



BABA FARID COLLEGE OF ENGINEERING & TECHNOLOGY

Muktsar Road, Bathinda-151001, Punjab (INDIA)

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

Contact : 0164-2786041, 95011-15401

www.bfcet.com

email: principalbfcet@babafaridgroup.com

Ref. No.: BFCET/BOG/2020-21/Meeting/018

Dated: 02-02-2021

Board of Governance Meeting

CIRCULAR

It is proposed to conduct the Board of Governance meeting on Saturday, 6th February 2021 at 10:00 am in the conference Hall of E Block. All members are requested to attend the meeting. The agenda of the meeting is as follows:

Agenda of the Meeting:

1. Confirmation of minutes of previous BOG (Board of Governors) Meeting.
2. To consider the budget for fiscal year 2021-2022 and to review the budget and expenditure for the same for session 2020-21.
3. To present the details of e governance report
4. To review the academic performance of the college.
 - a. **Admission:** -
 - To consider the fee structure of UG/ PG programs of the Institute.
 - Scholarship policies/fee structure.
 - b. **Academics:** -
 - To approve Academic/ Activity/ IQAC (Internal Quality Assurance Cell) calendar.
 - To report Live/ Major Projects completed in previous semester along with outcomes.
 - To approve the feedback analysis/Action taken Report.
 - c. **Placements:** - To report the number of placements done in the previous semester.
 - d. **R& D Activities :-**
 - To consider and approve the seed money proposal submitted by faculty members of various departments and duly recommended by Research committee of the Institution.
 - To report the number of patents done by the faculty & students in previous semester.
 - To apprise the members regarding International Conference on Emerging Technologies for computing, communication and smart cities (ETCCS-2021) at BFCET (Baba Farid College of Engineering and Technology), to be organized on 21st & 22nd August, 2021.
 - e. **Extra-Curricular and Co-Curricular Activities:** - To report the Extra Co-curricular activities & achievements.
 - f. **Creation of Infrastructure after last meeting-**
 - To consider the proposal for Renovation of computer labs.
 - g. **Recruitment of Faculty** – To consider the advertisement for various faculty positions.
 - h. **Faculty Development/ Staff Development-**
 - To Report Organizing of FDP sponsored by AICTE-ISTE on recent developments in AI and Robotics to be organized from 22nd to 27th March 2021 and from 19th to 26th May 2021.
 - To report the financial support provided by the Institute to the faculty members for attending Conference/ Seminar/ Workshops membership of Professional bodies.
 - i. **Industry Institute Interaction-** To report the executions of MOUs (Memorandum of Understanding) signed with various Industry/ Academic Institutions.
5. To approve Academic & Administrative Audit for session 2020-21.


Principal
Baba Farid College of Engineering & Technology
BATHINDA.



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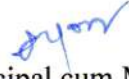
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Thanking you
Your sincerely


Principal cum Member Secretary
BFCET Bathinda

CC: For record purpose

1. PA to Hon'ble Chairman BFCET
2. All BOG members, BFCET Bathinda
3. PA to Principal, BFCET



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Ref. No.: BFCET/BOG/2020-21/MOM/018

Dated: 09-02-2021

Board of Governance, Minutes of Meeting

This is for information to all the concerned that the Board of Governance meeting was held on Saturday, 6th February 2021 at 10:00 am in the conference Hall of E Block. The following people were present for the meeting to discuss the suggested agenda points.

Sr. No.	Name	Designation	Signature
1	Dr. Gurmeet Singh Dhaliwal	Chairman	
2	Dr. Sardool Singh Grewal	Vice Chairman	
3	Ms. Paramjeet Kaur	Member	
4	Mr. Amitoz Dhaliwal	Member	
5	Dr. Amanat Kaur Brar	Member	
6	Dr. Vikas Chawla	Dean Academic, IKGPTU	
7	Dr. Gupreet Singh	Director Edgate	
8	Dr. Jyoti Bansal	Principal	
9	Dr. Manish Goyal	Professor	
10	Dr. Tejinderpal Singh Sarao	Professor & Head Deptt. of ME	
11	Dr. Manish Gupta	Professor	
12	Dr. Nimisha Singh	Professor	

The agenda of the meeting, Minutes of meeting and duties to be performed by the concerned members were finalized as under:

Agenda Point 1: Confirmation of minutes of previous BOG Meeting

Resolution: The minutes of previous BOG meeting were presented to the members. The same was unanimously confirmed and approved by all the present members.

