OFFICE ORDER

To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the College, the Internal Quality Assurance Cell (IQAC) is hereby constituted w.e.f 18.07.2015:-

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<td>Mr. Bhoop Singh</td>
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<td>16.</td>
<td>Ms. Priyanka</td>
<td>Student- B.Tech-ME</td>
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Cc to:-
- Director
- Principal
- CFO
- Registrar
- Concerned Members
OFFICE ORDER

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 18.08.2015 at 3:30 PM in the seminar hall. All the members of the IQAC are requested to attend the meeting.

Agenda of Meeting:

1. Welcome IQAC members of the Academic Session 2015-16
2. Review of Teaching-Learning Process and evaluation
3. Course files, Feedback report and action taken
4. Proposed workshops, conferences, FDPs and Seminars
5. Miscellaneous

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IQAC Coordinator

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Cc to:-
- Director
- Principal
- CFO
- Registrar
- Concerned Members
Minutes of Meeting

A meeting was held on 19th August, 2015 at 3:30PM in the conference room of the college. The following members of IQAC cell were present in the meeting:-

1. Dr. B.C. Sharma, Principal - In Chair
2. Shri. Sunil Makkar, Coordinator, IQAC
3. Shri Manish Khatri, CFO
4. Shri Balwan Singh, Registrar
5. Dr. Arabinda Sharma, HOD, CE
6. Dr. Sudesh Jakhar, HOD, CSE
7. Shri Dheeraj Kumar, HOD, EEE
8. Shri Ashok Mishra, HOD, ME
9. Dr. Jitender Gour, HOD, ASH
10. Ms. Anita Dalal, AP, EVS
11. Shri Durgesh Srivastva, AP, CSE

The following points were discussed during the meeting:-

- Discussion of Quality Circles feedback
- Proposed workshop on Quality
- Placement training and Placement activities
- Implementation of centralized attendance system:
- Induction program for new teachers
- Report on internal and external academic audit
- Discuss schedule on aptitude, communication, etiquette and interview techniques

Ce to:-
- Director
- Principal
- CFO
- Registrar
- Concerned Members

IQAC Coordinator
Minutes of Meeting

A meeting was held on 17th February, 2016 at 3:30PM in the conference room of the college.

The following members of IQAC cell were present in the meeting:-

1. Dr. B.C. Sharma, Principal -In Chair
2. Shri. Sunil Makkar, Coordinator, IQAC
3. Shri Manish Khatri, CFO
4. Shri Balwan Singh, Registrar
5. Dr. Arabinda Sharma, HOD, CE
6. Dr. Sudesh Jakhar, HOD, CSE
7. Shri Dheeraj Kumar, HOD, EEE
8. Shri Ashok Mishra, HOD, ME
9. Dr. Jitender Gour, HOD, ASH
10. Ms. Anita Dalal, AP, EVS
11. Shri Durgesh Srivastva, AP, CSE

The following points were discussed during the meeting:-

➢ Review of Teaching Learning process
➢ Class committee meeting for this academic year
➢ Implant training for all the students
➢ Technical series workshops for engineering students
➢ Discussion about NSS activities
➢ Discussion about GATE coaching
➢ Discuss schedule Soft skill classes on aptitude, communication, etiquette and interview techniques

IQAC Coordinator

Cc to:-
- Director
- Principal
- CFO
- Registrar
- Concerned Members
OFFICE ORDER

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 17.02.2016 at 3:30 PM in the seminar hall. All the members of the IQAC are requested to attend the meeting.

Agenda of Meeting:
1. Confirmation of minutes of meeting of the previous meeting held on 18.08.2015
2. Remedial classes for slow learner and Guest Lecturer
3. Placement Activities
4. NSS and Sports Activities
5. Industrial visits
6. Hostel and Transport
7. R&D-Publication
8. Miscellaneous

Ce to:-
- Director
- Principal
- CFO
- Registrar
- Concerned Members
CIRCULAR

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 25.08.2016 at 4 PM in the conference room. All the members of the IQAC are requested to attend the meeting.

Cc to:-
- Director
- CFO
- Registrar
- Concerned Members
OFFICE ORDER

To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the College, the Internal Quality Assurance Cell (IQAC) is hereby constituted w.e.f 20.07.2016.

