

SJB Institute of Technology

(Affiliated to Visvesvaraya Technological University, Belagavi & Approved by AICTE, New Delhi.)
No.67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru 560060

Read and approved:
Date: 16/07/2022

MINUTES OF MEETING:

DATE: 14/07/2022 (Thursday)

Time: 10.00 AM to 1:00 PM

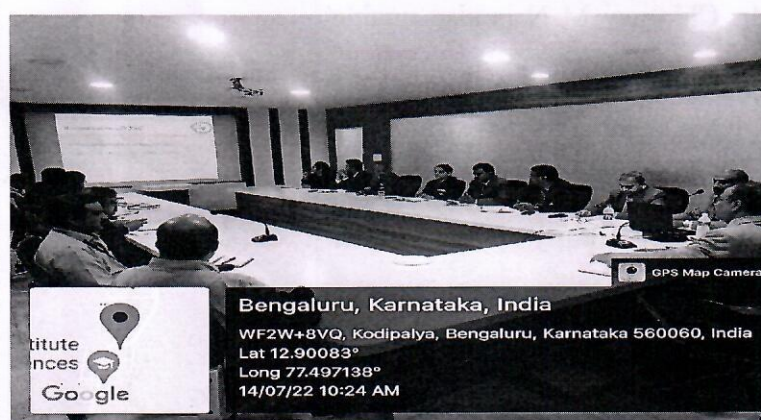
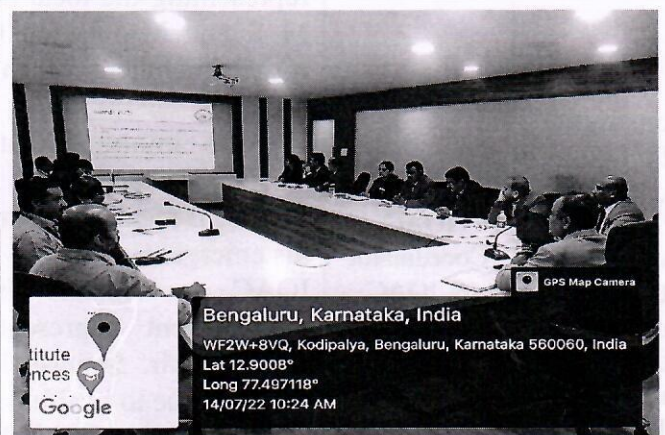
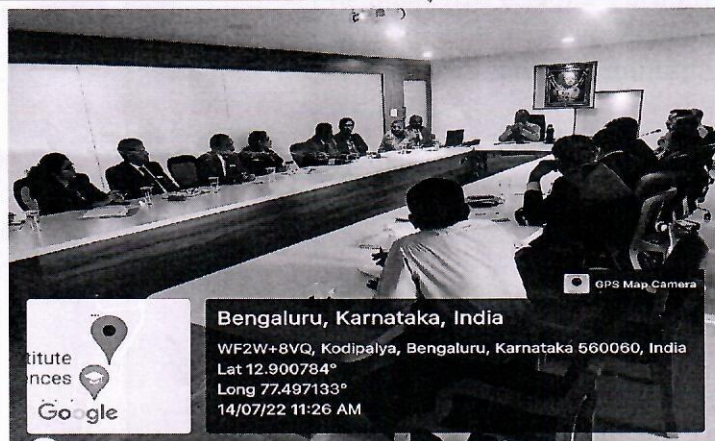
Location: New Board Room, Admin Block

Meeting Title: 22nd IQAC Meeting

Chair: Dr. Mahendra Prashanth K V, Principal and Chairman IQAC

Agenda of the Meeting:

1. Welcoming the newly constituted IQAC Members and thanksgiving to exit members of IQAC.
2. Review of Previous meeting points
3. Autonomous application process
4. Academic & Administrative audit.
5. AQAR submission for the Aca. Year 2020-21.
6. SSR Preparations for NAAC 2nd Cycle.
7. Decentralization of academic responsibilities.
8. Research and consultancy activities-Revised policy & IPR Cell
9. Academic activities, Quality of Projects
10. Any other Matters



