously approved the same.

Presentation has been attached here with.

#### **Agenda Point 4. Online courses joined by faculty/students**

**Resolution:** IQAC Coordinator apprised the members that during this lock down period students as well as staff joined various online courses and the details are as under:

- ❖ 11 online certificate courses completed by Faculty members
- ❖ 9 online certificate courses completed by Staff members
- ❖ 15 students registered for TCS Code vita
- ❖ 10 students registered for various online courses offered by IBM
- ❖ 37 students registered for online certificate course of Digital Marketing by Google out of which 10 students have completed and rest are in process
- ❖ 22 students registered for online certificate course of Block Chain by Cialfor Digital Ledger Consulting Private Limited, Pune
- ❖ 2 students have completed various online courses in Geotechnical Engineering and Structure and Foundation by NPTEL and SkyFi Lab.

Members appreciated and unanimously approved the same.

#### **Agenda Point 5. Training and internship initiatives taken during lockdown for the students.**

**Resolution:** The Coordinator IQAC presented that 83% students enrolled for Online Trainings cum Internships and 5% students enrolled for Industrial Trainings. Also shared the name of the companies in which student were enrolled for Online Trainings/Internships. Expert shared the initiatives of AICTE regarding student internships.

#### **Agenda Point 6. Suggestions from Industry and Academic members for more activities which can be conducted in upcoming semester**



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**Resolution:** Dr. Vikas Chawla (Member Academician) said these online classes can't be compared to class room teaching although BFCET is doing very well, so he suggested exploring the methods in which students can actively participate during online classes. He appreciated the continuous evaluation of students during online classes.

He also suggested to give more emphasizes on practical knowledge in core branches ME, EE and CE. Adding to his remarks he suggested to have 10-15 minutes open discussion with students and also suggested to work on virtual labs for Mechanical and Civil Engineering.

Er. Satish Goyal, member and expert from Industry advised that students should watch the online videos of the different manufacturing processes before their industrial visits. The visualization of industrial processes will help the students in better understanding during their visits to the industries for live demonstration of processes. He shared that students and faculty should take the benefit of MOUs signed with industries for joint project works. Dr. Manish Gupta, NAAC Coordinator also suggested to make the more emphasis for the experimental exposure to students by virtual labs as coming semester is going to be online.

**Agenda Point 7.** Any other agenda with the permission of chair

## ❖ **Inputs from Alumnus and present students**

**Resolution:** The following points have been suggested by alumnus:

- Alumni Er. Pargat Singh from Computer Science and Engineering shared that more emphasis should be given to practical exposure about the latest technologies.
- Mr. Manav Kumar, student of 7<sup>th</sup> semester of B. Tech Mechanical Engineering and alumni member Er. Vineet Garg from Civil Engineering suggested to introduce the certificate courses with the collaboration of outside agencies running successfully online courses.
- Alumni Er Dilpreet Singh from Electrical Engineering suggested that for the final year students, there should be a test series for non-technical portion which is covered in most of the competitive exams.
- Alumni Er. Dilpreet Singh and Mr. Pawan student of 5<sup>th</sup> semester of Computer Science and Engineering suggested that Proper carrier counseling should be there for final year students.



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- Alumni member Er. Vineet Garg from Civil Engineering shared the opportunities as Entrepreneur in Civil Engineering

❖ **Replacement of a new member in IQAC committee**

**Resolution:** IQAC Chairperson apprised the members that one previous IQAC member, Er. Ajay Sidana got a Government job so he proposed the replacement of him with Er. Harleen Kaur, AP in CSE department as a new member in the IQAC Committee. The members unanimously approved the same.

The members appreciated the significant progress made by the institution and congratulated the efforts of management. The meeting ended with a vote of thanks to the Chair.

Chairperson

CC to: -

1. Hon'ble Chairman, BFCET
2. All IQAC Committee Members
3. IQAC Coordinator



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Ref. No.: BFCET/IQAC/MOM/007/2

December 30, 2019

## Minutes of the Meeting

The 7th meeting of IQAC of Baba Farid College of Engineering & Technology was held on December 28, 2019 in the Board Room at 10:00 am. Following members were present in the meeting.

