

Ref: BIT/IQAC/2025-26/MOM-05

Date: 13-10-2025

**IQAC 5<sup>th</sup> Minutes of Meeting**

**Agenda:**

1. Review of Academic Activities and Outcome-Based Education (OBE) Implementation
2. NBA Accreditation Progress (CSE & ECE)
3. Institutional Innovation Council (IIC) Activities and Rating Improvement
4. R&D, Publications, Patents, and MoUs
5. Student Performance, Events, and Achievements
6. Admissions Strategy and Institutional Visibility
7. Industry Collaboration and Placement Initiatives
8. 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 Mechanical Engg.
3	Internal Academician Members	1. Dr. Abdulla Gubbi, HOD Electronics & Communication Engg. 2. Dr. Anjum Khan, HOD Basic Sciences 3. Dr. Mehaboob Mujawar, HOD AI&DS Engg. 4. Dr. Vasantha Kumar, HOD Mechanical Engg 5. Dr. Altamashuddin Khan, HOD Civil Engg. 6. Mr. Mohammed Sinan, HOD CSE Engg.
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 commenced with the Chairperson welcoming all members and emphasizing the role of IQAC in continuous quality improvement aligned with NAAC and NBA requirements.

**Agenda 1: Academic Review & OBE Implementation**

The IQAC Coordinator presented the Action Taken Report of the meeting held on **25-02-2025**.

- Departments presented course delivery status, internal assessments, and attainment calculations.
- Emphasis was placed on strict implementation of OBE practices, including CO-PO mapping and attainment analysis.
- IQAC instructed departments to maintain proper documentation for academic audit and NBA compliance.

**Agenda 2: NBA Accreditation Status (CSE & ECE)**

The Self-Assessment Reports (SAR) for CSE and ECE submission was presented.

IQAC reviewed preparedness in terms of:

- Faculty credentials
- Course files and lab manuals
- Student performance data
- Scope for further strengthening in documentation consistency
- Opportunities to enhance industry-supported laboratory facilities

**Agenda 3: Institution's Innovation Council (IIC)**

IIC Coordinator presented activities conducted (innovation programs, IPR sessions, startup support events).

The institution has achieved **2-Star IIC rating**, with scope for improvement. A IIC committee was set-up for planning and conducting events proposed in IIC 8.0

**Resolution:**

- Increase number of **innovation activities and student participation**
- Organize **IPR and entrepreneurship workshops**
- Encourage **idea submission and prototype development**

- Target **3-Star/4-Star rating in next cycle**
- Conduct minimum **1 innovation activity per month**

#### **Agenda 4: R&D, Publications, Patents, and MoUs**

- The R&D Cell presented the current status of publications in indexed journals, funded research proposals, and industry MoUs.
- IQAC emphasized the need to file a minimum of five patents annually and to enhance the number of publications in Scopus and UGC CARE indexed journals.
- Strengthening industry collaborations and promoting meaningful MoUs for research, internships, and consultancy were also highlighted.
- It was suggested to conduct proposal writing workshops to improve the quality and success rate of research funding applications.
- Faculty members were encouraged to actively identify funding opportunities such as VGST, AICTE, and other relevant agencies.
- The importance of promoting interdisciplinary research among departments was emphasized to enhance innovation and research output.

#### **Agenda 5: Student Achievements, Events & Activities**

- Various achievements in sports, technical competitions, and co-curricular activities were appreciated.
- Maintaining of proper records for accreditation was emphasized.
- Encouragement for wider student participation was promoted.

#### **Agenda 6: Admissions & Outreach Strategy**

- Current admission trends were discussed with concern in some programs.
- Suggestions:
  - Conduct **career guidance programs in schools/colleges**
  - Strengthen digital presence (website, social media)
  - Utilize alumni network for outreach
  - Plan **district-level campaigns**
  - Improve branding and visibility,

**Agenda 7: Industry Collaboration & Placement Initiatives**

- Need identified to strengthen placement activities and industry connect.
- Establish **dedicated training modules (aptitude, coding, soft skills)**
- Conduction of **mock interviews and industry interaction sessions**

**Agenda 8: Other Institutional Development Points**

- Achieving **NBA accreditation** was emphasized
- Infrastructure improvements were discussed
- Skill development programs were suggested
- All departments to align activities with accreditation requirements

