

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: 4/03/2021

MINUTES OF MEETING:
DATE: 25/02/2021 (Thursday)
Time: 11.00 to 1.00PM
Location: New Board Room, Admin Block

Meeting Title: 19th IQAC Meeting

Chair: Prof. Dr. Ajai Chandran C K, Principal and Chairman IQAC

Agenda of the Meeting:

1. AQAR submitted acknowledgement for the Aca. year 2019-20.
2. Review of Odd semester activities.
3. Planning for Even semester activities.
4. NBA work progress.
5. International Conference. Preparations.
6. Academic & Administrative audit.
7. Any other matters with the permission of chair

Members present & absent (signed in the meeting register)

IQAC members	Designation	IQAC members	Designation
Members Present		Members absent	
Dr. Ajai Chandran C K	IQAC chairman	Mr. Ranganath H	PED
Dr. Babu N V	IQAC coordinator	Mr. Somshekar	Management representative
Dr. Krishna A N	Prof. & HOD, CSE	Chinmay M N	Alumni
Dr. Mohan H S	Prof. & HOD, ISE	Sharadhi	Student
Dr. Mahendra Prashanth	Prof. & HOD, ECE		
Dr. Prasad CSMV	Prof. & HOD, CE		
Dr. Madhusudan T	Prof. & HOD, ME		
Dr. Mamatha J	Prof. & HOD, MBA		
Dr. Doreswamy B H	Prof. & HOD, Physics		
Dr. Jaydev	Prof. & HOD, Chemistry		
Dr. Padmaja Venugopal	Prof. & HOD, Maths		
Prof. Umesh V	Director, HRD		
Mr. Shiva Kumar K S	HR-Manager		
Mr. Kumar	IT-Manager		
Dr. Bhanu Prakash G	Assoc. Prof., Chemistry		
Dr. Ajay Prakash B V	Assoc. Prof., CSE		
Dr. Sridhar J P	Asst. Prof., EEE		
Mr. Vinay C	Librarian		
Mr. Suresh Kumar K S	Industry expert		
Mr. Arun Gowda	Industry expert		
Invitee:			
Dr. Chandrappa D N	Prof., ECE		

Circulated by e-mail on 09/03/2021.



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 also introduced and welcomed the following newly inducted IQAC Members to the committee. Management representative: Mr. Soma Shekar, Advocate & GC Member, SJBIT Industry experts: 1. Mr Suresh Kumar K S, Founder & CEO, Taniesh Technologies. 2. Mr. Arun Gowda, Managing Director, IMESSAGE Technology private limited Administrative representatives: 1. Mr. Kumar, IT manager Teacher representatives: 1. Dr. Bhanu Prakash G, Assoc. Prof., Dept. of Chemistry		Closed



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 also introduced and welcomed the following newly inducted IQAC Members to the committee. Management representative: Mr. Soma Shekar, Advocate & GC Member, SJBIT Industry experts: 1. Mr Suresh Kumar K S, Founder & CEO, Taniesh Technologies. 2. Mr. Arun Gowda, Managing Director, IMESSAGE Technology private limited Administrative representatives: 1. Mr. Kumar, IT manager Teacher representatives: 1. Dr. Bhanu Prakash G, Assoc. Prof., Dept. of Chemistry		Closed

2. Dr. Ajay Prakash B V, Assoc. Prof., Dept. of CSE
3. Mr. Vinay C, Librarian, SJBIT

Alumni & Student representatives:

1. Mr. Chinmay M N (1JB10CV011), 2010-14 batch, Civil Engg.
2. Ms. Sharadhi (1JB17CS142), 2017-21 batch, CSE.

IQAC Coordinator also welcomed the New IQAC Nominees from Industry Mr. Suresh Kumar K S, Founder and CEO, Taniesh Technologies, Bengaluru and Mr. Arun Gowda, Managing Director, IMESSAGE Technology Private Ltd. Bengaluru and also Dr. Chandrappa D N, invitee for the 19th IQAC meeting formally.

