

Bhilai Institute of Technology, Durg
IQAC Meeting and action taken Report for the session: 2021-22

Minutes of Internal Quality Assurance Cell (IQAC) meeting held on 8 July 2021 in the IQAC room.

First meeting of IQAC members for the session 2021-2022 was held on 08/07/2021(Thursday).

The agenda of the meeting were:-

1. Implementation of ERP System in the Institute
2. Conduction of National Level Conference BITCON'21 by all departments.
3. Conduction of Paper presentation competition commemorating Engineer's Day.
4. Curriculum Development of B.Tech. Course – 2nd year (Autonomous)
5. Reform Faculty Performance Appraisal Form

Following team members of IQAC attended the meeting:-

Sr. No.	Name of the Member
01	Dr. Arun Arora
02	Dr. Mohan Gupta
03	Dr. Manisha Sharma
04	Dr. R. Banchhor
05	Dr. S. K. Jaiswal
06	Dr. SunitaSoni
07	Dr. ShubhrataNagpal
08	Dr. SurekhaBhusnur
09	Dr. Jyothi Pillai
10	Dr. UrvashiShrivastava
11	Dr. T Rama Rao
12	Mr. Sparsh Sharma
13	Mr. VikasKhare
14	Mr. Varanasi Shrikrishna

Minutes of IQAC Meetings

Meeting 1:- 08 July 2021

- 1) For smooth and effective functioning of all administrative activities of the Institute, it was decided to make the ERP software fully functional in the Institute after further review of ERP Package.
- 2) IQAC Members discussed about the Online National Level Conference BITCON-2020 to be conducted by all departments in October 2021.
- 3) Members also discussed about the Online Paper Presentation Competition as part of Engineers Day Celebrations on 15th September 2021.
- 4) Dr. Mohan Gupta appraised about the development of the B.Tech./MCA/MBA Curriculum (Autonomous) – 2nd year.
- 5) The new faculty performance appraisal system was discussed in detail and Appraisal Audit schedule was also discussed.



Dr. M. K. Gupta
Principal

Action taken:

- 1) ERP Software was made operational in the Institute which included generation of attendance reports, CT Result.
- 2) The tentative schedule of Online National Level Conference BITCON-2021 to be conducted by all departments was decided as 22nd October 2021. It was decided that Dr. M. V. Padmavati will be the Coordinator of BITCON 2021.
- 3) The Online Paper Presentation Competition was decided to be conducted on 15th September 2021 under Professional Activities Club. It was also decided that Young Engineer Award / Young Manager Award / Young Technocrat Award to be given to B.Tech. / MBA / MCA students.
- 4) It was decided in the meeting that Dr. R. Banchhor was appointed as Coordinator to monitor the process and pace of B.Tech./MCA/MBA - 2nd year Curriculum Development of all departments.
- 5) Finalization of New Appraisal Forms for Faculty members comprising of Teaching process, Student details, Departmental activities, Institute activities and Contribution to Society. Dr. Ani Thomas was appointed as Coordinator of Appraisal Audit Team. Meetings with Departmental Incharges were conducted for preparing schedule of conducting Appraisal Audit smoothly in different departments.



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Dr. M. K. Gupta
Principal

Minutes of Internal Quality Assurance Cell (IQAC) meeting held on 5 October 2021 (Tuesday) in the IQAC room.

The agenda of the meeting :-

1. Application for NBA of MBA Deptt.
2. Submission of NBA Compliance report of EEE and IT
3. Reform Financial Reward Scheme for Faculty research publications.
4. Reform Non-Teaching Staff Performance Appraisal Form
5. Reform Departmental Audit Form.
6. Implementation of AICTE IDEA Lab

Following team members of IQAC attended the meeting:-

Sr. No.	Name of the Member
01	Dr. Arun Arora
02	Dr. Mohan Gupta
03	Dr. Manisha Sharma
04	Dr. R. Banchhor
05	Dr. S. K. Jaiswal
06	Dr. Sunita Soni
07	Dr. Shubhrata Nagpal
08	Dr. Surekha Bhusnur
09	Dr. Jyothi Pillai
10	Dr. Urvashi Shrivastava
11	Dr. T Rama Rao
12	Mr. Sparsh Sharma
13	Mr. Vikas Khare
14	Mr. Varanasi Shrikrishna

Minutes of IQAC Meetings

Meeting 2:- 05 October 2021

1. Dr. Arun Arora appraised the IQAC members that the application for NBA by Department for Business Administration (MBA) is to be submitted.
2. Dr. Manisha Sharma appraised the members about the NBA Compliance Report to be submitted by 02 UG Engineering Branches (EEE & IT). Dr. Manisha Sharma was nominated to coordinate the preparation of compliance report.
3. IQAC members discussed about Financial reward scheme for Faculty Research publications.
4. New Appraisal Forms for Non-teaching staff was discussed and Appraisal Audit schedule was also discussed.
5. IQAC members discussed about the Modification of Academic Audit Form and Schedule of the Departmental Academic audit.
6. Dr. Mohan Gupta appraised about the implementation of AICTE IDEA Lab in the institute.



