Ref. No: BBDITM/ 2025-26/ IQAC- 004

Date: 11th December, 2025

MINUTES OF MEETING (MOM)

Internal Quality Assurance Cell (IQAC)

Date: 11th December, 2025
Time: 4:10 PM
Venue: Room No. 002, BBDITM

Members Present:

The meeting was attended by the Chairman, IQAC Convener, and other IQAC members. (Attendance sheet attached)

Sr. No.	Agenda Item	Discussion
1	Discussion on the objectives and scope of the Internal Departmental Academic Audit.	Discussion on objectives and scope of Internal Academic Audit. The Chairperson explained the purpose of the Internal Academic Audit and emphasized its role in improving academic quality and compliance with accreditation requirements.
2	Review of academic processes and documentation required for audit.	Review of academic processes and documentation. Committee members discussed the required academic documents such as lesson plans, course files, CO–PO mapping, assessment records, student feedback, and attainment reports.

Usha

Dr. Usha Sharma
Convener, IQAC
BBDITM, Lucknow

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CC TO:

1. Director, BBDITM
2. Assistant Director, BBDITM
3. Registrar, BBDITM
4. All Heads of Departments, BBDITM
5. COE, BBDITM
6. All members of the IQAC, BBDITM

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