

|| Jai Sri Gurudev ||
Sri Adichunchanagiri Shikshana Trust (R)
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: 01/10/2022

MINUTES OF MEETING:
DATE: 21/09/2022 (Thursday)
Time: 2.00 PM to 4: 00 PM
Location: New Board Room, Admin Block

Meeting Title: 24th IQAC Meeting

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

Agenda of the Meeting:

1. Review of 23rd IQAC meeting.
2. Academic & Administrative audit.
3. IIQA for 2nd Cycle
4. Self-Study Report (SSR) for 2nd Cycle.
5. Strategic Perspective Plan (SPP).
6. Review of Even Semester Activities 2021-22.
7. Preparations of Odd Semester activities for the Academic Year 2022-23.
8. Organization of International Conference.
9. NAAC expert team visit – Campus preparations.
10. Status of Autonomous Application.
11. Any other matters with the permission of chair.





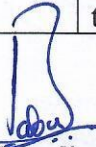
Agenda	Presented by	Meeting Minutes/ Action Taken / Decision taken	Responsibility Assigned to	Status (Open/ Closed/ NA)
Welcome	IQAC Chairman & IQAC Coordinator	<p>At the outset Dr. Mahendra Prashanth K V, Principal and Chairman-IQAC welcomed all the IQAC members to the 24th IQAC Meeting formally and handed over to IQAC coordinator for the further proceedings.</p> <p>IQAC coordinator also welcomed the chairman IQAC, industry experts 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.</p> <p>IQAC coordinator welcomed Academic advisor Dr. B G Sangameshwara, Alumni representative Mr. Chinmay, Student representative Ms. Akanksha Gupta, Steering committee members and teacher representatives to the IQAC meeting.</p> <p>IQAC coordinator briefed about the agenda of the 24th IQAC meeting to all the Members present and start the meeting proceedings.</p>	NA	NA
Review of 23 rd IQAC Meeting	• IQAC Coordinator	<p>IQAC coordinator informed to the meeting that 23rd IQAC meeting minutes are already circulated to all the IQAC members. However, the important points discussed in the 23rd IQAC meeting are as follows.</p> <ul style="list-style-type: none"> ➤ Research development and Innovation- Discussed about the revised policies on R&D activities. ➤ IPR policies, strengthening the quality publications. ➤ Academic and administrative audit ➤ Energy and Green audit reports-Reports are ready. ➤ Academic activities-Both curricular, co curricular and 	NA	Closed


		<p>extra-curricular activities.</p> <p>➤ Up gradation of SJBIT Portal-Few modules are reday and few are under process.</p>		
Academic & Administrative audit.	IQAC Coordinator	<p>IQAC coordinator informed to the meeting that as a regular practice Academic & Administrative audit is conducted already for the Odd Semester 2021-22.</p> <p>Academic and administrative audit is conducted by Audit committee members along with two more external experts. The detailed report of the Academic & Administrative audit was presented, and the salient points of the report is discussed. It was informed to the gathering that the audit reports are given to the respective departments for their perusal and needful action.</p>	Dr. B H Dore swamy	Closed
IIQA for NAAC 2 nd Cycle.	IQAC Coordinator	<p>IQAC coordinator informed to the meeting that IIQA is the preliminary requirement before uploading the Self-Study Report. IIQA is ready for submission. IIQA contains few important aspects such as Institution profile, Number of programs offered by the institution, total number of students studying in the institution, total number of faculty members etc. provided in the IIQA.</p> <p>The data prepared for the submission of IIQA was presented to the IQAC and the approval was taken for submission of the data to the NAAC.</p>	IQAC Coordinator	Open
Self-Study Report (SSR) for 2 nd Cycle	IQAC Coordinator	<p>IQAC coordinator informed to the meeting that the SSR preparations is going on and it is almost ready. As a part of proof on each metric as per the manual we must upload the huge data for the DVV purpose. Providing the supporting documents as part of the DVV process is huge along with this we must provide the separate links for each metric as per the manual.</p> <p>The data templates of the metrics related to criteria 1 to 7 were presented to the IQAC and got the approval for the data to be submitted.</p> <p>It was appraised to the IQAC that the document proofs that are required for the submission to the NAAC as to be organized.</p>	IQAC Coordinator , NAAC coordinators & Steering Committee Members	Open
Strategic Perspective Plan (SPP)	IQAC Chairman / IQAC coordinator	<p>IQAC coordinator informed to the meeting that Strategic Perspective Plan (SPP) of the institution for next five years is prepared by taking the inputs from the individual departments and report is prepared by Academic Advisor and the Academic Dean which is verified and approved by the Principal.</p> <p>The IQAC chairman presented the SPP to the IQAC and deliberated on the possible modifications for the effective attainments of the plan and the same is incorporated in the modified SPP.</p> <p>➤ Currently 08 UG and 3 PG programs.</p> <p>➤ Starting new UG and PG programs (MCA) from the next academic year.</p>	NA	NA

		<p>Academic advisor highlighted the important parameters of the SPP, Academic advisor briefed about the research activities, Patents, Consultancy activities, Quality publications, Strengthening the R& D Activities, Increase the Ph.D registrations, More number of activities under professional bodies, National level Hackathon etc.</p> <ul style="list-style-type: none"> • Academic advisor informed the meeting that we have missed the NIRF ranking with narrow margin. Academic advisor also informed that we have very good central library with very good facilities, and we have to make effective usage of the library by all the students and staff members. • IQAC chairman informed the chief librarian to take initiative to increase the library usage by the faculty members. • IQAC chairman requested student representative Ms. Akanksha Gupta to share about the library facilities. She informed the meeting that during internals and examination time most of the students use library facility effectively and library timings is also extended up to 8 PM during the examinations. • Academic advisor informed that NBA peer team also appreciates about the library facilities and support system during the visit. • IQAC chairman suggested that through student clubs organize activities like hackathons, technical paper writing, prototype development etc. through student clubs. • The IQAC chairman informed and assured that it is his priority to implement the SPP in time bound manner for better outcomes. • IQAC coordinator informed to the meeting that SJBIT portal is also upgraded as per the standard requirements of the statutory bodies. Once the common data base is ready, we will upload all the details to the portal directly and few modules are already uploaded in the SJBIT portal. 		
Review of Even Semester Activities 2021-22	• IQAC Coordinator	<p>IQAC coordinator informed to the meeting that all the activities carried out during the academic year 2021-22 like Blood donation camps, Celebration of national festivals, Women's day, International Yoga day, environmental day, teacher's day, energy conservation day, visit to orphanages, NSS activities etc. will be documented.</p> <p>The report of all the academic activities, co-& extracurricular activities was presented to the gathering and the deliberations were carried out on the possible or necessary improvements to be incorporated.</p>	Academic Dean & Steering Committee members	Closed

Preparations of Odd Semester Activities for the Aca. Year 2022-23	IQAC Coordinator	IQAC coordinator informed to the meeting that 2022-23 Academic Year Odd Semester classes will start from 19/09/2022. In this regard Institution calendar of events is already prepared and circulated for the departments to prepare department calendar of events by incorporating the curricular, co curricular and extracurricular activities in the same as per the IQAC and Quality audit guidelines.	Academic Dean & Steering Committee members.	Open
Organization of International Conference.	IQAC Chairman & IQAC Coordinator	<p>IQAC coordinator informed to the meeting that four international conferences are organized in the previous academic year by Civil engineering dept., Mechanical department, CSE and ISE Departments and ECE and EEE departments. It is also informed to the meeting that all the four conferences are received more than 200+ papers in each and best papers are published with peer reviewed journals like Springer, Atlantis, and Elsevier etc.</p> <p>IQAC coordinator requested Dr. D N Chandrappa, International conference coordinator to appraise about the preparations that are underway about the organization of international conference. The coordinator informed the meeting that similar to previous international conferences this time also four conferences are to be organized and the planning is going on.</p> <p>The IQAC chairman highlighting the objectives for the international conference requested the Academic Dean to supervise the organizing of international conference along with the conference coordinator and the research coordinator.</p>	Academic dean, Conference coordinator and Research coordinator.	Open
NAAC expert team visit – Campus preparations	IQAC Coordinator	<p>IQAC coordinator informed the meeting that NAAC peer team visits to the institution will be for two days. In this regard preparations are started and submitted the requirements to the Principal.</p> <p>IIQA is ready and it will be submitted by before 30th September. Once IIQA is submitted and after the acceptance of IIQA we must upload the Self-study Report to the portal for the DVV process.</p> <p>IQAC coordinator also mentioned that if the submission of SSR is done as per the plan, probable dates of the peer team visit may be expected in the month of November/December 2022.</p> <p>IQAC coordinator requested all the steering committee members to coordinate and work with NAAC coordinators at the department level for the completion of Self Study Report within the given deadlines.</p> <p>The IQAC Chairman directed all the Steering Committee members to shoulder the responsibility of the timely completion of the works.</p>	IQAC coordinator, NAAC Coordinator s & Steering Committee Members	NA

Status of Autonomous Application	IQAC chairman	<p>IQAC chairman informed the meeting that as we discussed in the previous IQAC meeting VTU has given consent to the UGC for granting the autonomous status and we are waiting for the communications from UGC regarding the same.</p> <p>Academic Dean appraised that the first-year autonomous draft syllabus is prepared, and the due process will be followed on the accord of the autonomous status.</p> <p>Academic Advisor informed and discussed on the draft policies are prepared for the autonomous status.</p>	NA	NA
Any other matters	IQAC members	<ul style="list-style-type: none"> • IQAC external members keen to know about the implementation of NEP. Regarding this the Principal and the Academic Dean explained the initiatives taken by the university regarding the NEP implementation. Karnataka is the first state in the country to implement the NEP in the state and related policy documents are also released. The Academic Dean also appraised the meeting that most of the activities and pedagogy followed in the institution are in line with the NEP requirements and it will be convenient for the institution to adopt to the changes in demand. • Suggestion from the IQAC external members to strengthening the industry institute interactions by external linkages with industry and universities was deliberated and the steps already taken by the institution was brought to the notice of the meeting. • IQAC chairman suggested to develop some student projects related to solve the problems in the campus like food waste, traffic congestion, rainwater harvesting etc. • Mechanical HOD suggested identifying the thrust areas of the individual departments based on the faculty domains and doing the projects based on the thrust areas identified. 	NA	NA
Vote of Thanks	IQAC Coordinator	<p>IQAC coordinator submitting gratitude to the management extended vote of thanks to all the external and internal members of the IQAC for active participation and extending their valuable guidance and suggestions to the IQAC for betterment of quality enhancement.</p>	NA	closed

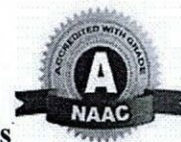

IQAC Co-ordinator
 Dr. Babu N V, Academic Dean
 Prof. & HOD, EEE


IQAC Chairman
 Dr. Mahendra Prashanth K V
 Principal
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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: 21 September 2022

Sl. No	Agenda	Action taken
1	Review of 23 rd IQAC Meeting	Important points were discussed in the meeting on Research development & innovation – revised policy on R & D activities IPR policies and strengthening for quality publication Audit on academic and administrative works Energy and Green audit reports Academic activities on Curricular, Co curricular and extra curricular activities. Up gradation of SJBIT Portal for various modules
2	Academic and administrative audit	Informed in the meeting that audit for Odd semester 2021-22 is ready for both academic and administrative audit. Audit team of Internal and Two External experts were part of Audit Team, discussed on the audit report and salient points were discussed. Audit reports were forwarded to respective departments for needful action.
3	IIQA for NAAC 2 nd cycle	Informed in the meeting that IIQA is ready for submission, and SSR report to be submitted. Discussed on institution profile, Number of programs in the institute, Total number of students, total number of faculty members provided in IIQA.
4	SSR for 2 nd Cycle	Informed in the meeting that SSR preparation for 2 nd cycle is ready Metric wise online link to be provided for DVV purpose. Data templates for Criteria 1 to 7 was presented and got approval. It was appraised in the meeting that document proofs for submission to be organised.
5	Strategic Perspective plan(SPP)	SPP of the institution for 5 years was prepared and approved Deliberated on the possible modification for the effective attainment of the plan, currently with 8UG & 3 PG programs and starting new UG and MCA PG program. Academic advisor highlighted important parameters of SPP, briefed on research activities, patents, consultancy, quality publications strengthening R & D activities, increase PhD registration, more number of activities in professional bodies, hackathon etc Discussed on NIRF result and missed in narrow margin Recommended for effective usage of library by students and staffs members. The library time is also extended upto 8pm during exam time. Students club organises activities like hackathon, technical paper writing, prototype development Implement the SPP in time bound manner SJBIT portal is upgraded as per standard requirements of the statutory body.

6	Review of even semester activities : 2021-22	Informed in the meeting about all the activities carried out in the academic year even 2021-22 like Blood donation camp, celebration of national festivals, women's day, International Yoga day, environment day, teachers day, energy conservation day, visit to orphanages and NSS activities etc. Deliberation was done for further improvement.
7	Preparation of Odd semester activities for the aca year 2022-23	In the meeting discussed about semester commencement on 19/9/2022. Calendar of events were prepared and circulate to all the departments
8	Organisation of International Conference	Informed in the meeting that four international conference were organised from Civil engineering, mechanical engg, CSE & ISE and ECE & EEE. During the conference received more than 200+ paper in each and best paper are published in peer reviewed journals like Springer, Atlantis and Elsevier etc In the meeting requested Dr. Chandrappa to appraise preparation for International Conference Chairman highlighted the objectives of the international conference and smooth conduction of program.
9	NAAC expert team visit – campus preparation	Informed in the meeting that NAAC Peer team visit to campus for 2 days. IIQA is ready for submission, SSR 2 nd cycle report to be uploaded to the portal and for DVV process. Submission of SSR is done and probable NAAC team visit is expected by Nov/Dec 2022. Requested all the steering committee members to coordinate and work with NAAC coordinators at the department level for SSR completion. Chairman directed to shoulder responsibility for timely completion of the work.
10	Status of Autonomous application	Chairman informed in the meeting that VTU given consent to UGC for granting autonomous status and waiting for further communications from UGC. Dean appraised that first year autonomous draft syllabus is prepared, also draft policy for autonomous status is prepared.
11	Any other matter	IQAC external members were keen to know about NEP implementation. Academic dean appraised in the meeting that most of the activities and pedagogy followed in the institution are in line with NEP requirements. Suggestions from External members to strengthen the industry institute interactions with the industry and the institution. Chairman suggested that to develop student projects on providing solution in the campus like food wastage, traffic congestion, rain water harvesting etc Mechanical department suggested identifying thrust area of individual department and carry project in those thrust areas.



IQAC Coordinator
Dr. Babu N V