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Dr. M. K. Gupta
Principal

Action taken:

1. IQAC members conducted various sessions for the preparation of SAR report by the Department of Business Administration (MBA) applied for NBA.
2. The 02 Engineering Branches prepared the NBA Compliance report. Several meetings were conducted so that compliance may be presented precisely.
3. IQAC members reformed the Financial reward scheme for Faculty Research publications, with importance given to SCI/Web of Science/Scopus papers, for motivating faculty members for high quality and impact factor publications.
4. Finalization of New Appraisal Forms for Non-teaching staff comprising of Basic Information, Work Load, Qualification/Certification/Training Upgradation, New Initiative/Experiment Setup, Inhouse Maintenance/Repairing, Proper Maintenance of records, Competence of performing respective lab experiments. Dr. Ani Thomas was appointed as Coordinator of Appraisal Audit Team. The team conducted Appraisal Audit in different departments according to the predefined schedule.
5. IQAC members reformed Departmental Academic Audit Form which included Faculty initiatives, Research and Development, Enrollment Ratio, Academic Performance, Placement, Higher Studies, Entrepreneurships and Professional Activities of the Department. IQAC members analyzed Audit forms of different departments and submitted the Audit report.
6. Various activities were conducted under the AICTE IDEA Lab such as faculty training, student training.



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Dr. M. K. Gupta
Principal

Minutes of Internal Quality Assurance Cell (IQAC) meeting held on 7 January 2022(Friday) in the IQAC room.

The agenda of the meeting:-

1. Application for NAAC 2022 - Cycle 2.
2. Discussion about the Scheme Development for B.Tech. Course – 3rd year (Autonomous).
3. Finalization of a standard format for MCA Thesis Report.
4. Procedure of CO Attainment.
5. Discussion about the Margdarshan scheme.

Following team members of IQAC attended the meeting:-

Sr. No.	Name of the Member
01	Dr. Arun Arora
02	Dr. Mohan Gupta
03	Dr. Manisha Sharma
04	Dr. R. Banchhor
05	Dr. S. K. Jaiswal
06	Dr. SunitaSoni
07	Dr. ShubhrataNagpal
08	Dr. SurekhaBhusnur
09	Dr. Jyothi Pillai
10	Dr. UrvashiShrivastava
11	Dr. T Rama Rao
12	Mr. Sparsh Sharma
13	Mr. VikasKhare
14	Mr. Varanasi Shrikrishna

Minutes of IQAC Meetings

Meeting 3:- 07 January 2022

1. Dr. Manisha Sharma appraised the IQAC members about the submission of application for NAAC 2022 - Cycle 2 by the institute.
2. Dr. Mohan Gupta appraised about the development of the B.Tech. Scheme (Autonomous) – 3rdyear.
3. Dr. SunitaSoni prepared a draft of “Guidelines for Submission and Preparation of the Thesis of Dissertation for MCA Course in the Autonomous Course” after analysis of the guidelines of other institutions.
4. IQAC members discussed about the standard procedure for calculating CO attainment.
5. Members were informed about Margdarshan scheme. A discussion about the activities to be carried out under Margdarshan scheme was done.



Dr. M. K. Gupta
Principal

Action taken:

1. IQAC team shared the details of data and tables to be prepared as per the criteria's of NAAC Cycle 2 accreditation process.
2. It was decided in the meeting that Dr. R. Banchhor was appointed as Coordinator for compiling the scheme of B.Tech. – 3rd year of all departments.
3. The final “Guidelines for Submission and Preparation of the Thesis of Dissertation for MCA Programme in the Autonomous Course” was documented after discussion with all IQAC members.
4. A standard procedure and format for calculating CO Attainment was finalized according to AICTE Examination reforms and Blooms Taxonomy.
5. IQAC Team coordinated the events of AICTEMargdarshan scheme to mentor and share the best practices with the nearby technical Institutions.



