



# BANARSIDAS CHANDIWALA INSTITUTE OF INFORMATION TECHNOLOGY

(Approved by AICTE and affiliated to G.G.S. Indraprastha University, Delhi)

Chandiwala Estate, Maa Anandmai Marg, Kalkaji, New Delhi - 110 019  
Ph: 011-49020100, 49020144, E-mail: director@bciit.ac.in, Website:www.bciit.ac.in

## IQAC Meeting Summary – April 4, 2025

### Agenda:

**To review academic progress and internal examination guidelines, discuss NAAC accreditation efforts including binary accreditation planning, evaluate internship and placement opportunities, acknowledge recent ATAL FDP and Alumni Meet, encourage MOOC participation, and outline strategies for AQAR submission and alumni engagement.**

### Meeting Minutes :

- The Chairperson emphasized the importance of adhering to internal examination guidelines, ensuring syllabus completion, conducting timely revision sessions, and discussing previous years' question papers before the semester ends.
- The NAAC team was advised to intensify efforts by exploring accreditation best practices and engaging with representatives from already accredited institutions for guidance and benchmarking.
- The IQAC Coordinator encouraged proactive exploration of national and international internship and placement opportunities to enhance student employability.
- Appreciation was extended to the ATAL FDP Coordinator for the successful planning and execution of the recent Faculty Development Programme.
- To deepen understanding of the binary accreditation system, the IQAC Coordinator recommended that team members attend relevant NAAC workshops.
- The status of the Annual Quality Assurance Report (AQAR) submission was reviewed and discussed for timely completion.
- Both students and faculty were encouraged to enroll in MOOC courses to support continuous learning and academic enrichment.
- Alumni Talks continued to be organized regularly as a mentoring platform to guide students in their academic and professional journeys.
- The successful organization of the Alumni Meet 2025 was acknowledged, recognizing its value in fostering community and institutional pride.
- The NAAC team presented the initial execution plan for incorporating attribute-based evaluation under the binary accreditation model.

  
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**Attendees of the IQAC Meeting conducted on April 4, 2025**

The following members **attended** the IQAC meeting held on **April 4, 2025**, at **2:00 PM** in the Conference Room.

Name	Designation	Attendance (Signature)
Dr. Ravish Saggar	Chairperson	
Mr. Alok Mishra	IQAC Coordinator	
Dr. Gomathy	IQAC Co-Coordinator	
Dr. Anu	Faculty Member	
Ms. Sonia	Faculty Member	
Mr. Sandeep	Faculty Member	
Dr. Shobha	Faculty Member	
Dr. Harsh Arora	Faculty Member	
Mr. Satish Kasana	Administrative Representative	
Ms. Poonam	Administrative Representative	
Dr. Sujata Anand	Board Member – Secretary SBCSSTS	
Mr. Shakti Singh Tanwar	Alumni Representative	
Mr. Showik Mazumdar	Student Representative	
Ms. Anchal Dhama	Student Representative	
Mr. Sunny	Student Representative	

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## IQAC Meeting Minutes – Dec 5,2024

### Agenda:

### Review of Accreditation Progress, Faculty Development, and Research Enhancement

#### Meeting Minutes:

- The NAAC Coordinator provided an update on the progress of NAAC accreditation work, including the documentation and preparation for the Institutional Information for Quality Assessment (IIQA) submission.
- The Chairperson announced the finalized NAAC team, with the addition of Dr. Harsh as a member, and extended appreciation to the admission team for their effective handling of the current admission cycle.
- Commendation was also given to the journal publication team for successfully achieving J-Gate indexing.
- The Chairperson emphasized the importance of organizing an ATAL Faculty Development Programme (FDP) in the upcoming academic session.
- Faculty members were encouraged to enhance their research output and aim for more publications in Scopus-indexed journals.
- The NAAC Coordinator discussed the collection of required documentation and emphasized standard formatting and structure for NAAC compliance.
- Additionally, the Coordinator introduced the concept of binary accreditation and briefly outlined its possible implementation in future assessment cycles.

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**Attendees of the IQAC Meeting conducted on December 5, 2024**

The following members **attended** the IQAC meeting held on **December 5, 2024** at **2:00 PM** in the **Director's Room**.

