



|| Jai Sri Gurudev ||
Sri Adichunchanagiri Shikshana Trust (R)



SJB Institute of Technology

(A Constituent of BGS & SJB Group of Institutions and Hospitals)
BGS Health and Education City, Dr. Vishnuvardhana Road, Kengeri, Bengaluru-560060

Approved by AICTE, New Delhi.
Affiliated to Visvesvaraya Technological
University, Belagavi.



Accredited by NAAC. Accredited by NBA.
2(f) and 12(B) recognized by UGC, New Delhi.
Certified by ISO 9001-2015

Internal Quality Assurance Cell

MINUTES OF MEETING:

Read and approved:
Date: 31/03/2022

DATE: 26/03/2022 (Saturday)

Time: 9.00 to 11:30 AM

Location: New Board Room, Admin Block

Meeting Title: 22nd IQAC meeting

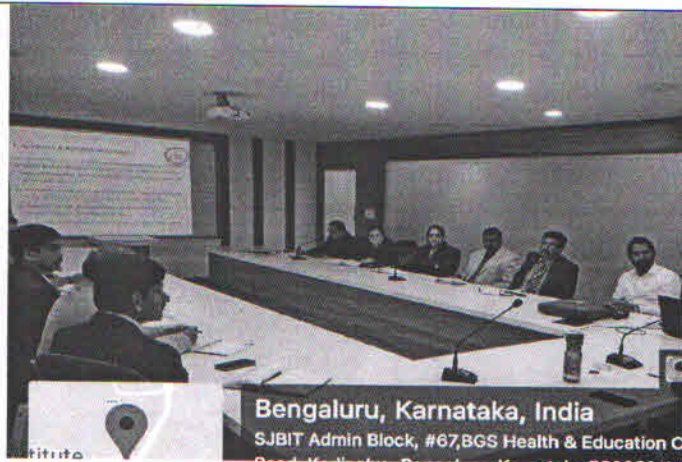
Meeting Ref.: SJBIT/Office/IQAC/26

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

Convener: Dr. Babu N V, IQAC Coordinator, Academic Dean & Prof. & HOD, EEE

Agenda of the Meeting:

1. Reconstitution of IQAC.
2. Academic & Administrative audit.
3. AQAR submission for the Aca. Year 2020-21.
4. SSR for NAAC 2nd Cycle.
5. Decentralization of academic responsibilities.
6. Research and consultancy activities.
7. Any other matters with the permission of chair.



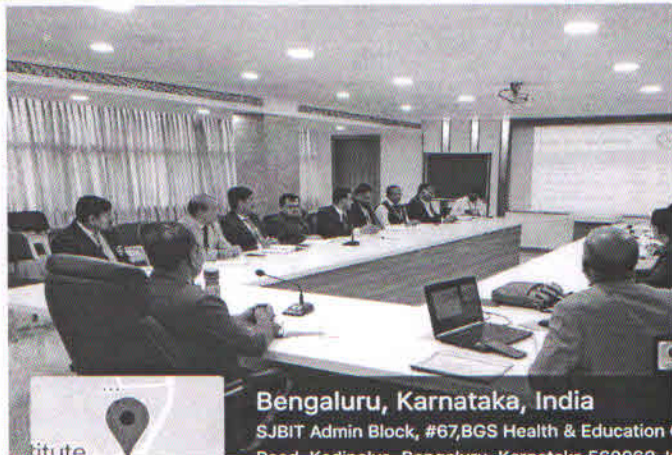
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SJBIT Admin Block, #67,BGS Health & Education C



