

15th IQAC Minutes of Meeting

22-06-2019

Sl.No.	Agenda	Minutes	Remarks
1	Welcome	At the outset Dr. Babu N V, IQAC coordinator welcomed the chairman IQAC and all the members for the 15 th IQAC meeting. IQAC Coordinator informed the meeting that due to busy schedule external members could not attend the meeting. coordinator briefed about the agenda of the meeting and requested the IQAC chairman to take over the proceedings of the meeting.	
2	Approval of Previous meeting minutes	IQAC Coordinator brief about the previous IQAC meeting Minutes which was held on 27-12-2018 and take the approval from the IQAC chairman and record the same.	
3	Report of Odd and Even Semester Activities 2018-19	IQAC chairman informed the meeting that the activities conducted during this academic year is documented and all the respective committee coordinators of individual departments will update and make a report of activities happened in the academic year 2018-19 and it will be helpful for preparing AQAR and for NBA accreditation process.	
4	Planning of activities for the Academic Year 2019-20	IQAC Chairman informed to all HOD's and IQAC members that all the departments to plan and execute the curricular and co-curricular activities as per the calendar of events. IQAC chairman informed the UG coordinator to collect the detailed activities information from main coordinators and prepare the calendar of events in advance and circulate the same. IQAC chairman informed the meeting that digital mode of teaching is already incorporated and coming academic year onwards needs improvements in the teaching-learning process and chairman also suggested to incorporate project-based learning in the class room teaching.	
5	NBA Preparations.	IQAC chairman informed the meeting that management has decided to apply for NBA accreditation for the coming academic year 2019-20. As per the recent guidelines from MHRD and AICTE, NBA accreditation is mandatory for all higher education institutions across the country. IQAC chairman also informed the meeting that for NBA work, coordination work was given to mechanical engineering department and Dr. T. Madhusudan HOD, Mechanical department has identified as main coordinator for the NBA accreditation process. IQAC chairman informed the NBA main coordinator to organize workshop or FDP based on the importance of outcome-based education and NBA process in the month of July which will be helpful for all the faculties and it will create an awareness among the accreditation process.	
6	Any other matters	IQAC chairman informed the meeting that the staffs have to motivate the students to take more online courses and also faculties register for the courses and mentoring the students.	
7	Vote of thanks	The IQAC Coordinator proposed the vote of thanks.	

(IQAC coordinator)

53


(IQAC chairman)

SJB Institute of Technology
Kengeri, Bengaluru - 560060
Internal Quality Assurance Cell

Plan of Action: A step towards quality assurance and enhancement

Meeting Date: 22nd June 2019

Sl. No	Agenda	Action taken
1	Discussion on previous semester activities	Reports of activities conducted during 2018-19 even semester were prepared. The reports from each department activities was checked Committees were doing good job in conducting all the activities as per plan Proper documentation- steering committee to look into Inputs for AQAR preparation was taken from Steering committee members AQAR was prepared
2	Upcoming semester plan	IQAC chairman informed to all the departments to plan different activities to be conducted Dates were frozen at institute level on Calendar of Events and circulated to all the departments Digital mode of teaching will be implemented
3	Teaching Learning Process	Digital platform is fully available, and faculties have adopted to the mode Upcoming semester more effective contents to be made ready ABL and PBL in classes were planned. Presentations was taken from few faculties. Students were made to enrol for more online courses to build their skill sets
4	NAAC works	AQAR was prepared for previous academic year
5	NBA preparations	MHRD and AICTE activities boosted Mechanical HOD Dr. Madhusudan was made in charge to lead NBA works FDP based on importance of outcome based education and NBA process was conducted. Created awareness about importance of accreditation among all faculty


IQAC Coordinator
Dr. Babu N V