BBDITM

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
Phone Number : +91 - (522) - 6196222 / 6196223 / 6196349

Ref. No : BBDITM/IQAC/2023-24/003(a) Dated: 23rd Aug. '23

Minutes of Meeting

Date and Time: 23rd August 2023; 2:30 pm

Venue: Director's Room, Room No. 001, BBDITM

Opening:

The Internal Quality Assurance Committee (IQAC) of BBDITM was called to welcome the newly appointed members and discuss on ways to improve the quality of academics and steps to be followed to ensure it.

Present:

1. Dr. S.S. Chauhan, Director, BBDITM
2. Dr. Supriya Phurailatpam, Convenor, IQAC
3. Mr. Achman Mishra, Member Secretary, IQAC
4. Dr. Rupali Agarwal, Associate Professor, ECE
5. Mr. Navneet Pandey, Assistant Professor, ECE
6. Ms. Dolley Srivastava, Assistant Professor, IT
7. Mr. Shahab Ahmad, Assistant Professor, EE

Approval of Agenda:

- The Director, BBDITM welcome all the newly appointed members of IQAC and asked them to carefully go through the roles and responsibilities of IQAC.
- It was suggested that special attention should be given to CO-PO mapping for all subjects. Careful brainstorming and consultation with all the stakeholders should be done before finally finalizing the CO-PO mapping.
- It was decided that student feedback at central level will be conducted twice in one semester according to the following schedule:
  - 1st Feedback: Just before 1st Sessional
  - 2nd Feedback: Just before Pre-University Test

Scanned by CamScanner

- Targets from departments for each subject should be taken at the start of the semester. The targets should include both **passing percentage** for the subject and the **average marks** expected to be scored by the students.
- Class test / Unit test should be encouraged for subjects were students face difficulties.
- The departments should be able to give proper explanation of the process of how they arrived at the PSO's and PEO's of their departments.
- It is the responsibility of the IQAC members to check if proper feedback system was done while PSO's and PEO's were drafted.
- It was decided that the next IQAC visit to the Departments will start from **9th October 2023**.
- It was decided that the IQAC members, along with filling the format of the IQAC document, will jot down the list of **STRENGHTS** and **AREA OF IMPROVEMENT** for each department.

Agenda for Next Meeting: The next meeting will be with all the IQAC members and Director, BBDITM.

Adjournment: Meeting was adjourned at 3:15 pm on 23rd August 2023

Minutes Submitted By: Dr. Supriya Phurailatpam

Approved By: All present members panel with equal vote on above mention key points unanimously recorded consent.

K. Supriya 24th Aug' 2023

S.S 24/08/23

Scanned by CamScanner

BBDITM

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 (Ar TU College Code - 1054)
Approved by All India Council for Technical Education (AICTE)
Website : www.bbdnitm.ac.in / Email ID : director@bbdnitm.ac.in
Phone Number.: +91 - (522) - 6196222 / 6196223 / 6196349

Ref. No. : BBDITM/IQAC/2023-24/005

Dated: 7th December, 2023

Minutes of Meeting

Date and Time: 7th December, 2023 at 04:00 PM

Venue: Director's Room, Room No. 001' BBDITM

Opening:

The Internal Quality Assurance Committee (IQAC) of BBDITM was called for urgent discussion on the Vision, Mission and PEO's of several department.

Presents:

1. Dr. S.S.Chauhan, Director, BBDITM
2. Dr. Supriya Phurailatpam, Convenor, IQAC
3. Mr. Achman Mishra, Member Secretary, IQAC
4. Dr. Rupali Agarwal, Associate Professor, ECE
5. Mr. Navneet Pandey, Assistant Professor, ECE
6. Ms. Dolly Srivatava, Assistant Professor, IT
7. Mr. Shahab Ahmad, Assistant Professor, EE

Approval of Agenda: After detailed discussion, the revised statements were approved.

Agenda for Next Meeting: The next Meeting will be with all the IQAC members and Director, BBDITM.

Adjournment: Meeting was adjourned at 04:30 PM on 7th December, 2023

Minutes Submitted By: Dr. Supriya Phurailatpam

Approved By: All present members panel with equal vote on above mention key points unanimously recorded consent.

Scanned by CamScanner

BBDITM

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 (Code 241)
Approved by All India Council for Technical Education (AICTE)
Website : www.bbdnitm.ac.in / Email ID : director@bbdnitm.ac.in
Phone Number.: +91 - (522) - 6196222 / 6196223 / 6196349

Ref. No. : BBDITM/IQAC/2023-24/007(a)

Dated: 3rd April, 2024

Minutes of Meeting

Date and Time: 3rd April, 2024

Venue: Director's Room, Room No. 001' BBDITM

Opening:

The Internal Quality Assurance Committee (IQAC) of BBDITM was called to welcome the newly appointed members and discuss on ways to improve the quality of academics and steps to be followed to ensure it.

Presents:

1. Dr. S.S.Chauhan, Director, BBDITM
2. Dr. Supriya Phurailatpam, Convenor, IQAC
3. Mr. Achman Mishra, Member Secretary, IQAC
4. Dr. Rupali Agarwal, Associate Professor, ECE
5. Mr. Navneet Pandey, Assistant Professor, ECE
6. Ms. Dolly Srivatava, Assistant Professor, IT
7. Mr. Shahab Ahmad, Assistant Professor, EE

Approval of Agenda:

1. Discussion on mapping of COs with POs & PSO was done with following key points:
   - Review of current mapping practices
   - Standardization of CO-PO attainment methods
   - Use of rubrics for assessment

2. Discussion on assessment & attainment calculation was done with following key points:
   - Method of direct and indirect assessment
   - Setting target levels for attainment
   - Analysis of previous attainment data

Scanned by CamScanner

3. Discussion on analysis of feedback was done with following key points:
    - Summary of feedback results
    - Identification of key issues and gaps

4. Schedule of audit of each department was finalized.

Agenda for Next Meeting: The next Meeting will be with all the IQAC members and Director, BBDITM.

Adjournment: Meeting was adjourned at 03:15 PM on 3rd April, 2024

Minutes Submitted By: Dr. Supriya Phurailatpam

Approved By: All present members panel with equal vote on above mention key points unanimously recorded consent.

Scanned by CamScanner