



BABA FARID COLLEGE OF ENGG. & TECHNOLOGY

Muftsar Road, Bathinda-151001, Punjab (INDIA)

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

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Academic and Administrative Audit (Session 2024-25)

- **Prepared by:
Internal Quality Assurance Cell**

Academic and Administrative Audit of BFCET has been conducted on Date: 11th September 2024 .

Audit Committee:

1. Dr. M.P. Poonia (Campus Director-BFGI)
2. Dr. Manish Gupta (Dean Academic Planning)
3. Dr. Sachin Dev (Principal BFCMT)
4. Dr. Manish Bansal (Vice-Principal BFC)

Overervations

- **Publication of Research Papers**

The target for BFCET is to **publish 50 research** papers in the current academic session. Faculty members are urged to focus on innovative research topics and collaborate on multi-disciplinary projects to achieve this goal.

- **Sharing Projects for Publication**

Projects completed or in progress should be shared **with Dr. Zaved Ahmed Khan and Dr. Sonia Malik** to assist in publishing more research papers and enhancing BFCET's research output.

- **Project Extension and Status Updates**

BFCET will ensure regular updates on the status and extension of ongoing projects, with a focus on timely completion and possible funding extensions.

- **Industry Meet**

A joint Industry Meet will be organized by BFCET and BFCMT on 11th October 2024. This initiative aims to strengthen ties with industry partners, secure internship and placement opportunities, and explore collaborative projects.

- **Python Language Instructor**

A suitable instructor for Python language courses will be identified to conduct certificate courses. This will help students acquire the necessary programming skills that are highly in demand in the job market.

- **Distribution of Study Materials (Audio, video, PPT, PDF)**

Study materials, including PowerPoint presentations and lecture notes, will be distributed via the Edumarshal platform. Additionally, online resources from platforms such as NPTEL, SWAYAM, and CEC Digital Content will be utilized to complement student learning.

- **Enhancement of Continuous Internal Assessment**

Greater emphasis will be placed on continuous internal assessment and class participation. Faculty will assign increased weight to these components during the Mid-Semester Test (MST) to ensure active student engagement.

- **Engaging Parents as Guest Speakers**

Faculty members will reach out to the parents of students holding prominent positions in the business and government sectors to invite them as guest speakers for seminars, contributing to the students' practical exposure.

- **Roles and Responsibilities of Teaching Assistants (TAs)**

The roles and responsibilities of Teaching Assistants (TAs) will be clearly defined, with a Head TA appointed for each class to coordinate tasks. Their duties will include assisting with course management, grading, and mentoring students.

- **Best TA and Mentor Selection Criteria**

Criteria for selecting the Best TA and Mentor of the Month will focus on performance in tasks such as student fee collection, profile updates, and overall contribution to the academic environment. This will be reviewed and updated monthly.

- **Career Planning and Placement Support**

Weekly interactions between Mr. Gursimran Singh, Manager T&P, and students will be organized to provide career planning and placement preparation support. A dedicated student team will also be appointed to enhance placement efforts and improve industry outreach.

- **Support for Meritorious and Needy Students**

Students who are meritorious and needy and receive a 100% fee waiver will be assigned tasks to support their academic and extracurricular development. The continuation of the fee waiver will depend on their academic performance and active participation.

- **Alumni Engagement**

At least two alumni talks per semester will be organized within each department. Alumni will also be invited to serve as judges for various college events. Efforts will be made to register at least 1,000 outgoing students as alumni by 31st October.

- **Improving Academic Results**

BFCET aims to achieve a 100% pass percentage and eliminate reappearances. Presentations with Heads of Departments (HODs) will be conducted to review strategies for improving academic performance and setting realistic academic goals.

- **Attention to Out-of-State Students**

Special attention will be given to students from other states to ensure their smooth integration into the academic and cultural environment of BFCET.

- **Engagement of Alumni as Professors of Practice**

In addition to Prof. H.S. Cheema being appointed as Professor of Practice, renowned alumni will be engaged as Associate Professors of Practice and Assistant Professors of Practice to bring industry expertise into academic teaching.

- **Update on Live Projects**

An updated list of all live projects with their current status will be prepared and shared with the faculty and management to ensure transparency and timely progress.

- **Placement Preparation**

A targeted approach will be adopted for placement preparation, with students being trained according to the specific requirements of upcoming placement drives.

- **BFCET Fabrication Work**

The Principal of BFCET will issue a circular indicating that BFCET will offer all types of fabrication work required by BFGI in the near future, helping to meet the institution's operational and infrastructure needs.

- **Computer Language Proficiency for Employability**

BFCET will ensure that every student gains proficiency in at least one computer language to enhance their employability and competitiveness in the job market.