IQAC coordinator informed the gathering that, due to the busy schedule Mr. Somshekar, GC member, was not able to attend the todays meeting.

IQAC Coordinator also informed the meeting that student representative Ms. Sharadhi S P could not make it too due to ongoing VTU Examinations and Alumni Nominee Mr. Chinmay M N was also absent due to work commitments. Meeting minutes will be communicated later for all the IQAC members.

IQAC coordinator briefed about the following agenda of the 19th IQAC meeting and requested the IQAC chairman to take over the proceedings of the meeting.

IQAC chairman also welcomed all the members to the 19th IQAC Meeting. He formally welcomed all the newly inducted IQAC members and introduced the new IQAC members Mr. Suresh Kumar K S and Mr. Arun Gowda to the meeting. IQAC chairman sincerely appreciated the new members for accepting the invitation and be the part of IQAC despite their busy schedule, their feedback and suggestions will be valuable in the coming days.

With the preamble, IQAC chairman set the context for the discussion informing the meeting that 2020-21 academic year is crucial and all steering committee members and faculties work meticulously for the next one year. Very soon we start preparations for NBA Peer Team visit. All the HOD's are ready for the same. Autonomous status work has already initiated and also start work for 2nd cycle for NAAC accreditation. In next 6 months there will be lot of deliberations, critical analysis and thinking and logical conclusions for the sustainable organization for next 25 years. In this regard we have year wise plans, five-year plans have to be prepared.

IQAC chairman also highlighted the importance of regulatory bodies like AICTE, UGC, NIRF, NAAC, NBA etc. Understanding the functionalities, guidelines and manuals will be helpful in the coming days for the various accreditation process.

Approval of Previous meeting minutes	IQAC Coordinator	IQAC Coordinator briefed about the 18 th IQAC meeting Minutes which was held on 17/12/2020 and took the approval in the meeting and same was documented.		Closed
AQAR submitted acknowledged for the Aca. year 2019-20.	IQAC Coordinator & IQAC Chairman	IQAC chairman informed the meeting that AQAR report for the academic year 2019-20 is uploaded successfully on NAAC portal and received review correspondence from the NAAC and complied to all the 3 reviews. Review queries were regarding the uploading of documents and the data entry formats. After complying all the queries, the AQAR report was accepted.		Closed
Review of Odd Semester activities for the Academic year 2020-21	IQAC chairman	Considering the COVID 19 situation, the IQAC Chairman discussed about the Odd semester academic activities for the 2020-21 academic year. The following points were discussed in detail. - Appraised the gathering about the effective management of classes following all the SOPs. - Because of covid the blended mode of teaching-learning-evaluation was adopted and expressed that the process was found to be effective. - Discussed about the challenges because of the various extended timings of the academic schedules for 1st year students, lateral entry to the 2nd year and 3rd & 4th year. - Online classes for 3rd Semester Lateral entry student's offline mode and full syllabus must be completed before the last working date as per the VTU calendar. - Appraised about the fulfilment and effectiveness of all the academic process like conduction of classes & syllabus coverage, Internal Assessment, Practical Semester End Examination for 3rd & final year students. All the SOPs were followed in letter & spirit. - Timely submission of all the academic records & statistics to the VTU. - Discussed about the ongoing VTU examinations as per the guidelines.	HODs	Open
		viii. IQAC coordinator was asked to communicate to all the departments to take the report of all the co-& Extracurricular activities organized/participated in the departments.	IQAC coordinator & HODs	Open
		ix. To take the report of short fall in the activities planned from all the departments that may have occurred.	IQAC coordinator & HODs	Open

