

18th IQAC Minutes of Meeting

17-12-2020

Sl. No.	Agenda	Meeting Minutes/ Action Taken
1	Welcome	<p>At the outset Dr. Babu N V, IQAC coordinator welcomed the chairman, IQAC and IQAC members for the 18th IQAC meeting.</p> <p>IQAC Coordinator also informed the meeting that due to covid pandemic student representatives and external members are absent for the meeting. Meeting minutes will be communicated later for all the IQAC members.</p> <p>IQAC coordinator briefed about the following agenda of the 18th IQAC meeting and requested the IQAC chairman to take over the proceedings of the meeting.</p> <ol style="list-style-type: none">1. Reconstitution of IQAC2. Review of Odd semester activities for the Aca. year 2020-213. Submission of Internal Quality Assurance Report (AQAR) for the Academic year 2019-20.4. NBA work progress.5. Planning for Even semester activities 2020-21.6. Organization of International Conference.7. Any other matters with the permission of chair.
2	Approval of Previous meeting minutes	<p>IQAC Coordinator briefed about the 17th IQAC meeting Minutes which was held on 24/06/2020 and took the approval in the meeting and same was documented.</p>
3	Reconstitution of IQAC	<p>IQAC chairman informed the meeting that IQAC has to be reconstituted because of the following reasons.</p> <ol style="list-style-type: none">i. Former principal & IQAC chairman resigned as he was appointed as the vice-chancellor of Mandya university, Karnataka.ii. Dr. Ajai Chandran C K is appointed as New Principal.iii. Student representatives are passed out from the college.iv. Due to the busy schedule external members were requested to relieve from the IQAC.v. To provide opportunity to the other talented staffs of the institution. <p>Several delegates from the industry were proposed and discussed by the present IQAC chairman designate, IQAC coordinator and IQAC members out of which the following members were finalized with oral consent and further process has to be followed for getting the formal consent., Bengaluru.</p> <ol style="list-style-type: none">1) Mr. Somshekar, Advocate, GC member, SJBIT as Management representative2) Mr. Suresh Kumar K S, Founder & CEO, Taniesh Technologies as industry expert.3) Mr. Arun Gowda, Managing Director, 1MESSAGE Technology pvt. Ltd.4) Chinmay M N (1JB10CV011), 2010-14 batch, Civil Engg. as alumni representative.5) Sharadhi S.P. (1JB17CS142), 2017-21 batch, CSE. as student representative.

		<p>6) Excluded Staff representatives:</p> <ul style="list-style-type: none"> i) Dr. Puttaraju, Former Principal ii) Dr. Chandrappa D N, Prof., Dept. of ECE iii) Dr. Srikantiah K C, Prof., Dept. of ECE iv) Dr. Srinivas H K, Prof., Dept. of ME v) Mr. Abhilash C N, Assoc. Prof., Dept., of ISE vi) Mr. Ganesh M, Asst. Prof., Dept. of CV <p>7) Included Staff representatives:</p> <ul style="list-style-type: none"> i) Dr. Bhanu Prakash G, Assoc. Prof., Dept. of Chemistry ii) Dr. Ajay Prakash B.V, Assoc. Prof., Dept. of CSE iii) Mr. Vinay C, Librarian iv) Mr. Kumar G.M, IT- manager <p>IQAC is formulated as per the NAAC guidelines.</p>
3	Review of Odd Semester activities for the Academic year 2020-21	<p>Considering the COVID 19 situation, the IQAC Chairman discussed about the Odd semester academic activities for the 2020-21 academic year. The following points are discussed in detail.</p> <ul style="list-style-type: none"> i. Online classes for 3rd, 5th and 7th Semester students through Microsoft teams and full syllabus must be completed before the last working date as per the VTU calendar. ii. Discussed about the Internal assessments. All Internal assessments will be online mode. iii. Discussed about the preparation of offline classes both theory and practicals and follow the SOP as per the govt. and VTU. iv. Discussed about the first-year classes commencement and preparations are started as per the guidelines. v. Discussed about the planning and execution of the co- & extra-curricular activities, to organize the activities inline with the requirements considering the covid-19 situation. vi. A new normal in teaching-learning methodologies and blended mode are also discussed. Every faculty has to be ready to embrace and adopt to the new technologies and pedagogies. All the staff are supposed to make use of institute subscribed Microsoft Teams single platform for teaching-learning-evaluation process as that will be more effective and standard oriented.
4	NBA Work progress	<p>IQAC Chairman informed the meeting that due to covid pandemic we are yet to receive any information regarding the NBA peer team visit. It was also informed in the meeting that all the departments to prepare the revised NBA SAR report by considering the recent passed out batch data.</p> <p>Also, informed about the assistance available to the SJBIT from the NBA experts externally.</p>