A handwritten signature in black ink, appearing to read 'Dr. M. K. Gupta', is positioned above the printed name.

Dr. M. K. Gupta
Principal

Minutes of Internal Quality Assurance Cell (IQAC) meeting held on 4April 2022(Monday) in the IQAC room.

The agenda of the meeting :-

1. Expert team visit for NBA Complainece.
2. Application for NIRF 2022.
3. Curriculum Development of B.Tech. Course – 3rd year (Autonomous)

Following team members of IQAC attended the meeting:-

Sr. No.	Name of the Member	Designation
01	Dr. Arun Arora	Management Representative
02	Dr. Mohan Gupta	Chairman
03	Dr. Manisha Sharma	Senior Administrative Officer
04	Dr. R. Banchhor	Coordinator
05	Dr. S. K. Jaiswal	Faculty Member
06	Dr. SunitaSoni	Faculty Member
07	Dr. ShubhrataNagpal	Faculty Member
08	Dr. SurekhaBhusnur	Faculty Member
09	Dr. Jyothi Pillai	Faculty Member
10	Dr. UrvashiShrivastava	Faculty Member
11	Dr. T Rama Rao	Local Society Representative
12	Mr. Sparsh Sharma	Student Representative
13	Mr. VikasKhare	Alumni Representative
14	Mr. Varanasi Shrikrishna	
15	Mr. Deepak Jain	Industry Representative

Minutes of IQAC Meetings

Meeting 4:- 04 April 2022

1. Dr M.K. Gupta appraised the members about the visit of NBA expert team on 3rd June 2022 to the Institute for the Compliance of 2 UG programs (EEE & IT). The members discussed in detail regarding the preparation of document for supporting the compliance report.
2. Members discussed about the application for NIRF 2022. The analysis of previous data submitted for NIRF-2021 was discussed in detail, since Institute has not been ranked in NIRF-2021. Further the required action to ensure the quality of learning and research was discussed. It was discussed to promote Swayam and other MOOC Courses to enhance the learning environment in the Institute.
3. Members discussed about the development of the B.Tech. (Autonomous) – 3rdyear.



A handwritten signature in black ink, appearing to be 'Dr. M. K. Gupta', is written above the printed name.

Dr. M. K. Gupta
Principal

Action taken:

1. The outline of the preparation of the NBA Compliance visit was prepared by IQAC Cell and informed to EEE & IT Departments. HODs of both departments appraised to faculty and staff members about the steps to be taken to showcase the strengths of respective departments.
2. In order to prepare the supporting documents of NIRF , IQAC suggested all the Departments to submit the offer letters and higher studies document so that it could be presented as a part of supporting document to NIRF.
3. It was decided in the meeting that Dr. R. Banchhor was appointed as Coordinator to monitor the process and pace of B.Tech. 5th & 6th Semesters' Curriculum Development of all departments.



Dr. M. K. Gupta
Principal

Bhilai Institute of Technology, Durg
IQAC Meeting and action taken Report for the session: 2020-21

Minutes of Internal Quality Assurance Cell (IQAC) meeting held on 7 June 2020 in the IQAC room.

IQAC, BIT, Durg was reconstituted with effect from 01/06/2020. First meeting of IQAC members was held on 07/07/2020(Tuesday).

The agenda of the meeting was to discuss about steps to be taken for enhancement of research activities in the institute. The agenda of the meeting were:-

1. Finalization of a standard format for M.Tech Thesis Report.
2. Conduction of National Level Conference BITCON'20 by all departments.
3. Conduction of Paper presentation competition commemorating Engineer's Day.

Following team members of IQAC attended the meeting:-

Sr. No.	Name of the Member
01	Dr. Arun Arora
02	Dr. Mohan Gupta
03	Dr. Manisha Sharma
04	Dr. R. Banchhor
05	Dr. S. K. Jaiswal
06	Dr. SunitaSoni
07	Dr. ShubhrataNagpal
08	Dr. SurekhaBhusnur
09	Dr. Jyothi Pillai
10	Dr. UrvashiShrivastava
11	Dr. T Rama Rao
12	Mr. Sparsh Sharma
13	Mr. VikasKhare
14	Mr. Deepak Jain