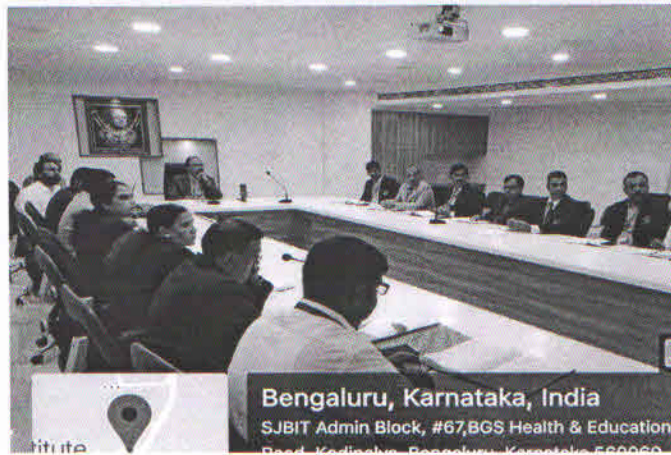
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Agenda	Propose d by	Meeting Minutes/ Action Taken / Decision taken	Responsibili ty Assigned to	Status (Open/ Closed/ NA)
Welcome	IQAC Chairman & IQAC Coordinat or	<p>At the outset Dr. Babu N V, Dean Academics and IQAC coordinator welcomed the new IQAC chairman, Dr. Mahendra Prashanth K V and all the IQAC members of the Institution to the 22nd IQAC Meeting. IQAC coordinator welcomed External Member Mr. Arun Gowda to the meeting and also mentioned that one more external member Mr. Suresh Kumar K S is not able to attend this meeting and he submitted his ideas and proposal to IQAC coordinator for the discussion.</p> <p>The IQAC coordinator informed the gathering that the management representative Mr. Soma Shekar is also not able to join the meeting in time because of his immediate emergency schedule and he sent his consent to start the meeting so that he will join the meeting later.</p> <p>IQAC coordinator briefed about the agenda of the 22nd meeting to all the Members present and requested the chairman to take over the meeting proceedings.</p> <p>The IQAC chairman also welcomed all the members to the meeting and appreciated the efforts of NAAC chief coordinator Dr. Babu N V, steering committee members and NAAC coordinators for their good work in preparation of AQAR.</p> <p>IQAC Chairman also informed the steering committee members to go through the documents which are already submitted to the chief coordinator and ensure the documents with zero errors before uploading to the NAAC portal.</p> <p>Chairman IQAC requested the IQAC coordinator to start the meeting proceedings.</p>	NA	Closed

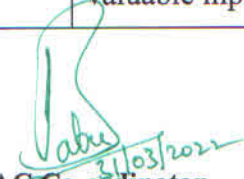
Approval of Previous meeting minutes	IQAC Coordinator	<p>IQAC Coordinator briefed about the 21st IQAC meeting Minutes which was held on 23/12/2021, minutes of meeting was circulated to all the IQAC members, Steering committee members for the information and same was documented.</p> <p>The minutes of meetings of all IQAC meetings are uploaded on the institution website.</p> <p>IQAC coordinator briefed the gathering regarding the guidelines and repeated changes in the AQAR format and SSR manuals.</p>	NA	Closed
Reconstitution of IQAC	IQAC Coordinator or & IQAC Chairman	<p>In continuation with the 21st IQAC meeting agenda, IQAC Coordinator informed about reconstitution of IQAC, the discussion was not held in detail because of the absence of the IQAC chairman on some emergency work.</p> <p>Extended gratitude on behalf of the institution to the IQAC members who have withdrawn from the IQAC, Prof, Umesh V Director, HRD retired from his service and 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. IQAC coordinator sincerely thanked the above members for their involvement, suggestions, and contributions to the IQAC.</p>	IQAC Coordinator	NA
		<p>IQAC chairman continued the discussion informing the gathering that the process of identifying the members for IQAC is on. Requests are made to few honorable members and awaiting their acceptance.</p> <p>Once the acceptances are received the committee will be formed and forwarded for the management approval.</p>	Principal & IQAC coordinator	Open
Academic & Administrative audit.	IQAC Coordinator or & IQAC Chairman	<p>IQAC coordinator informed the meeting that TQM committee is auditing the departments regularly under IQAC. The audit report of the TQM is circulated to the departments for perusal and compliance.</p> <p>The IQC chairman deliberated on the report of the previous audit in detail and the observations were recorded. It was observed that certain regular activities were not organized as per the minimum requirement because of the covid19 pandemic.</p> <p>IQAC Chairman also highlighted that due to Covid19 pandemic restrictions, the plan of external audit was postponed and informed the meeting that the plan for external audit is prepared and scheduled to be in the first week of April 2022.</p> <p>IQAC coordinator requested the steering committee members to execute the activities in the coming days as per the strategic perspective plan (SPP) to enable the quality environment.</p>	Academic Dean and Dr. B H Doreswamy	Open