S. No	Name of the member	Designation
1	Dr. Manish Goyal	Chairperson
	Dr. Jayoti Bansal	Co-ordinator
3	Dr. Manish Gupta	Member
4	Er. Amandeep Singh	Member
5	Er. Ajay Sidana	Member
6	Er. Harsimran Singh	Member
7	Er. Sunil Kumar Nagpal	Member
8	Er. Tanu Taneja	Member
9	Er. Kovid Sharma	Member
10	Mr. Nilesh Kumar	Member (Alumni)
11	Mr. Manav Kumar	Member (Student)
12	Mr. Jasvir Singh Uppal	Member (Management)
13	Er. Ravinder Singh Sekhon	Member (Industry)
14	Dr. Vikas Chawla	Member (Academician)

### **Agenda 1: Confirmation of minutes of previous meeting**

**Resolution:** Coordinator IQAC presented the minutes of previous meeting and the same were confirmed by the members.

### **Agenda 2: Actions taken report of previous meeting**

**Resolution:** The IQAC coordinator apprised the members regarding action taken in reference to the suggestions given by IQAC in the previous meeting. After thorough discussion all the present members unanimously resolved that the progress report of the actions taken was satisfactory.



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## Agenda 3: Review of odd semester (session 2019-20)

**Resolution:** IQAC reviewed the academic planner of odd semester of session 2019-20. All the initiatives taken by the college for improving the quality were appreciated by IQAC. It was unanimously resolved to continue these practices in coming semester also.

## Agenda 4: Academic Planner of Even semester (Session 2019-20)

**Resolution:** Academic Planner of even semester (session 2019-20) was presented by Coordinator IQAC. It was appraised that all the practices of odd semester has been incorporated in the academic planner of even semester as well. Some of the suggestions were proposed by IQAC members, which were unanimously resolved to be incorporated in academic planner.

## Agenda 5: Social Welfare Activities

**Resolution:** IQAC praised the efforts of the institution for social welfare works done for society. IQAC suggested the Principal to establish a Chair with the name of Baba Farid Ji to honor and propagate his teachings.

## Agenda 6: Any other agenda with permission of the Chair

**Resolution:** The session was made open by IQAC chairperson for discussion. The present members raised some more agendas related to the quality enhancement of academics. The suggestions given after the discussion were unanimously resolved to be implemented.

The meeting ended with vote of thanks.

  
Chairperson IQAC

CC to: -

1. Hon'ble Chairman, BFCET
2. All IQAC Members



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Ref. No.: BFCET/IQAC/MOM/006/2

September 23, 2019

## Minutes of the Meeting

The 6<sup>th</sup> meeting of IQAC of Baba Farid College of Engineering & Technology was held on September 21, 2019 in the Board Room at 10:00 am. Following members were present in the meeting.

S. No	Name of the member	Designation
1	Dr. Manish Goyal	Chairperson
2	Dr. Jayoti Bansal	Co-ordinator
3	Dr. Manish Gupta	Member
4	Er. Amandeep Singh	Member
5	Er. Ajay Sidana	Member
6	Er. Harsimran Singh	Member
7	Er. Sunil Kumar Nagpal	Member
8	Er. Tanu Taneja	Member
9	Er. Kovid Sharma	Member
10	Mr. Nilesh Kumar	Member (Alumni)
11	Mr. Manav Kumar	Member (Student)
12	Mr. Jasvir Singh Uppal	Member (Management)
13	Er. Ravinder Singh Sekhon	Member (Industry)
14	Dr. Vikas Chawla	Member (Academician)

### **Agenda 1: Confirmation of minutes of previous IQAC Meeting**

**Resolution:** Coordinator IQAC read the minutes of previous meeting and the same were confirmed by the IQAC

### **Agenda 2: Action taken report by the IQAC Coordinator**

**Resolution:** IQAC coordinator apprised the members with the action taken report of the previous meeting. The members appreciated the efforts done as per the suggestions of the IQAC. It was



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unanimously resolved that all the suggestions proposed in the previous meeting were properly integrated.

