



BABU BANARASI DAS INSTITUTE OF TECHNOLOGY & MANAGEMENT

(Formerly a unit of Babu Banarasi Das National Institute of Technology & Management)
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Ref. No: BBDITM/2024-25/AA/BBT/MOM

Date: 17th August 2024

ACADEMIC ADVISORY MEETING MINUTES

In reference to the Notice Ref. No: BBDITM/2024-25/AA/BBT/MOM, the Academic Advisory Board meeting was held on 17th August 2024 at 10:00 AM at Board Room, BBDITM with a welcome address by the Convener, who stressed the importance of the meeting in strengthening academic quality and operational processes. The agenda was then taken up for discussion.

S.No	Agenda	Description
17.1	Continuous Assessment Reform	The Committee suggested introducing unit tests in place of traditional assignments to strengthen continuous assessment and recommended a pilot implementation after evaluating feasibility, academic rigor, and faculty workload.
17.2	Admission Trends & Student Onboarding	The Committee reviewed admission trends for 2024-25 and suggested strengthening entry student engagement through structured orientation programs and bridge courses, especially for emerging domains.
17.3	Academic Planning & Timetable Review	The Committee recommended creating balanced timetables with optimal lab allocation and avoidance of student overlaps, utilizing adjustments whenever required.
17.4	Faculty Workload & Academic Compliance	The Committee suggested equitable distribution of faculty workload in line with prescribed norms, including teaching, mentoring, and administrative responsibilities.
17.5	Teaching Learning & Assessment Monitoring	The Committee recommended regular monitoring of student performance, syllabus coverage, TUE preparedness, quality paper moderation, and AICTE ERP-based attendance tracking.
17.6	Research & Innovation Engagement	The Committee suggested encouraging greater faculty and student participation in research publications, funded projects, patents, and conference presentations, with special focus on interdisciplinary research.
17.7	Training & Skill Development Programs	The Committee recommended enhancing participation in Lateral-Entry training programs and capturing certificate/industry linkages along with systematic in-plant assessment.
17.8	Accreditation & Quality Assurance (NBA/NIRF/IOQA)	The Committee suggested continuous updating of NBA documentation, CO-PO attainment records, NIRF data, and IOQA compliance, along with periodic mock audits and data verification.
17.9	Alumni & Stakeholder Feedback	The Committee recommended systematic utilization of alumni feedback to strengthen industry linkages, career guidance, and project-based learning initiatives.
17.10	Student Development & Co-curricular Activities	The Committee suggested promoting and diversifying technical events, workshops, clubs, competitions, and student

BABU BANARASI DAS EDUCATIONAL SOCIETY

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