Planning for Even Semester activities for the Academic year 2020-21	IQAC chairman	HOD's should take care of subject allotment, Mini and Major Project activities, Training programs and other Co and extra-curricular activities in line with the VTU calendar of events. Prepare the Institution calendar in line with the above discussions. 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 staffs should develop the own content with respect to the study materials. The study materials should be standard and plagiarized. All the classrooms are fully equipped and digitized for the blended mode. The teaching should be completely outcome based as per the NBA guidelines. Placements is the major agenda for the sustainable development of the institution. In this regard the training and placement related activities has to planned rigorously in the coming semester. Training should be proficiency based and skill based is mandatory. One certification course for the students who are currently studying in 5th semester is mandatory of their choice. With reference to the NAAC revised manual HOD's of all the departments has to prepare the list of activities that happened already and also planned the activities to be conducted in the coming even semester as per the NAAC guidelines. IQAC chairman also highlighted that BOS and BOE formation is done already at the department levels and its already in function. All the members of BOS and BOE has to go through the accreditation manuals for NBA and NAAC and work rigorously for the adaption and change.	HODs	Open
	IQAC chairman	Plan for even semester: HODs to plan the activities for the even semester and the next 6 months as per the standard & Quality requirements of the institution suggested by NAAC or/& NBA process. To consider the shortfalls of the previous semester or previous six months while planning. To submit the action plan to the IQAC coordinator.	IQAC coordinat or & HODs	Open
NBA Work progress	IQAC chairman	IQAC Chairman informed the meeting that NBA peer team visit dates are expecting and the same will be communicated soon. In this regard All the departments must work intensively for the next 3 months.	HODS	Open
		Two training camps exclusively for NBA and NAAC accreditation process planned in the next two months for the HOD's and all the faculty members of the SJBIT.	Principal	Open

		NBA mock visits will be planned in the coming days. Three external members are identified for the panel for the same and they will visit all the departments and checking the process at the department levels and also give suggestions for the further improvements at the department level.	Principal	Open
Organization of International conference	IQAC chairman	IQAC chairman informed the meeting that regarding international conference preparations are already discussed in the last IQAC meeting. Dr. Chandrappa D N, Professor and Invitee for the today's IQAC meeting will give more information and progress on the international conference. IQAC chairman also added that in future for any events in SJBIT has to plan and work as a cluster based. For example, civil as a cluster with Architecture. Dr. Chandrappa D N invitee of the 19th IQAC Meeting informed that International Conference on Recent Trends in Science, Engineering & Management (ICRTSEM 2021) will be organized at SJBIT in the Month of May and June 2021. The complete information about the conference and other details are available in the college website. Invitations and brochure of the conferences are already circulated for the publicity. Four conferences are planned based on the department wise and cluster wise. Mechanical department as one cluster and the conference dates are May 7th and 8th 2021. As of now 8 papers are received. All the peer reviewed, accepted, registered and presented papers of ICMSE 2021 will be published in the "Elsevier's Materials Today: Proceedings". Civil department as one cluster and the conference dates are 21st and 22nd May 2021. As of now 2 papers are received. All the peer reviewed, accepted, registered and presented papers of ICMSE 2021 will be published in the "IOP Conference Series: Earth and Environmental Science (EES)" for possible publication. Computer Science and Information science engineering department as one cluster and the conference dates are 4th and 5th June 2021. As of now 4 papers are received. All the peer reviewed, accepted, registered and presented papers of ICMSE 2021 will be published in the "Atlantis Highlights in Computer Sciences" for possible publication. Electrical and Electronics Engineering and Electronics and Communication Engineering department as one cluster and the conference dates are 25th and 26th June 2021. As of now 7 papers are received. All the peer reviewed, accepted, registered and presented papers of ICMSE 2021 will be planned to publish the peer reviewed and selected papers of conference as proceedings with Springer in their prestigious "Lecture Notes in Electrical Engineering" series.	HODs & Dr. D N Chandrappa	Open

