



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/2024 -25/AAB-017/MOM

Date: 12th August 2024

ACADEMIC ADVISORY MEETING MINUTES

In reference to the Notice Ref. No.: Dir-BBDITM/2024 - 25/AAB-017, 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
17.1	Continuous Assessment Reforms	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 early student engagement through structured orientation programs and bridge courses, especially for emerging domains.
17.3	Academic Planning & Timetable Review	The Committee recommended ensuring balanced timetables with optimal lab allocation and avoidance of elective overlaps, with minor adjustments wherever 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 sessional performance, syllabus coverage, PUT preparedness, question paper moderation, and strict 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 undergraduate research.
17.7	Training & Skill Development Programs	The Committee recommended enhancing participation in Learnovate training programs and exploring certification linkages along with systematic impact assessment.
17.8	Accreditation & Quality Assurance (NBA/NIRF/IQAC)	The Committee suggested continuous updating of NBA documentation, CO–PO attainment records, NIRF data, and IQAC 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 documenting technical events, workshops, clubs, competitions, and student

BABU BANARASI DAS EDUCATIONAL SOCIETY

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17.11	Infrastructure & Laboratory Readiness	recognitions to support holistic student development. The Committee recommended regular laboratory maintenance, timely software upgrades, cleanliness audits, and ICT infrastructure planning aligned with accreditation standards.
17.12	Mentoring & Student Support Systems	The Committee suggested standardizing mentor mentee documentation and maintaining digital records to ensure transparency, consistency, and effective student support.
17.13	Academic Planning for Upcoming Semester	The Committee recommended advance planning of academic calendars, examination readiness, FDPs, result improvement strategies, and research activities for smooth semester execution.

Any other agenda with the permission of chair


Director, BBDITM

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