

Ref: BIT/IQAC/2023-24/MOM-03

Date: 28-02-2024

## IQAC 3<sup>rd</sup> Minutes of Meeting

### Agenda:

1. Review of previous IQAC meeting and Action Taken Report
2. Academic performance, placements, research and innovation activities
3. NAAC & NBA quality initiatives
4. Institutional development and governance improvements
5. Any other matter

### Attendees:

Sl. No.	IQAC Designation	Name
1	Chairperson	Dr. S I Manjur Basha, Principal
2	IQAC Head	Dr. Imran Mokashi, Assoc. Professor Mech Engg.
2	Internal Academician Members	1. Dr. B. Aziz Musthafa, HOD CSE 2. Dr. Abdulla Gubbi, HOD EnC Engg. 3. Dr. Anjum Khan, HOD Basic Sciences 4. Dr. Vasantha Kumar, HOD Mechanical Engg 5. Dr. Mehaboob Mujawar, HOD AI&DS Engg.
3	External Academician Members	Dr. Mohammed Hafeez M. K, Assoc. Prof. CSE & IT P.A.C.E.
4	Management Member	Mr. Abubaker Siddique Beary – Trustee
5	Administrative officer	Mr. Abdur Razzak, Office Superintendent
6	Stakeholder Members	1. Mr. Mohammed Shahid, Alumni 2. Mr. Abdul Shukoor, Parent
7	Employer	Mr. Mohammed Sheraz, Novigo Solutions

## Proceedings:

The meeting began with the Chairperson welcoming all members and emphasizing the role of IQAC in enhancing institutional quality. He highlighted the importance of aligning academic and administrative practices with NAAC and NBA requirements and expressed confidence in the reconstituted team for 2024–25.

### Agenda 1: Review of Previous Meeting & Action Taken

- The IQAC Coordinator presented the **Action Taken Report**.
- It was noted that:
  - a) Innovation & IIC activities have been strengthened with adequate planning and execution
  - b) Research initiatives including publication support and workshops were conducted.
  - c) IPR awareness sessions and placement training programs were successfully organized.
- The committee appreciated the progress and emphasized continuity.

### Agenda 2: Academic, Placement, Research & Innovation Review

- Result analysis, placement statistics, and add-on courses were reviewed.
- It was resolved that:
  - **Aptitude and soft skills training** should be strengthened from early semesters.
  - Industry interaction, internships, and practical exposure must be enhanced.
  - Faculty should focus on **quality research publications and funded projects**.
  - Research groups and interdisciplinary activities to be encouraged.

### Agenda 3: NAAC & NBA Quality Initiatives

- Detailed discussion held on aligning institutional practices with **NBA requirements**.
- The following resolutions were made:
  1. **Revision of Vision & Mission**
    - Institute Vision & Mission to be reviewed and refined.

- Department-level Vision & Mission (especially **CSE and ECE**) to be updated in alignment with NBA expectations.

## 2. Reframing of PEOs and PSOs

- Program Educational Objectives (PEOs) and Program Specific Outcomes (PSOs) to be redefined based on:
  - Industry requirements
  - Stakeholder feedback
  - Outcome-based education principles

## 3. Outcome-Based Education (OBE) Strengthening

- CO-PO mapping and attainment processes to be standardized.
- Industry representatives to be involved in curriculum feedback.

## Agenda 4: Governance & Institutional Development

- The IQAC discussed strengthening governance mechanisms.

### Resolutions:

- A **Grievance and Redressal Committee** shall be constituted under **Prof. Zaheer Ahmed, Associate Professor, Civil Engineering Department**.
- The committee will handle student and staff grievances transparently and efficiently.
- Digital documentation and academic audit practices to be continued and enhanced.
- Departments to maintain quarterly compliance and activity reports.

