

## MINUTES OF 3<sup>rd</sup> IQAC MEETING

DAY/DATE: 28-02-2024

TIME: 2.30PM

MODE: Blended Mode

VENUE: Board Room

### AGENDA:

1. Presentation on statistics of different aspects related to NAAC.
2. Review on Result analysis, Add on courses, Research and Innovation.
3. Review on Placement Statistics.
4. NAAC related progress.
5. Any other matter.

### Members Present:

1.	Dr. S I Manjur Basha	Principal, BIT
2.	Dr. Nalini Rebello	IQAC Coordinator & Head, Civil Engineering
3.	Dr. Vasanth Kumar	Head, Mechanical Engineering
4.	Dr. Abdulla Gubbi	Head, Electronics & Communication
5.	Prof. Mohammed Sinan	Head, Computer Science & Engineering
6.	Dr. Anjum Khan	Head, Basic Science
7.	Dr. Aziz Musthafa	Professor, Computer Science
8.	Ms. Ashwini U B	Placement Officer
9.	Mr. Mohammed Shahid	Alumni Representative
10.	Ms. Rizma Banu	Industry Representative
11.	Mr. Abdul Jabbar Dr. Althamashuddin Khan Mr. Manjunath Icchhanghi	NAAC Coordinators
12	Dr. Sandeep Nambiar Dr. Imran Mokashi Dr. Nubeela Jaleel Dr. Mehboob Mujawar Dr. Althamashuddin Khan	Research Coordinators/IIC/IPR
13	Mr. Harris Khan Ms. Syed Hyda Sha Ms. Fathima Afeefa MR. Gazanfar Mumtaz	Student Representatives

The Principal welcomed the gathering and highlighted the significance of the IQAC, emphasizing its role in ensuring and enhancing the quality of education and institutional process.

### **Agenda 1 : Presentation on statistics of different aspects.**

Dr. Nalini Rebello (IQAC Coordinator) elaborated the various quality practices implemented in the college, including measures such as continuous assessment, student feedback mechanism and collaborations with industries to ensure relevance and excellence in education. She briefed the members on the 7 Criterion of NAAC.

### **Agenda 2: Review on Result analysis, Add on courses, Research and Innovation.**

1. Dr. Aziz Musthafa (Professor, Computer Science), spoke about conducting a thorough GAP ANALYSIS concerning admissions, placements, result and research initiatives to identify areas for improvement and align institutional strategies accordingly. Also, he mentioned activities related to IEEE need to be highlighted.
2. Ms. Rizma Banu (Industry Representative) mentioned regarding- Research and Publication, she said that ROUND TABLE discussion on Research findings, Research papers, and impact factors should be discussed and regarding Library – Annual Library enhancement week- with posters need to be created.
3. She also said Industry personal for Aptitude course need to be provided.
4. Regarding Research Publication- Research focused groups are to be formed and discuss action plans, towards increasing Research Publication, and faculty should have a Round Table Discussion and discussing ideas of fostering Research culture in the college among students and necessary resources and infrastructure and need to be given access to data. Seminars on IPR etc. to be given for faculties.
5. Dr. Nubeela Jaleel (Research Coordinator) she mentioned about Research Publication that every faculty should aim at publishing at least one publication per year.

### **Agenda 3: Review on Placement Statistics.**

1. Dr. Anjum Khan (Head, Basic Science) gave suggestions about providing Aptitude Test Training from the first year of the college which can indeed be beneficial for the students.
2. Ms. Rizma Banu (Industry Representative) mentioned Regarding Placement and Training that Training on Resume writing, Aptitude Test training need to be given.
3. Mr. Mohammed Shahid (Alumni Representative) gave suggestions regarding the placement that Student Coordinators should be formed and coordinators need to be good and strong and also he mentioned about Aptitude Test Training that Training should be given.

### **Agenda 4: NAAC related progress.**

Dr. Nalini Rebello described the events of NAAC process and stated that we have been pre-qualified for the NAAC Peer team visit. She further requested the committee member to be actively involved during the visit of the Peer team.

#### Agenda 5: Any other matter.

1. Ms. Rizma Banu (Industry Representative) emphasized the importance of creating LAYOUT PLANS for each objective ensuring clarity and organization in achieving them.
2. Additionally, opting DIGITAL AUDIT for academic and administrative audits indicating a modern and efficient approach to maintain accurate records. She also mentioned about maintaining a Quarterly compliance reports of all departments, Appreciated Student Induction program for the first year.
3. Regarding CO's and PO's she said to prepare the CO's based on Industry Requirement and industry representatives can be a part of the process.
4. She mentioned Alumni and Industry People can also be called to the meetings.
5. Additionally she said that Students can also prepare E-portfolio Log of their achievements.
6. Ms. Rizma Banu spoke about Sports and Cultural activities – that Student Council should be formed and responsibilities should be given to the students so that students become responsible and take the lead in conducting activities.
7. Mr. Mohammed Shahid (Alumni Representative) also said that students can contact Alumni for any need of theirs.

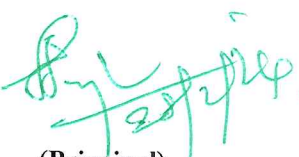
The Principal appreciated the suggestions given by all faculties, students and alumni and said that we will do our best in cooperating with the same.

Dr. Nalini ended the session by thanking all and assured that the most of the things will be initiated and after thorough discussion with respective committees.

#### ACTION PLAN

Sl.no	Name of the committee	Name of the committee Members	Date of completion by
1	Innovation, IIC Activities and IDP	Principal, Dr. Nalini Rebello, Dr. Imran Mokashi	15-05-2024
2	Formation of Student Council	Principal	01-07-2024
3	Research and Publication	Dr. Sandeep Nambiar and team	15-05-2024
4	IPR	Dr. Mehboob Mujawar	15-05-2024
5	Placement	Ms. Ashwini U B	15-05-2024

  
(IQAC – Coordinator)

  
(Principal)



**Action Taken on IQAC Resolutions (3)**

<b>Sl. No.</b>	<b>Description</b>	<b>Action Taken</b>
1	Innovation and IIC Activities	Physical space allocation for set up of Bearyss Cnetre for Innovation and Incubation, at PU New Block-IIC Activities for the academic year 2023-24 are continued.
2.	Research and Publications	1. IRINS established on website 2. A talk on "Effective Research Paper Writing and Improving Cite Score" on 19-06-2024(Online Mode) - with the intention of converting our students Project work into Research publications- Conducted by Research Cell of the College
3	IPR related activities	A talk on "How to apply for Patents and obtain IPR" on 20-06-2024 with an aim of improving number of people filing for Patents - Conducted by IPR Cell.
4	Placement related training and Aptitude related training	5 Day training program on Soft Skills, , Aptitude skills was conducted from 10-06-2024 to 14-06-2024, by Training & Placement Department.