

BABA BANDA SINGH BAHADUR ENGINEERING COLLEGE

Approved by AICTE, Affiliated to IKG PTU / MRSPTU, Recognized by Govtof Punjab

Accredited by NBA (AICTE) and IE(I)



Internal Quality Assurance Cell (IQAC)

Ref No: BBSBEC/TPQ/28/20

Date: 21-05-2020

Minutes of Meeting - IQAC

Minutes of 7th meeting of Internal Quality Assurance Cell (IQAC) held on 10-05-2020 at 2:30 PM in the Committee Room of BBSBEC, FGS.

The meeting was attended by the following:

Sr. No	Designation	Name	IQAC Responsibility
1.	Head of the Institution	Dr. G.S.Lamba, Principal, BBSBEC	Chairperson
2.	Senior Administrative Official	Dr. Lakhwinder Singh, Dean Academics	Member
		Dr. A P S Sethi, Dean Students Affairs	Member
		Dr. Lakhvir Singh, HOD (Mech. Engg.)	Member
		Dr. Kanwalvir Singh Dhindsa, HoD(CSE)	Member
		Dr. G.S. Brar, HOD (Electrical Engg.) and Prof In-charge Accounts	Member
		Dr. RS Uppal, HOD (ECE)	Member
		Dr. Virinder Singh, Prof. (Applied Sci.), Prof in charge Administration	Member
		Dr. Niraj Bala, Dean RIC	Member
		Prof. J.S.Ratol, XEN	Member
		Dr. B S Bhullar, Dean, Admissions	Member
3.	Faculty members	Dr. Amritbir Singh, Professor, Applied Sciences	Member
		Dr. Baljit Singh, Professor, CSE, BBSBEC	Member
		Dr. Manpreet kaur Araora, DCoE	Member
5.	Students and Alumni	Mr. Amarjot Singh Ubhi (Student Representative)	Member
		One notable Alumni nominated by Head, Alumni Relations	Member
6.	Nominees from stakeholders	Dr. Sukhjeet Kaur, Parent	Member
7.	Coordinator/Director of the IQAC	Dr. JS Oberoi, Professor (Mech. Engg.) and Head(T&P)	Director-cum-Coordinator

The 7th meeting of the IQAC conducted and approves the following agendas/points.

- 7.1 **Review of 6th Meeting:** All the present members unanimously approved the minutes of 6th meeting held on 21/02/2020. The members were apprised about the status of actions taken on decisions made in the previous meeting.
- 7.2 **Online continuation of students' academics during the COVID-19 and counseling:** To cater for minimum academic loss during the suspension of classes, e-Contact Classes should be planned. The faculty should prepare the necessary digital material for each class and for practical work. Student must regularly check for the content and special online classes can be conducted for their doubt clearance. Google Classroom/ Zoom app can be utilized for the same purpose. It will be responsibility of each faculty and student to acquaint them with the app and use the ICT tool efficiently.
- 7.3 **Awareness and Implementation of COVID-19 guidelines for Institute/general public and phase wise opening of the Institution:** It was unanimously decided that the awareness about the COVID-19 pandemic must be spread among all the stakeholders of BBSBEC. A checklist of do's and don'ts must be prepared and further shared with all the members of staff and student fraternity with reference to the instructions issued by the University and the directions of Government from time to time due to

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COVID-19. Taking cognizance of the present situation the issue of re-opening the College campus was discussed in the meeting and has been decided to prepare the guidelines/SOPs for the phased opening of the institute. It was decided to take a note of GOI, health authorities and university guidelines while making the SOPs for the same.

- 7.4 Steps to conduct online placement and internship activities:** The committee members assessed the COVID-19 situation and proposed that amid the pandemic situation prevailing in the country, the college should prepare a detailed policy regarding the conduct/organise of online placements and online internship activities. Such policy is mandatory and need of the hour so as to meet the expectations of all the stakeholders and achieve the best possible results where placement and internships are concerned.
- 7.5 Online admission management for session 2020:** The Dean admission briefed the members about the on-going online & offline registration and document processing of aspiring students from Punjab and other states. The fee submission was done through both online & offline mode at the discretion of the candidates. However, the members felt that the college needs a fresh admission policy in future in order to improve the admissions in coming session. The college requires a customise CRM software along with the development of mobile app and update in the college web site for this purpose.
- 7.6 Conduct of final semester internal university examinations:** The MSTs, assignments/tutorial sheets and project work submission were successfully conducted through google meet, docs and related online tools.

The meeting ended with the vote of thanks to the chair.

Prof. (Dr) J S Oberoi
Director, IQAC

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