



BABU BANARASI DAS INSTITUTE OF TECHNOLOGY & MANAGEMENT

(Formerly known as Babu Banarasi Das National Institute of Technology & Management)
Affiliated to Dr. A.P.J. Abdul Kalam Technical University (AKTU College Code : 054)
Approved by All India Council for Technical Education (AICTE)
Website : www.bbdnitm.ac.in / Email ID : director@bbdnitm.ac.in
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Ref. No.: Dir-BBDITM/2023 -24/AAB-016/MOM

Date: 9th February 2024

ACADEMIC ADVISORY MEETING MINUTES

In reference to the Notice Ref. No.: Dir-BBDITM/2023-24/AAB-016, the Academic Advisory Board meeting commenced at 10:00 AM in Board Room, BBDITM with a welcome address by the Convener, who briefed the members on the importance of the meeting in strengthening academic quality and institutional processes. The agenda was then taken up for discussion.

S.No	Agenda	Description
16.1	Curriculum Gap Analysis & Closure	Departmental Academic Advisory Committees discussed on identified gaps related to emerging technologies, industry relevance, and interdisciplinary learning. Feedback from industry experts and alumni was considered for curriculum enrichment and syllabus updates.
16.2	Outcome-Based Education (OBE) Implementation	Progress on OBE implementation was reviewed, including CO attainment calculations, indirect assessment tools, and gap analysis. Departments were advised to strengthen internal audits and standardize documentation formats.
16.3	Student Support Mechanisms (Higher Education & Entrepreneurship)	Initiatives such as Learnovate training, competitive exam support, alumni mentoring, higher education guidance, and startup encouragement were reviewed. Focus was placed on identifying and mentoring final-year students with research or entrepreneurial interests.
16.4	Teaching Learning Innovations	Departments shared innovative teaching practices including flipped classrooms, peer learning and use of digital platforms. The impact on student engagement and learning outcomes was discussed.
16.5	Research & Development Activities	Department-wise research progress including publications, student projects, funded proposals, consultancy activities, and interdisciplinary collaborations was reviewed. Emphasis was laid on regular research dashboard updates and quality publications.
16.6	Faculty Performance & Development	Faculty workload, academic outcomes, FDP participation, mentoring effectiveness, and innovation contributions were reviewed. Faculty members were encouraged to engage in continuous professional development through FDPs and research activities.
16.7	Infrastructure, Library & Learning Resources	Laboratory readiness, ICT tools, library digital resources, and student support facilities were reviewed and found largely compliant with NBA requirements. Suggestions for continuous upgradation were discussed.
16.8	Examination, ERP & Academic Progress	Examination duty allocation, syllabus coverage, ERP updates, internal marks upload, and remedial measures were reviewed. Departments reported satisfactory academic progress and

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16.9	IQAC Audit Readiness & Documentation	compliance with university timelines. IQAC presented the status of audit preparedness, documentation quality, and evidence compilation. Outcome-oriented reporting and a mock audit were proposed to ensure final readiness.
16.10	Alumni Engagement & Institutional Outreach	Alumni portal activation, alumni talks, central alumni meet proposal, and collaboration with T&P Cell were discussed to enhance mentoring, placements, and institutional branding.
16.11	Policy Awareness & Academic Events	Suggestion for awareness programs such as "Celebrating 4 Years of NEP" and academic events including conferences, seminars, and panel discussions to strengthen academic culture.

Any other agenda with the permission of chair

Director, BBDITM

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