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Action Taken:

Agenda No.	Description	Action Taken	Responsible Person
2	To approve the audited financial accounts for 2020-21 and finalization statutory audit.	Confirmed and Approved	Accounts Manager
3 b)	• To approve the Academic/ Activity/ IQAC Calendar of the current semester.	Confirmed and Approved	IQAC Coordinator
3 b)	• To approve the certificate courses/ Live Projects offered in current semester	Confirmed and Approved	Head SSD
3 b)	• To approve Live/ Major Projects completed in previous semester	Confirmed and Approved	Respective HODs
3 b)	• To approve the feedback analysis & action taken report.	Confirmed and Approved	Respective HODs
3 d)	• To consider and approve the seed money proposal submitted by faculty members of various departments and duly recommended by Research committee of the Institution	Confirmed and Approved	Research committee of the Institution
3 f)	To approve the faculty recruited	Confirmed and Approved	Dean Academics

Agenda Point 2: To consider the budget for the financial year 2021-2022 and to review the budget and expenditure for the same for session 2020-21.

Resolution: The budget for the financial year 2021-2022 was presented before the members. Discussions were held to review the budget and expenditure for financial year 2020-2021. The same was approved unanimously by all the present members.

Agenda Point 3: To present the details of e governance report

Resolution: The details related with report of the e governance was presented before the members. Following Modules are available under this category to improve the processes in institute.

- **Administration:**

The institution administration has stepped ahead in the direction of paperless administration and almost all communications are realized online through e-mails and other digital formats.

- **Finance and Accounts:**

Students' fees records are maintained and supported through the institute website as well as CollPoll.

- **Examination:**

The internal examination schedule and marks are uploaded on CollPoll. Examination-related

J.P.
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grievances are addressed through the CollPoll shared with the student. By the end of the year 2022 the complete process shall be operational on CollPoll.

- **Library:**

Library services are automated in the year 2017 with E-Granthalya 3.0. The software has been used for automation of the library for issuing and submitting books, recording stock, etc.

- **Teaching Pedagogy:**

To support classroom teaching the faculty uses LMS/CollPoll to post communications, provide notes, assignments, question bank etc. For smooth, quick paperless administration, the institute has created and provided CollPoll IDs to all faculty, staff, and students.

The same was appreciated and approved unanimously by all the present members.

Agenda Point 4: To review the academic performance of the college

Resolution: Academic performance of the college on various parameters was discussed and shared with all BOG members.

a. **Admission:** -

- Fee structure of UG/ PG programmes of the Institute was presented before the BOG members. The same was approved unanimously by the members.
- The scholarship policy for the next session was presented and approved unanimously by the members.

b. **Academics:** -

- Academic/ Activity/ IQAC calendars were presented before the BOG and same were approved unanimously by all members.
- Live/ Major Projects completed in previous semester along with outcomes were presented before the members and appreciated.
- Feedback analysis/Action taken report was also presented before the members. Discussion were held and findings were discussed. The same was approved unanimously by the members.

c. **Placements:** - A report of the number of placements done in the previous semester was shared with BOG members. BOG members appreciated the outcome in terms of placements and the highest package offered and achieved.


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d. R& D Activities: -

- Proposals received from various departments for seed money and duly recommended by the Research committee of the Institution were shared with members present for consideration and further approval. The same was appreciated and approved by the BOG members.
- Total no. of patents published and granted by the faculty & students in previous semester were apprised to the members present. A report was presented on the same. The same was appreciated by all.
- BOG members were apprised regarding the upcoming International Conference on Emerging Technologies for computing, communication and smart cities (ETCCS-2021) at BFCET (Baba Farid College of Engineering and Technology), to be organized on 21st & 22nd August, 2021. The same was appreciated by the members.

e. **Extra-Curricular and Co-Curricular Activities:** - BOG members were apprised regarding the Extra Co-curricular activities & achievements. The same was appreciated by all present.

f. Creation of Infrastructure after last meeting-

- The proposal for the Renovation of computer labs was discussed and members were apprised. The same was approved unanimously by the members

g. **Recruitment of Faculty** – The requirement of various faculty positions in departments was shared and approved unanimously by the present members.

h. Faculty Development/ Staff Development-

- BOG members were apprised regarding Organizing of FDP sponsored by AICTE-ISTE on recent developments in AI and Robotics to be organized from 22nd to 27th March 2021 and from 19th to 26th May 2021. Members praised the step taken and appreciated the efforts done.
- The financial support provided by the Institute to the faculty members for attending Conference/ Seminar/ Workshops membership of Professional bodies was discussed during the meeting. The same was approved unanimously by BOG members

i. Industry Institute Interaction: -

The executions of MOUs signed with various Industry/ Academic Institutions in terms of activities conducted in collaboration or linkages was shared to BOG members. All members appreciated the same.


