

SJB Institute of Technology

(A constituent of BGS & SJB group of Institutions & Hospital)

BGS H & E City, Dr. Vishnuvardhana Road, Kengeri, Bengaluru – 560060

Affiliated to Visvesvaraya Technological University, Belagavi

Approved by AICTE, New Delhi, Accredited by NAAC, Bengaluru with 'A' grade

Recognized by UGC, New Delhi with 2(f) & 12 (B), Certified by ISO 9001-2015

Internal Quality Assurance Cell

Read and Approved: 05.08.2021		<u>MINUTES OF MEETING</u>	
		Date:	29.07.2021
		Time:	03:00PM To 06.15PM
		Location:	New Board Room, Admin Block
Meeting Title:	IQAC Meeting		
Meeting Ref.:	SJBIT/Office/IQAC/22 dated 13/07/2021		

Meting Title: 20th 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. Review of even semester activities.
3. Planning of the activities for the academic year 2021-22.
4. NAAC 2nd Cycle Preparations
5. NBA work progress.
6. Any other matters with the permission of chair

Members present & absent (signed in the meeting register)

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



Agenda	Proposed by	Meeting Minutes/ Action Taken / Decision taken	Responsibility Assigned to	Status (Open/ Closed/ NA)
Welcome	IQAC Coordinator & IQAC chairman	<p>At the outset Dr. Babu N V, IQAC coordinator welcomed the chairman IQAC, Dr. Ajai Chandran C K to the 20th IQAC meeting formally.</p> <p>IQAC coordinator welcomed the industry experts Mr Suresh Kumar K S, Founder & CEO, Taniesh Technologies and Mr. Arun Gowda, Managing Director, 1MESSAGE Technology private limited to the 20th IQAC meeting and thanked for their constant support.</p> <p>IQAC coordinator also mentioned the meeting that the management representative Mr. Soma Shekar, Advocate & GC Member, SJBIT is absent for the meeting who had wilfully accepted and due emergency schedule he conveyed</p>	IQAC coordinator & SCMs	Closed

		<p>his message with all the inputs and extended his support in all the activities of SJBIT.</p> <p>IQAC coordinator welcomed the Alumni representative Mr. Chinmay for making is time to attend the IQAC meeting.</p> <p>IQAC coordinator welcomed the Administrative representatives, the Heads of various departments & sections and also the faculty representatives.</p> <p>IQAC Coordinator also informed the meeting that student representative Ms. Sharadhi S P is absent for the todays IQAC meeting due to ongoing VTU Examinations.</p> <p>IQAC coordinator briefed about the agenda of the 20th IQAC meeting and requested the IQAC chairman to take over the proceedings of the meeting.</p> <p>IQAC chairman welcomed all the steering committee members, faculty representatives, industry experts, Alumni representatives to the meeting.</p> <p>IQAC chairman appreciated the active participation of industry experts, alumni experts who are part of the IQAC and their suggestions and value-added inputs will be helpful in MIGHTY SJBIT.</p> <p>IQAC chairman informed the meeting that more deliberations will be happen on the 23 points which is circulated in the meeting by IQAC coordinator.</p> <p>In the coming days the priority is digital transformation at SJBIT which will help us to manage the things in online very effectively. The focus is also on green and Sustainable campus in the coming days.</p> <p>In continuation to the same how to capture the live class rooms videos at present we have online recorded classes by august we can plan for one live studio for each department with all the facilities required and with IQAC directions the management is approved for the 300+ latest I7 machines in next 20 days and thanks to Sri Sri Dr. Prakashnatha Swamiji for all the support.</p> <p>IQAC chairman informed the meeting that the website is relaunched by poojya Swamiji on the occasion of Guru Purnima and appreciate the efforts of the coordinators. The network connectivity at sjbit is increasing from 170 to 300 MBPS leased line and the work is already started guided by Dr. Mohan sir and Dr. Krishna sir.</p>		
Approval of Previous meeting minutes	IQAC Coordinat or	<p>IQAC Coordinator briefed about the 19th IQAC meeting Minutes which was held on 25/02/2021 and took the approval in the meeting and same was documented.</p> <p>Many of the planned works are differed due to the pandemic situation and discussed that the planned targets have to be achieved in a fast paced manner.</p>		Closed