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To,
- Director
- Principal
- CFO
- Registrar
- Concerned Members
BRCM COLLEGE OF ENGINEERING & TECHNOLOGY
BAHAL (BHIWANI)-127028

26th August, 2016

Minutes of Meeting of IQAC

A meeting was held on 26th August, 2016 at 4:00 PM in the conference room. The following IQAC members were present during the meeting:-

1. Dr. Arabinda Sharma, Principal  - In Chair
2. Shri Manish Khatri, CFO
3. Shri. Sunil Makkar, Coordinator -IQAC
4. Dr. Sudesh Jakhar, HOD- CSE
5. Dr. Vivek Kumar, HOD- EEE
6. Dr. Jitender Gour, HOD-ASH
7. Shri Kanwar Pal, HOD-ME
8. Shri Praveen Berwal, HOD CE
9. Mr. Pawan Kumar Panghal, Registrar
10. Mrs. Anita Dulal, AP EVS
11. Shri Durgesh Srivastava, AP CSE

The following points were discussed during the Meeting:-

- Enhancement of quality in curriculum design
- Academic regulations should not change so frequently
- More emphasis should be laid on conceptual teaching and learning
- Administrative meetings with faculty should not affect class work.
- Discussion of Quality Circle feedback
- Proposed workshop on Quality
- Placement training and Placement activities

Coordinator IQAC
CIRCULAR

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 19.02.2017 at 3:30 PM in the conference room. All the members of the IQAC are requested to attend the meeting.

Cc to:-
- Director
- CFO
- Registrar
- Concerned Members
Minutes of Meeting of IQAC

A meeting was held on 20th February, 2017 at 3:30 PM in the conference room. The following IQAC members were present during the meeting:-

1. Dr. Arabinda Sharma, Principal
2. Shri Manish Khatri, CFO
3. Shri. Sunil Makkar, Coordinator - IQAC
4. Dr. Sudesh Jakhar, HOD- CSE
5. Dr. Vivek Kumar, HOD- EEE
6. Dr. Jitender Gour, HOD-ASH
7. Shri Kanwar Pal, HOD-ME
8. Shri Praveen Berwal, HOD CE
9. Mr. Pawan Kumar Panghal, Registrar
10. Mrs. Anita Dalal, AP EVS
11. Shri Durgesh Srivastava, AP CSE

The following points were discussed during the Meeting:-

- Discussion about ICT enabled services
- Discussion about Exam Manual
- Discussion about E-Governance/ERP
- Discussion about Updating the website in line with the current data
- Finalizing the rooms for PPT presentation by the HoDs
- Discussion about Photo cum news item exhibition covering University recognitions achievements empowerment, green practices etc
- Physical visit to all labs of the departments

Coordinator IQAC

C.c.to:
- Director
- Principal
- CFO
- Registrar
- Concerned Members
CIRCULAR

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 26.08.2017 at 3:30 PM in the conference room. All the members of the IQAC are requested to attend the meeting.

Cc to:-
- Director
- CFO
- Registrar
- Concerned Members

IQAC Coordinator
Minutes of Meeting of IQAC

A meeting was held on 26th August, 2017 at 3:30 PM in the conference room. The following IQAC members were present during the meeting:

1. Dr. Arabinda Sharma, Principal
2. Shri Manish Khatri, CFO
3. Shri Sunil Makkar, Coordinator - IQAC
4. Dr. Sudesh Jakhar, HOD- CSE
5. Dr. Vivek Kumar, HOD- EEE
6. Shri Kanwar Pal, HOD-ME
7. Shri Praveen Berwal, HOD CE
8. Mr. Pawan Kumar Panghal, Registrar
9. Mrs. Anita Dalal, AP EVS
10. Shri Durgesh Srivastva, AP CSE

The following points were discussed during the Meeting:

1. Action taken report on the decisions of the previous meeting
2. Implementation of centralized attendance system:
3. Induction program for new teachers
4. Report on internal and external academic audit
5. CO-PO assessment process
6. Discussion about NSS activities
7. Discussion about placement activities.
8. Discussion about extra classes for remedial students

Coordinator IQAC
c.c.to:

- Director
- CFO
- AR
- All concerned
CIRCULAR

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 22.02.2018 at 4:00 PM in the conference room. All the members of the IQAC are requested to attend the meeting.

