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)

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Internal Quality Assurance Cell (IQAC)

Ref. No.: BFCET/IQAC/MoM/12/04 July 27th, 2022

MINUTES OF MEETING

The 12th 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 Tejinderpal Singh Sarao	Faculty Member	Coordinator
3.	Administrative Officers	Dr Manish Gupta	Faculty Member	Member
4.		Er. Navdeep Kochhar	Faculty Member	Member
5.		Dr Kanwaljeet Kaur	Faculty Member	Member
6.		Er Kovid Sharma	Faculty Member	Member
7.	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 Jashan	Alumnus	Member
15.		Mr Ashwin D. ME 7th Sem	Student	Member
16.		Mr. Rushil Gupta, CSE 5th Sem	Student	Member
17.	Industry Persons	Er H.S. Cheema	-	Member
18.		Mr Gurpreet Singh		Member
19.	Academician	Prof (Dr) Sandeep Grover	-	Member
20.		Prof (Dr) Vikas Chawla		Member

Dr. Nimisha SinghDean Trainings welcomed all members present in the meeting and the Coordinator of IQACDr. Tejinder Pal Singh Saraodelivered 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 IQACmeeting

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 Point4.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 Point5.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 attachedherewith for further suggestions.

Agenda Point6.Calendar (IQAC/Academic/Activity/Placement)

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

Action Required- To execute as per plan and keep proper record
Responsibility- All concernedNAAC CriteriaCoordinators

Agenda Point7. 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 withindustries. 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.

Action Required- To execute as per given suggestions
Responsibility- All concerned Head of Departments

Agenda Point8.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 Accreditationguidelines in preparing it at department level.

Action Required- To execute as per given suggestions
Responsibility- Dr Tejinder Pal Singh Sarao

Agenda Point9. Attainment for lab/training/project courses (parameters)

Resolution: The IQAC coordinator apprised the members about parameters forattainment 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
Responsibility- Dean Academic Affairs

Agenda Point10. Indirect attainment (Program exit survey/Course end survey)

Resolution: The IQAC coordinator apprised the members about methods of indirect attainment and parameters forattainment. 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
Responsibility- Dr Kanwaljeet Kaur

Agenda Point11.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
Responsibility- All HoDs and concerned members

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
Responsibility- Er Kovid Sharma

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)
Responsibility- All HoD's

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 7th Sem, Mr. Rushil Gupta, CSE 5th 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
(CoordinatorIQAC)

Dr Jayoti Bansal
(ChairpersonIQAC)

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