## Agenda 5: Student Development & Institutional Activities

- The following were emphasized:
  - Strengthening student participation in **technical, cultural, and research activities**
  - Encouraging **E-portfolio development** for students
  - Formation and active functioning of **student bodies and clubs**
  - Alumni interaction to support mentoring and placements

## Agenda 6: Any Other Matter

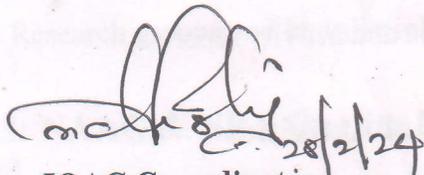
- It was resolved that:
  - All the above proposals and reforms shall be **compiled and presented in the Governing Council (GC) Meeting** for approval.
  - Departments must submit revised documents (Vision, Mission, PEOs, PSOs) within stipulated timelines.

## Action Plan:

Sl. No.	Activity	Responsibility	Timeline
1	Formation of Grievance Committee	Principal / IQAC	Immediate
2	Revision of Vision & Mission	All Departments	Within 1 month
3	Reframing of PEOs & PSOs	HODs & IQAC	Within 1 month
4	NBA Documentation Strengthening	IQAC & Departments	Ongoing
5	Submission to Governing Council	Principal & IQAC	Next GC Meeting

## Conclusion:

The meeting concluded with the Principal appreciating the contributions of all members and emphasizing continuous quality improvement aligned with NAAC and NBA standards.

  
IQAC Co-ordinator

  
Principal  
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BEARYS KNOWLEDGE CAMPUS  
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Ref: BIT/IQAC/2023-24/ATR-03

Date: 25-06-2024

## ACTION TAKEN REPORT

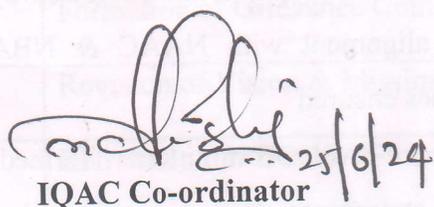
The Action Taken Report (ATR) pertaining to the IQAC meeting held on 28-02-2024 was reviewed to evaluate the progress of actions taken, ensure compliance, and recommend necessary corrective measures.

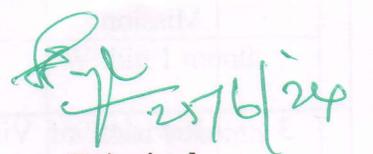
Sl. No.	Resolution / Decision	Action Taken	Status
1	Formation of Grievance and Redressal Committee under Prof. Zaheer Ahmed	Committee constituted with defined roles and grievance handling mechanism established	Completed
2	Revision of Institute Vision & Mission	Draft revisions prepared and reviewed by IQAC; alignment with NAAC & NBA guidelines ensured	In Progress
3	Revision of Vision & Mission for CSE & ECE Departments	Department-level committees formed; revised statements drafted incorporating stakeholder inputs	In Progress
4	Reframing of PEOs and PSOs	HODs initiated restructuring based on OBE and industry requirements; drafts under review	In Progress
5	Strengthening Outcome-Based Education (OBE) practices	CO-PO mapping formats standardized; training sessions conducted for faculty	Completed
6	Enhancement of placement training (Aptitude & Soft Skills)	Training programs conducted for students across semesters by Placement Cell	Completed
7	Promotion of Research and Publications	Research groups formed; workshops on research writing and publication conducted	Completed
8	Strengthening Industry Interaction	Guest lectures, MoUs, and internship opportunities initiated with industry partners	In Progress
9	Digital documentation and Academic Audit implementation	Departments started maintaining digital records; internal audit mechanism initiated	In Progress

10	Student development initiatives (clubs, activities)	Student clubs and council activities strengthened	Completed
11	Preparation for submission to Governing Council (GC)	All proposals compiled and documentation prepared for presentation in GC meeting	In Progress

## Summary:

The majority of the resolutions have been successfully implemented, with key academic and governance reforms underway. Remaining activities are progressing as per the planned timelines and will be reviewed in the next IQAC meeting.

  
IQAC Co-ordinator

  
Principal  
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