Agenda	Proposed by	Meeting Minutes/ Action Taken / Decision taken	Responsibility Assigned to	Status (Open/ Closed/ NA)
<p>Reconstitution of IQAC: Welcoming the newly Constituted IQAC & Thanksgiving to the exit members of the IQAC.</p>	<p>IQAC Coordinator & IQAC chairman</p>	<p>At the outset Dr. Mahendra Prashanth K V, Principal and Chairman IQAC welcomed all the members to the 23rd IQAC Meeting. Chairman also welcomed new IQAC members Mr. Santosh M S, Senior Manager-Didactics, Hydac India Private Limited Bengaluru and Mr. Prasad Chandran V, Academic relationship manager, Tata Consultancy Services, Bengaluru to the meeting. IQAC chairman also highlighted that Mr. Santosh M S is associated with SJBIT from last 10 years and supported in setting up of Rexroth Bosch Centre of Excellence in SJBIT campus with this introduction IQAC chairman requested Dr. Babu N V, Dean Academics and IQAC coordinator to start with the meeting proceedings.</p> <p>Dr. Babu N V IQAC coordinator welcomed the IQAC chairman, Academic advisor Dr. B G Sangameshwara representing the local trust, Industry experts Mr. Santosh M S and Mr. Prasad Chandran V and all the internal IQAC members of the Institution to the 23rd IQAC Meeting.</p> <p>He also informed that one more Industry expert Dr. Chandrashekar Reddy Atla, Deputy General Manager, PRDC, Bengaluru is unable to attend this meeting due to his emergency work.</p> <p>IQAC coordinator also informed the meeting that management representative and Governing council member Mr. Somashekar is also unable to attend this meeting due to health issues.</p> <p>Student representative Ms. Akansha Gupta is also unable to attend this meeting due to 3rd Internal Assessments and Alumni representative Mr. Chinmay M N is also unable to attend this meeting.</p> <p>IQAC coordinator introduced the newly inducted IQAC members and requested IQAC members to extend the introduction themselves to the gathering and both the members were introduced themselves and thanked the management, Principal for the opportunity and part of the IQAC.</p> <p>Both the members ensured to extend all the support to IQAC and SJBIT from the industry perspective.</p> <ul style="list-style-type: none"> • IQAC coordinator briefed about the agenda of the 23rd IQAC meeting to all the Members present and start the meeting proceedings. • The IQAC coordinator informed the gathering that IQAC is reconstituted 4th time from its inception. IQAC coordinator extended thanks to Dr. Ajai Chandran C K, former Principal SJBIT for the part of 	<p>NA</p>	<p>Closed</p>

		<p>IQAC. IQAC coordinator also thank Mr. Suresh Kumar K S, Founder and CEO of Taniesh technologies, Bengaluru for all his support to IQAC. He is associated with SJBIT more than a decade and he always highlighted on kaizen process (Quality approach) bench marking process and the need of adopting the quality process in the institution. He also gave suggestions on inculcating the core values to the student community.</p> <ul style="list-style-type: none"> • IQAC coordinator also thank Mr. Arun Gowda Managing Director, 1Message technology private limited, Bengaluru. He also shared his ideas and support to the IQAC during his tenure. • IQAC coordinator also thank Prof. Umesh V, Director HRD, retired from his service and he is also part of IQAC. Coordinator also thank internal members Dr. Ajay Prakash B V and Dr. Banu Prakash also the part of IQAC Committee. • Also, extended gratitude to the student representative from CSE dept Ms. Sharadhi who was part of the 3rd IQAC of the institution. 		
Approval of Previous meeting minutes	IQAC Coordinator	<p>IQAC Coordinator briefed about the 22nd IQAC meeting Minutes which was held on 26/03/2022. Minutes of meeting is circulated to all the IQAC members, Steering committee members and faculties for the information and same was documented.</p> <p>The action taken report was discussed and circulated to all the IQAC members.</p>	NA	Closed
Academic & Administrative audit.	IQAC Coordinator	<p>IQAC coordinator informed to the meeting that as a regular practice the TQMT of the institution conducts two internal audits every year.</p> <p>The detailed report department wise is circulated to all the departments for further needful. It was informed to the meeting that detailed discussion on the observations will happen in the steering committee meeting and action plan for the improvements will be laid down.</p> <p>It was brought to the discussion on the forum about the necessity of an audit by the external members. It was informed that due to the pandemic situation the external audit was not conducted during the period 2019 to 2021. The report of the external academic audit conducted during the year 2022 was presented to the gathering and discussed about the observations.</p> <p>The finance audit will be taken up by the management periodically both internally and externally.</p> <p>IQAC chairman Informed to TQMT head Dr. Dore swamy to include one external member to the TQM from the current academic year.</p>	Dr. B H Dore swamy	Open