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Agenda Point 5: To approve Academic & Administrative Audit for session 2020-21.

Resolution: The Academic & Administrative Audit for session 2020-21 was shared with all members present. Various activities and related outcomes were discussed. Members appreciated the outcomes and unanimously approved the same.

The members appreciated the significant progress made by the institution and congratulated the efforts of management. All members were conveyed that the next BOG meeting will be held on 4th September 2021 at 10:00 am in the conference Hall of E Block, BFCET Bathinda.

The meeting ended with a vote of thanks by Principal BFCET.


Respectfully submitted,
Principal cum Member Secretary
BFCET, Bathinda

Copy of the minutes, duly approved by the Chairman is forwarded to the following for information and further necessary action: -

1. PA to Hon'ble Chairman BFCET
2. All BOG members, BFCET Bathinda
3. PA to Principal, BFCET



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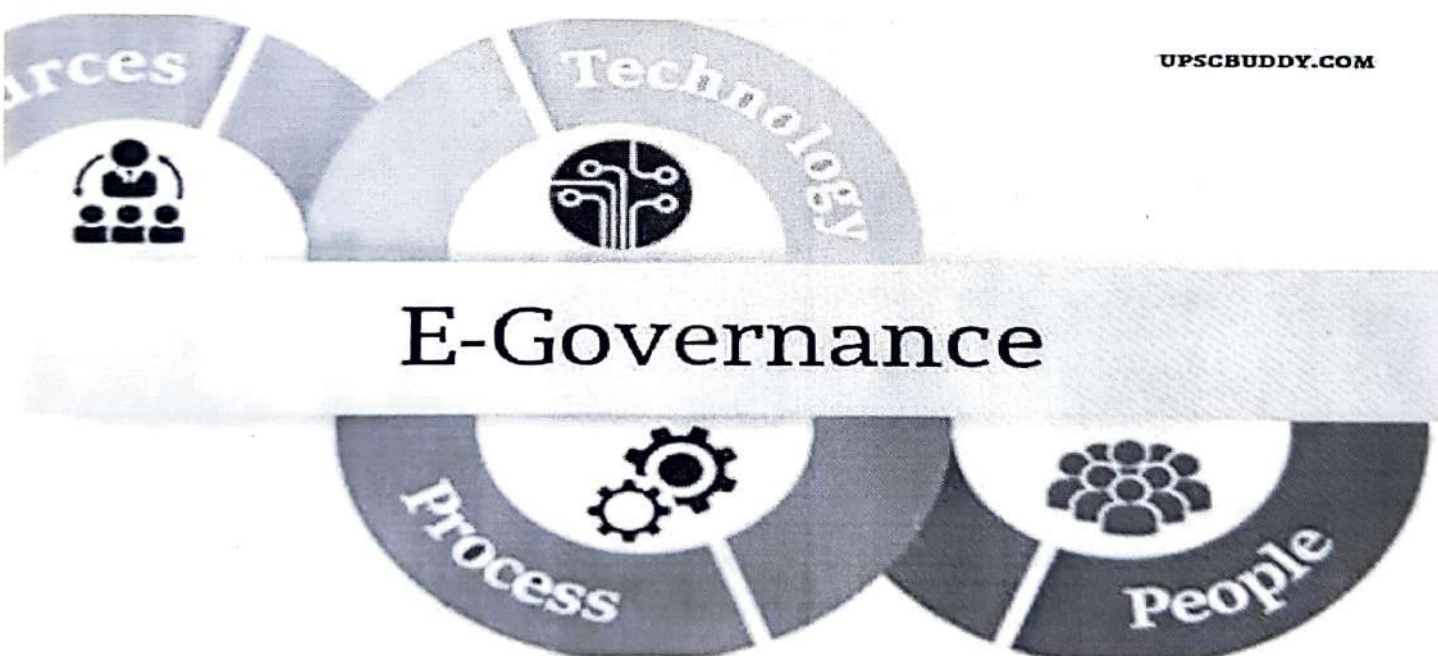
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BABA FARID COLLEGE OF ENGINEERING AND TECHNOLOGY

Annual e-Governance Report

Approved in Governing Board Meeting dated Feb 06, 2021, Agenda No. 3



[Signature]
Principal
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NEED OF E-GOVERNANCE SYSTEM

A remarkable growth in the higher education sector had made the administration of higher education institutions intricate. Many researches reveal that the integration of ICT helps to reduce the intricacy and enhance the overall administration of higher education. Electronic Governance (e - Governance) is the use of Information and Communication Technologies (ICT) for the planning, implementation, and monitoring of government programs, projects, and activities. E - Governance is understood as a set of activities involving the effective contribution of information and communication technology (ICT) for strengthening administration and management in higher education system. Educational institutions may have various requirements that include computerization and management of processes such as registration, admission, student information, classes, time table, transport, attendance, library, salary and expenses, examinations, performance, grades, hostels , security and reports.