Cc to:-
- Director
- CFO
- Registrar
- Concerned Members
BRCM COLLEGE OF ENGINEERING & TECHNOLOGY
BAHAL (BHIWANI)-127028

23rd February, 2018

Minutes of Meeting of IQAC

A meeting was held on 23rd February, 2018 at 4:00 PM in the conference room. The following IQAC members were present during the meeting:-

1. Dr. Arabinda Sharma, Principal
2. Shri Manish Khatri, CFO
3. Shri. Sunil Makkar, Coordinator - IQAC
4. Dr. Sudesh Jakhar, HOD- CSE
5. Dr. Vivek Kumar, HOD- EEE
6. Dr. Jitender Gour, HOD-ASH
7. Shri Kanwar Pal, HOD-ME
8. Shri Praveen Berwal, HOD CE
9. Mr. Pawan Kumar Panghal, Registrar
10. Mrs. Anita Dalal, AP EVS
11. Shri Durgesh Srivastava, AP CSE

- In Chair

The following points were discussed during the Meeting:-

- The progress of Contemporization program was reviewed.
- Faculty research data was discussed in the meeting
- Discussion about increasing admissions
- A need for raising funds for scholarships was discussed
- The overall undergoing development of infrastructure was also discussed during the meeting
- Discussion about placement activities'
- Discussion about the interneship of students
- Discussion about the training of students in NJIT

Coordinator IQAC
c.c.to:
  • Director
  • CFO
  • AR
  • All concerned
CIRCULAR

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 29.08.2018 at 4 PM in the conference room. All the members of the IQAC are requested to attend the meeting.

Cc to:-
- Director
- CFO
- Registrar
- Concerned Members
BRCM COLLEGE OF ENGINEERING & TECHNOLOGY
BAHAL (BHIWANI)-127028

30th August, 2018

Minutes of Meeting of IQAC

A meeting was held on 29th August, 2018 at 4:00 PM in the conference room. The following IQAC members were present during the meeting:-

1. Dr. Arabinda Sharma, Principal
2. Shri Manish Khatri, CFO
3. Shri Sunil Makkar, Coordinator -IQAC
4. Dr. Sudesh Jakhar, HOD- CSE
5. Dr. Vivek Kumar, HOD- EEE
6. Dr. Jitender Gour, HOD-ASH
7. Shri Kanwar Pal, HOD-ME
8. Shri Praveen Berwal, HOD CE
9. Mr. Pawan Kumar Panghal, Registrar
10. Mrs. Anita Dalal, AP EVS
11. Shri Durgesh Srivastva, AP CSE

- In Chair

The following points were discussed during the Meeting:-

1. Review of last IQAC meeting minutes
2. Review of Analysis of Students’ Academic Results in the previous academic year (2017-18).
3. Review of placements of the previous academic year (2017-18).
4. Planning of Target Activities for the academic year (2018-19)
5. IQAC action plan for the year 2018-19
   - Information and Communication Technologies (ICT) learning
   - Industry – Institute Interactions
   - Faculty development programs
   - Research Activities

6. Planning for Awareness programs.
c.c.t.o:
- Director
- Principal
- CFO
- Registrar
- Concerned Members
BRCM COLGGE OF ENGINEERING & TECHNOLOGY, BAHAL

No. BRCMCET/IQAC/2019/61

CIRCULAR

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 25.02.2019 at 4:30 PM in the conference room. All the members of the IQAC are requested to attend the meeting.

Cc to:-
- Director
- CFO
- Registrar
- Concerned Members

IQAC coordinator
Minutes of Meeting of IQAC

A meeting was held on 25th February, 2019 at 4:30 PM in the conference room. The following IQAC members were present during the meeting:-

1. Dr. Arabinda Sharma, Principal - In Chair
2. Shri Manish Khatri, CFO
3. Shri. Sunil Makkar, Coordinator -IQAC
4. Dr. Sudesh Jakhar, HOD- CSE
5. Dr. Vivek Kumar, HOD- EEE
6. Dr. Jitender Gour, HOD-ASH
7. Shri Kanwar Pal, HOD-ME
8. Shri Praveen Berwal, HOD CE
9. Mr. Pawan Kumar Panghal, Registrar
10. Mrs. Anita Dalal, AP EVS
11. Shri Durgesh Srivastava, AP CSE

The following points were discussed during the Meeting:-

1. Minutes of previous meeting were confirmed.

2. Different time slots were allotted to all the Departments wherein they were expected to make a power-point presentation of their department’s strengths, achievements, best practices and future plans

3. Following guidelines were discussed on the basis of which the academic audit would be conducted:-
   - Meeting Records
   - Mentorship Week Data
   - Weekly modular program
   - Academic Calendar
   - FDP/Seminars/Lectures organized, convened and attended
   - Teaching innovative method
   - Resources added during the academic year
   - Publications
➢ Teacher’s contribution in Committees/Cells/Societies
➢ Individual Profile of Faculty
➢ Workload Allocation
➢ Student teacher ratio in theory and practical’s/tutorials

c.c.t.o:

