

17th IQAC Minutes of Meeting

24-06-2020

Sl.No.	Agenda	Minutes
1	Welcome	At the outset Dr. Babu N V, IQAC coordinator welcomed the chairman, IQAC and IQAC members for the 17 th IQAC meeting. IQAC Coordinator also informed the meeting that due to covid-19 pandemic some of the external members are not in a position to attend the meeting. IQAC coordinator briefed about the following agenda of the 17 th IQAC meeting and requested the IQAC chairman to take over the proceedings of the meeting.
2	Approval of Previous meeting minutes	IQAC Coordinator brief about the 16 th IQAC meeting Minutes which was held on 21/09/2019 and took the approval from the IQAC chairman and record the same.
3	Review of even semester activities through online platform	IQAC chairman discussed about the status of the online classes and other academic related activities like internal assessments, laboratory experiments, study materials etc. IQAC chairman also highlighted that as per the university guidelines the study materials and laboratory experiments are uploaded in the college website for the benefit of the students. IQAC coordinator also informed the meeting that standard operating procedures as to be maintained at all the places in the campus during the college hours.
4	Submission of Annual Quality Assurance Report for the Academic Year 2019-20.	IQAC chairman informed the meeting that as per the NAAC guidelines the Annual quality assurance report AQAR has to be prepared for the 2019-20 academic year. Chairman informed to IQAC coordinator to coordinate and complete the AQAR report in time and upload the same in NAAC portal. IQAC coordinator informed the meeting that AQAR preparations were already started for the current academic year and meetings were conducted soon with department NAAC coordinators for the preparation of AQAR Report and the report will be uploaded with in the time.
5	NBA Work progress	IQAC Chairman informed the meeting that due to covid pandemic the NBA peer team visit will be postponed. All the departments will complete the NBA related work for the current academic year also and keep all necessary documents up to date.
6	Quality Audit and Academic Performance Index	IQAC chairman informed the meeting that as per the regular practice Quality audit of all the departments and Academic Performance Index for all the faculties has to be completed in the month of August and September respectively.
7	Organization of International conference	IQAC chairman informed the meeting that as already discussed in the previous IQAC meeting the international conference which was planned in the month of december 2020 is to be postponed due to COVID 19 situation and planned in the month of March 2021 and the preparations for the same are already on. Chairman pleasurefully shared the fact that the different departments are almost in the end of the process in getting peer reviewed journals like elsevier, springer, etc... for publications. The information about the conference and other details were already available in the college website.
8	Review of various committee works	IQAC chairman informed the meeting that all Heads of the departments were taken care about the various committee works as usual at the department level and at the college level as per regular practice.

9	Any other matters	<p>The IQAC Chairman also discussed the following points in the meeting.</p> <p>I. Reserach activities at the department levels needs to be stepped up and informed that the review of existing policies on research & consultancy activities are being done and improvements in that are expected positively.</p> <p>II. The final year project and internship presentation has to be taken through online only.</p> <p>III. Internal assessment marks for the current academic year has to be finalized and keep ready as per the guidelines from the university.</p> <p>IV. Conduction of examinations and other related activities as per the guidelines from the university.</p>
10	Vote of thanks	The IQAC Coordinator proposed the vote of thanks.

IQAC Coordinator

IQAC Chairman

Principal
SJB Institute of Technology
BGS Health & Education City
No. 67, Uttarahalli Road, Kengeri
Bangalore South - 560 080

|| 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: 24th June 2020

Sl. No	Agenda	Action plan
1	Review of Previous semester activities	Standard Operating Procedure was well followed at all places in the campus during college hours Few activities were hindered due to lockdown, SJBIT took corrective measures to conduct few of the planned activities online Webinar series were conducted, participants across the globe participated
2	Online classes	Status of online classes was checked and was found satisfactory Study materials, Laboratory manuals are uploaded to College website to benefit the students
3	AQAR submission	Annual Quality Assurance Report is prepared for academic year 2019-20 Planned to ensure on time submission in NAAC portal
4	NBA works	Peer team visit postponed due to COVID Steering committee apprised about status of NBA preparations NBA related work for the current academic year is also in progress and necessary documents were kept ready
5	Quality Audit and Academic Performance Index	As per regular practice, Quality audit was conducted at all departments, Report was discussed. Steering committee was advised to take corrective measures for any lapses. Academic Performance Index for all faculties was completed in month of August & September 2020
6	International conference	The conference planned on December 2020 was Postponed to March 2021 due to covid-19 Necessary preparations done Publications finalized Details made available in SJBIT website
7	Other works	Research based activities are stepped up Reviewed the current research policies Project, internship reviews were taken online due to COVID Internal assessment marks for the current academic year is finalized as per the guidelines from university Examinations were conducted as per the guidelines from the university


IQAC Coordinator
Dr. Babu N V