Minutes of IQAC Meetings

Meeting 1:- 07 June 2020

- 1) Dr. Archana Gupta to condriated the preparation of draft of “Guidelines for Submission and Preparation of the Thesis of Dissertation for M.Tech. Programme in the Autonomous Course” after analysis of the guidelines of other autonomous institutions affiliated to Universities.
The important features to be included in the M.Tech. thesis format, after discussion with all members:-
 - i. The dimension of the thesis report should be in A4 size.
 - ii. The printing of the cover page should be in contrast to the background colour of the cover page.
 - iii. The total number of pages of the thesis should not exceed 120 pages.
 - iv. A minimum of 5 copies of the thesis is to be submitted to the Department. A soft copy on good Quality CD will have to be submitted.
 - v. The title of the thesis should be meaningful and a concise description of the research done by the student should be included.
 - vi. There should be a concluding paragraph at the end of each chapter.
- 2) Members discussed about the Online National Level Conference BITCON-2020 to be conducted by all departments in November.
- 3) Discussion was done to purchase the Plagiarism Tool – Turnitin so that in-house plagiarism checking of the research papers of faculty members and students can be done. Also it can be used for plagiarism checking of research papers for BITCON-2020 which will be held in November 2020.
- 4) Members also discussed about the Online Paper Presentation Competition as part of Engineers Day Celebrations on 15th September 2020.



Dr. M. K. Gupta
Principal

Action taken:

- 1) The final “Guidelines for Submission and Preparation of the Thesis of Dissertation for M.Tech. Programme in the Autonomous Course” was documented after discussion with all IQAC members and approved by Academic Council.
- 2) The tentative schedule of Online National Level Conference BITCON-2020 to be conducted by all departments was decided as 20th November 2020. Dr. M. V. Padmavati Coordinated the conduction of BITCON 2020.
- 3) Plagiarism Tool – Turnitin was purchased for in-house plagiarism checking of the research papers .
- 4) The Online Paper Presentation Competition was decided to be conducted on 15th September 2020 under Professional Activities Club. It was also decided that Young Engineer Award / Young Manager Award / Young Technocrat Award to be given to B.Tech. / MBA / MCA students.



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Dr. M. K. Gupta
Principal

Minutes of Internal Quality Assurance Cell (IQAC) meeting held on 1December 2020(Tuesday)in the IQAC room.

The agenda of the meeting :-

1. Reform Financial Reward Scheme for Faculty research publications.
2. Finalization of the Academic Calendar 2021-2022
3. Discussion about the Curriculum Modification according to AICTE Model Curriculum

Following team members of IQAC attended the meeting:-

Sr. No.	Name of the Member
01	Dr. Arun Arora
02	Dr. Mohan Gupta
03	Dr. Manisha Sharma
04	Dr. R. Banchhor
05	Dr. S. K. Jaiswal
06	Dr. SunitaSoni
07	Dr. ShubhrataNagpal
08	Dr. SurekhaBhusnur
09	Dr. Jyothi Pillai
10	Dr. UrvashiShrivastava
11	Dr. T Rama Rao
12	Mr. Sparsh Sharma
13	Mr. Varanasi Shrikrishna

Minutes of IQAC Meetings

Meeting 2:- 01December 2020

4. IQAC members discussed about the present Financial reward scheme for Faculty Research publications and changes required
5. The structure of Academic Calendar 2021-2022 was discussed in the meeting. The activity calendar was also discussed.
6. Dr. Mohan Gupta appraised about the modification of the B.Tech Curriculum according to AICTE Model Curriculum. In the meeting, it was discussed to monitor the process and pace of Curriculum Modification of all departments.



Dr. M. K. Gupta
Principal

Action taken:

1. IQAC members reformed the Financial reward scheme for Faculty Research publications, with importance given to SCI/Web of Science/Scopus papers, for motivating faculty members for high quality and impact factor publications.
2. The structure of Academic Calendar 2021-2022 was finalized taking into consideration Class Tests, Internal Assessments, End Semester Examination.
3. IQAC committee prepared the scheme to be followed by the Engineering, Management and Computer Application Department taking into consideration the AICTE Model Curriculum and scheme of various reputed Universities.



Dr. M. K. Gupta
Principal

Minutes of Internal Quality Assurance Cell (IQAC) meeting held on 4 January 2021 (Monday) in the IQAC room.

An online meeting of members of IQAC, BIT, Durg was scheduled on 04/01/2021 (Monday). The agenda of the meeting:-

1. Awareness to faculty members about NEP 2020.
2. Training teachers on new methods/tools of Virtual Mode of Teaching.
3. ERP Implementation in the Institute for administrative functionalities.