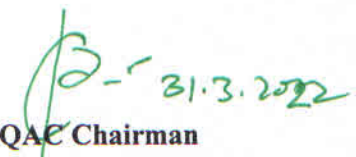
		<p>The IQAC members opined and suggested about the improvements that are needed to incorporate in the parameters for auditing.</p> <p>IQAC chairman informed to the meeting that TQM parameters are been in continuous improvement time to time to suit the dynamic change in the education scenario considering the revised guidelines of the accreditation bodies and statutory bodies.</p> <p>The industry expert Mr. Arun Gowda extended the discussion of syncing the AAA with the SJBIT portal which can help the institution to perform the audit effectively.</p>		
AQAR submission For the Aca. Year 2020-21	IQAC Coordinator or	<p>IQAC coordinator presented the AQAR report for the academic year 2020-21 and requested the IQAC chairman to deliberate.</p> <p>The IQAC chairman appreciating the work of the IQAC coordinator and the entire NAAC team discussed on the main issues in the AQAR 2020-21 and the observations were recorded and the IQAC chairman directed to circulate the same to all the departments. The consolidated reports of all the metrics are prepared and the status of the work completion on day-to-day basis is shared to all the steering committee members and department level NAAC coordinators.</p>	IQAC Coordinator	Closed
SSR for NAAC 2 nd Cycle.	IQAC chairman & IQAC coordinator	<p>IQAC chairman Dr. Mahendra Prashanth K V informed the gathering about the renewal period and the need of the works to be taken over and asked the IQAC coordinator to deliberate on the process in applying for 2nd cycle of accreditation.</p> <p>IQAC Coordinator informed the meeting that 1st Cycle of NAAC Accreditation will end on 29th October 2022. So the process of renewal application that is submission of SSR shall be within six months of the ending date. Before submission of SSR it is required to submit IIQA and upon clearance from NAAC, SSR shall be submitted.</p> <p>Continuing the discussion, The IQAC chairman requested all the members for their valuable inputs and asked the steering committee members to study the NAAC manuals and related process to plan and work meticulously for the 2nd Cycle.</p> <p>By keeping this in mind all the steering committee members to study the audit reports for the last five years and identify the shortfalls mentioned in the 1st cycle of NAAC accreditation.</p> <p>The IQAC coordinator also emphasized that we must score minimum 3.5 out of 4 scale and aiming for A+ in the 2nd Cycle.</p> <p>IQAC coordinator requested all the steering committee members to plan and fulfil the shortfalls as per the</p>	HODs and IQAC Members	Open

		<p>deficiency report analyzed from the previous AQARs department wise.</p> <p>IQAC Coordinator informed the meeting that by end of April 2022 we must submit the IQA for the 2nd Cycle.</p>		
Decentralization of Academic Responsibilities	IQAC chairman & IQAC coordinator	<p>IQAC chairman informed the meeting regarding the decentralization of roles and responsibilities in the institution to make system more effective in functioning for achieving the vision of imparting quality education.</p> <p>IQAC chairman informed the decision & steps taken by the management of designating the Academic Dean who will be taking responsibility of the academic activities of the institution. The objective is to ensure smooth & effective functioning of the system to achieve better outcomes & growth. IQAC chairman introduced to the gathering the designated Academic Dean Dr. Babu N V, Prof. & HOD, EEE and the present IQAC coordinator.</p> <p>Extending the gratitude to the Poojya Swamiji for blessings & the Principal for all the support, IQAC coordinator mentioned that all the regular activities both curricular and extracurricular are to be further streamlined at our college portal which will ensure the coordinated functioning of the system.</p>	NA	NA
		<p>Further, upon discussions, IQAC chairman suggested to refine the committees to have a smaller number of committees with defined objectives, roles and responsibilities to enable the coordinated and smooth functioning of the institutional activities.</p> <p>The proposed committees would be discussed and approved by the principal.</p>	Academic Dean	Open
Research and consultancy activities.	IQAC Coordinator & IQAC Chairman	<ul style="list-style-type: none"> • IQAC coordinator informed to the meeting that academic year 2019-20 and 2020-21 the funds received from funding agencies are less and during the academic year 2021-22 we have good grants from the funding agencies. • IQAC coordinator also highlighted that during the year 2020-21, 126 papers have been published in the peer reviewed journals and 27 publications in book chapters and others. He also highlighted that the consultancy activities among all the departments are poor and action plan is required to improve the same in the coming days. • IQAC member Dr. Chandrappa D N HOD, ECE informed the meeting that faculties are having limited knowledge on the funding agencies and funds available under various schemes. Awareness strategies can be adopted to encourage the faculties to apply for proposals. To have quarterly meetings of the research committee to discuss on progress of the research & consultancy. • IQAC chairman informed Chief librarian Mr. Vinay C to update the publication details in the SJBIR IRINS portal. 	IQAC coordinator	NA