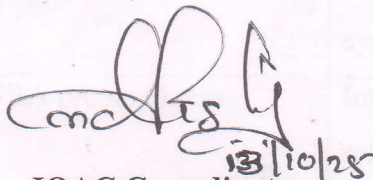
**Action Plan:**

Sl. No.	Activity	Responsibility	Timeline
1	Strengthening implementation of Outcome-Based Education (OBE) practices including CO-PO attainment and documentation	IQAC & Departments	Ongoing
2	Enhancing NBA preparedness through documentation, internal reviews, and academic process improvements	IQAC & Departments	Ongoing
3	Promoting research and innovation through quality publications, patent filing, and funded project proposals	R&D Cell & Faculty	Ongoing
4	Strengthening industry interaction through MoUs, internships, and skill-based training programs	HoDs & Placement Cell	Ongoing
5	Enhancing Institutional Innovation Council (IIC) activities focusing on innovation, entrepreneurship, and IPR awareness	IIC Coordinator	Ongoing
6	Improving admissions, outreach, and placement initiatives through structured training and stakeholder engagement	Admission Cell	Ongoing

**Conclusion:**

The IQAC reviewed all institutional quality parameters and resolved to **strengthen academic, research, innovation, and outreach activities** in line with accreditation and institutional growth goals.

The recommendations of the IQAC shall be placed before the **Governing Council for further approval and strategic direction.**

  
IQAC Co-ordinator

  
Principal  
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Date: 11-03-2026

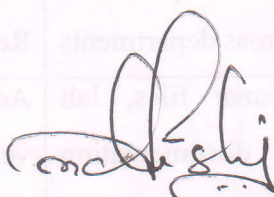
**ACTION TAKEN REPORT**

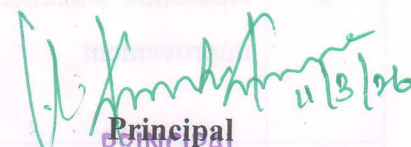
The Action Taken Report (ATR) of the IQAC meeting for the academic year 2025-26 was reviewed to assess the progress of implementation, ensure compliance with quality standards, and identify further corrective measures.

Sl. No.	Resolution / Decision	Action Taken	Status
1	Strengthening OBE practices	CO-PO mapping and attainment processes reviewed and implemented across departments	In Progress & Review
2	Academic documentation improvement	Departments maintained course files, lab records, and academic documentation systematically	Academic audit verification
3	NBA preparedness	Internal reviews conducted and documentation refined in line with accreditation requirements	In Progress
4	IIC activity enhancement	Event schedules in accordance to the IIC 8.0 have been given by all departments	Completed
5	R&D activity	Workshops/Seminars for research writing, student project work, patent filing etc. in line with IIC are planned	In Progress
6	Industry collaboration	MoUs strengthened and industry interactions enhanced for internships and training	In Progress
7	Placement training	Regular training sessions on aptitude, technical skills, and soft skills have been conducted	Completed
8	Admissions & outreach	Career guidance programs and outreach activities conducted to improve admissions	In Progress
9	Institutional visibility	Digital platforms and promotional strategies enhanced	In Progress
10	Accreditation alignment	Departments aligned processes and documentation with NBA/NAAC requirements	In Progress

**Summary:**

The IQAC reviewed the implementation status of the resolutions and observed that significant progress has been made in academic practices, student development, and institutional activities. Key strategic initiatives such as NBA accreditation, research enhancement, and industry collaboration are in progress and will be continuously monitored for effective implementation.

  
 IQAC Co-ordinator 11/03/26

  
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Sl. No.	Resolution / Decision	Action Taken	Status
1	Strengthening OBE	CO-PO mapping and attainment process in progress	In Progress
2	Academic documentation	Departments maintained records, and academics systematically	In Progress
3	Internal review	Internal review conducted and documentation refined in line with accreditation requirements	In Progress
4	Event schedules	Event schedules in accordance to the IIC 8.0 have been given by all departments	Completed
5	R&D activity	Workshops/seminars for research writing, student project work, patent filing etc. in line with IIC are planned	In Progress
6	Industry collaboration	MtUs strengthened and industry interactions expanded for internships and training	In Progress
7	Placement training	Regular training sessions on aptitude, technical skills, and soft skills have been conducted	Completed
8	Admissions & outreach	Career guidance programs and outreach activities conducted to improve admissions	In Progress
9	Institutional visit	Digital platforms and promotional strategies expanded	In Progress
10	Accreditation alignment	Departments aligned processes and documentation with NBA/NAAC requirements	In Progress