Following team members of IQAC attended the meeting:-

Sr. No.	Name of the Member
01	Dr. Arun Arora
02	Dr. Mohan Gupta
03	Dr. Manisha Sharma
04	Dr. R. Banchhor
05	Dr. S. K. Jaiswal
06	Dr. Sunita Soni
07	Dr. Shubhrata Nagpal
08	Dr. Surekha Bhusnur
09	Dr. Jyothi Pillai
10	Dr. Urvashi Shrivastava
11	Dr. T Rama Rao
12	Mr. Sparsh Sharma
13	Mr. Vikas Khare
14	Mr. Varanasi Shrikrishna

Minutes of IQAC Meetings

Meeting 3:- 04January 2021

1. Dr. Mohan Gupta apprised about the vision of National Education Policy-2020 to IQAC members. It was discussed in the meeting to plan a Webinar on NEP 2020 for providing awareness about NEP 2020 to all faculty members.
2. It was discussed in the meeting to install Smart (Flat/Touch) Panels in Seminar Halls of each Department to promote innovative teaching learning pedagogy in the Institute. For easy operation of Smart Panel, training schedule to all faculty members was also discussed.
3. IQAC initiated the use of Learning Management System (Moodle) in the Institute.
4. For smooth and effective functioning of all administrative activities of the Institute, it was decided to go for ERP implementation in the Institute.



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Dr. M. K. Gupta
Principal

Action taken:

1. Faculty Development Programme on "Examination Reforms" Dates was conducted from 07/03/2021 to 13/03/2021
2. A Webinar on National Education Policy 2020 was scheduled on 20/03/2021 to provide more awareness about NEP 2020 to all faculty members.
3. Smart (Flat/Touch) Panels were installed in Seminar Halls of each Department. For easy operation of Smart Panel, training was given to all faculty members.
4. Training Sessions on how to use Learning Management System (Moodle) were organized for each Department.
5. Plan for ERP implementation in the Institute was finalized. IQAC Team interacted with various ERP vendors to finalize the ERP software so that it can be customized as per the institute requirement.



Dr. M. K. Gupta
Principal

Minutes of Internal Quality Assurance Cell (IQAC) meeting held on 15 June 2021 (Tuesday) in the IQAC room.

A meeting of members of IQAC, BIT, Durg was scheduled on 15/06/2021 (Tuesday).

The agenda of the meeting :-

1. Reform Faculty Performance Appraisal Form
2. Reform Non-Teaching Performance Appraisal Form
3. Reform Departmental Audit Form.
4. Motivation to faculty members for applying to AQIS (AICTE Quality Improvement Scheme).

Following team members of IQAC attended the meeting:-


Sr. No.	Name of the Member
01	Dr. Arun Arora
02	Dr. Mohan Gupta
03	Dr. Manisha Sharma
04	Dr. R. Banchhor
05	Dr. S. K. Jaiswal
06	Dr. Sunita Soni
07	Dr. Shubhrata Nagpal
08	Dr. Surekha Bhusnur
09	Dr. Jyothi Pillai
10	Dr. Urvashi Shrivastava
11	Dr. T Rama Rao
12	Mr. Sparsh Sharma
13	Mr. Vikas Khare
14	Mr. Varanasi Shrikrishna
15	Mr. Deepak Jain

Minutes of IQAC Meetings

Meeting 4:- 15 June 2021

1. The new faculty performance appraisal system was discussed in detail.
2. New Appraisal Forms for Non-teaching staff to be formulated.
3. IQAC members discussed about the Formation of Academic Audit Form for the Department.
4. It was discussed in the meeting that all faculty members have to be motivated to apply for various awards or schemes under AQIS (AICTE Quality Improvement Scheme) and to take collaborative Quality initiatives with other institutions.




Dr. M. K. Gupta
Principal

Action taken:

1. Finalization of New Appraisal Forms for Faculty members comprising of Teaching process, Student details, Departmental activities, Institute activities and Contribution to Society.
2. Finalization of New Appraisal Forms for Non-teaching staff comprising of Basic Information, Work Load, Qualification/Certification/Training Upgradation, New Initiative/Experiment Setup, Inhouse Maintenance/Repairing, Proper Maintenance of records, Competence of performing respective lab experiments.
3. Formation of Departmental Academic Audit Form consisting of Faculty initiatives, Research and Development, Enrollment Ratio, Academic Performance, Placement, Higher Studies, Entrepreneurships and Professional Activities of the Department.
4. Faculty members were motivated to apply for various awards or schemes under AQIS (AICTE Quality Improvement Scheme) and to take collaborative Quality initiatives with other institutions. Many faculty members applied for Collaborative Research Projects with other institutes such as SSGI Bhilai, BRSM College Mungeli, Sambhalpur University, etc



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Dr. M. K. Gupta
Principal

Bhilai Institute of Technology, Durg
IQAC Meeting and action taken Report for the session: 2019-20

Minutes of Internal Quality Assurance Cell (IQAC) meeting held on 8 July 2019 in the IQAC room.