Name	Designation	Signature
Dr. Ravish Sagar	Chairperson	
Mr. Alok Mishra	IQAC Coordinator	
Dr. Gomathy	IQAC Co-Coordinator	
Dr. Anu	Faculty Member	
Ms. Sonia	Faculty Member	
Mr. Sandeep	Faculty Member	
Dr. Shobha	Faculty Member	
Dr. Harsh Arora	Faculty Member	
Mr. Satish Kasana	Administrative Representative	
Ms. Poonam	Administrative Representative	
Dr. Sujata Anand	Board Member – Secretary SBCSSTS	
Mr. Shakti Singh Tanwar	Alumni Representative	
Mr. Showik Mazumdar	Student Representative	
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## IQAC Meeting Summary – July 20, 2024

### **Agenda:**

Review of Previous Action Items and Initiatives for the Upcoming Academic Session

### **Meeting Minutes:**

- The IQAC has been officially upgraded with effect from July 20, 2024. The session commenced with the Coordinator welcoming the new members and acknowledging the successful completion of tasks discussed in the previous meeting.
- The Chairperson extended a warm welcome to the newly inducted IQAC members and encouraged them to contribute proactively toward maintaining and enhancing the institutional quality standards.
- The Coordinators emphasized the importance of academic planning and requested the Academic Coordinator to submit the academic calendar, including a detailed schedule of club activities for the upcoming session.
- Faculty members were advised to share the list of elective subject options with students at the earliest to facilitate informed decision-making for the new semester.
- The Chairperson provided an update on the current status of BCA and MCA admissions and discussed strategies for strengthening the admission process.
- The NAAC Coordinator emphasized the importance of initiating the process for NAAC accreditation and urged the team to begin collecting the necessary documents and prepare the proposal for filing the Institutional Information for Quality Assessment (IIQA).
- The IQAC Coordinator encouraged all club in-charges to organize more student-centric programs and activities aimed at promoting holistic development and engagement.

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**Attendees of the IQAC Meeting conducted on July 20,2024**

The following members **attended** the IQAC meeting held on **July 20,2024** at **2:00 PM** in the **Director's Room**.

Name	Designation	Signature
Dr. Ravish Sagar	Chairperson	
Mr. Alok Mishra	IQAC Coordinator	
Dr. Gomathy	IQAC Co-Coordinator	
Dr. Anu	Faculty Member	
Ms. Sonia	Faculty Member	
Mr. Sandeep	Faculty Member	
Dr. Shobha	Faculty Member	
Mr. Satish Kasana	Administrative Representative	
Ms. Poonam	Administrative Representative	
Dr. Sujata Anand	Board Member – Secretary SBCSSTS	
Mr. Shakti Singh Tanwar	Alumni Representative	
Mr. Showik Mazumdar	Student Representative	
Ms. Anchal Dhama	Student Representative	
Mr. Sunny	Student Representative	

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## Minutes of IQAC Meeting – April 9, 2024

### **Agenda:**

Strengthening Institutional Quality through Academic, Placement, and Student-Centric Initiatives

### **Meeting Minutes:**

The Internal Quality Assurance Cell (IQAC) convened a comprehensive meeting on April 9, 2024, in the Director's Room. The session built upon earlier initiatives and focused on actionable strategies to elevate academic quality, student development, and institutional growth. The following key points were discussed:

- The Chairperson commended the IQAC members for effectively implementing the decisions from previous meetings and acknowledged their ongoing commitment.
- Appreciation was extended to the organizing team of the International Conference and to the faculty in charge of various clubs for successfully conducting impactful student-centric events.
- The Chairperson allocated responsibilities related to admissions for the upcoming academic session to ensure an efficient and streamlined enrollment process.
- It was proposed that placement preparation sessions be integrated into the regular academic timetable, treating them as formal instructional hours to better prepare students for job opportunities.
- Faculty members were encouraged to offer CUET and NIMCET entrance preparation classes for interested students, helping them excel in competitive examinations.
- A one-day recreational trip for students was proposed to support mental wellness and promote a healthy academic environment.
- The Chairperson introduced a proposal for launching a four-year BCA (Honours) program starting in the upcoming academic session.
- Faculty were encouraged to actively participate in the design and development of the new BCA (Hons) curriculum to align with current academic and industry standards.

