Babu Banarsi Das Institute of Technology and Management, Lucknow (Institute code: 054)

Ref No.:BBDITM/IQAC/2024-25/14

Minutes of Meeting

Internal Quality Assurance Cell (IQAC) Date: 19.02.2025
Time: 11:00AM
Venue: Director's Office
Meeting Agenda: Academic Quality Enhancement

1. Welcome and Opening Remarks

- Chairperson's address
- Brief introduction of attendees

2. Confirmation of Previous Meeting Minutes

Review of previous meeting discussions and action taken report (ATR)

- Mandatory DAC Meetings – Departmental Academic Committee (DAC) meetings were made compulsory to ensure regular academic discussions and decision-making.
- Stakeholder Feedback – Feedback was collected from all relevant stakeholders to enhance departmental processes and academic improvements.
- First-Year Students – All hods are expected to also monitor first year students' performance on regular basis for better academic alignment and mentoring. They are requested to give their valuable inputs to the first-year coordinators for overall improvement of the students' performance.
- Target Level Setting Strategy – A formal communication was sent to all Heads of Departments (HODs) to finalize the target level setting strategy.

3. Quality Enhancement Initiatives

Review of Academic and Administrative Processes

- A comprehensive review of the existing academic and administrative procedures was conducted to identify areas for improvement.
- Discussions were held on curriculum updates, faculty workload distribution, and the effectiveness of current evaluation methods.
- Feedback from faculty, students, and administrative staff was considered to enhance operational efficiency.

- The use of active learning techniques, such as problem-based learning, and case studies, was encouraged.
- It was proposed to conduct workshops and training sessions for faculty to update their pedagogical skills.

- **Integration of Technology in Education**
  - The role of digital tools and educational technology in enhancing learning experiences was examined.
  - The use of **virtual labs**developed by IITs was reviewed and discussed to be incorporated in each department.
  - Suggestions were made to introduce more e-learning resources, recorded lectures, and hybrid learning models.

4. Accreditation and Compliance Updates

NBA Updates

- A detailed discussion was held on the status of compliance updates on **National Board of Accreditation (NBA),**
- The IT and Civil Engg. departments reviewed the progress made in fulfilling the criteria 1 and criteria 2 for accreditation and presented their relevant documents in the meeting dated 11 Jan.2025.
- It was decided that **data collection and documentation processes** should be strengthened to ensure accurate and timely submission of required reports.
- Departments were advised to **conduct internal audits and mock assessments** to assess preparedness before final submission.

Compliance with UGC/AICTE Regulations

- The committee reviewed the latest guidelines issued by **University Grants Commission (UGC) and All India Council for Technical Education (AICTE)** to ensure institutional policies are in full compliance.
- Discussions were held on **curriculum revision, faculty-student ratio, minimum faculty qualifications, research funding, and infrastructure requirements** as per regulatory norms.
- The importance of **regular faculty development programs, research publications, and student skill enhancement initiatives** to meet compliance standards was emphasized.

5. Faculty and Student Development Programs

Workshops, Faculty Development Programs (FDPs), and Student Training Initiatives

- A review of recently conducted **workshops, faculty development programs (FDPs), and student training sessions** was presented. The effectiveness of these initiatives was evaluated based on participant feedback and learning outcomes.
- Team Squad, four students of IT 4thYear under the faculty mentor Dr. Usha Sharma, Associate Professor, IT Department, has submitted a real time-based project proposal and participated in Navonmesh 2025:AIdea challenge, AKTU IDEA Challenge 2025 was appreciated.
- Plans for upcoming FDPs were discussed, focusing on **emerging technologies, pedagogical advancements, and industry-oriented skills** to enhance faculty competencies. It was proposed that experts from reputed institutions and industries be invited for specialized training sessions.
- A five days boot camp on Unmanned Ariel Vehicle(drone) technology is proposed by Robotics Club Convener, as student training initiatives to be conducted by industrial experts.
- Student training programs were reviewed, including **technical skill development, soft skills enhancement, career guidance sessions, and internship opportunities**. Departments were encouraged to organize more hands-on training workshops in collaboration with industry partners.

- All department heads are requested to prepare a **structured academic training calendar** covering **technical workshops, entrepreneurship programs, coding boot camps, and personality development sessions.**
- The need for increased participation in **MOOCs (Massive Open Online Courses)** and government initiatives like **SWAYAM, NPTEL, and AICTE ATAL FDPs** was emphasized.

Research and Consultancy Project Progress

- An update was provided on the progress of ongoing research and consultancy projects, including details on funding agencies, project milestones, and expected outcomes. **Prof. (Dr.) Manoj Darbari, Head, R&D** was requested to provide the details for the same.
- Faculty members were encouraged to submit proposals for government and industry-sponsored research projects to enhance the institution's research profile.
- A discussion was held on challenges faced in research activities, such as funding limitations, infrastructure requirements, and interdisciplinary collaborations. Suggestions were made to improve the research ecosystem, and for publications in high-impact journals.
- The need for strengthening consultancy services by engaging with industries and offering expertise in specialized domains was highlighted. It was suggested that faculty members explore patent filing, technology transfer, and start-up incubation opportunities.
- TeamR & D was advised to assist faculty in grant writing, patent applications, and industry linkages for consultancy projects.

