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

Ref No.:BBDITM/IQAC/2024-25/03

Internal Quality assurance Committee(IQAC)

Minutes of Meeting

Date: 24-07-24
Time: 10:00AM
Venue: Board room (Room No.002)

Meeting Agenda: Welcoming the newly constituted IQAC team and discussion on the strategies for improving academic activities and encouraging faculty members for better performance.

Opening:

The meeting of Internal Quality Assurance Committee (IQAC) of BBDITM was called to welcome the newly appointed members and to discuss on strategies to improve the quality of academics.

Present:

1. Dr. Shailendra Singh Chauhan ,Director, BBDITM
2. Dr. Usha Sharma, Convener, IQAC
3. Mr. Achman Mishra ,Member Secretary, IQAC
4. Dr. Supriya Phurailatpam, Associate Professor, CE
5. Dr. Rupali Agarwal ,Associate Professor EC
6. Mrs. Neha Gupta ,Assistant Professor, ME
7. Mrs. Dolly Srivastava, Assistant Professor, IT
8. Mr. Navneet Pandey, Assistant Professor ,EC
9. Mr. Shahab Ahmad, Assistant Professor, EE

Recommendations of IQAC:

- Final year students pass percentage should be improved.
- Students having less than 75% attendance should be counselled and motivated by their mentors to attend their classes.
- Paper publication for final year students related to their major project work, should be made compulsory.
- Innovation Cell should be made active so that students can enhance their interest and abilities, and can be motivated for innovative work.
- Changes in the Time Table should be mapped with the ERP for the precise and timely uploading of attendance.
- Make up Test should be only for genuine cases.

- It is the responsibility of the IQAC members to check the course files of both even and odd semester for last four years during audit.
- It is the responsibility of the IQAC members to check the lab manuals during audit.
- It was suggested that special attention should be given to CO-PO mapping for all subjects.

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

Adjournment: Meeting was adjourned at 11:20 AM on 24th July 2024.

Minutes Submitted By: Dr. Usha Sharma

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

24/07/24

Convener, IQAC
BBDITM

24/07/24

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