- **Faculty Motivation for Research Funding**

Faculty members will be motivated to apply for and secure funding from external agencies for research and innovation activities, fostering a culture of innovation and contributing to the institution's academic standing.

- **Installation of Speakers in Large Classrooms**

To improve audio clarity in classrooms with more than 70 students, speakers will be installed. This is part of BFCET's efforts to adopt best practices seen in well-performing institutions and effectively manage larger class sizes.

- **Enhancing Class Size Through Technology**

BFCET will explore ways to increase class sizes while maintaining teaching quality by leveraging technology. This initiative aims to reduce the need for more faculty by optimizing the use of resources and improving learning experiences.

- **Proposing New Emerging Area Courses**

BFCET will suggest and apply to MRSPTU for the introduction of at least five new emerging area courses for the 2025-26 academic session, aligning with current and future industry trends.

- **Publication of Research Papers**

New initiative: Targeting the publication of 50 research papers in the current academic session, with a focus on innovative and interdisciplinary topics.

- **Sharing Projects for Publication**

New initiative: Encouraging the sharing of completed and ongoing projects with key faculty members to enhance the research output.

- **Project Extension and Status Updates**

New initiative: Regularly updating the status and seeking funding extensions for ongoing projects.

- **Industry Meet**

New initiative: Organizing a joint Industry Meet with BFCET and BFCMT to strengthen industry ties, explore internship and placement opportunities, and foster collaborative projects.

- **Python Language Instructor**

New initiative: Identifying an instructor to offer Python language courses as part of a certificate program, enhancing students' job market skills.

- **Distribution of Study Materials via Edumarshal**

New initiative: Distributing study materials like PowerPoints, videos, and PDFs through the Edumarshal platform, while utilizing resources like NPTEL, SWAYAM, and CEC Digital Content.

- **Enhancement of Continuous Internal Assessment**

New initiative: Increasing the weight of continuous assessment and class participation during the Mid-Semester Test (MST) to boost student engagement.

- **Engaging Parents as Guest Speakers**

New initiative: Inviting parents of students holding prominent positions in business or government as guest speakers to offer practical exposure to students.

- **Defining Roles and Responsibilities of Teaching Assistants (TAs)**

New initiative: Establishing clearly defined roles for TAs, with a Head TA for each class to coordinate tasks such as course management, grading, and mentoring.

- **Best TA and Mentor Selection Criteria**

New initiative: Introducing monthly reviews to select the Best TA and Mentor based on performance, including student fee collection, profile updates, and overall academic contributions.

- **Career Planning and Placement Support**

New initiative: Organizing weekly career planning and placement support sessions with Mr. Gursimran Singh, along with appointing a student team to enhance placement efforts.

- **Support for Meritorious and Needy Students**

New initiative: Assigning tasks to students who receive a 100% fee waiver, with the continuation of the waiver based on their academic performance and extracurricular participation.

- **Alumni Engagement**

New initiative: Organizing at least two alumni talks per semester in each department and registering 1,000 outgoing students as alumni by October 31, 2024.

- **Improving Academic Results**

New initiative: Setting a target to achieve 100% pass rates and eliminate reappearances, with regular presentations and strategy reviews involving Heads of Departments (HODs).

- **Attention to Out-of-State Students**

New initiative: Providing special attention to out-of-state students to ensure their smooth academic and cultural integration into BFCET.

- **Engagement of Alumni as Professors of Practice**

New initiative: Engaging renowned alumni as Associate Professors and Assistant Professors of Practice to bring industry expertise into academic teaching.

- **Update on Live Projects**

New initiative: Preparing an updated list of all live projects and sharing it with faculty and management to ensure transparency and progress.

- **Placement Preparation**

New initiative: Adopting a targeted approach to placement preparation, training students according to the specific needs of upcoming placement drives.

- **BFCET Fabrication Work**

New initiative: BFCET will offer fabrication work to meet the operational and infrastructure needs of BFGI.

- **Computer Language Proficiency for Employability**

New initiative: Ensuring that all students achieve proficiency in at least one computer language to improve employability.



- **Faculty Motivation for Research Funding**

New initiative: Encouraging faculty to apply for external research funding to support innovation and academic growth.

- **Installation of Speakers in Large Classrooms**

New initiative: Installing speakers in classrooms with over 70 students to improve audio clarity, drawing from best practices.

- **Enhancing Class Size Through Technology**

New initiative: Exploring the use of technology to manage larger class sizes without compromising teaching quality.

- **Proposing New Emerging Area Courses**

New initiative: Proposing at least five new courses in emerging areas for the 2025-26 academic session, aligning with industry trends.