Members Present

Sr. No.	Name of the Member	Designation
1	Dr. Arun Arora	Chairman
2	Dr. S. K. Ganguly	Faculty Representatives
	Dr. Mohan Gupta	
	Dr. AnupamaHuddar	
	Dr. Anup Mishra	
	Dr. Ani Thomas	
3	Shri R. Deepu	Senior Administrative Officer
4	Shri R.L.Shrivastava	Local Society Representative
5	Mr. Pradyumna	Student Representative
6	Mr. ChandrakantBadgaiyan	Alumni Representative
7	Dr. Manisha Sharma	IQAC Coordinator

Minutes of IQAC Meetings Meeting 1:- 08 July 2019

Dr. Arun Arora, Principal, BIT Durg welcomed the members of IQAC Cell .

Dr.ManishaSharma IQAC Coordinator summarized the last minutes of meeting held on 19 December 2018.

1. Principal Dr. Arun Arora appraised the members about the NBA Compliance Report to be submitted by 05 UG Engineering Branches (). Dr. Manisha Sharma was nominated to coordinate the preparation of compliance report.
2. Principal Dr. Arun Arora appraised the members and discussed about the road map to Autonomous Status. The members deliberated on the UGC Gazette for Autonomous Status. It was further decided to apply for the Fresh Autonomous Status to UGC.
3. Members discussed about the application for NIRF 2020. The analysis of previous data submitted for NIRF-2019 was discussed in details, since Institute has not been ranked in NIRF-2019. Further the required action to ensure the quality of learning and research was discussed. It was discussed to promote Swayam and other MOOC Courses to enhance the learning environment in the Institute.
4. Dr. S.K. Ganguly Dean Quality and Incharge of ISO Certification appraised the members regarding the feedback of ISO Team last year so that due action may be accordingly taken.

5. The Placements offered by the Institute was reviewed for the academic year 2018-19. Analysis of the feedback of employers was discussed in detail . It was suggested to conduct intensive training programs to enhance the employability skills of the students.
6. The faculty performance appraisal system was discussed in detail. Dr Ani Thomas suggested few changes such as inclusion of AICTE Initiatives. Shri R L Shrivastava and Dr Mohan Gupta further suggested to make 50% points mandatory in research publication and FDP attended by the faculty.
7. The teaching learning process of the Institute was discussed in detail. Dr Arun Arora Principal BIT, Durg invited the suggestion to improve the quality of teaching at BIT , DURG . Mr. Pradyumn – student representative suggested to encourage peer to peer learning among the students.



Dr. Manisha Sharma
Coordinator IQAC



Dr. Arun Arora
Principal



Action taken Report:

1. The 05 Engineering Branches prepared the NBA Compliance report. Several meetings were conducted so that compliance may be presented precisely and as per the NBA guidelines. Institute compliance of the criteria 8 , Criteria 9 and Criteria 10 was also prepared.
2. The Application for fresh Autonomous status was coordinated by Dr Manisha Sharma. Principal Dr Arun Arora presented the application to the University. The university forwarded the application and the hard copy of the application was submitted to UGC .
3. In order to prepare the supporting documents of NIRF , IQAC suggested all the Departments to submit the offer letters and higher studies document so that it could be presented as a part of supporting document to NIRF.
4. IQAC ensured innovative teaching learning pedagogy in the Institute . Assignments and course content through Moodle .IQAC prepared Class test Question paper format based on Blooms Taxonomy, Course Outcomes and Performance Indicators. IQAC also suggested use of Open Board Software for Interactive learning.



Dr. Manisha Sharma
Coordinator IQAC



Dr. Arun Arora
Principal



Minutes of Internal quality Assurance Cell (IQAC) meeting held on 03 January 2020 in the IQAC room.

Members Present

Sr. No.	Name of the Member	Designation
1	Dr. Arun Arora	Chairman
2	Dr. S. K. Ganguly	Faculty Representatives
	Dr. Mohan Gupta	
	Dr. Anupama Huddar	
	Dr. Anup Mishra	
	Dr. Ani Thomas	
3	Shri R. Deepu	Senior Administrative Officer
4	Shri R.L. Shrivastava	Local Society Representative
5	Mr. Chandrakant Badgaiyan	Alumni Representative
6	Dr. Manisha Sharma	IQAC Coordinator

Minutes of IQAC Meetings

Meeting 2:- 03 January 2020

Dr. Arun Arora, Principal, BIT Durg welcomed the members of IQAC Cell .

Dr. Manisha Sharma IQAC Coordinator summarized the last minutes of meeting held on 8 July 2019.

1. Dr Arun Arora appraised the members about the visit of NBA expert team on 28 February 2020 to the Institute for the Compliance of 5 UG programs. The members discussed in detail regarding the preparation of document for supporting the compliance report. Mr R L Shrivastava gave the suggestions for the preparation of the supporting document for NBA compliance visit. It was also suggested to conduct FDP and Guest Lectures to help the spoke Institutions for the preparation of SAR and SSR report of NBA and NAAC respectively .
2. The Academic Calendar for the upcoming even semesters were discussed. The activity calendar was also discussed.
3. Dr. Arun Arora appraised the members of the tentative visit of Expert team nominated by UGC for the consideration of the Institute Application for fresh Autonomous Status.

4. Dr. Manisha Sharma appraised the members that five students from MBA and M. Tech student shall be visiting NCUT Taiwan for research Internship. It was also discussed to further enhance the international collaborations.
5. Feedback of the Employers and Exit Students were analyzed to enhance the Teaching Learning Process. Mr. ChandrakantBadgaiyan also gave the informal feedback of the Alumni. It was further decided to promote innovative teaching learning pedagogy in the Institute.



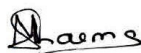
Dr. Manisha Sharma
Coordinator IQAC



Dr. Arun Arora
Principal

Action Taken Report

1. The outline of the preparation of the UGC visit was prepared by IQAC Cell. Steps were taken by IQAC to showcase the strengths of Institute. Various Incharges were made to coordinate for the same. It was decided that Dr Sunita Soni shall showcase the research activities and the achievements of faculty. Dr Ani Thomas shall showcase the achievements of Students and their participation in Smart India Hackathon. Dr Anupama Huddar shall showcase the achievements in GATE Examination of the students of BIT , DURG . Dr Sanjay Sharma Sharma shall showcase the Club Activities of the Institute.
2. IQAC suggested faculty members to prepare their Video Lectures of the curriculum and upload it on the You Tube to help the students of the Institutes and nearby Institutes to help them in learning during lockdown process. An Interactive session was conducted by the IQAC Cell to demonstrate the preparation of Video lectures and upload it on the YOU Tube. More than 68 video lectures were prepared by the faculty with more than 20lakh views.
3. IQAC Cell also conducted an interactive session with the students and encouraged for Peer to Peer Teaching. Students also started Two You Tube channels of students Bittentech and Make It Easy #padhai. About 522 Video lectures prepared by the students with more than 24 lakhs views and 72k subscribers .
4. IQAC initiated the use of Moodle in the Institute. Sessions were organized for each Department to demonstrate them how to use Moodle.
5. IQAC initiated the Learning Management System of the Institute and purchased the domain for the same.
6. During the lockdown period IQAC initiated the conduct of Virtual Labs in the Departments.
7. IQAC also promoted among the students and faculty to pursue for online courses by Coursera and EdX. Institute availed – number of licences for the same.



Dr. Manisha Sharma
Coordinator IQAC



Dr. Arun Arora
Principal

Bhilai Institute of Technology, Durg
IQAC Meeting and action taken Report for the session: 2018-19

Minutes of Internal Quality Assurance Cell (IQAC) meeting held on 4 July 2018 in the IQAC room.

Members Present

Sr. No.	Name of the Member	Designation
1	Dr. Arun Arora	Chairman
2	Dr. S. K. Ganguly	Faculty Representatives
	Dr. Mohan Gupta	
	Dr. Anupama Huddar	
	Dr. Anup Mishra	
	Dr. Padmavati	
	Dr. Ani Thomas	
3	Shri I.P. Mishra	Management Representative
4	Shri R. Deepu	Senior Administrative Officers
5	Shri R.L. Shrivastava	Local Society Representative
6	Mr. Pradyumna	Student Representative
7	Mr. Chandrakant Badgaiyan	Alumni Representative
8	Shri Vijay Gupta	Industrialist
9	Dr. Manisha Sharma	IQAC Coordinator

Minutes of IQAC Meetings Meeting 1:- 04 July 2018

Dr. Arun Arora, Principal, BIT Durg welcomed the members of IQAC Cell .

