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: 27/12/2021

MINUTES OF MEETING:
DATE: 23/12/2021 (Thursday)
Time: 2.00 to 3.00PM
Location: New Board Room, Admin Block

Meting Title: 21st IQAC Meeting
Chair: Prof. Dr. Ajai Chandran C K, Principal and Chairman IQAC
Agenda of the Meeting:
1. AQAR submission for the Aca. year 2020-21.
2. Reconstitution of IQAC
3. Academic & Administrative audit.
4. SSR for NAAC 2nd Cycle
5. Ongoing Odd Semester activities and First Semester Classes
6. Any other matters with the permission of chair
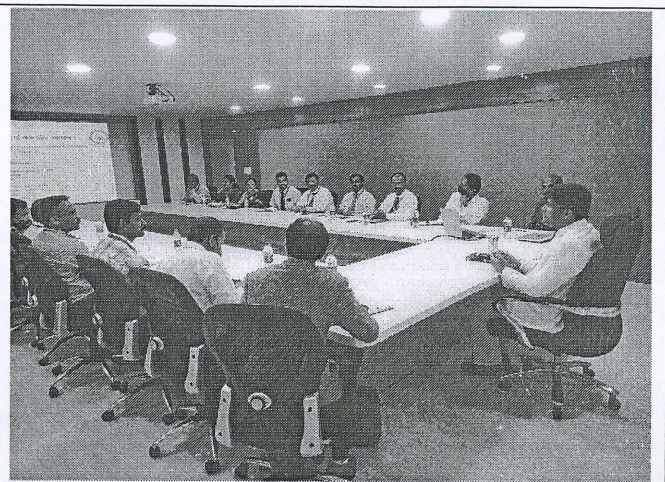
Agenda	Proposed by	Meeting Minutes/ Action Taken / Decision taken	Responsibility Assigned to	Status (Open/ Closed/ NA)
Welcome	IQAC Coordinator & IQAC chairman	At the outset Dr. Babu N V, IQAC coordinator welcomed the chairman IQAC, Dr. Ajai Chandran C K and all the IQAC members of the Institution, External Members and Internal members to the 21st IQAC meeting. The IQAC coordinator informed the gathering that the management representative Mr. Soma Shekar will be joining the meeting soon and consented to start the meeting. IQAC coordinator also briefed about the agenda of the 21st IQAC	NA	Closed

		meeting for the information of all. The IQAC chairman too welcomed all the members of the IQAC and appraised about the developments in the institution.		
Approval of Previous meeting minutes	IQAC Coordinator	Because of unavoidable circumstances, the IQAC chairman had to leave the meeting in the beginning itself and authorized the IQAC coordinator to take over the proceedings of the meeting and minutes to be recorded. IQAC Coordinator briefed about the 20th IQAC meeting Minutes which was held on 29/07/2021 minutes of meeting is circulated to all the IQAC members, Steering committee members and faculties for the information and same was documented.	NA	Closed
AQAR Submission for the Academic Year 2020-21.	IQAC Coordinator & IQAC Chairman	IQAC coordinator informed the meeting that AQAR report for the academic year 2017-18 is uploaded successfully on NAAC portal and in the process of review correspondence from the NAAC and will be complied appropriately. The IQAC coordinator discussed the AQAR report in detail and the progress of the activities of the institution based on the AQAR report activity wise was discussed and reported. The suggestions of the IQAC to be communicated to the steering committee members for the compliance, if any. The IQAC coordinator appraised the gathering that, considering the COVID 19 situation Annual Quality Assurance Report (AQAR) for all the academic Years including 2020-21 which must be submitted to the NAAC portal is extended up to 31st March 2022. Only pending AQAR submission is 2020-21. IQAC coordinator informed the meeting that both SSR and AQAR manual Guidelines for the academic Year 2020-21 is revised for the affiliated and constituent UG/PG colleges. The Revised manual of Both SSR and AQAR is mailed to all the steering committee members and department NAAC coordinators for the further works. The IQAC coordinator opined and requested all the internal members present to go through the revised manuals of both SSR and AQAR and prepare the AQAR report in the revised format and submit the AQAR report within the deadlines.	Steering committee members and NAAC coordinators	Open
Reconstitution IQAC	IQAC Coordinator & IQAC Chairman	IQAC Coordinator informed the meeting that Prof, Umesh V Director, HRD is retired from his service, Dr. Ajay Prakash B V Associate Professor Department of CSE has left the Institution, Student member Sharadhi S P (1JB17CS142) has passed out from the course. In this Regard the IQAC will be reconstituted as per the revised NAAC guidelines and the reconstituted IQAC will be communicated soon.	IQAC Coordinator	Open
Academic & Administrative audit.	IQAC Chairman	IQAC Coordinator informed the meeting that Academic & Administrative audit is very important aspect for any institution and it is also one of the important parameters for the NAAC and NBA Process. It was informed that as a regular practice at SJBIT we had internal audit committee headed by Dr. B H Doreswamy.	Dr. B H Doreswamy	Open

