



NBA Committee

MINUTES OF THE MEETING

REF. NO.: (SIT/NBA/ 2023 /02)

Meeting Date: 22-08-2023

Meeting Time: 4:00 PM

Meeting Venue: SIT Conference Room

Meeting Purpose/Agendas:

1. ATR of the Meeting Held on 16.06.2023.
2. Planning for preparation of Documentation
3. Miscellaneous

Member Present: 07

Member Absent: 0

Key Discussion Points on present agendas:

Sl.	Agenda	Discussion & outcome
1.	ATR of the Meeting Held on 16.06.2023	Actions taken against all the issues of the meeting held on 16.06.2023 are discussed. Followings are to be done – <ul style="list-style-type: none">• All the departments under CC 119 & 336 will form a 3-member committee headed by the HOD in department level for NBA activities. The committee details are to be submitted on or before 25.08.2023.
2	Planning for preparation of Documentation	As the NBA visit is planned to be conducted during the window Jan-June 2025. The documentation is to be prepared for AY-2024-25, AY-2023-24, AY-2022-23, AY-2021-22, AY-2020-21. To start with it was discussed and decided that all the departments will prepare the documentation for the AY 2022-23 first along with the ongoing AY 2023-24. A tentative file list along with guideline for documents required for Section 1 to 3 was provided to all the members. (copy is attached with the MOM). It was decided that a review on the documentation will be done on a monthly basis initially.

[Signature]
22/08/23
In-charge, NBA Committee

[Signature]
23.08.23
Principal, SIT