### **Agenda 3: Review of Academic and Co-Curricular Activities**

**Resolution:** All the Academic and co-curricular activities were reviewed by IQAC. Suggestions were taken from all the present members for further improvements. It was unanimously resolved to include the suggestions of IQAC in academic and other activities.

### **Agenda 4: Result analysis**

**Resolution:** Result analysis of session 2018-19 was presented by Dr. Jayoti Bansal. IQAC appreciated the efforts of the college for the considerable improvements in the results. Further suggestions were given by the IQAC members for more improvements. It was unanimously resolved to implement the given suggestions in the current semester.

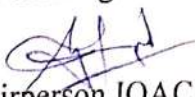
### **Agenda 5: Entrepreneurship and Innovation**

**Resolution:** IQAC members suggested to do more focused efforts to develop an ecosystem in the college to promote innovation and entrepreneurship activities. IQAC members also suggested to update the policies related to IPR, Innovation and entrepreneurship. Also departments should motivate the students to participate in various skill and entrepreneurship competitions.

### **Agenda 6: Any other agenda with permission of Chair**

**Resolution:** The session was made open for discussion by the IQAC Chairperson. Some issues were further discussed regarding the quality enhancement. Based upon the discussion, it was unanimously resolved that the suggestions given by the members to be incorporated in practice.

The meeting ended with vote of thanks.

  
Chairperson IQAC

CC to: -

1. Hon'ble Chairman, BFCET
2. All IQAC Members



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Ref. No.: BFCET/IQAC/MOM/005/2

June 17, 2019

## Minutes of the Meeting

The 5th meeting of IQAC of Baba Farid College of Engineering & Technology was held on June 15, 2019 in the Board Room at 10:00 am. Following members were present in the meeting.

S. No	Name of the member	Designation
1	Dr. Manish Goyal	Chairperson
2	Dr. Jayoti Bansal	Co-ordinator
3	Dr. Manish Gupta	Member
4	Er. Amandeep Singh	Member
5	Er. Ajay Sidana	Member
6	Er. Harsimran Singh	Member
7	Er. Sunil Kumar Nagpal	Member
8	Er. Tanu Taneja	Member
9	Er. Kovid Sharma	Member
10	Mr. Nilesh Kumar	Member (Alumni)
11	Mr. Manav Kumar	Member (Student)
12	Mr. Jasvir Singh Uppal	Member (Management)
13	Er. Ravinder Singh Sekhon	Member (Industry)
14	Dr. Vikas Chawla	Member (Academician)

### **Agenda 1: Confirmation of minutes of previous IQAC meeting**

**Resolution:** Coordinator IQAC presented the minutes of previous meeting and the same were confirmed by the members.



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## **Agenda 2: Action taken report of previous IQAC meeting**

**Resolution:** The action taken report of the previous meeting was presented by Dr. Manish Goyal. The IQAC members appreciated the work done as per their suggestions. The IQAC unanimously resolved that the institute is progressing on the right track for quality enhancement as per the objectives of the IQAC.

## **Agenda 3: Academic and Administrative audit (AAA) report 2018-19**

**Resolution:** Dr. Jayoti Bansal presented Academic and Administrative audit report of session 2018-19. After thorough discussion on AAA report of session 2018-19 some inputs were given by the members to improve the Academic and Administrative quality of the institute. It was unanimously resolved to incorporate the suggestions given by the IQAC in the AAA format for the coming years.

## **Agenda 4: Feedback, Analysis and Action taken reports of session 2018-19**

**Resolution:** IQAC coordinator presented the analysis report on feedback taken from all stakeholders. After discussion on the agenda, it was unanimously resolved that institute should continue with the process of taking feedback, its analysis and taking necessary action on the basis of report for the improvement of the academic quality.