➢ Director
➢ CFO
➢ AR
➢ All concerned
OFFICE ORDER

To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the College, the Internal Quality Assurance Cell (IQAC) is hereby constituted w.e.f 17.07.2019:-

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Cc to:-
- Director
- CFO
- Registrar
- Concerned Members
No. BRCMCE1/IQAC/2019/82

12.08.2019

CIRCULAR

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 26.08.2018 at 4 PM in the conference room. All the members of the IQAC are requested to attend the meeting.

Ce to:-

- Director
- CFO
- Registrar
- Concerned Members

IQAC coordinator
Minutes of Meeting of IQAC

A meeting was held on 26th August, 2019 at 4:00 PM in the conference room. The following IQAC members were present during the meeting:-

1. Dr. Arabinda Sharma, Principal  
2. Shri Manish Khatri, CFO  
3. Shri. Sunil Makkar, Coordinator -IQAC  
4. Shri Praveen Kantha, HOD- CSE  
5. Dr. Vivek Kumar, HOD- EEE  
6. Dr. Jitender Gour, HOD-ASH  
7. Shri Amit Kumar, HOD-ME  
8. Shri Ashish Verma, HOD CE  
9. Mr. Pawan Kumar Panghal, Registrar  
10. Mrs. Anita Dalal, AP EVS  
11. Shri Durgesh Srivastva, AP CSE

The following points were discussed during the Meeting:-

1. Minutes of previous meeting were confirmed
2. Discussion about Examination Work
   - Head Examiner
   - Superintendent/Deputy Superintendent/Additional superintendent
   - Evaluation work
   - Paper setting
   - External and internal examiner for practicals
3. Discussion about academic calendar
4. Discussion about placement activities
5. Discussion about NSS activities
6. Discussion about student training in companies
7. Discussion about transport facilities for students
c.c.t.o:
- Director
- CFO
- AR
- All concerned
OFFICE ORDER

To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the College, the **Internal Quality Assurance Cell (IQAC)** is hereby constituted w.e.f 14.03.2020:-

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<td>Shri Durgesh Srivastva</td>
<td>AP-CSE</td>
<td>Member</td>
</tr>
<tr>
<td>13</td>
<td>Mr. Bhoop Singh</td>
<td>Alumnus-EEE Passed out</td>
<td>Member</td>
</tr>
<tr>
<td>14</td>
<td>Ms. Rashi</td>
<td>Student- B.Tech-CSE</td>
<td>Member</td>
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Dr. A.K. Sharma  
Principal

Cc to:-
Cc to:-

- Director
- CFO
- Registrar
- Concerned Members
Minutes of Meeting of IQAC

A meeting was held on 28\textsuperscript{th} March, 2020 at 4:30 PM in the conference room. The following IQAC members were present during the meeting:

1. Dr. Anuj Kumar Sharma, Principal
2. Shri Manish Khatri, CFO
3. Shri Sunil Makkar, Coordinator -IQAC
4. Shri Praveen Kantha, HOD- CSE
5. Dr. Vivek Kumar, HOD- EEE
6. Dr. Jitender Gour, HOD-ASH
7. Shri Amit Kumar, HOD-ME
8. Shri Ashish Verma, HOD CE
9. Mr. Pawan Kumar Panghal, Registrar
10. Mrs. Anita Durlal, AP EVS
11. Shri Durgesh Srivastva, AP CSE

- In Chair

The following points were discussed during the Meeting:

- Preparation and implementation of special Time Table for online classes.
- All HOD’s are directed to plan about coverage of Syllabus in due course of time.
- All Staff members are requested to participate online FDP during lockdown period.
- Compilation of Data for NAAC self study report. All HOD’s are requested to provide data to the Registrar at the earliest.
- Discussion about Improvement in Admission for session 2020-21. Digital Marketing on Facebook is already started since 12.04.2020. Text messages also delivered on available data regularly.
- All Staff members are directed to involve in admission promotion positively. Telecalling will be started shortly after removal of lockdown.
- Apply for Application form for NAAC Accreditation.
- Constitute a Committee for NAAC.
- Collect Data for Last five year for NAAC.
Staff Approval from M D University, Rohtak.

C.C.to:
- Director
- CFO
- AR
- All concerned

Coordinator IQAC