AQAR submission For the Aca. Year 2020-21	IQAC Coordinator	Annual Quality Assurance Report for the academic year 2020-21 was presented to the gathering and the approval for the same was taken for the submission which is due by 31 st July 2022.	IQAC	Open
Autonomous Application Process	IQAC chairman & Advisor	<p>IQAC coordinator requested IQAC chairman and Academic advisor to discuss about the status of autonomous application process.</p> <ul style="list-style-type: none"> Academic advisor Dr. B G Sangameshwara informed the meeting that regarding autonomous status VTU has given consent to start the process and all the necessary requirements for the approval is ready and submitted to the UGC for the final approval and we are expecting the communications from the UGC for the autonomous approval status. Academic advisor also mentioned that first year syllabus for autonomous is ready and in the first-year syllabus and one or two modules are changed in each subject as per the branch specific and same has to approved by BOS and academic council later. Draft regulations regarding the student progressions, internal and external examinations is getting ready and will be approved by academic council later also mentioned that mathematics subject is extended till the 6th semester. Courses on Innovations and design thinking will be included in the first-year syllabus. Also highlighted that inter disciplinary projects were identified at very earlier stage and take it up as a major project in the final year. IQAC chairman requested the industry expert Mr. Prasad Chandran V to brief about the role of Academic relationship manager. Mr. Prasad Chandran V highlighted that as an academic relation manager help the Board of Studies to frame the syllabus as per the industry perspective, few modules of the syllabus can be engaged by resource peoples from the industry, Internship opportunities for the students, Training the faculty members on the advanced topics like machine learning, IOT, Artificial intelligence etc. IQAC chairman requested the industry experts to share the expectations from the students during the hiring process. Mr. Prasad Chandran V explained that student are less confident about what they have studied during their courses and apart from that soft skills are also very important for students to get the job offers. Mr. Santosh M S suggested to start the incubation centers in the institution. He also mentioned that train the faculties on the advanced areas and start working on developing the ideas into the products. 	Academic Advisor, Dean & IQAC Chairman	Open

		<ul style="list-style-type: none"> • Nurture the entrepreneurial skills among the students. • Dr. Mamatha Head MBA department requested to share the opportunities for the management students. • Dr. Krishna A N discussed about the opportunity for centre of excellence with TCS. Mr. Prasad Chandran informed that as TCS is a service-oriented company not possible to set up the COE with TCS. 		
Research & Consultancy Activities & IPR Cell	IQAC Coordinator	<p>IQAC coordinator informed the meeting that as discussed in the previous IQAC meeting drafts of revised policies on research & consultancy activities and IPR cell is ready and final approval from the management is pending. In this regard he requested the academic advisor to brief on the new policies on research and consultancy activities.</p> <ul style="list-style-type: none"> • Academic Advisor inform the meeting that as per the new policy minimum one paper must be published by the faculty in the peer reviewed journals like Scopus, Web of Science and UGC care list journals. • Each department must write at least three to four research proposals on the thrust areas to different funding agencies. • Support the faculties to publish the paper in the reputed conferences within India 50% of the registration fees along with 50% of the TA and DA will be provided. • To Support the faculties with international collaborations faculties presented their paper abroad once in three years 50% of the registration fees along with TA and DA to be provided. • To start the consultancy activities across the departments, identify the thrust areas of the departments and systematic approach is developed and shared among the faculties. • The monetary sharing scheme for the consultancy activities was also presented and discussed. • Draft policy and regulations for setting up of the IPR cell is ready and discussed and the same is forwarded to the legal advisor for the suggestions. Once it is finalized it shall be pending for management approval. • IQAC coordinator informed the meeting about the statistics of paper publications that as on date 500+ research publications in the peer reviewed journals and 130+ conference publications in the peer reviewed conferences. • Also, informed that the faculty of the institution could fetch research grants of about 1.5 crore rupees in the last 05 years. • Also, about 25 research project proposals are submitted this year for financial grants from various funding agencies. 	Academic Advisor & IQAC Chairman.	Open