6. Industry Collaboration & Skill Development

Strengthening Industry-Institute Partnerships

- A review was conducted on the current **Memorandums of Understanding (MoUs)** and collaborations with industry partners. It was noted that active industry participation in curriculum development, guest lectures, and research projects should be increased.
- It was proposed by the Director to establish a **Dedicated Industry advisor board** to facilitate stronger ties between the institution and corporate sectors.
- Departments were encouraged to engage with **start-ups, research organizations, and multinational corporations** to provide students with real-world exposure and applied learning experiences.
- Plans to organize **Industry Connect Webinars, Expert Talks, and Collaborative Certification Programs** with leading companies.

Internship and Placement Improvements

- The placement and internship statistics from the previous year were reviewed. Based on feedback, several areas for improvement were identified, including expanding recruiter networks, improving student readiness, and enhancing technical and soft skills training.
- It was suggested that more industry-driven pre-placement training be made mandatory, covering resume writing, interview techniques, group discussions, and technical assessments.
- Departments were advised to work on identifying core companies, reaching out to potential recruiters, and establishing tie-ups with organizations offering high-value internships.
- Placement coordinators were directed to regularly interact with Director (T&P) to understand their hiring trends and incorporate relevant skill training programs.

"Shape Your Minds" – HCL Initiative

- Updates were shared on the "Shape Your Minds" program by HCL, which aims to provide industry-relevant skill development to students.
- The program's objectives, structure, and expected outcomes were discussed, emphasizing the importance of hands-on training, industry exposure, and placement opportunities.

- It was decided to encourage maximum student participation by promoting awareness and conducting pre-orientation sessions.
- Faculty coordinators were assigned to monitor students' engagement and ensure seamless implementation of the program.

Lernovate Training Program Rescheduled

- The committee was informed that the Lernovate training program, has been scheduledto start from 3rd March'25 to 12th March 2025.
- Faculty and students were advised to prioritize participation, as this program offers valuable skill enhancement and industry-oriented learning.

7. Sustainable and Best Practices

Green Initiatives, Waste Management, and Community Outreach

- A discussion was held on enhancing sustainability efforts across the campus, with a focus on eco-friendly initiatives, waste reduction strategies, and community engagement programs.
- The effectiveness of the existing e-waste segregation and recycling programs was reviewed, and suggestions were made to strengthen these initiatives.
- It was proposed to collaborate with local NGOs and government agencies for conducting cleanliness drives, rural development programs, and social responsibility projects.
- A recommendation was made to integrate sustainability topics into academic curricula and research projects, promoting a culture of green innovation.

Promoting Innovation and Incubation Initiatives

- The status of existing innovation and entrepreneurship development programs was reviewed.
- The committee proposed conducting regular ideation workshops, hackathons, and start-up mentorship programs to encourage students to work on real-world problems and develop market-ready solutions.
- It was suggested that faculty members actively participate in innovation-driven research projects and encourage students to apply for patents, prototype development grants, and funding competitions.

8. Any Other Business (AOB)

- Open floor for additional discussion points.
- List of students placed from T & P Head was circulated to all departments
- T & P Head was requested to provide the Letter of joining to all departments .

9. Conclusion and Next Steps

The meeting concluded with the following key takeaways and action points:

- A structured review of academic and administrative processes was conducted, emphasizing efficiency, documentation, and faculty workload management.
- Faculty development and student training programs will be expanded with an increased focus on technical skills, soft skills, and career readiness.
- NBA updates were reviewed, and departments were advised to align their activities with accreditation requirements.
- Stronger industry-institute partnerships will be pursued through MoUs, industry-driven projects, and guest lectures.
- Faculty members were encouraged to apply for research grants, patents, and industry-funded projects.

- Green initiatives, including waste management, and community outreach, will be prioritized.
- Departments will prepare action plans for implementing the discussed initiatives.
- A follow-up meeting will be scheduled to review progress and address challenges.
- Faculty and administrative teams will collaborate to ensure effective execution of academic, research, and skill development programs.

- Scheduling the next meeting: In the end of March 2025.

Present:

1. Dr. Shailendra Singh Chauhan, Director, BBDITM
2. Mr. Shivanand, COE, BBDITM
3. Dr. Usha Sharma, Convener, IQAC, BBDITM
4. Dr. Supriya Phurailatpam, Associate Professor, CE
5. Dr. Rupali Agarwal, Associate Professor EC
6. Mrs. Dolly Srivastava, Assistant Professor, IT
7. Mr. Navneet Pandey, Assistant Professor ,EC
8. Mr. Anurag, Assistant Professor, MBA
9. Mr. Ankit Khare, Assistant Professor, CSE

Adjournment: Meeting was adjourned at 11:20 AM on 19th Feb 2025.

Minutes Submitted By: Dr. Usha Sharma

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

Usha

Dr. Usha Sharma
Convener- IQAC

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Dr. Shailendra Singh Chauhan
Director, BBDITM