OBJECTIVE

1. Implementation of E-governance in various functioning of the institution
2. Achieving efficiency in our functioning
3. Promoting transparency and accountability
4. Achieving paperless administration of the institution
5. Facilitating online internal and external communication between various entities of the institution
6. Providing easy access to information
7. Making the institution visible globally

RESOURCES AND TEAM

College has provided required resources for the development of e-governance system. Bandwidth of 155 mbps is available to ensure the fast and effective access of various modules. This system is cloud based and sufficient cloud storage has been provided for the same. Various development and design tools like .NET, MSSQL, Photoshop is available with the development team. Development team is also equipped with latest configured computers for the development purpose. College has set up a dedicated team for the development and maintenance of e-governance system. Team consists of One Project Manager, four software developers and two designers.


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MODULES: . Over the years, many initiatives have been undertaken by the institute to usher in an era of e-Governance. Sustained efforts have been made at multiple levels to improve the processes in institute.

Administration:

The institution administration has stepped ahead in the direction of paperless administration and almost all communications are realized online through e-mails and other digital formats. The modules of students and employee administration are partially managed through Collpoll and will be completely operational by end of the year 2022. The employee's salary leave record, investment record etc. through Collpoll. The significant institutional tasks are hereby carried out online as part of the e-governance program:

- Maintenance & disclosure of comprehensive information on its web-page.
- Development of ICT based infrastructure in the Institute Wi-Fi campus
- Fully computerized office and academic departments,
- Management of e-resources in libraries
- Salary payment to employees through net-banking.
- Management of College web-site (www.bfcet.com)

Finance and Accounts:

The accounts office maintains its account on Tally. Latest version of the software is used by the Accounts Office to maintain all the financial records and data of the institute such as generating reports. Profit and loss statement, Balance Sheet etc.

Student Admission and Support

Being an affiliated institute: the admissions are managed through the MRSPTU University. An open and transparent strategy, the admission process follows ethical practices and regulations. The Institute brings out its Brochure which is displayed on the website that has guidelines for the admission process. Students' fees records are maintained and supported through the institute website as well as Collpoll. The admission-related, welfare related, support and grievances are addressed both online and offline through the Institute level support committee comprising of Nodal officer, Help desk and grievance committee members.

[Handwritten Signature]
Principal
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Examination:

The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard. In addition to the University End term Examination, the internal Examination are also conducted in physical mode. The internal examination schedule and marks are uploaded on Collpoll. Examination-related grievances are addressed through the Collpoll shared with the student. By the end of the year 2022 the complete process shall be operational on Collpoll.

Website:

The website will act as an information center which will reflect about the institute, all its activities, important notices, courses offered, etc. For this purpose, a separate web designer has been appointed by the college. A Website Committee has been formed with the students for the administration of the BFCET website. The Committee looks after the process of updating, maintaining, and working of the website on a regular basis. All the important notifications go live on the website as and when they are released.

Library:

Library services are automated in the year 2017 with E-Granthalya 3.0. The software has been used for automation of the library for issuing and submitting books, recording stock, etc. The library are well equipped with air-conditioners, CCTV security system and Fire alarm. Additionally, Wi-Fi facility, desktop for students and staff, and printer are installed in the library.

CCTV Surveillance:

Institute has CCTV surveillance system to strengthen campus security. This facility offers a comprehensive range of solutions to secure campus infrastructure effectively.

Teaching Pedagogy:

To go paperless the institute uses Google facilities like Google sheets for data collection from Various Departments, Google Docs to prepare notices and activity reports, Google Forms to prepare Feedback forms and get Online feedbacks of Students and Google Drives to keep all department wise proofs. The faculty also uses ICT tools extensively to deliver the best to its students. To support classroom teaching the faculty uses LMS/Collpoll to post communications, provide notes, assignments, question bank etc. For smooth, quick paperless administration, the institute has created and provided Collpoll IDs to all faculty, staff, and students.


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