



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

**Observations of Mock Exercise done by IQAC Team at Department of Production and Industrial Engineering (PIE)**

Team Members of the IQAC visited the Dept. of PIE on 01 September, 2023 to inspect and review the preparations ahead of their NBA visit scheduled from 08-10 September, 2023 for accreditation of UG-PIE Program.

**General Observations/Suggestions:**

1. Vision and Mission of the Institute and the Department should be prominently put on display in common areas, meeting rooms, seminar halls, corridors etc.
2. Program Outcomes may be displayed on Laboratory walls.
3. All documents in files should be presented in a year-wise manner, duly authenticated by the Competent Authority, indexed and tagged in a manner that makes locating documents easy as per the index.
4. Department is advised to keep evidence ready as per CAY 2022-23 also. Only documents pertaining to the assessment period are to be included in files.
5. Faculty members to have their Personal Files ready (containing appointment letters, promotion letters, salary slips, educational certificates, awards etc.)

**Program Specific Files related Observations/Suggestions:**

**P.2 Evidence of program specific budget allocation and utilization in the last 3 years and sample bills – Minutes of Meeting at department level pertaining to budget allocation and decision to be included in the file**

**P.3 Records of process used in defining vision, mission, PEO and PSO statements – flowchart showing the decision making process, copy of MoM of DAC to draft the vision/mission (1<sup>st</sup> and 2<sup>nd</sup> round), copy of MoM of DAC to finalize the vision/mission and copies of MoMs of the Board of Studies and Academic Council are required. Evidence to be arranged in sequence as per the list of exhibits. In syllabus revision feedback from industry is to be incorporated.**

**P.14 and P.17 Records of course outcomes (COs) of all courses – evidence of remedial action taken in response to low attainment levels is to be shown in files.**

**P.22 Evidence of list of professional society and number of events organized by the Department in the last 3 years – year wise consolidated report to be presented**

**P.25 Records of list of regular/contract/visiting faculty members with their appointment letters, designation, qualification, promotion, salary details etc - Faculty list to be updated. Name of Dr. S. C. Srivastava was missing during the assessment period. Adjunct/ Visiting faculty details along with their time table and engagement details need to be included.**

**P.26 Evidence of short-term courses/workshops arranged, course-modules developed, faculty competencies and innovations done by faculty in teaching learning process – department may add a few more entries of workshops, course modules etc.**

**P.28 Evidence of faculty publications/books/chapters/citations/IPRs/awards/Ph.D. awarded and number of Ph.D scholars guided by faculty members in the last 3 years – summary indicating the number of books/journals/IPRs etc year-wise to be attached**

**P.29 List of R&D projects and consultancy projects along with approval letters & proof of working models/products developed by faculty in the last 3 years – year wise R&D table to be attached at the beginning**

**P.30 Records of student feedback on teaching learning process & faculty performance appraisal system and corrective measures taken in the last 3 years – department needs to show the Feedback Analysis Report and Action Taken Report with respect to the feedback received.**

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Dir. IQAC      Dr. VS Rathore      Dr. Priyank Kumar      Dr. R. Sharma      Dr. Abhisek Jana      Member Secretary

HOD (PIE)      Departmental NBA Coordinator (PIE)

5/9/23      03.09.23      03.09.23      05/9/23      05/09/2023      05/9/23