5	Planning for even semester activities 2020-21	<p>IQAC chairman informed in the meeting that start preparations for the even semester classes.</p> <ol style="list-style-type: none"> All HOD's to allot the subjects for the coming even semester considering the teaching pedagogies and upliftment of the teaching-learning process. To complete the subject allotment at the earliest enabling the faculties to prepare well and in advance for the best and effective delivery to the students. Internships manual has to be prepared. Mini-Projects & Major Projects are to be planned with consideration of upcoming trends and to be distinguishing to the rest. Co- & Extra-curricular activities has to planned well in advance as per the VTU guidelines. Training the students for the placements should be meticulous. Students has to be trained for the career growth.
6	Organization of International conference	<p>IQAC chairman informed the meeting that as already discussed in the previous IQAC meeting the international conference which was planned in the month of December 2020 is postponed due to covid pandemic and it is Rescheduled in the month of June 2021 and the preparations for the same are already on. Chairman pleasurefully shared that all the accepted papers will be published in Scopus indexed journal like Springer Series & other reputed indexing respective to the department conferences. The other details were already available in the college website.</p>
7	Any other matters	<p>The IQAC Chairman also discussed the following points in the meeting.</p> <ol style="list-style-type: none"> As already discussed in the previous IQAC meeting the Research activities at the department levels needs to be stepped up. Research policy is framed and being circulated to all the faculties. In this regard individual faculty has to submit one to one consent letter declaring the contribution of the respective faculty. To finalize the list of institute approved journals for faculty and student paper publications. Reformation of the committees has been done and the same has been communicated to the departments. Reformation of the committees is necessary to bring in effectiveness in planning and execution of the desired goals.
10	Vote of thanks	<p>The IQAC Coordinator proposed the vote of thanks after summarizing the meeting proceeding and conclusive remarks.</p>


IQAC Co-ordinator

Dr. Babu N V
Prof. & HOD,EEE


IQAC Chairman

Prof. Dr. Ajai Chandran C K
Principal

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Internal Quality Assurance Cell

Plan of Action: A step towards quality assurance and enhancement

Meeting Date: 17th December 2020

Sl. No	Agenda	Action plan
1	Reconstitution of IQAC	Committee was reconstituted owing to unavailability of former members due to different reasons. Decision was taken after IQAC meeting discussions and consent from new members.
2	Previous semester activities	Activity report of each department was discussed. The activities conducted amidst the pandemic found satisfactory. Steering committee members were advised to take necessary corrective measures for apses in activity in lockdown. IQAR report for the academic year 2019-20 was submitted.
3	Digital mode of TLP and assessments	Digital content for lecture delivery were checked at department level, Made available to students after approval from BOS Online classes were conducted through MS teams & the syllabus were completed according VTU calendar Internal assessment was conducted online through MS teams, SJBIT portal Single platforms from MS teams were adopted for all online activities.
4	COVID SOP	Institute was ready to restart the classes' offline with all the necessary arrangements. Sanitization of entire blocks twice a day, cleaning of lab equipment's, planning social distancing, Temperature monitoring, sensitization videos were prepared Sanitizer dispensers were provided. Sanitizer bottles were provided to each classroom.
5	NBA works	Revised NBA SAR report was prepared considering data till recent passed out batch External guidance was made available to address the doubts regarding SAR preparations
6	Planning curricular, Co- and extracurricular activities	All the HOD's allotted the subject for the even semester In covid situation- where classes were conducted online, many activities fulfilling the academic needs were effectively conducted online. Internship manual is been prepared Webinars were conducted every week, Online singing auditions were conducted, Auditions for dance was conducted online. Steering committee to plan the events for upcoming semester and be prepared for both offline and online conductions.
7	Project and Mini-Project	Projects proposed keeping recent trends in mind Department level- projects were scrutinized in presence of BOS members

		Project exhibition to be conducted, Projects are preserved in Department specific project labs
8	Internships	Internship guidelines was prepared and circulated to students Manual preparation is under process
9	International conference	Conference was postponed due to COVID from December 2020 to June 2021 Selected papers will be published in SCOPUS- Springer series Conference details are already available in SJBIT website
10	Research and innovation	Planned to step up the research activities Research policy framed and circulated. List of publications finalized, circulated for reference of students and faculties



IQAC Coordinator
Dr. Babu N V