Ongoing Academic Semester activities	IQAC Coordinator	<p>Regarding the ongoing semester activities IQAC coordinator discuss the following points.</p> <ul style="list-style-type: none"> • Discussed about the teaching-learning pedagogy • Professional body membership and activities • Odd Semester Results • Open day activities • Project exhibition • Academic advisor suggested to the detailed analysis of the students from different quotas like SC/ST, OBC, Comed-K, Management and General merit students. • IQAC coordinator informed to the meeting that MBA department is working on the detailed analysis of reports as academic advisor suggested. • Principal sir informed the meeting that 3rd and 4th semester results has to be improved. • Additional classes to be engaged for the lateral entry students and take necessary steps to pass all the subjects. • IQAC chairman informed the professional chapters head Dr. Krishna A N to plan and execute more number of activities under the professional bodies. 		
NAAC Self-Study Report for 2 nd Cycle	IQAC Coordinator	<p>IQAC coordinator informed the meeting that Self Study Report for 2nd Cycle NAAC is being prepared and plan to complete by 15th of August 2022.</p> <p>The IQAC coordinator also informed that IIQA is almost ready and soon it has to be submitted in NAAC portal. Upon the approval of IIQA the SSR to be uploaded within 30 days from the date of IIQA acceptance.</p>	IQAC Chairman & IQAC Coordinator	Open
Institutional Committees	IQAC Coordinator	<p>IQAC coordinator informed the meeting that SJBIT follows decentralization of the activities at the department level. Institutional level committees are reframed as per the revised policies and the process to be completed soon.</p>	IQAC Chairman & IQAC Coordinator	Open
Any other matters	IQAC Coordinator	<ul style="list-style-type: none"> • IQAC Chairman informed the meeting that management is approved to start the NCC (National Cadet Corps) unit in the campus. The procedure is already initiated by the department of sports and soon it will be functioning. • IQAC coordinator discussed and highlighted about the various initiatives adopted in the institution like energy conservation activities, Energy audit and green audit reports, water conservation initiatives, less usage of paper in the documentation process, digitization of the day-to-day activities etc. • Mr. Ranganath, Director physical education department requested principal sir to give concession on tuition fees for the newly joined students under any quota including management seats participating in state and national level sports activities. • IQAC chairman informed the meeting that not only 	IQAC Chairman	Open

		sports if any students participating in cultural activities at national level will also be considered and same will be highlighted in the SJBIT portal for the information to the stake holders.		
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IQAC Co-ordinator

Dr. Babu N V, Academic Dean
Prof. & HOD, EEE

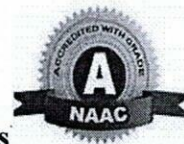

IQAC Chairman

Dr. Mahendra Prashanth K V
Principal



|| Jai Sri Gurudev ||
Sri Adichunchanagiri Shikshana Trust (R)

SJB Institute of Technology



(A constituent of BGS & SJB group of Institutions & Hospitals)

