

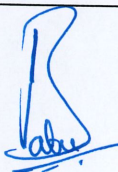
IQAC Minutes of Meeting 11

22-09-2017

Sl.No.	Agenda	Minutes	
1	Welcome	IQAC Chairman welcomed all the members for the IQAC meeting. At the outset IQAC chairman congratulated the IQAC team for the successful completion of NAAC Peer team visit.	
2	Discussion of NAAC Peer Team Visit Observations	<p>IQAC Chairman informed the meeting that NAAC Peer Team Visited the college during 14th to 16th September 2017. The visit was successful and it will take two to three weeks to announce the results.</p> <p>IQAC Chairman informed that In the NAAC Peer Team exit meeting they are happy with the facilities like Infrastructure, Teaching-Learning pedagogy, Library facility, Institution Social Responsibility, Alumni and Parents feedback, HRD facility etc. NAAC Peer team also gives few suggestions for the improvements like Consultancy works of the departments, focused more on Research and Development activities, Publications in Reputed journals etc.</p>	
3	Reorganizing of the committees and their roles & responsibilities	<p>IQAC Chairman informed the meeting that In view of quality enhancement in the institution it is very much necessary to have smooth governance & functioning of the various activities of the institution.</p> <p>In this regard, it will be good to reframe the working committees by merging the various existing committees. All the related committees & activities are grouped into a committee and the committee will be sole responsible for</p> <ul style="list-style-type: none">➤ Defining the objectives➤ Strategize & set the targets➤ Communicate with the departments➤ Monitor and outcome evaluation of the activities <p>HOD's should identify the members for the each committee based on their ability and interest towards the particular committee. These committees formed will work under the supervision of the IQAC and independent to the departments.</p> <p>Committees are neither superior nor inferior to the departments/any section/any individual. They serve as policy making and outcome based body of the institution. The existing committees should handover all the related files and material to the newly formed committees. Newly formed committees should take the responsibility of such activities under them and work for effective outcomes.</p>	

		<p>Academic & Administrative audit committee will monitor the outcome at various levels of faculty, departments, other sections & committees. Committees and departments/sections will work hand in hand considering the academic loads already defined.</p> <p>IQAC Chairman advised the meeting that Identify the strength and weakness of the departments and work towards strengthening the departments individually. All the departments should extend support and cooperation to the committees to work effectively for better outcomes.</p> <p>IQAC Chairman advised the meeting that as per the New VTU guidelines value added activities for the students like Assignments, Quiz's, and Seminars, miniprojects, internships etc. to be planned and execute as per the requirements.</p>	
4	Research & Consultancy Activities	<p>Principal and IQAC Chairman informed the meeting that Managing director has approved to provide the additional funds to strengthening the R and D activities of the college.</p> <p>IQAC Chairman informed the R and D Coordinator to</p> <ul style="list-style-type: none"> ➤ To come up with policy on research promotion at the student, faculty and department levels. ➤ To identify and sensitize the scope of research in terms of area, funding agencies, support services available, etc. ➤ With all the preparations & support required, to set targets of paper publications, research funds, etc. ➤ To identify and sensitize the scope of consultancy works that can be done in the institution. <p>IQAC Chairman also informed to prepare the detailed formats and annexures for the R and D activities. Chairman also informed the meeting that there is a plan to give the training to all the faculties regarding the patent opportunities and also give training for faculty members how to apply for the patents for their projects. IQAC chairman also advised to write the proposals for the funding agencies.</p> <p>The IQAC chairman suggested to publish the papers in the SCI indexed, Scopus and Web of sciences indexed journals only. He also informed that in the total publications clearly mention the number of papers published in the standard journals.</p> <p>IQAC chairman informed the meeting that requirements for the departments should be submitted by next week and complete the process. Here after any requirements for the departments should be submitted once in a semester. HOD's should take care and submit the list.</p>	

		IQAC chairman informed the meeting that NAAC expenditure statements like logistics, purchases and other related purchases should submit to the office by Monday.	
5	Graduation Day, ethnic day and Inauguration of M.Tech and MBA Classes	<p>IQAC members brought to the notice of the chairman that passed out students are requested for a graduation day celebrations. After the discussions in the meeting a tentative date is finalized for the graduation day which is on 28th October 2017. Chairman also informed the meeting that BGS Utsav starts from 24-11-2017.</p> <p>IQAC chairman informed the meeting that ethnic day is celebrated on 14-10-2017. Cultural activities should be planned and for each department 15 minutes time is allotted to showcase their performances. At the entrance of each departments a theme should be displayed and a panel of judges will be identified and based on the judgement the best theme will be awarded.</p> <p>IQAC chairman informed the meeting that Inauguration of MBA and M.Tech classes will be on 6-10-2017 in the CSE Seminar hall.</p>	
6	Vote of thanks	The IQAC Co coordinator proposed the vote of thanks.	




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Internal Quality Assurance Cell

Plan of Action: A step towards quality assurance and enhancement

Meeting Date: 22nd September 2017

Sl. No	Agenda	Action taken
1	NAAC peer team Visit	Appraised fruitful inputs from Peer team Results will be available in 2 or 3 weeks Positive response on- Infrastructure, Teaching learning pedagogy, Library facility, Institution social responsibilities, Alumni interactions, Parent feedback, HRD facility. Suggestions- improve upon Consultancy, R & D, Publications in reputed journals
2	Quality enhancement	Committees reframed by merging various existing committees Committees – defined objectives, strategized the plans, outcomes documented Members of committee were identified by HOD's based on their ability and interests All committee working under the supervision of IQAC. The existing committee handed over all related files and materials to newly formed committees. Outcomes at various levels of faculty, departments, other sections & committees are checked by Academic and Administrative audit. SWOT analysis done for each department, advised departments to work on improving strengths As per VTU guideline- quizzes, Seminars, Mini projects, internships etc were planned and steering committee to look over adopt at department levels.
3	R & D	R & D funds approved from Managing director Plans were done to promote research culture at faculties and students end Sensitization on need for consultancy done Patent training done for all faculties to apply their projects for patents Motivated faculties to apply for fund Publication guidelines framed and circulated Identified the scope of consultancy work that can be done in the institution
4	Expenditure	Departments submitted their requirements for up gradation NAAC logistics and other expenses details submitted to the office and settled
5	Celebrations and ceremonies	Graduation conducted on 28 th October 2017 BGS utsav conducted on 24 th November 2017 Ethnic day conducted on 14 th October 2017- each department choose their theme and exhibited their talents for 15mins. Prizes were distributed MBA & M.Tech classes are Inaugurated on 6 th October 2017 in CSE seminar hall


IQAC Coordinator
Dr. Babu N V