<p>AQAR submission for the Aca. Year 2020-21.</p>	<p>IQAC Coordinator & IQAC Chairman</p>	<p>IQAC chairman informed the IQAC coordinator to discuss the main agenda of the meeting and request all the members to share their valuable inputs.</p> <p>IQAC coordinator presented the agendas of the 20th IQAC meeting and start the deliberations.</p> <p>Due to the covid Pandemic many of the activities are postponed and we are engaging most of the things through online platform. We have very high priority targets in the coming months we have to plan meticulously and work hard.</p> <p>AQAR report was submitted for the academic year 2019-20 through NAAC portal. There were reviews in the submission process as the portal is dynamic and the submissions will be verified by the NAAC experts virtually verify all the data submitted and send the corrections.</p> <p>Attended all the queries that were raised during the submissions and successfully uploaded the AQAR report at the NAAC Portal successfully for the 2019-20 academic year.</p> <p>In the similar manner AQAR report has to be submitted for the academic year 2020-21. The mail regarding the same is sent to all the steering committee members and requested at the department level compile the data as per the required format at the earliest which helps in preparations of the AQAR report for the current academic year 2020-21.</p>	<p>IQAC coordinator & SCMs</p>	<p>Closed</p>
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Review of Even Semester activities for the Academic year 2020-21	IQAC chairman/Coordinator or	<p>The IQAC Chairman discussed about the even semester academic activities for the 2020-21 academic year.</p> <p>The following points were discussed in detail.</p> <ol style="list-style-type: none"> 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. Appraised about the fulfilment and effectiveness of all the academic process like conduction of classes & syllabus coverage, Internal Assessment, Semester End Examination for 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. 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. Successfully completed the three international conferences from Civil, Mech and Jointly organized by EEE and ECE departments. The fourth conference is planned on 6th August 2021 organized by Dept. of CSE and ISE. 	IQAC coordinator or & SCMs	Open
Planning of the activities for the Academic year 2021-22	IQAC chairman/Coordinator or	<p>The HOD's of all the departments has to prepare the list of activities that happened already and also plan the activities to be conducted in the coming academic year as per the NAAC/NBA guidelines.</p> <p>All departments to consolidate all the activities in accordance with the NAAC SSR.</p> <p>To submit the report of the activities to the IQAC in prescribed format which is already mailed to SCMs.</p> <p>IQAC chairman also highlighted that the faculties pursuing Ph.D. their workload will not exceed 17 hours.</p> <p>IQAC chairman informed the meeting that in next six months initiate the consultancy activities at department level. Each department will identify the areas where we can take up the consultancy activities at the other BGS institutions.</p> <p>All the HODs and Professors should compulsorily have two highly reputed professional body memberships mandatory.</p> <p>IQAC coordinator informed the meeting that academic and administrative audits (AAA) are pending for the current academic year.</p> <p>IQAC chairman informed the meeting that before the commencement of next semester the academic and</p>	SCMs	Open

		<p>administrative audit has to be completed.</p> <p>Upon suggestion by one of the IQAC member Dr. Mahendra Prashanth, HOD, ECE and accepted by all the IQAC members, IQAC coordinator requested the chairman that for academic audits external members must be identified as per the NAAC guidelines. IQAC chairman approved for the industries and academic persons to be the part of academic audit.</p> <p>IQAC coordinator informed the meeting that student satisfaction survey is pending and has to be completed as per the NAAC manual guidelines.</p> <p>IQAC chairman informed the UG, PG and Ph.D. coordinators to prepare questionnaires as per the guidelines given by the NAAC manual.</p> <p>IQAC chairman also suggested that take the separate feedback from the parents through online and prepare the separate questionnaire for the same. Also,</p> <ul style="list-style-type: none"> • Special MOU's are planning to recruit the slow learners and students who are not scored first class marks. 100% placements for all the eligible students. • Under the IQAC suggestions it is mandatory for all the departments to take initiative in two startups at the department level by next six months. • As of now 24 patents are filed and by December 2021 minimum 50+ patents have to be filed. • Increasing the total number of Publications from 1200 to 2100 by December 2021. • Any department has to render the service in terms of man hours the paper work has to prepared and take the approval. 		
NAAC 2 nd Cycle Preparations	IQAC chairman/ Coordinator or	<p>IQAC coordinator informed the meeting that we have to show lot of progress as compared to the 1st cycle of accreditation.</p> <p>Identify the shortfalls and start working to fulfil the shortfalls as per the deficiency report.</p> <p>Promote the Research and consultancy activities at the department level.</p> <p>Criteria 6 and 7 plays a key role in the second cycle of accreditation which focused on governance, leadership and management in criteria 6 and Institutional values and best practices in criteria 7. These two criteria's total 200 Points will help us to score from A to A+ grade.</p> <p>IQAC chairman informed the meeting that Criteria 6 and 7</p>	SCMs	Open

