



BABU BANARASI DAS INSTITUTE OF TECHNOLOGY & MANAGEMENT

Established in the year 2002, Babu Banarasi Das Institute of Technology & Management is a leading educational institution in the field of Engineering, Technology, Management, and Design.

Approved by the Indian Council for Technical Education (ICTE)
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Ref. No: BBDITM/2023-24/AB/015/0001

Date: 17th October 2023

ACADEMIC ADVISORY MEETING MINUTES

In reference to the Notice Ref. No. BBDITM/2023-24/AB/015/0001, the Academic Advisory Board meeting commenced at 10:00 AM in Grand 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
15.1	Review of NBA Evaluation Visit Report	The Convener presented a summary of the NBA evaluation report, brought up an action plan, faculty commitment, infrastructure, and student activities were acknowledged. Major gaps were identified in OBE implementation, research output, consultancy, faculty appraisal systems, and documentation. Departments were asked to initiate corrective measures immediately.
15.2	Post-NBA Visit Compliance Planning	Departments were instructed to prepare post-visit compliance reports addressing NBA observations with precise evidence such as meeting minutes, photographs, TEP records, and revised processes.
15.3	Department-wise Performance Review	A consolidated review highlighted strengths including student placements, scholasticity, and faculty dedication. Areas needing improvement included OBE awareness, faculty retention, research activities, consultancy, infrastructure gaps, and HR policy clarity.
15.4	Revision of Vision, Mission, PEOs & PSOs	The need for refreshing Vision, Mission, PEOs and PSOs by the ICE Department and improvement of PEOs by the CS Department as per NBA guidelines was discussed.
15.5	Research, Innovation & Consultancy	The lack of sponsored research and consultancy activities was discussed. The PAB Committee was directed to activate Research Cells in each department and promote funded research, industry collaboration, and consultancy initiatives.
15.6	Outcome-Based Education (OBE) Implementation	Faculty awareness of OBE was found inadequate. IQAC and NBA Committee will organize regular training sessions on CO-PO-PSO mapping, assessment calibration, and student assessment.
15.7	Library & Learning Resources	The Librarian briefed members on available resources. Departments were requested to submit requirements for books, journals, software, and digital resources to support teaching and research.
15.8	Data Management & Documentation Standards	NBA concerns regarding improper documentation were discussed. IQAC will issue standardized templates and guidelines for academic and administrative record-keeping.

All other agenda with the permission of chair

Directed: BBDITM

BABU BANARASI DAS EDUCATIONAL SOCIETY

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