		The audits of the previous years were briefed and discussed about the progress that were made year on year. The IQAC coordinator requested to have external audit which was not able to be done because of the covid19 situation in the last 18 months. Considering the developments in the Covid19 situation the external audit has to be planned appropriately. and Dr. B H Doreswamy to look into the possibilities of external audit and also update and revised the existing parameters by looking into the new SSR manual and submit the updated report related to Academic & Administrative audit.		
Self-Study Report for NAAC 2nd Cycle.	IQAC chairman	IQAC Coordinator informed the meeting that 1st Cycle of NAAC Accreditation is ends by September 2022. In this regard we have to work ruinously for the 2nd Cycle. In this Regard we have to prepare the Self Study Report according to the new Manual before June 2022. We must provide the date for the last 5 academic year starting from 2017-18 to 2021-22. In this regard all the IQAC and Steering committee members prepare the action plan for SSR Preparations for the 2nd Cycle.	HODs and IQAC Members	Open
Ongoing Odd Semester activities and First Year Classes for the Academic year 2021-22	IQAC chairman	IQAC Chairman Discussed the following points. i. 3rd, 5th and 7th Semester offline classes are going on as per the Calendar of Events. ii. First Year Classes started in the month of December Induction Program activities are completed and classes are going on in offline mode. iii. By keeping Covid 3rd wave situation planning for the online classes by considering the situation demands and as per the GOK and VTU guidelines. iv. Academic performance Index for faculties will be enabled in the SJBIT portal and performance indicator parameters is already circulated to all the faculties for the information. v. Continuing the covid19 restrictions many of the activities were not able to complete. vi. The internal members informed the challenges in conducting various academic and extracurricular activities which may be a shortfall during the Covid19 period.	HODs and IQAC Members	Open
Vote of thanks	IQAC coordinator	The IQAC Coordinator on behalf of the IQAC chairman proposed the vote of thanks after summarizing the meeting proceeding and conclusive remarks.	-	Closed

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

IQAC Chairman
Prof. Dr. Ajai Chandran C K
for   Principal

Sri Adichunchanagiri Shikshana Trust (R)

SJB Institute of Technology

Kengeri, Bengaluru - 560060

Internal Quality Assurance Cell

Plan of Action: A step towards quality assurance and enhancement

Meeting Date: 23ʳᵈ Dec 2021

Sl. No	Agenda	Action Taken
1	Revised Accreditation formats and guidelines	The formats that are revised from NBA and NAAC are discussed and brief Departments to adopt and work towards newer guidelines
2	AQAR submission	AQAR for academic year 2017-18 is submitted successfully on NAAC portal and waiting for a correspondence from NAAC. The revised manual of both SSR and AQAR is Mailed to all steering committee members and department NAAC coordinator Any further suggestions form NAAC will be communicated to steering committee members AQAR submission date is extended owing to COVID situation Pending AQAR is for 2020-21 only. AQAR in the revised format has been prepared and submitted
3	Reconstitution of IQAC	IQAC Reconstituted due to 3 members unavailability. Reconstituted list was circulated after meeting
4	Academic and administrative audit & API	IQAC coordinator informed in the meeting about Audit is important parameter for NBA and NAAC- hence more stress is given. Discussed the process of current audit process and performance of departments was checked. External audit was proposed. Proposed to revise existing parameters Online API through Portal conducted yielding ease and better results.
5	NAAC 2ⁿᵈ cycle	IQAC coordinator informed the gathering about Data for last 5 years to be kept ready Instructed departments to keep the scanned copies of relevant documents ready. IQAC and Steering committee to prepared Action plan for SSR
6	Digital/Online classes	IQAC coordinator informed in the meeting As per the Govt and VTU directions SJBIT extended all the support to faculties and students to smoothly conduct online classes. Licenced software- MS teams for class conduction, SharePoint for content sharing was adopted Evaluation was done through SJBIT portal SOP was strictly followed for offline classes- appropriate measures like sanitization twice a day, checking temperature, social distance was strictly followed. Induction program was conducted for 1ˢᵗ year students
7	Portal and website	SJBIT website is made more resourceful to students and even for outsiders-Notes materials and lecture materials are ,made available through website SJBIT portal- LMS system is made more resourceful through renewed lesson plans, Notes sharing, pre-recorded videos. API conducted through portal

11	Institute calendar to be well planned.	On reception of event calendar from VTU, Institute framed Calendar of Events adding institute level events Department Calendar of Events were also prepared inline with college COE Same is adopted for further functioning
12	Demonstration on MS office tools and licences	Mr. Arun conducted a session for all faculties highlighting on optimum usage of MS office licence for lecture delivery, document up keeping in cloud for remote access and sharing purpose
13	Quality Benchmark	Kaizen model , Ishikawa , Malcom Baldrige were taken as reference to improve the quality of education.

IQAC Coordinator
Dr. Babu N V