Internal Quality Assurance Cell
BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI-835215

Minutes of IQAC Meeting held on 21.03.2023

NBA Accreditation Pre-Visit meeting was called by the Director IQAC on 21st Mar, 2023 at 4:00 p.m. in the Institute Conference Hall.

Agenda: Review of Documentary Evidence to be kept ready by the Institution and other preparations for NBA Visit scheduled on 15 – 17 April, 2023

1. **Institution Specific Documentary Evidence to be Kept Ready**
   (Reference: 3.4.2.1 of NBA General Manual of Accreditation 2019)

Serial	Documentary Evidence	Key Office / Person
1	Composition of General Council/Board of Governors, Senate and other Academic and Administrative bodies, their functions and responsibilities. List of all the meetings of these bodies held in the past three years along with the attendance records, minutes and action-taken reports of a few meetings of such bodies along with the list of current faculty members who are members of such bodies	Registrar Office
2	Rules, policies and procedures published by the institution including service book and academic regulations along with the proof that the employees / students have been made aware of the rules and procedures	Registrar Office (for employees) and DOSA (for students)
3	Budget allocation and utilization: Audited Statement of Accounts	Accounts Office
4	Informative website along with its address	PIC-ICTC
5	Library resources – books and journal holdings	DPGS
6	Listing of core, computing and manufacturing, etc	Department of CSE and PIE
7	Records of T & P, career and guidance cells	PIC-CDC
8	Records of safety checks and critical installations	Departmental laboratories and Security In-Charge
9	Medical care records and usages of ambulance, etc	Medical Officer
10	Academic calendar, schedule of tutorial and makeup classes	DUGS/DPGS
11	Course Files containing course details, expected Course Outcomes, sets of question papers, assignments, evaluation schemes, etc. for first year students	All departments offering 1st year courses
12	Analysis for assessment and attainment of outcomes; list of additional topics to meet the outcomes	All departments offering 1st year courses
13	Feedback form, analysis of feedback and corrective actions	Head(s) of departments due for accreditation
14	Documented feedback received from the stake-holders (e.g., Industries, Parents, Alumni, Financiers, etc.) of the Institution	IQAC

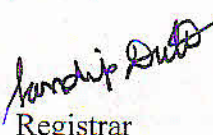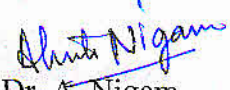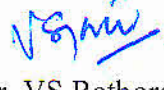| 15	List of faculty along with their qualifications teaching first year courses	IQAC
16	Results of First Year students	Head(s) of departments due for accreditation
17	Documents related to number of seats filled in the first year	Admission Office
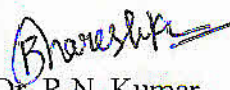
2. Program Specific Documentary Evidence

Departments of Computer Science and Engineering, Civil and Environmental Engineering, Management and Remote Sensing to prepare the necessary documents as listed in 3.4.2.2 of NBA General Manual of Accreditation 2019 and as well as per the evaluation guidelines for the evaluators.
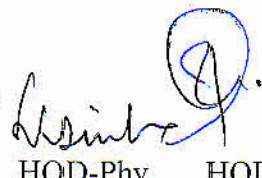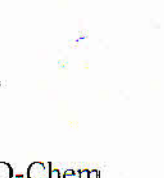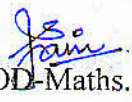
3. Pre-Visit -IQAC evaluation

The IQAC Team shall conduct a pre-visit evaluation to review the NBA documentations. Departments due for accreditation may intimate the Director IQAC regarding a suitable time in the last week of March.

IQAC Members:

| DPGS | Registrar | Dir. IQAC | Dr. Venkatesan J | Dr. P. Kumar | Dr. R. Sharma |

| Dr. R N. Kumar | Dr. A. Nigam | Dr. VS Rathore | Dr. A Jana | Member Secretary |

Invited:

| DOSA | DUGS | HOD-CSE | HOD-CEE | HOD-Management | HOD-Phy | HOD-Chem |

| HOD-Maths. | HOD-EEE | HOD-ECE | HOD-Mechanical | HOD-PIE | Dy.FO |

| DR(AAC) | AR(AP) | PIC-ICTC | PIC-CDC | Library In-Charge | Medical Officer |

Approval of the Hon'ble Vice Chancellor: