



Basavarajeshwari Group of Institutions  
**BALLARI INSTITUTE OF TECHNOLOGY & MANAGEMENT**

NAAC Accredited Institution\*

"Jnana Gangotri" Campus, Bellary-Hospet Road, Near Allipura Village,  
BALLARI - 583 104 (Karnataka)

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Date: 15.04.2021

**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
MEETING NOTICE**

All the **HOD's** of **CSE/ECE/EEE/ME/CIVIL/MBA/Maths/Physics/Chemistry** departments, Administrative Officer, Chief Librarian, Sys. Admin., Academic Coordinator, External Expert, Local Society, Member – Students, Alumni Co-ordinator, Industrialist, Section Officer, Physical Director & Stakeholder(Employees) are hereby informed that there will be a **23<sup>RD</sup> IQAC meeting** at **BITM**, on Tuesday **21.04.2021 at 11:00AM** in the **Board Room, Admin & PG Block**.

**Meeting Agenda:**

1. To review of the previous meeting & action taken report.
2. Discussion regarding NBA accreditation for the other 3(EEE, CIVIL & MBA) branches.
3. Online Classes to be conducted as per VTU norms
4. To discuss Budget Proposals for the year 2021-22
5. Preparation for ISO Internal Audit
6. To preparations for UGC Autonomous Status
7. Examinations to be conducted as per the timetable of VTU norms
8. Any other subject with the permission of the chair

*IQAC Chairman / Principal*



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**Proceedings of the 23<sup>rd</sup> Internal Quality Assurance Cell(IQAC) committee meeting held on Tuesday of 21.04.2021 at 11:00 AM in the Board Room, Admin & PG Block, @ BITM – Ballari**

### **Meeting Agenda:**

**1. To review of the previous meeting & action taken report.**

Members unanimously approved minutes of the previous meetings along with the Action Report.

**2. Discussion regarding NBA accreditation for the other 3(EEE, CIVIL & MBA) branches.**

The principal informed the members that the NBA SAR for 3 branches (EEE, CIV & MBA) has submitted on the 15<sup>th</sup> of Apr-2021 and informed the HOD's to make the necessary arrangements for the expert team visit.

**3. Online Classes to be conducted as per VTU norms**

The Principal informed to All the department Heads to formulate a timetable for Online Teaching and communicate the same to the students. The department should set up the necessary equipment for online teaching. At the beginning of the online classes all staff should communicate with respect to COVID-19 SOP such as wearing of Masks, Sanitization and also Studying in a ventilated environment. Online teaching should be done with lot of care and bring effectiveness of monitoring attendance and assigning right quantity of work to the students. The assignment / homework given should be evaluated by the co-faculty. Online Timetable should have five slots in a day with online classes starting from 09:30AM. HOD's should log the syllabus completion tracker and Principal will share the progress of the syllabus to the Management on a weekly basis. Free Afternoon slots should be engaged by giving necessary assignments or homework that need to be completed on the same day. The staff member will communicate the expectation of the subject, share the lesson plan as well as the lecture notes. NAAC Coordinator Dr. N. Gururaj has been informed to prepare AQAR for 2019-20 before 30.04.2021. Based on the AQAR the principal has to prepare the annual report for 2019-20.

**4. To discuss Budget Proposals for the year 2021-22**

The Principal informed all the HOD's to submit the Budget requisition to the Administrative Officer for the year 2021-22 on or before 30<sup>th</sup> of April-2021

**5. Preparation for ISO Internal Audit.**

The Principal informed the ISO coordinator Dr. T. Machappa to facilitate ISO internal auditing at the earliest and complete the same on or before 04<sup>th</sup> May 2021.

**6. To preparations for UGC Autonomous Status.**

Preparation for UGC inspection for granting of Autonomous Status for the college to be started such as visit to an Autonomous Institution, Setting-up of Controller of Examination Area, Principal and the departmental Presentation during the expert committee visit and necessary files for the visit should be complete before 04<sup>th</sup> May-2021.

**7. Examinations to be conducted as per the timetable of VTU norms**

Principal informed the examination section to follow the SOP framed by the VTU during the examination also informed all instructors to carry out the cleaning and sanitizing work of their respective labs for practical examination and HOD's should check and monitor the same and asked the Site Engineer to sanitize the COVID-19 examination area frequently.

**8. Any other subject with the permission of the chair**

\*\*\*Meeting Ended with Vote of thanks\*\*\*

**NAAC / IQAC Coordinator**

**Chairman / Principal**



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Ref: BITM/IQAC-M/2020-21/23

**ACTION REPORT**

For the meeting held on 21.04.2021 at 11:00AM

**1. To review of the previous meeting & action taken report.**

XXXXX

**2. Discussion regarding NBA accreditation for the other 3(EEE, CIVIL & MBA) branches.**

NBA SAR has successfully submitted on 15.04.2021 for the three branches of EEE, CIVIL & MBA

**3. Online Classes to be conducted as per VTU norms**

Online classes are going on successfully due to pandemic.

**4. To discuss Budget Proposals for the year 2021-22**

XXXXX

**5. Preparation for ISO Internal Audit**

Internal Audits are not scheduled upto yet due to pandemic

**6. To preparations for UGC Autonomous Status**

Preparations are going on for the UGC Autonomous Status and tentative dates for inspection are will be in the month of July-2021.

**7. Examinations to be conducted as per the timetable of VTU norms**

Examinations are conducted as per VTU norms by following SOP

**8. Any other subject with the permission of the chair**

XXXXX

NAAC Coordinator

Principal,  
Ballari Institute of Technology & Management,  
BELLARY.