## **Agenda 5: Review of Even Semester (Session 2018-19)**

**Resolution:** All the academic and other activities of Institute of even semester of session 2018-19 were reviewed. IQAC appreciated that all the quality initiatives proposed were implemented effectively in the even semester of session 2018-19. After taking suggestions from the members it was unanimously resolved to integrate the same in the academic planner.

## **Agenda 6: Academic planner for odd semester (Session 2019-20)**

**Resolution:** Academic Planner of odd semester (session 2019-20) was presented by Dr. Jayoti Bansal in the meeting. After detailed discussion on this agenda, it was unanimously resolved to incorporate the suggestions given in the agenda no.5 in the academic planner.



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### **Agenda 7: Mentor – Mentee System**

**Resolution:** IQAC members suggested to strengthen the mentor mentee system in the institution and to maintain the mentor mentee registers to keep track of various works done by mentors for their mentees.

### **Agenda 8: Any other agenda with permission of Chair**

**Resolution:** IQAC chairperson declared the session open for discussion on some other agendas.

The suggestions given after the discussion were unanimously resolved to be implemented.

The meeting ended with vote of thanks.

  
Chairperson IQAC

CC to: -

1. Hon'ble Chairman, BFCET
2. All IQAC Members



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Ref. No.: BFCET/IQAC/MOM/004/2

March 18, 2019

## Minutes of the Meeting

The 4th meeting of IQAC of Baba Farid College of Engineering & Technology was held on March 16, 2019 in the Board Room at 10:00 am. The following members were present in the meeting:

S. No	Name of the member	Designation
1	Dr. Manish Goyal	Chairperson
2	Dr. Jayoti Bansal	Co-ordinator
3	Dr. Manish Gupta	Member
4	Er. Amandeep Singh	Member
5	Er. Ajay Sidana	Member
6	Er. Harsimran Singh	Member
7	Er. Sunil Kumar Nagpal	Member
8	Er. Tanu Taneja	Member
9	Er. Kovid Sharma	Member
10	Mr. Nilesh Kumar	Member (Alumni)
11	Mr. Manav Kumar	Member (Student)
12	Mr. Jasvir Singh Uppal	Member (Management)
13	Er. Ravinder Singh Sekhon	Member (Industry)
14	Dr. Vikas Chawla	Member (Academician)

### **Agenda 1: Confirmation of minutes of previous IQAC Meeting**

**Resolution:** Coordinator IQAC presented the minutes of previous meeting and the same were confirmed by the members.



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**Agenda 2: Action taken report by Coordinator IQAC**

**Resolution:** The action taken report of the previous meeting was presented by the IQAC coordinator. The members appreciated the work done as per the suggestion of the IQAC. It was unanimously resolved that the actions taken to implement the suggestions of IQAC were satisfactory.

**Agenda 3: Review of Academic and Co-Curricular Activities**

**Resolution:** Quality of the Academic and Co-curricular activities was reviewed by the IQAC. Members expressed their satisfaction on the proper implementation of academic and co-curricular activities. After comprehensive discussion, the IQAC unanimously resolved to move further in the same direction.

**Agenda 4: Academic and Administrative Audit**

**Resolution:** IQAC members suggested to initiate the Academic and Administrative Audit of college. IQAC suggested to present the AAA of 2018-19 in next IQAC meeting.

**Agenda 5: Collaboration with Industry**

IQAC praised the efforts of the college for offering various certificate courses to the students. IQAC suggested to involve the related industry in this process and to offer these certificate programs with the collaboration of industry.

**Agenda 6: Any other agenda with permission of Chair**

**Resolution:** The session was made open for discussion by the IQAC Chairperson. After discussion it was unanimously resolved to implement the suggestions given by the members of IQAC.

The meeting ended with vote of thanks.

