

# 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/376

Date: 11/06/2018.....

### Minutes of Meeting - IQAC

Minutes of 2nd meeting of Internal Quality Assurance Cell (IQAC) held on 04-06-2018 at 10:00 AM in the Committee Room

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	Ms. Varundeep Kaur	Spice Digital, Mohali, Employer
12	S. Jatinder Singh Manchanda	MD, Guru Nanak Industries, Ludhiana
13	Dr. Amritbir Singh	Parent
14	Mr. Mubarak Singh Sandhu	Alumni
15	S. Karnail Singh Panjoli	Member, Trust
16	S. Ravinder Singh Khalsa	Member, Trust
17	Ms. Lavpreet Kaur	Student

S. Sher Singh, President Municipal Corporation, Sirhind could not attend the meeting.

**2.1 To approve the minutes of 1st meeting held on 13.02.2018. Members of the house noted and approved the minutes of 1st IQAC meeting.**

**2.2 To appraise the members about the status of action taken on minutes of 1st meeting:**

1. The house was informed about the procedure and planning to conduct Academic audit in each of the department.
2. The house was informed about the feedback practices in the college. Feedback collected from students, parents, Alumni, Faculty is at satisfactory level.
3. The house congratulated Dr. K. V. S. Dhindsa for successfully conducting the Workshop on NBA Accreditation.
4. Members noted about the Lectures conducted by various departments from Industry Persons in response to action to be taken in the minutes of 1st meeting.
5. The importance of having dedicated IQAC office with supportive staff was highlighted by the members and it was suggested that the same must be established before the NAAC visit.

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

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## Internal Quality Assurance Cell (IQAC)

6. The house appreciated that HoD's/BOS members had reviewed changes in content and conduct of any subject in line with the technological advancements.

**2.3 Transparency in academics is to be implemented.** Delivery of curriculum must be formalized, recorded and periodically reviewed in accordance to the curriculum plan of the institution.

**2.4 To consider and approve the format of code of conduct for students:** Students must be made aware about code of conduct. A proper document for the same should be given to the students.

**2.5 To report of Implementation of examination reforms in accordance with AICTE regulations.** Blooms Taxonomy to be implemented in all the departments, CO attainment is to be done for each course.

**2.6** A committee headed by the Dean Exams/Dy. Dean Exams and all HODs (members) will coordinate with the university and check for any curriculum change where as new courses may be started in the CSE and ME departments.

**2.7 IQAC is interested in increasing Skill Development Courses** running under PMKVY scheme in the college. At present, 4 courses are running and HoDs may identify more courses, which can be started within existing resources in their respective departments. Every department should identify one or two such course(s).

**2.8** It has been decided that at least one FDP/STC/Workshop should be conducted on regular basis.

**2.9** There is a need to **strengthen Mentor-mentee system** in the institute.

**2.10** Need to strengthen the **internal quality system** through academic and administrative audit.

**2.11** Institute needs to apply for the **NIRF rating and NAAC accreditation** by the due date.

**2.12** There is a need to strengthen social responsibilities of the institute by promoting technical and vocational education in the region.

**2.13** To discuss any other point with the permission of the chair:

1. S. Jatinder Singh Manchanda proposed that students must be trained for soft skill and aptitude aspects for their enhanced employability aspects.

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

Prof. (Dr) J S Oberoi  
Director, IQAC

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