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**Banarsidas Chandiwala Institute of Information Technology, BCIIIT**  
Chandiwala Estate, Ma Anandmavee Marg, Shyam Nagar,  
Kalkaji, New Delhi, 110020

### IQAC Members – Meeting Attendance List

The following members attended the IQAC meetings as scheduled on April 9, 2024

S. No.	Designation	Member Name	Signature
1.	Chairperson	Dr. Ravish Saggar	
2.	Coordinator	Dr. Anu Taneja	
3.	Faculty Member	Ms. Sonia Batra	
4.	Faculty Member	Mr. Sandeep Jain	
5.	Faculty Member	Mr Alok Mishra	
6.	Faculty Member	Ms.Gomathy M	
7.	Treasurer – SBCSSTS	Mr. Ashok Kumar Gupta	
8.	Administrative Member	Mr. Satish Kasana	
9.	Administrative Member	Ms.Poonam Sharma	
10.	Alumni	Mr.Shakti Singh Panwar	
11.	Student Member	Ms. Anchal Dhama	
12.	Student Member	Mr. Showik Mazumdar	
13.	Student Member	Mr. Sunny	

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## Minutes of IQAC Meeting – October 30, 2023

### **Agenda:**

Enhancement of Academic Quality and Strategic Planning for Student Development

### **Meeting Minutes:**

The Internal Quality Assurance Cell (IQAC) core team held a meeting on October 30, 2023, in the Director's Room. The following key points were discussed:

- The Chairperson expressed appreciation to all members for successfully implementing the action points from the previous IQAC meeting.
- Special recognition was given to the efforts behind the formation of the Innovation and Startup Cell and the successful orientation program conducted on October 25, 2023.
- The Coordinator encouraged the team to actively coordinate and facilitate industrial visits to provide students with real-world exposure.
- The Coordinator emphasized the importance of establishing Memoranda of Understanding (MoUs) to support future academic and industry collaborations.
- IQAC members urged the staff and faculty to inspire students to engage in innovation and entrepreneurship in the upcoming academic session.
- The Chairperson instructed the team to organize placement training sessions aimed at improving student employability and placement outcomes.
- The Chairperson emphasized the importance of hosting an international conference to elevate the academic standards and institutional quality, and encouraged faculty members to take the lead in organizing it.

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### IQAC Members – Attendance Record

The following members attended the IQAC meeting as per the schedule.

S. No.	Designation	Member Name
1.	Chairperson	Dr. Ravish Sagar
2.	Coordinator	Dr. Anu Taneja
3.	Faculty Member	Ms. Sonia Batra
4.	Faculty Member	Mr. Sandeep Jain
5.	Faculty Member	Mr Alok Mishra
6.	Treasurer – SBCSSTS	Mr. Ashok Kumar Gupta
7.	Administrative Member	Mr. Satish Kasana
8.	Administrative Member	Ms.Poonam Sharma
9.	Alumni	Mr.Shaktti
10.	Student Member	Ms. Shristi Anhal
11.	Student Member	Mr. Ayush Anand Jha
12.	Student Member	Mr. Kartik Hada



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## Minutes of IQAC Meeting – April 3, 2023

### **Agenda:**

Discussion on Academic Matters and Planning for the Upcoming Semester

### **Meeting Minutes:**

The Internal Quality Assurance Cell (IQAC) core team convened a meeting on April 3, 2023, in the Director's Room. The following key points were deliberated:

- The IQAC Coordinator presented an overview of the revised accreditation guidelines, emphasizing the inclusion of new criteria in the updated framework.
- Emphasis was placed on the importance of continuous faculty research. The Coordinator encouraged regular publication of scholarly articles by faculty members.
- The Chairperson proposed organizing a Faculty Development Programme (FDP) in the upcoming semester to support faculty enhancement initiatives.
- The Chairperson encouraged the IQAC team to initiate an Innovation and Startup Cell for students in the upcoming academic session.
- As the current academic semester approaches its conclusion, the team recommended adhering strictly to the approved guidelines for awarding internal marks in both theoretical and practical subjects, ensuring fairness and transparency.
- The Coordinator urged the team to actively seek and promote internship and placement opportunities for students.
- The team proposed a restructuring of internal sports activities and recommended the integration of a dedicated sports session as part of the extracurricular framework.

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### IQAC Members – Attendance Record

The following members attended the IQAC meeting as per the schedule.

S. No.	Designation	Member Name
1.	Chairperson	Dr. Ravish Sagar
2.	Coordinator	Dr. Anu Taneja
3.	Faculty Member	Ms. Sonia Batra
4.	Faculty Member	Mr. Sandeep Jain
5.	Faculty Member	Mr Alok Mishra
6.	Treasurer – SBCSSTS	Mr. Ashok Kumar Gupta
7.	Administrative Member	Mr. Satish Kasana
8.	Administrative Member	Ms.Poonam Sharma
9.	Alumni	Mr.Shaktti
10.	Student Member	Ms. Shristi Anhal
11.	Student Member	Mr. Ayush Anand Jha
12.	Student Member	Mr. Kartik Hada

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