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

Ref No.:BBDITM/IQAC/2024-25/07

Internal Quality Assurance Committee(IQAC)

Minutes of Meeting

Date: 19-09-2024
Time: 4:05PM
Venue: Board Room, Room No.002, BBDITM
Chairperson: Dr. Shailendra Singh Chauhan ,Director, BBDITM
Attendees:

1. Dr. Usha Sharma, Convener, IQAC
2. Mr. Aachman Mishra, Member Secretary, IQAC
3. Dr. Supriya Phurailatpam, Associate Professor,CE
4. Dr.Rupali Agarwal, Associate Professor,EC
5. Mrs. Dolley Srivastava, Assistant Professor, IT
6. Mr. Navneet Pandey, Assistant Professor ,EC
7. Mr. Ankit Khare, Assistant Professor, CSE
8. Dr. Ved Prakash, Associate Professor, MBA

Agenda:

To discuss about departmental audit.

1. IQAC Audit Schedule

The Internal Quality Assurance Cell (IQAC) team will conduct a departmental audit in two phases:

- Phase 1 (23rd - 27th September 2024)
  - Computer Science & Engineering (CS)
  - Civil Engineering (CE)
  - Information Technology (IT)
- Phase 2 (30th September - 7th October 2024)
  - Mechanical Engineering (ME)
  - Electronics and Communication Engineering (EC)
  - First-Year Department

2. Audit Process and Key Features

- The IQAC team will follow the standardized IQAC audit format to ensure a thorough evaluation of all academic and administrative processes.
- Each department will be required to present all necessary supporting documents, which will be collected and attached for final submission.
- The audit process will include:
  - A comprehensive evaluation of departmental infrastructure and processes.

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- Geotagged photos for visual documentation of facilities.
- Verification of supporting documents to ensure compliance and quality standards.

3. Audit Report Submission

- Upon completion, the final audit report will be submitted to the IQAC Convener for review.
- The report will provide a detailed assessment of each audited department, including findings and recommendations for improvement.

4. Expected Report Highlights and Outcomes

- **Strengths to be Identified:**
  - Efficient academic management and faculty involvement in research.
  - Well-maintained infrastructure and student support services.
  - Compliance with institutional quality assurance guidelines.
- **Areas for Improvement:**
  - Strengthening documentation and administrative efficiency.
  - Upgrading labs and learning resources for evolving technologies.
  - Enhancing industry partnerships and student internship opportunities.
- **Recommended Actions:**
  - Address gaps identified in the audit through corrective measures.
  - Ensure periodic reviews and compliance checks for sustained quality enhancement.
  - Conduct training sessions for faculty and staff on quality assurance practices.

5. Conclusion & Next Steps

- Departments will be required to cooperate fully with the audit team and ensure all relevant documents are readily available.
- A follow-up meeting will be scheduled post-audit to review findings and discuss the next steps for implementation.
- The IQAC team will monitor the execution of recommendations to ensure continuous improvement.

Schedule for Next Meeting: The next meeting will be held with all the IQAC members under the chairmanship of Chairman IQAC after IQAC departmental audit.

Adjournment: Meeting was adjourned at 04:55 PM on 19th Sept. 2024.

Minutes Submitted By: Dr. Usha Sharma

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

19/09/24

Convener, IQAC
BBDITM

19/09/24

Director
BBDITM, Lucknow
(Formerly known as
BBDNITM, Lucknow)

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