BGS H & E City, Dr. Vishnuvardhana Road, Kengeri, Bengaluru – 560060

Affiliated to Visvesvaraya Technological University, Belagavi

Approved by AICTE, New Delhi, Accredited by NAAC, Bengaluru with 'A' grade

Recognized by UGC, New Delhi with 2(f) & 12 (B), Certified by ISO 9001-2015

Internal Quality Assurance Cell

Plan of Action: A step towards quality assurance and enhancement

Meeting Date: 14th July 2022

Sl. No	Agenda	Action taken
1	Reconstitution of IQAC and thanks giving to exit members	New IQAC has been reconstituted
2	Approval of Previous meeting minutes	IQAC coordinator discussed Previous IQAC meeting points and approved
3	Academic and administrative audit	<p>IQAC coordinator informed in the meeting about TQMT – 2 internal audits were done every year</p> <p>External academic audit were recommended</p> <p>Academic Audit not conducted for period 2019-20 and 2020-21</p> <p>External academic audit conducted for 2021-22 and discussed about observations</p> <p>Financial audit regular basis done by Management</p>
4	Autonomous status enquiry	<p>IQAC chairman and academic advisor briefed about the autonomous status. Waiting for UGC final approval for Autonomous status</p> <p>First year syllabus were discussed</p> <p>Draft regulations for Internal and External Exam were discussed</p> <p>Innovations and Design thinking to be included in the first year and innovative projects for Final year</p> <p>Academic Relationship manager role to frame syllabus with BOS, suggestion to include industry expert for advance topic like IOT, AL & ML etc.,</p> <p>Industry experts to share Hiring process in the industry</p> <p>Discussed about soft skill training and core engineering depth</p> <p>Recommended for starting Incubation centres.</p> <p>Entrepreneur skills for students</p> <p>Discussed about setting up of Centre of Excellence with TCS</p>
5	Research & Consultancy, IPR Cell	<p>IQAC coordinator informed in the meeting to publish minimum of one paper in peer reviewed journal like Scopus, Web of science and UGC care list journals.</p> <p>Each department to write minimum of three to four research proposal on the thrust areas to different funding agency</p> <p>Financial support to staffs for paper publication in reputed conferences within India – 50% for registration fees and 50% for TA & DA facility</p> <p>Financial support to faculties publishing paper abroad with 50% registration fee and TA & DA support.</p> <p>Recommended to start consultancy work in each department, by identifying thrust areas of the department</p> <p>Discussed on Monetary sharing scheme for consultancy work for staffs</p> <p>Draft policy and regulation work for IPR is ready and legal procedures suggestions are waiting.</p> <p>Total publications of 500+ in peer reviewed journals and 130+ in</p>

		<p>conference publications</p> <p>Informed faculties of institution to fetch 1.5Crore rupee in research grants</p> <p>Around 25 research project proposals were submitted this year for financial grant.</p>
6	Ongoing Academic semester activities	<p>IQAC coordinator discussed on teaching learning pedagogy, professional body membership and its activities, odd semester results, open day activities and project exhibition.</p> <p>Suggested for detailed analysis of students from different categories like SC/ST, OBC, COMEDK, Management and General merit students.</p> <p>In the meeting Academic advisor for MBA department is suggested.</p> <p>Principal informed that overall 3rd & 4th semester results needs improvement.</p> <p>Additional classes to be engaged for lateral entry students to improve in the results.</p> <p>Expect more number of activities professional bodies under professional chapter headed by Dr. Krishna A N</p>
7	NAAC Self Study Report for 2 nd Cycle	<p>IQAC coordinator informed in the meeting that NAAC Self Study Report for 2nd Cycle planned to complete by 15 August 2022</p> <p>Submission of IIQA in portal shortly</p> <p>Upon the approval of IIQA, SSR to be uploaded in 30days</p>
8	Institutional Committee	<p>IQAC coordinator informed in the meeting that SJBIT follows decentralization of activities at the department level. Institute level committees are reframed as per revised policy and process to be completed soon.</p>
9	Any other matter	<p>IQAC Chairman informed in the meeting that got approval for starting NCC unit in the campus, headed under the department of sports.</p> <p>Discussed and highlighted in the meeting that various initiatives are adopted in the institute like energy conservation, energy audit, green audit, water conservation, minimum usage of paper in documentation work, recommendation for digitization in day to day activities.</p> <p>Mr. Ranganath Director of physical education department requested for fee concession on tuition fees for newly joined students including management quota for participating in State and National level sports activities.</p> <p>Along with sports, Cultural activities participated at national levels to be highlighted in SJBIT portal for information to all stakeholders.</p>


IQAC Coordinator
 Dr. Babu N V