

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/TPO/2167/A

Date: 15/02/2018

Minutes of Meeting - IQAC

Minutes of 1st meeting of Internal Quality Assurance Cell (IQAC) held on 13-02-2018 at 2:30 PM in the Committee Room of BBSBEC, FGS.

The meeting was attended by the following:

Sr. No	Name of the Member	Designation
1.	Dr. G.S.Lamba, Principal, BBSBEC Fatehgarh Sahib	Chairperson
2.	Dr. JS Oberoi, Professor (Mech. Engg.), BBSBEC Fatehgarh Sahib	Director cum Coordinator
3.	Dr. Lakhwinder Singh, Dean Academics, BBSBEC Fatehgarh Sahib	Member
4.	Dr. Lakhvir Singh, HOD (Mech. Engg.), BBSBEC Fatehgarh Sahib	Member
5.	Dr. KVS Dhindsa, Professor (Computer Science & Engg.), BBSBEC Fatehgarh Sahib	Member
6.	Dr. RS Uppal, HOD (Electronics & Comm. Engg.), BBSBEC Fatehgarh Sahib	Member
7.	Dr. Niraj Bala, Dean RIC, BBSBEC Fatehgarh Sahib	Member
8.	Dr. Virinder Singh, Professor (Applied Sci.), BBSBEC Fatehgarh Sahib	Senior Admin Officer
9.	Dr. G.S. Brar, HOD (Electrical Engg.), BBSBEC Fatehgarh Sahib	Member
10.	Prof. J.S.Ratol, XEN	Member
11.	S. Sher Singh	President Muncipal Corporation, Sirhind
12.	Ms. Varundeep Kaur	Spice Digital, Mohali, Employer
13.	S. Jatinder Singh Manchanda	MD, Guru Nanak Industries, Ludhiana
14.	Dr. Amritbir Singh	Parent
15.	Mr. Mubarak Singh Sandhu	Alumni
16.	S. Karnail Singh Panjoli	Member, Trust
17.	S. Ravinder Singh Khalsa	Member, Trust
18.	Ms. Lavpreet Kaur	Student

1.1 The first meeting of **Internal Quality Assurance Cell (IQAC)** was conducted to discuss the objectives and functions of IQAC in the institution. The members appreciated the role of BoG for the institution of IQAC and promoting measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

1.2 Proposal for setting up the office of IQAC

It was informed to the members that there is a requirement of a separate IQAC cell. A request is given to the chairperson to establish a separate IQAC cell.

1.3 To apprise members about the ongoing quality enhancement activities and formalize them under the ambit of IQAC:

1. Academic and administrative audit
2. Feedback System: Collection of feedback from students, parents, Alumni, Faculty
3. Preparation for NAAC accreditation

1.4 Proposal for upcoming activities under IQAC

1. NAAC and NBA Accreditation
2. Periodic review of institution progress towards achieving its vision and mission, overview of teaching-learning process, conducting SWOC and special emphasis on student centric activities for enhanced employability and career planning.

CHANDIGARH ROAD, FATEHGARH SAHIB – 140 407 PUNJAB (INDIA)

Website: www.bbsbec.edu.in Email: iqac@bbsbec.ac.in

Ph: 01763 503056, Fax 01763 503139

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Internal Quality Assurance Cell (IQAC)

3. IQAC committee shall review procedure and documents for quality audit to improve the academic and administrative performance of the institution.
4. IQAC committee suggested that standard operation procedures should be laid down keeping in mind the aspect of transparency and qualitative aspects.
5. IQAC committee urge the HoD's/BOS members to review and suggest changes in content and conduct of any subject in line with the technological advancements.
6. It has been unanimously decided that regular meetings of IQAC shall be held and at least every semester for the review of all quality related aspects concerning institution.

1.5 To discuss any other point with the permission of the chair:

- Mr. Mubarak Singh Sandhu, Alumni proposed that interaction of alumni must be enhanced in terms of assistance with expert talks, counselling/mentoring and resource generation.

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

Prof. (Dr) J S Oberoi
Director, IQAC

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