Dr. Manisha Sharma IQAC Coordinator summarized the last minutes of meeting held on 10 January 2018

1. Principal Dr. Arun Arora appraised the members about the NBA Accreditation policies and its implementation. It was decided to apply for the NBA Accreditation of remaining two Under Graduate Courses i.e. B.Tech Electrical & Electronics and B.Tech Information Technology. The timeline were set for the pre qualifier and SAR.
2. Members discussed about the timely submission of Annual Quality Assurance Report to NAAC. It was decided that the Criteria Incharges ensure the data submission by the department is done according to the timeline so that AQAR Report is submitted as per the schedule.
3. Dr. S.K. Ganguly Dean Quality and Incharge of ISO Certification appraised the members regarding the feedback of ISO Team last year so that due action may be accordingly taken.
4. In order to bridge the knowledge gap and to take care of the students from diversified school boards, it was decided to conduct the 15days induction program for the first year students.

Minutes of Internal quality Assurance Cell (IQAC) meeting held on 19 December 2018 in the IQAC room.

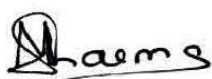
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Minutes of IQAC Meetings

Meeting 2:- 19 December 2018

1. Dr. Mohan Gupta suggested to promote entrepreneurship among the student by setting up an Incubation Centre at BIT, Durg. Dr. Arun Arora formed a committee to send the proposal to MSME for Incubation Centre.
2. The guidelines for the performance appraisal audit committee was suggested by Dr. Ani Thomas. She appraised the members of the difficulties faced during its audit. Dr. Arun Aroa suggested to have departmental coordinators for the audit of the performance appraisal.
3. Dr. M.V. Padmavati appraised the members that five students and three faculty will be visiting Charles University Czechoslovakia under student and faculty exchange program.
It was also discussed to further enhance the international collaborations.
4. Feedback of the Employers and Exit Students were analyzed to enhance the Teaching Learning Process. Dr. S.K. Ganguly suggested to supplement the Practical Classes with Project based learning.



Dr. Manisha Sharma
Coordinator IQAC



Dr. Arun Arora
Principal

Bhilai Institute of Technology, Durg

IQAC Meeting and action taken Report for the Session: 2017-18

Minutes of Internal quality Assurance Cell (IQAC) meeting held on 20 July 2017 in the IQAC room.

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Minutes of IQAC Meetings

Meeting 1:- 20 July 2017

1. Importance, Roles and functions were presented to new members of IQAC
2. Reviewed the reports of different committees of the college for setting the benchmarks/parameters for the various academic, administrative, research and extension activities of the college.
3. Committees were formed to take care NIRF Ranking of the Institute.
4. To promote Research & Development, it was suggested to organize National Conference in all the twelve departments of the Institute. Dean R&D was requested to coordinate the same.
5. The feedback from the stakeholders was analyzed and due changes were suggested by the Chairman IQAC and Coordinator to improve teaching learning process of the Institute.

Minutes of Internal quality Assurance Cell (IQAC) meeting held on 10 January 2018 in the IQAC room.

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Minutes of IQAC Meetings

Meeting 2:- 10 January 2018

1. Minutes of previous meeting were confirmed.
2. To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic activities on regular basis, it was decided by the chair that the IQAC members (Faculty) shall be conducting the Performance Appraisal Internal Audits of all the Departments on 10 May 2018.
3. Following guidelines were discussed on the basis of which the academic audit would be conducted:-
 - i. Workload- Details of subjects taken per semester
 - ii. Maintenance of records related to courses taught
 - iii. No. of Student Projects Undertaken
 - iv. Students' Feedback
 - v. Students' Feedback
 - vi. No. of Invigilation duty in CSVTU Exam
 - vii. No. of CSVTU exam answer sheets valued
 - viii. Initiative taken for Departmental Development

- ix. Research Papers published in Journals/Conference
- x. (a) Research Guidance (b) Improvement in qualifications (Ph.D.)
- xi. Books Published (in last 3 years)
- xii. Details of consultancy/R&D Projects/Patents
- xiii. Details of Development Programmes (FDP/SDP)
- xiv. Details of contribution to the Departmental Activity
- xv. Details of contribution to the Institutional Activity
- xvi. Details of Administrative Support



A handwritten signature in black ink, appearing to read 'Arun Arora', is written above the printed name.

Dr. Arun Arora
Principal

Minutes of Internal quality Assurance Cell (IQAC) meeting held on 20 July 2017 in the IQAC room.

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Dr. Arun Arora
Chairman(IQAC)

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Dr. Arun Arora
Chairman(IQAC)

