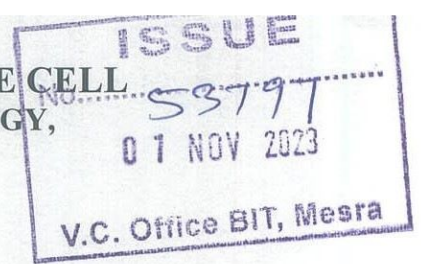




**INTERNAL QUALITY ASSURANCE CELL
BIRLA INSTITUTE OF TECHNOLOGY,
MESRA, RANCHI-835215**



MINUTES OF MEETING #32 OF IQAC

Date: 19 October, 2023

Time: 3:30 P.M.

Venue: Institute Conference Hall

1. **Standard Guidelines for CO Target Setting** – The following guidelines were developed for all departments for entering inputs regarding CO Targets and Levels under the new ERP System (M/S Juno) w.e.f. MO 2023:

a. **Grading Scale / Average Attainment Level of COs** – “Level 1 (with weightage)” is to be selected as input. The level is to have the following ranges/average attainment level:

UG Programs (except UG Pharmacy)	PG Programs and UG Pharmacy
No (0): 0 marks – 39.9 marks	No (0): 0 marks – 49.9 marks
Low (1): 40 marks – 64.9 marks	Low (1): 50 marks – 64.9 marks
Medium (2): 65 marks – 79.9 marks	Medium (2): 65 marks – 79.9 marks
High (3): 80 marks – 100 marks	High (3): 80 marks – 100 marks

b. **CO Target Setting** – The target is to be set as per the the Average Level set in the above step.
Eg., If “High” is chosen as target, then the corresponding percentage should be a value that lies in the range of Level High (3), i.e., 80 – 100

c. It is mandatory for the course teacher to select the **Bloom’s Taxonomy Level** before proceeding further.

d. For **Common Courses**, the above inputs shall be fed into the ERP system by the Course Coordinator only.

2. **Inclusion of Off Campuses in 3rd Cycle of NAAC**– the team was apprised of the possibility of including off campuses in the 3rd Cycle of NAAC. A preliminary exercise of QnM data collection for AY 2022-23 had been done from Off Campuses Lalpur, Deoghar and Patna. Its results were displayed to the attendees.

Further, an individual report prepared for each campus shall be shared with the off campuses.

A SPOC and Mentor has been assigned to these campuses to collect the data and to assist the campuses in providing data as per NAAC requirements:

Lalpur Campus	Patna Campus	Deoghar Campus
SPOC – Dr. Bapi Gorain	SPOC – Dr. Prem Prakash	SPOC – Dr. Tanushree Bhattacharya
Mentor - Dr. R Naresh Kumar	Mentor – Dr. Rishi Sharma	Mentor – Dr. Priyank Kumar

3. **Workshop on Graduate Attributes and CO-PO Formation** – a workshop by members of National Institute of Technical Teachers Training and Research (NITTTR), Chennai shall be organized on 17th and 18th November, 2023. Attending the workshop shall be mandatory for all teachers across campuses. 2-3 faculty members from each department and each campus shall physically attend the workshop, while the others shall attend the same in online mode.

DPGS	DoFA	DRIE	DoIP	Registrar	CoE	Dir IQAC
Dr. B Gorain	Dr. RN Kumar	Dr. VS Rathore	Dr. P Kumar	Dr. R Sharma	Dr. A Jana	
Dr. P Prakash	Dr. A Nigam	Dr. T Bhattacharya	Mr. R Rai	Member Secretary		

Invited: DUGS

Approved

31.10.23

Approval of Chairman (Hon’ble Vice Chancellor):

INTERNAL QUALITY ASSURANCE CELL
BIRLA INSTITUTE OF TECHNOLOGY,
Attendance Report of Meeting
IQAC MEETING #32



Venue: INSTITUTE CONFERENCE HALL

Date and Time: 19 OCTOBER, 2023 ; 3:30 P.M.

Agenda: CO-PO SETTING & TARGETS ; NAAC EXERCISE FOR OFF CAMPUSES

Sr. No.	Name and Designation	Role	Signature
1	Prof. Indranil Manna (Vice Chancellor)	Chairman	
2	Prof. Kunal Mukhopadhyay (Dean of Faculty Affairs)	Member	<i>Kunal Mukhopadhyay</i>
3	Prof. Nisha Gupta (Dean of Postgraduate Studies)	Member	<i>Nisha Gupta</i>
4	Prof. C. Jeganathan (Dean of Research, Innovation & Entrepreneurship)	Member	<i>C. Jeganathan</i>
5	Prof. Manjari Chakraborty (Dean of Infrastructure & Planning)	Member	<i>Manjari Chakraborty</i> 19/10
6	Prof. Sandip Dutta (Registrar)	Member	<i>Sandip Dutta</i>
7	Prof. S.K. Jha (Controller of Examinations)	Member	<i>S.K. Jha</i>
8	Prof. Sudip Das (Dean of Admissions, Accreditation & Co-ordination)	Director IQAC	<i>Sudip Das</i>
9	Rahul Rai, DR(AAC)	Member	<i>Rahul Rai</i>
10	R. Nareesh Kumar	Member	<i>R. Nareesh Kumar</i>
11	Bapi Gorain	Member	<i>Bapi Gorain</i>
12	Priyank Kumar	Member	<i>Priyank Kumar</i>
13	Akriti Nigam	Member	<i>Akriti Nigam</i>
14	RISHI SHARMA	Member	<i>Rishi Sharma</i>
15	V. S. Rathore	Member	<i>V. S. Rathore</i>
16	V. R. Gupta	Invited member	<i>V. R. Gupta</i>
17	Poem Pookash	Member	<i>Poem Pookash</i>
18	Tanusree Bhattacharya	Member	<i>Tanusree Bhattacharya</i> 19/10/23
19	SHRUTI SHARMA	Member Secretary	<i>Shruti Sharma</i>
20	ABHIBEK JANA	Member	<i>Abhibek Jana</i>