		<p>will be discussed in detail and deliberated in the next steering committee meeting.</p> <p>Alumni Representative Mr. Chinmay expressed his ideas by ISR activities can be planned in associate under CSR.</p> <p>Mr Suresh Kumar K S, Founder & CEO, Taniesh Technologies also shared his ideas about the quality improvement initiatives.</p>		
NBA Work progress	IQAC chairman	<p>IQAC Chairman informed the meeting that in the month of April we are resubmitted the application in the month of April 2021.</p> <p>Due to pandemic NBA peer team visit dates are postponed and we are expecting the communication from NBA for the new dates and the same will be communicated soon.</p> <p>As already discussed in the last IQAC meeting we can plan for training camps exclusively for NBA and NAAC accreditation process.</p>	SCMs	Open
Any other matters	All	<p>IQAC chairman informed the meeting that Dept. of HRD is come up with a new idea that 48 global certification courses for faculty and for each certification only six faculties are allowed, and training is given by industry experts and coordinated by HRD department. HRD also emphasized on more industry participations, alumni participations the minimum package is 3.5 lakhs and at least two offers for eligible students.</p> <p>IQAC chairman informed the meeting that in next few days officially we will set up Institution Innovation Cell (IIC) lead by Dr. Bhanupraksh and Dr. Ajay Prakash B V.</p> <p>IQAC chairman informed in the meeting the three basic science HODs start preparations for the new Basic Science programs and give more emphasize to the basic science department.</p> <p>Upon suggestion of the IQAC chairman to relax one hour academic load for the faculty pursuing research, Dr. Mahendra Prashanth, HOD, ECE requested for two hours of relaxation for which the IQAC chairman suggested to have more deliberations regarding the same.</p> <p>All the IQAC members emphasized on the professional body memberships for the staff and need of the support from the institution for the same. To identify the reputed and relevant professional bodies according to the respective disciplines to pursue and make presence of the institution in the professional society space.</p> <p>Dr. Madhusudhan, HOD, Mechanical dept suggested on initiation and enhancement of self-learning pedagogical</p>	All concerned	Open

		<p>techniques. Also, suggested on organizing the pedagogical initiative training sessions for the faculties.</p> <p>IQAC chairman also discuss the following points in the meeting.</p> <ul style="list-style-type: none"> • IQAC chairman informed the meeting that the new faculty recruitment will happen in the month of August and September 2021. One week induction program is mandatory for new faculties about the work culture and policies. HODs has to give 45 minutes presentation about the department is mandatory. • IQAC to Prepare the faculty manual which contains all the information and discuss the points in the next steering committee meeting. • Poojya Swamiji shows interest in separate YouTube Channel and chairman requested Mr. Arun Gowda to guide in the same and a separate committee is formed. • Each department have separate cloud space here onwards any activities organized at the institution level and at the department level send the details to main library and upload the same in cloud space. Library plays a vital role in the documentation of all the activities of SJBIT. • By next six months all the study materials, lecture videos, MCQs etc., will be available to public domain through our SJBIT Portal. All our teaching learning process as per the norms of NBA and NAAC. • With the Support of IQAC we are already in the NBA Process and awaiting the visiting dates and we can start the preparations for NAAC 2nd cycle from January 2022. 		
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

05/08/2021

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

Plan of Action: A step towards quality assurance and enhancement

Meeting Date: 29th July 2021

Sl. No	Agenda	Action plan
1	Website relaunched	SJBIT website was relaunched by Swamiji. Current website shows all the important statistical data's Menu are optimized Department pages are made more informational Provision for NBA and NAAC is made available at Main menu
2	AQAR report submitted	2019-20 AQAR was submitted 2020-21 AQAR to be kept ready parallelly
6	23 points- circulated	Meeting concentrated on more deliberations on the list of activities circulated in meeting
7	Digital transform and Green campus	Live videos during online classes was recorded and shared to students for alter reference Lecture videos were priorly recorded and shared among the students 300+ latest configuration computers were approved for betterment of digital strength of institute Blended mode of TLP was adopted
8	Internet speed boosted	Internet speed was increased from 170 Mbps to 300Mbps
9	Student satisfaction survey and Parent feedback a	Student survey and teaching feedback obtained through portal Parent survey collected at department level
10	Research, Patent, Consultancy	Lesser workload was allotted for faculties pursuing Ph.D Planned consultancy at each department level Professional body membership- increased 24 patents filed so far & planned to file 50 plus patents by December 2021 Two start-ups at department level are planned 1200 publications in reputed journal and conferences.
11	Youtube channel	Existing SJBIT youtube channel is adopted to share our lecture videos so that students of other institute can also be benefitted
12	Previous year activities- review	Guru Poornima was successfully conducted Activities are disturbed due to lockdowns and additional measures to cope up with plans were adopted
13	International conference	International conference organization is given more importance Advised to ECE+EEE, Civ+Mech to jointly organised Conference, Necessary steps taken ISE+CSE organised International conference on 6 th Aug 2021
14	Audits	External audit members Planned Conducted Audit results are discussed, and corrective measures are planned by teering committee members

15	NBA works	Visit dates are postponed due to effect of pandemic. Departments to improve the quality further more
16	Placements	Improvement in placements Offered CTC is about 3.5Lakhs (Minimum) All eligible students have at least 2 offers in hand
17	Trainings, Certifications	48 global certifications are identified for faculties Maximum of 6 faculties can enrol to each course IIC was set up Students are offered different training programs with valid certifications by Ethnotech Solutions One week induction program was conducted for new faculties



IQAC Coordinator
Dr. Babu N V