		<ul style="list-style-type: none"> • IQAC member Dr, Mohan H S requested to create the repository of the journal's year wise in the SJBIT portal and to be available on the website. He also discussed about the Ph.D. guidelines given by VTU for conducting DC committee, Open Seminar and colloquiums conducted by respective guides. • Dr. Krishna opined about having the fixed schedules for conduction of DC meetings & other partial requirements for the VTU. • IQAC chairman informed the meeting that respective guides strictly follow the guidelines given by the VTU for the Ph.D. programs and not to violate any guidelines with respect to DC committee meetings, Open seminars, and colloquiums. • IQAC chairman informed the meeting about the steps being taken in revising the existing Research policy to achieve improved outcomes. Soon the revised SoP will be released. The inputs from the IQAC members were taken and recorded. 		
Any other matters with the permission of chair.	IQAC Chairman, Coordinator & Members	<ul style="list-style-type: none"> • IQAC chairman informed the steering committee members that all the activities of the departments and institution is maintained with geo tagged photographs. • Dr. Chandrappa D N discussed about Institute calendar of events for even semester 2021-22 academic year. 	NA	NA
		<ul style="list-style-type: none"> • Dr. Madhusudhan T & Dr. Mohan H S discussed about the reframing the institute vision and mission as per the suggestions given by NBA peer team during the visit. • After the deliberations IQAC chairman constituted a committee of Dr. Babu N V, Academic Dean and IQAC coordinator, Dr. Mohan H S, HOD ISE, Dr. Prasad CSMV, HOD Civil, Dr. Madhusudan, HOD Mech and Dr. Chandrappa D N for finalizing the institute vision and mission. 	IQAC coordinator	Open
		<p>IQAC chairman suggested that any activity conducted at department level or at college level the respective coordinators prepare the report with photos within two to three after completing the activity and can be uploaded to portal for the various purposes.</p> <p>IQAC Chairman also highlighted that prepare the standard formats for the different activities and share among all the departments for the documentation purpose will also help to maintain the common standards across the departments.</p> <p>i. External Member Mr. Arun Gowda said that we are using Microsoft teams only for the online classes and meetings. He proposed that all the communications can be done through MS teams for all the activities among all the stake holders. He also emphasized that in the corporate industry MS teams can be extensively used for</p>	IQAC coordinator	NA

		<p>all the activities. video conferences, documents and all the activities can be stored by effective usage of MS Teams.</p> <p>ii. IQAC chairman requested Mr. Arun Gowda to deliver the talk on effective usage of MS teams to all the faculty members for the better usage of MS teams.</p> <p>iii. Mechanical HOD Dr. T Madhusudhan highlighted the importance of IT infrastructure for better and coordinated system of functioning.</p> <p>IQAC chairman informed all the steering committee members to highlight the best practices of the departments which gives inputs to best practices and institute distinctiveness.</p>		
	IQAC coordinator	<ul style="list-style-type: none"> • IQAC coordinator presented the inputs on behalf of Mr. Suresh Kumar, Industry Expert member since he was unable to be presented for the meeting on his immediate emergency schedule. • Mr. Suresh Kumar shared his following points to the gathering: <ul style="list-style-type: none"> i) The planned and systematic activities implemented are essential for any system assure the quality. ii) It is appropriate to follow certain quality benchmarks like Kaizen model, Ishikawa, Malcolm Baldrige Model for Quality Assurance. iii) Student Feedback as a Benchmark for Quality Assurance. 	IQAC Chairman & IQAC coordinator	NA
Vote of thanks	IQAC coordinator	<p>IQAC Coordinator proposed the vote of thanks after summarizing the meeting proceeding and conclusive remarks.</p> <p>IQAC chairman also thank all the IQAC members for their valuable inputs and suggestions.</p>	-	Closed


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


IQAC Chairman
 Dr. Mahendra Prashanth K V
 Principal

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

Plan of Action: A step towards quality assurance and enhancement

Meeting Date: 26th March 2022

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 from 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 2 nd 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 1 st 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

8	Alumni engagement	<p>More alumni engagement are planned- more interactions at department levels.</p> <p>Alumni database is kept updated at department level</p> <p>Proposed to conduct Alumni meet in August or September 2022</p>
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IQAC Coordinator
Dr. Babu N V