  
Chairperson IQAC

CC to: -

1. Hon'ble Chairman, BFCET
2. All IQAC Members



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Ref. No.: BFCET/IQAC/MOM/003/2

December 17, 2018

## Minutes of the Meeting

The 3rd meeting of IQAC of Baba Farid College of Engineering & Technology was held on December 15, 2018 in the Board Room at 10:00 am. The following members were present in the meeting:

S. No	Name of the member	Designation
1	Dr. Tejinderpal Singh Sarao	Chairperson
2	Dr. Jayoti Bansal	Co-ordinator
3	Er. Manish Goyal	Member
4	Er. Amandeep Singh	Member
5	Er. Ajay Sidana	Member
6	Er. Hardeep Singh	Member
7	Er. Sunil Nagpal	Member
8	Er. Tanu Taneja	Member
9	Er. Kovid Sharma	Member
10	Mr. Rohit Dabra	Member (Alumni)
11	Mr. Manav Kumar	Member (Student)
12	Er. Satish Goyal	Member (Industry)
13	Dr. Vikas Chawla	Member (Academician)

### **Agenda 1: Confirmation of minutes of previous meeting**

**Resolution:** Coordinator IQAC presented the minutes of previous meeting and the same were confirmed by the members.

### **Agenda 2: Actions taken report of previous meeting**

**Resolution:** The IQAC coordinator apprised the members regarding action taken in reference to the suggestions given by IQAC in the previous meeting. After thorough discussion all the present members unanimously resolved that the progress report of the actions taken was satisfactory.



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### **Agenda 3: Review of odd semester of (Session 2018-19)**

**Resolution:** IQAC reviewed the Academic and other activities of Institute planned in Academic Planner of odd semester of session 2018-19. It was appreciated that all the quality initiatives proposed by IQAC were implemented effectively for the enrichment of academic environment. It was unanimously resolved to continue these practices in coming semester as well.

### **Agenda 4: Academic Planner of Even semester (Session 2018-19)**

**Resolution:** Academic Planner of even semester of session 2018-19 was presented by Dr. Jayoti Bansal in the meeting. It was appraised that all the practices of odd semester has been incorporated in the academic planner of even semester as well. Some of the suggestions were given by IQAC members, which were unanimously resolved to be incorporated in academic planner.

### **Agenda 5: Any other agenda with permission of the Chair**

**Resolution:** IQAC chairperson made the session open for discussion. The present members raised some more agendas related to the quality enhancement of academics. The suggestions given after the discussion were unanimously resolved to be implemented.

The meeting ended with vote of thanks.

Chairperson IQAC

CC to: -

1. Hon'ble Chairman, BFCET
2. All IQAC Members



# BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Muktsar Road, Bathinda-151001, Punjab (INDIA)

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

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Ref. No.: BFCET/IQAC/MOM/002/2

September 24, 2018

## Minutes of the Meeting

The 2nd meeting of IQAC of Baba Farid College of Engineering & Technology was held on September 22, 2018 in the Board Room at 10:00 am. The following members were present in the meeting:

S. No	Name of the member	Designation
1	Dr. Tejinderpal Singh Sarao	Chairperson
2	Dr. Jayoti Bansal	Co-ordinator
3	Er. Manish Goyal	Member
4	Dr. Manish Gupta	Member
5	Er. Amandeep Singh	Member
6	Er. Ajay Sidana	Member
7	Er. Hardeep Singh	Member
8	Er. Harsimran Singh	Member
9	Er. Sunil Nagpal	Member
10	Er. Kovid Sharma	Member
11	Mr. Nilesh Kumar	Member (Alumni)
12	Mr. Rohit Dabra	Member (Alumni)
13	Mr. Pawan	Member (Student)
14	Er. Ravinder Singh Sekhon	Member (Industry)
15	Dr. Vikas Chawla	Member (Academician)

IQAC Co-ordinator presented the agenda points of the meeting to the members. Initial discussion started with the minutes of previous meeting and action taken.

### **Agenda 1: Confirmation of minutes of previous IQAC Meeting**

**Resolution:** Coordinator IQAC read the minutes of previous meeting and the same were confirmed by the IQAC



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## **Agenda 2: Action taken report by Coordinator IQAC**

**Resolution:** The action taken report of the previous meeting was presented by the IQAC coordinator. The members appreciated the work done as per the suggestion of the IQAC. The present members also unanimously resolved that the efforts for quality enhancement are progressing on the right track as per the objectives of the IQAC.