		Regarding the organizing of international conferences, Our Industry expert, Mr. Arun Gowda proposed a suggestion that may be followed to improve the quality of papers expected to be published. He suggested to organize one conference on a particular schedule instead of multiple conferences that may reduce the number of quality papers. The suggestion was well deliberated in the meeting and appropriate measures to be taken. IQAC chairman directed all the steering committee members to work rigorously to give publicity to the conferences to attract more quality papers for the international conference.		
Academic and Administrative Audit	IQAC chairman	The IQAC Chairman discussed the following points with respect to academic and administrative audit in the meeting. 1. Two quality audits are planned in the academic year and first audit is to be done as per the conventional practice at the end of every semester. The audit reports must be analyzed and further compliance for improvements to be planned.	IQAC coordinators & HODs	Open
		2. The new audit model has to be proposed in the coming days and a committee consisting of HODs along with the HR Manager and Accounts officer to be formed. The audit will identify the best functioning & performing department and suitable appreciation to be accorded. Every year best model department has to be identified based on their innovative ideas implementation, newer models and effective teaching-learning pedagogy in the department.		
		3. IQAC chairman informed the meeting that every year best teacher award for each department has to be given based on their contributions to department and as an institute. The committee has to be framed for the same to identify the best teacher award.	Principal	Open
Other matters	IQAC Chairman & HODs	The IQAC Chairman also discussed the following points in the meeting. I. As already discussed in the previous IQAC meeting the Research activities at the department levels needs to be stepped up. In this regard minimum two publications per faculty in Q1, Q2 and Q3 indexed journal is mandatory for every academic year.	Faculty	Open

		II. To encourage the same financial support and other facilities like OOD will be given for faculties for presenting the papers in national and International conference. Faculties presenting papers in National Level conferences and the papers will be published in peer reviewed journals the 100% registration amount to be given and for presenting the papers in International conference and the papers will be published in peer reviewed journals 50% of the Registration amount will be sponsored by the college. The faculties those who are participating in the National and International conferences and availing benefits take the approval minimum three weeks well in advance.	Principal	Open
		III. Every faculty in the institution to make minimum 3 MOUs. The MOU may be with respect to Industry oriented particularly training and placement, Internships and for final year Projects.	Faculty & HODs to ensure	Open
		IV. To encourage the faculty the Best Performance award will be given for the faculty who contributed to the maximum MOUs.	Principal	Open
		V. Every faculty in the institution should have at least three professional body memberships like IEEE, ISTE, IEE, IET etc. Faculties encourage and motivate the students to take up the IEEE membership.	Faculty & HODs to ensure	Open
Vote of thanks	IQAC coordinator	The IQAC Coordinator 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
 Principal

|| Jai Sri Gurudev ||
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: 25th February 2021

Sl. No	Agenda	Action plan
1	Induction to new commers-committee	Induction program is conducted to newly joined staffs to make them aware about SJBIT working culture. HODs of each department rendered a induction program in presence of senior faculties
2	Autonomous works	Autonomous status work has been initiated
6	NBA & NAAC	NBA Preparations for Peer team visit was checked. NAAC SSR and AQAR preparation checked and appraised. Understanding the functionality and approval process of different statutory bodies becomes important, advised steering committee members to plan such induction programs for faculties. Mock visits were arranged to check our level of preparation.
7	AQAR report	Report for 2019-21 successfully uploaded. Received review from NAAC and the suggestions are incorporated.
8	TLP amidst COVID	Central Committee directed Classes was effectively engaged by faculties. Student repose was good. Blended mode teaching and learning was adopted Academic process were completely fulfilled All academic reports like lesson plans, weekly reports, syllabus coverage, attendance reports were timely received by all faculties. Curricular, co- and extracurricular activities conducted were reported.
9	Placements	One certification course was offered and students had liberty to choose their choice of course for 5 th sem.
10	BOS/BOE	Teams are formed at each department to monitor and plan different activities of departments BOS and BOE team referred the required mandates and suggested different plans.
11	Action plan-5-year plan	Departments submitted their 5-year plans, scrutinized and faithfully adopted.
12	International conference	Cluster based organization of conference Elsevier 's material Today and Springer is approached for publication Papers published in IOP Conference Series, Atlantis Highlights in Computer sciences
13	Audits	2 quality audits conducted New audit model proposed Proposed to felicitate best teacher for faculties for their academic performance and other contribution.

14	Industry connects	More MoUs were signed aiding in training, placements, internships
15	Professional Bodies	Every faculty in institution is encouraged to have three professional bodies Faculties encouraged and motivated to take up IEEE membership

IQAC Coordinator
Dr. Babu N V