Ref. No: BBDITM/ 2025-26/ IQAC- 001

Date: 8th August, 2025

MINUTES OF MEETING (MOM)

Internal Quality Assurance Cell (IQAC)

Date: 8th August, 2025
Time: 3:00 PM
Venue: Room No. 002, E-Block,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	Welcome and introduction of newly nominated members of IQAC.	The newly nominated IQAC members were welcomed and introduced. Their roles, responsibilities, and contributions towards institutional quality enhancement were discussed. Members were encouraged to actively participate in IQAC activities and quality improvement initiatives.
2	Planning and conduct of an Outcome-Based Education (OBE) workshop for faculty members of BBDITM.	It was decided to organize an OBE workshop for faculty members to enhance their understanding of OBE practices, including CO-PO mapping, CO attainment calculation, assessment methods, and preparation of course files. IQAC will coordinate with the concerned departments for the successful organization of the workshop.
3	Discussion on preparation and progress of NBA-related activities.	All departments were instructed to expedite NBA-related preparations and ensure proper documentation of SAR, course files, program files, CO-PO mapping, attainment analysis, faculty achievements, student performance, and other relevant supporting documents. NBA coordinators will regularly monitor the progress and submit updates to IQAC.
4	Academic Audit of Each Department.	It was decided to conduct an academic audit of all departments to review academic planning, syllabus completion, lesson plans, course files, student attendance, internal assessment, CO-PO

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		attainment, laboratory records, and other academic activities. All HoDs were instructed to maintain updated records and ensure compliance with audit observations through appropriate corrective actions.

Dr. Usha Sharma
Convener, IQAC
BBDITM, Lucknow

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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