IQAC Minutes of Meeting 14

27-12-2018

Sl.No.	Agenda	Minutes
1	Welcome	At the outset Dr. Babu N V, IQAC coordinator welcomed Dr. Puttaraju, Principal and chairman IQAC and all the IQAC members for the 14th IQAC meeting. IQAC Coordinator informed the agenda of the IQAC meeting and also informed to the meeting that 31/12/2018 is the last date to upload Annual Quality Assurance report (AQAR) to NAAC. The draft AQAR is already submitted to the principal, based on the suggestions and corrections from the principal sir the AQAR Report has to be finalized and upload the AQAR in the given deadline.
2	Review of Odd SEM/2018-19 activities as per the calendar of events	IQAC Chairman welcome all the members for the IQAC Meeting. IQAC Chairman informed to all the members that all the departments except first semester higher semester (3rd, 5th & 7th SEM) have done the curricular and co-curricular activities as per the calendar of events and Quality Audit Guidelines. IQAC Chairman also informed to the meeting that 4th Sem classes will stats from 28th January6th Sem classes will starts from 11th February and 8th Sem classes will starts from 4th February. 4th Semester M. Tech Classes will starts from 28th December 2018. HOD's to submit the list of students who are doing internship In house and external organizations like NAL, BEL, ISRO, KPTCL etc. IQAC Chairman also informed to the meeting that to prepare the calendar of events for the coming even semester.
3	Quality Audit Review	IQAC Chairman informed to the meeting that Quality Audit team has to schedule & complete the quality audit of all the departments and submitted the analysis report in the month of January 2019.
4	Review and Submission of AQAR	IQAC Chairman informed to the meeting that, AQAR report submitted for review is good and positive report about AQAR. Chairman suggested to all the members to refer NAAC Self-study report and plan the activities as per that and keeping the guidance of IQAC in all the activities. IQAC Chairman informed the meeting that as per the feedback and suggestion from the NAAC we have to strengthening the following activities which is very important for the coming years. 1. Strengthening the R and D activities. 2. Industry collaboration 3. Patents and Publications 4. Sponsored R & D Activities and Consultancy. IQAC chairman also informed the meeting that all the departments has to file two patents per year and start the initiate towards this process and civil engineering department is doing consultancy activities certain extent and other departments also starts some initiation towards the consultancy work.

5	Suggestions and Corrections of AQAR Report	IQAC Chairman suggested the following corrections in the AQAR Report. ➢ Suggestions in Criteria 2.14 related to teaching-learning process. Related to HRD Training suggested to add soft skills followed by technical and coding skills. ➢ Related to students feedback chairman suggested to the meeting that prepare the common format across the college which includes feedback related to specific programs, about the college, departments, facilities provided at the college and department level etc. chairman informed the respective coordinator to prepare the common format and submit the same. ➢ Chairman give suggestions related to criteria 3.26, criteria 5.6, 6.9 and 6.10. In criteria 6.9 and 6.10, suggested to mention the reforms taken by the affiliating university i.e., Visvesvaraya Technological University (VTU) instead of mentioning "Not Applicable". ➢ In criteria 7, to mention the Apple authorized training center related to digital mode of teaching and learning process. ➢ Advised to civil department to initiate certain process related to waste management. ➢ In criteria 7.6, chairman suggested corrections related to SWOT analysis. Suggested to include the need for improvement in research and to highlight and prioritize the mention of staff in the first place. ➢ IQAC coordinator informed the meeting that the following information is required from the departments for the AQAR. 1. Student drop out details 2. Off campus placement details 3. Student results details 4. Details of students who have appeared for Competitive exams like GATE, GRE-TOFFEL etc.
6	Any other matters	➢ IQAC Chairman informed to the meeting that Alumni meet is planned on 16th February 2018. In this regard he informed the meeting that interacting with the alumni's with very professional and all the departments take care in this aspect. ➢ Inform the Basic science HOD to call the meeting with hostel students and address about their issues. ➢ IQAC Chairman informed to the meeting that all the staffs has to start recording the videos in Edmodo for 5 to 10 minutes for each module which includes important topics, application etc. ➢ Similarly, the staffs who are handling laboratory sessions has to record all the experiments and upload the same in Edmodo platform. ➢ VTU has introduced Activity Based Learning for first year students for 10 marks and chairman advised to take up the ABL activity for the higher semester also for selected topics.

7	Vote of thanks	The IQAC Co coordinator proposed the vote of thanks and extended gratitude to the Poojya Swamijis, Management and IQAC chairman for all the support, valuable guidance and suggestions and co ordinator informed the meeting that the suggestions and feedback given by the chairman will be incorporated in the AQAR Report. IQAC Co coordinator thanked all the HoDs, Staff & IQAC members for their support in preparing the AQAR.

Principal
SJB Institute of Technology
BGS Health & Education City
No. 67, Uttarahalli Road, Kengeri
Bangalore South - 560 060

|| 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:27th December 2018

Sl. No	Agenda	Action taken
1	AQAR and NAAC works	AQAR was uploaded successfully and suggestions and corrections of IQAC was adopted. Positive response received for all previously submitted AQAR reports.
2	Review of previous semester activities	Curricular, co- and extra-curricular activities as discussed after refereeing to department reports Activities were inline with Quality audit parameters Central Internship committee briefed Internship- inhouse was facilitated, also External internships at ISRO, BHEL, BEL, KPTCL etc were allowed to improve the quality. HOD's submitted the details of students who are doing internship in in house and external organizations
3	Planning for upcoming semester	Calendar of Events for even semester highlighting with all the activities were planned and same was circulated to all departments Research activities strategized Industry collaborations boosted through MoUs Patents and publications were encouraged Soft skills modules added to HRD training Feedback about teaching-learning and also about facilities and infrastructure done Apple Authorized training completed to all the faculties Waste management model under process under leadership of Civil Department. Student progression document with Admission, Placement, Percentage, Dropout details was documented and filed. Laboratory experiment videos were recorded and made available to students through edmodo
4	QA and API	Scheduled Quality Audit visit to all departments Previous Quality Audit reports was reviewed Submitted the analysis report on January 2019
5	AQAR report	The coordinators of the respective committee collected the data and submitted to IQAC Required inputs were gathered Inputs taken from steering committee members. Alumni details collected Facility survey, teaching survey conducted and adopted for AQAR Research activities strategized Industry collaborations boosted through MoUs Patents and publications were encouraged Soft skills modules added to HRD training

		Feedback about teaching-learning and also about facilities and infrastructure done Apple Authorized training completed to all the faculties Waste management model under process under leadership of Civil Department. Student progression document with Admission, Placement, Percentage, Dropout details was documented and filed. Laboratory experiment videos were recorded and made available to students through edmodo AQAR report submitted.
6	Alumni engagement	Alumni meet planned on 16th Feb 2019. Invites sent

IQAC Coordinator
Dr. Babu N V