


IQAC Minutes of Meeting 12

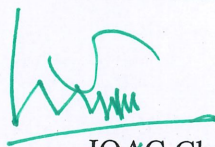
07-03-2018

Sl.No.	Agenda	Minutes	
1	Welcome	At the outset Dr. Babu N V, IQAC coordinator welcomed the chairman IQAC and all the members for the IQAC meeting. He informed the members that due to busy schedule external members could not attend the meeting. IQAC coordinator briefed about the agenda of the meeting and requested the IQAC chairman to take over the meeting.	
2	Review of Odd Semester Activities	<p>IQAC Chairman in his initial remarks explained the need for enhancing the quality of Higher Education in general and the Teaching-Learning and evaluation process in particular.</p> <p>IQAC Chairman informed to all the members that all the departments has to list the activities of odd semester 2017-18 i.e. from August 2017 to Jan 2018. All the respective committee coordinators collect the data of the various activities happened in the odd semester department wise and kept ready.</p>	
3	Planning for Even Semester Activities	Calendar of events is already circulated across the departments. As per the guidelines from the IQAC. HOD's of all the departments to plan the various activities for the even semester like conferences, workshops for students, FDP's, Industrial visits, Seminars, student Projects, Tech Fests etc.	
4	Preparation of AQAR	<p>IQAC Chairman informed to all the members that every year we have to send the internal quality assurance report to the NAAC for the various activities of the college and initiatives adopted to improve the quality of teaching in higher education, research and consultancy activities and other facilities towards the quality enhancement.</p> <p>In this regard all the HOD's to prepare the report of the activities of odd semester 2017-18 i.e. from August 2017 to Jan 2018. and submit the same to the IQAC Co Ordinator in the standard formats which will be helpful in preparing the Internal Quality Assurance Report. The coordinators of the respective committees collect the data and submit to the IQAC as and when required for the preparation of IQAR.</p>	
5	Digital mode of teaching in higher education	<p>IQAC Chairman informed to the meeting that DPD training is going on for 4th and 5th batch and we are slowly migrating to the digital mode of teaching in the class rooms by using IPADS. In the coming semesters we have to improve the teaching learning processes completely through the digital domain.</p> <p>IQAC Chairman suggested to develop some apps which will be helpful for the accreditation process like NAAC and NBA Process.</p> <p>IQAC Chairman also suggested to the members that each</p>	

		<p>faculties should explore subject related Apps and by using the apps make the class room teaching more effectively and interesting one.</p> <p>If any paid apps are available and which is really needed for the subjects those apps can be purchased by the college itself for the benefit of faculties.</p> <p>It was also decided to conduct three quizzes for the students and each quiz is consisting of ten questions and the average of all the three quizzes is considered for the final assignment marks.</p>	
6	Academic Performance Index	IQAC Chairman informed to the meeting that all the faculty members are submitted the API for the year 2017-18. Revision of scale or increments purely on the API marks and work load of the faculties.	
7	Research, Consultancy and Industry Institute Interaction activities.	<p>Dr. K V Mahendra Prasanth, R and D Coordinator, informed the meeting that an amount of Rs.50000.00 generated from the last 4 months from CETRAT. He also informed the meeting that Plagiarism software will be installed soon in the library and training for the faculties regarding the software will be arranged soon.</p> <p>IQAC Chairman informed to the meeting that Ethnotech academic solutions will train the CSE and ISE faculties on the recent trends in the computer and information science and later the trained faculties can be used to train the students.</p> <p>IQAC Chairman collected the information from other departments regarding the consultancy activities happening at the dept. level and informed to send the details regarding the same. IQAC Chairman also informed to HOD's to conduct the core committee meeting of the departments to discuss and to plan for the various activities.</p> <p>According to the VTU curriculum Internship to be planned for 6 weeks of duration between 6th and 7th semester and also 6 weeks of duration between 7th and 8th semester. IQAC Chairman informed to the meeting that by updating the facilities of the existing labs and advised to take the internships in the college labs.</p>	
8	Establishment of Centre of Excellence.	IQAC Chairman informed to the meeting that all the departments has to identify the industries and establish at least three Centre of excellences in each department has to be done soon.	

9	Establishment of Makers Space/Labs	IQAC Chairman informed the meeting that discussion in process with the management to set up the labs.	
10	Vote of thanks	The IQAC Co coordinator proposed the vote of thanks.	


 IQAC Coordinator


 IQAC Chairman

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Internal Quality Assurance Cell

Plan of Action: A step towards quality assurance and enhancement

Meeting Date: 7th March 2018

Sl. No	Agenda	Action taken
1	Planning upcoming semester	Central Committee directed Calendar of Events circulation to across all the departments Steering committee members were asked to plan activities as per their requirements and Calendar of Events to be updated accordingly More FDPs, Conferences, Workshops, Guest lecture, alumni addressing to be planned. Industry visits, students projects, tech fests to be well planned.
2	AQAR	Process of AQAR preparation was discussed. The reports of various activities of the college and the initiatives adopted to improve the quality of teaching in higher education, research and consultancy activities were need to prepared to send the internal quality assurance report to the NAAC every year The coordinators of the respective committee collected the data and submitted to IQAC Required inputs were gathered
3	DPD training	Training done on digital mode of teaching for 3 batch of faculties Training on digital mode of teaching is been conducted for 4 th and 5 th batches Transformation of teaching to digital strategized NAAC and NBA related Apps in development- advised Subject related apps adopted into teaching process to make the classroom teaching more effective Three quizzes were conducted for students each having ten questions and the average of three quizzes were taken for the final assignment marks
4	Teaching Learning Process and evaluation	Digital mode of teaching done using Apple TV and iPads Subject related apps used to demonstrate Edmodo used to conduct 3 quizzes per subject for students each having ten questions and the average of three quizzes were taken for the final assignment marks
5	Academic Performance Index and Audit	Increments, Pay scale revision done based on Academic Performance Index results and the work load Faculties submitted self assessment through portal
6	Research and consultancy I3C	Rs.50,000 fund generated in 4 months through CETRAT Plagiarism software installed in library Faculties were trained on Plagiarism software Ethnotech trained CSE and ISE faculties on recent trends in the computer and information science Consultancy activity details were collected from each department HOD's conducted core committee meeting of the department and various activities were planned

7	Internships	Upgraded the facilities of the existing lab and the internship is Conducted in the college for 6 weeks between 6 th and 7 th semester gap also between 7 th and 8 th semester gap
8	Centre of excellence	Industries were identified Target: 3 centre of excellence

IQAC Coordinator
Dr. Babu N V