## **Agenda 3: Review of Academic and Co-Curricular Activities**

**Resolution:** IQAC reviewed the quality of all the Academic and Co-curricular activities done till date by the Institute. There was a detailed discussion of the same. The members gave various inputs for the quality enhancement of the activities, which were unanimously resolved to be incorporated in the academics and other activities.

## **Agenda 4: Result analysis**

**Resolution:** IQAC Coordinator presented the result analysis of the session 2017-18. The same was discussed among the members. Suggestions of the members were taken. It was unanimously resolved that these suggestions would be implemented in the current semester for further improving results.

## **Agenda 5: Any other agenda with permission of Chair**

**Resolution:** The session was made open for discussion by the IQAC Chairperson. More issues related to the activities of the institute were further discussed. Based on discussion it was unanimously resolved that the suggestions given by the members to be incorporated in practice.

The meeting ended with vote of thanks.

Chairperson IQAC

CC to: -

1. Hon'ble Chairman, BFCET
2. All IQAC Members



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Ref. No.: BFCET/IQAC/MOM/001/2

May 28, 2018

## Minutes of the Meeting

The 1<sup>st</sup> meeting of IQAC of Baba Farid College of Engineering & Technology was held on May 26, 2018 in the Board Room at 10:00 am. Following members were present in the meeting:

S. No	Name of the member	Designation
1	Dr. Tejinderpal Singh Sarao	Chairperson
2	Dr. Jayoti Bansal	Co-ordinator
3	Er. Manish Goyal	Member
4	Dr. Manish Gupta	Member
5	Er. Amandeep Singh	Member
6	Er. Ajay Sidana	Member
7	Er. Hardeep Singh	Member
8	Er. Harsimran Singh	Member
9	Er. Sunil Nagpal	Member
10	Er. Tanu Taneja	Member
11	Er. Kovid Sharma	Member
12	Mr. Nilesh Kumar	Member (Alumni)
13	Mr. Rohit Dabra	Member (Alumni)
14	Mr. Manav Kumar	Member (Student)
15	Mr. Pawan	Member (Student)
16	Mr. Jasvir Singh Uppal	Member (Management)
17	Er. Satish Goyal	Member (Industry)
18	Er. Ravinder Singh Sekhon	Member (Industry)
19	Dr. Vikas Chawla	Member (Academician)

The meeting started with the welcome of members by the Chairperson IQAC. All the members were introduced by the IQAC Coordinator. Everyone appreciated the initiative of the Institute for constitution of IQAC for the improvement in academic and administrative level of the Institute.



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## **Agenda Point 1: Objectives and Roles of IQAC**

**Resolution:** The Chairperson presented the objectives and roles of IQAC to the members. During the deliberations, members unanimously resolved to follow and ensure the fulfillment of objectives as well as roles of IQAC formed for the improvement of academic standards of the Institute.

## **Agenda 2: Review of prevailing academic and administrative policies and practices**

**Resolution:** The prevailing academic and administrative policies and practices of the institute was reviewed and discussed. The members appreciated the practices being followed. It was unanimously resolved that the suggestions given by the members to be put into practice.

## **Agenda 3: Academic Planner of odd semester (Session 2018-19)**

**Resolution:** Academic Planner of odd semester (session 2018-19) was discussed in the meeting. The suggestions were taken from all the present members and it was unanimously resolved that these suggestions should be incorporated in the academic planner.

## **Agenda 4: Any other agenda with permission of the Chair**

**Resolution:** IQAC chairperson made the session open for discussion. The present members raised some more agenda points related to the quality enhancement of academics. These points were thoroughly discussed among the members. After discussion it was unanimously resolved to implement the suggestions of IQAC in the odd semester (session 2018-19).

The meeting ended with vote of thanks.

IQAC Chairperson

CC to: -

1. Hon'ble Chairman, BFCET
2. All IQAC Members