



BABU BANARASI DAS INSTITUTE OF TECHNOLOGY & MANAGEMENT

(Formerly known as Babu Banarasi Das National Institute of Technology & Management)
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Ref. No.: Dir-BBDITM/2023 -24/AAB-015/MOM

Date: 12th October 2023

ACADEMIC ADVISORY MEETING MINUTES

In reference to the Notice Ref. No.: Dir-BBDITM/2023-24/AAB-015, 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
15.1	Review of NBA Evaluator Visit Report	The Convener presented a summary of the NBA evaluation report. Strengths such as student enrollment, 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 advised 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 proper evidences such as meeting minutes, photographs, FDP records, and revised processes.
15.3	Department-wise Performance Review	A consolidated review highlighted strengths including student placements, infrastructure, 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 redefining Vision, Mission, PEOs and PSOs by the ECE 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 R&D Coordinator 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 Coordinator will organize regular training sessions on CO-PO-PSO mapping, attainment calculation, and outcome assessment.
15.7	Library & Learning Resources	The Librarian briefed members on available resources. Departments were instructed to submit requirements for books, journals, software, and digital databases 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.

Any other agenda with the permission of chair

SS
Director, BBDITM

B. Singh

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