

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: BBSREC/TPO/331

Date: 10-05-2019

Minutes of Meeting - IQAC

Minutes of 4th meeting of Internal Quality Assurance Cell (IQAC) held on 03-05-2019 at 02:30 PM 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
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

S. Jatinder Singh Manchanda, Ms. Varundeep Kaur and S. Sher Singh, President Municipal Corporation, Sirhind could not attend the meeting.

4.1 To apprise the members about the status of action taken on minutes of 3rd meeting:

1. Implementation of academic grading system as per the university curriculum.
2. MoU has been signed for Centre for Excellence with National Cyber Defence Research Centre.
3. Skill development courses through AICTE/GOI schemes.
4. Outcomes from the academic audit conducted in all the departments are reviewed.
5. Attainment of Cos implemented.
6. Pass percentage of students improved.
7. Establishment of Ph. D research centre in the institute.
8. Delivery of curriculum has been implemented and periodically reviewed (semester wise) in accordance to the curriculum plan of the institution.
9. Feedback regarding curriculum have been received, reviewed and recommendations have been approved.

1.2 Apprise of Activities under IQAC

- **NAAC Accreditation:** A central team has already been constituted to compile the data. Maximum data has to be compiled at the departmental level. The HODs are required to nominate 3 - 4 dedicated staff members to fill the Performa carefully. Data must be vetted by at least the

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submitted to the Central Team. Central Team should go through, compile, re-verify for the correctness of the data before final submission.

- **PMKVY Programs:** 19 programs are already approved by AICTE under PMKVY programs. Institute need to start more courses.
- **Orientation Program of newly admitted students as per the guidelines of AICTE:** On the reporting of all newly admitted students, a one-day orientation program must be organized by HOD (AS) in coordination with Dean Academics. HOD must ensure that these students firstly come to the college and then settle down academically. Special classes will be organized for these students so that they can cope with the syllabus before 1st MST.
- **NBA Accreditation:** Institute's present NBA accreditation is up to June 2020. Hence departments need to be re-accredited.
- **Student's activities:** Need to enhance extension activities to promote happiness and learning of students.
- **Curriculum Delivery:** Effectiveness of curriculum delivery in accordance with university norms to be maintained at all levels in the institute.
- **Online PEP:** There is a need of providing aptitude and soft skill training through online approach for enhancing flexibility in time and content.
- **Green Audit:** To put a step towards Green Initiative, Institute need to undertake green and energy audit of the institute.
- **Online Grievance Redressal System:** AICTE made it compulsory for all institutions to create online grievance redressal system for staff and students. The process for procuring the software is going on and the system has to be functional in college at earliest. The faculty need to aware with the software, that how it would be used. The students make their grievances, if any, online on this system and it will be the responsibility of the institute to solve the grievances at the earliest because a monthly report will go to AICTE.

4.3 Any other issue with the permission of chair:

S. Ravinder Singh Khalsa appreciated the efforts of IQAC on behalf of BoG and assured continual support for the growth of the institution,

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

Prof. (Dr) J S Oberoi
Director IQAC

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