### SJB INSTITUTE OF TECHNOLOGY BANGALORE - 560060

**Quality Audit Observations** 

Date: 27/06/2018

Department of Computer Science & Engineering

G4:	No	Parameters	Max.	Marks obtained
Section	No.		Marks	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
	1	Maintenance of Accreditation files (To check	25	Department files needs improvement as per standard format.
-		all files and latest updates)	10	as per standard format.
	3	Subject allotment and workload Lesson plan for 100% syllabus ( standard		Signatures missing
	3	format)	20	Signatures missing
	4	Notes material readiness, for 100% syllabus	20	a la
	5	Ouestion bank (VTU's at least 5 papers in the	10	Question bank needs to be updated
		book form)	10	after June 2017
	6	Solutions to the above question bank (in the book form)	20	tille i anderen magen et in
	7	Lab manual with viva question (in the book form)	10	Not in bounded form
	8	Time-table: Originally approved, Modification etc.	10	
	9	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal.	10	
Dept. centric activities	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees = 8.33%
entric a	11	Critical attendance and internal marks cases, action taken, improvement	20	-
Dept. c	12	Interaction with parents (to document in the standard format)	30	Parents interaction needs to be increased.
	13	Staff meeting (at least six meetings, one for subject allotment, one before commencement of sem, one before each test and one before end of sem)	15	
	14		15	-
	15	Dept. specific professional bodies like CSI/IEEE/Dept. Asson. Etc	15	Validity of IEEE registration is expired and activities not done.
	16		25	-
	17	Department committee works: effectiveness,	20	-
	18	Alumni meet effective Interaction &	30	Presentations needs improvement
	19	Written code of conduct and lectures for	20	

		values and social responsibility (at least one)		
		Industry tie up (at least with one reputed	20	No activitiies
	20	industry)	20	] 1
		New staff recruitment (check with standard	0.5	-
	21	procedure)	05	
	22	Book publication (at least one in the dept)	20	VTU Syllabus book
	23	Fund from AICTE, DST, VTU etc (at least one)	30	KSCST-Rs. 15000
	24	Consultancy work by the department	20	No Consultancy work
		Circular procedure & maintenance (office, vtu	£1 .	-
	25	& dept Circulars)	10	
		Thought for the day (to check the day wise		-
	26	quotes)	10	
		Staff OOD details (% of staff deputed and	1.0	78.8%
	27	documentation)	10	
	28	Stock verification (if done)	10	-ya.a.
	29	Purchase (check with standard procedure)	10	
	29	Upkeep of department units (labs, class & staff		<u></u>
	30	rooms, etc.)	10	amay fored t
	31	Some innovative methods adopted in the dept.	10	Apple app and teaching aids.
				80%
	32	Student registration (to check method followed)	10	0070
		Late coming students (list follow up action		
	33	improvement)	15	and state of the second of
		Student discipline: ID cards, Dress code, neat		Needs improvement
	34	haircut, No mobile phone, (surprise visit action	20	r 28 defeate moneyyears at the figure of the
		improvement)		recorded to the second
			1	Parents interaction by mentors to be
	35	proctor system (meeting noting problems,	20	documented properly, proctor
	33	follow up action )		meeting remarks needs to be
				elaborated.
	36	Syllabus covered details (to compare the lesson	20	- 27 2.2 30.1 <del>5</del> .1);
es	50	planning)		
viti	37	Lab conduction details (to follow the procedure	20	
acti	377	given by the college)		
Staff and Student centric activiti	38	Beyond syllabus (at least two, before III test	10	1 2020 - 1 2020 - 1 1
ent		document in a file )	10	
nt 6	39	Less detention cases due to attendance and	10	the profession to be a second
nde		exam not attended (list and follow action)	10	<u> </u>
d S	40	Additional classes to weak students (to show	20	Not up to the mark
fan		documents)	20	
taff	41	Management of assignment (questions,	15	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
		submission & documents)	13	
	42	Identification of weak students after I test	20	and the second of the second o
		&follow up action	20	
	43	Student information system (to update the	10	
		records)	10	A CENTRAL PROPERTY
	44	Student presentation in class room: subject	10	
		teacher to document	10	
	45	Paper by staff	25	Only one papers published in journals
	46		25	Only two papers presented
	47	Staff membership of professional bodies	10	-
	48		10	
		community services	10	
		V		

*				
	49	Guest lecturers (at least two for staff / students, before III test)	10	
1,	50	Non-teaching training (at least one, min for 3 days)	15	In-house, not properly conducted
3 de - 40 de -	51	Workshop (min 2 days for students) OR National/International Conference	40	-
	52	Workshop (min for 3 days) OR FDP (min for 6 days) for staff	40	-
	53	Sports activities ( as per committees plan)	10	-
	54	Cultural activities ( as per committees plan)	10	-
	55	Technical, quiz etc. competition (as per technical committees plan)	10	-
	56	Picnic /Tour/ Industry visits : following standard procedure (at least one)	10	-
	57	Coaching classes for GATE, GRE, TOEFL, etc	20	In-house coaching classes for GATE, GRE, TOEFL not conducted
	58	Library attendance of staff (% and frequency, best lib user)	20	-
	59	performance appraisal (cumulative records & individual teacher)	10	-
	60	Attendance registers (neat entry, sign of HOD & staff), Blue books & Index sheets (compare with attendance, action on absentees)	25	Signature of staff, HOD, entries finalization, Marks entry in blue books to be done and needs improvement.
		Total marks	1000	

Commit	Committee Members:						
Sl.No	Name	Signature					
1	Dr B H. Dorenbermy	Dholos.					
2	Sondeep & 2 Rajesh. L	2562					
3	Rajesh. L	A. S.					
4	H. NARENDRA KUMAR	de be					
5	G. Anil Kumar	GARRI					
6	Dr. Vijayakuman T	Shum					
7	3	,					



SJB Institute of Technology



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Accredited by NAAC, New Delhi with 'A' Grade
BGS Health and Education City, Kengeri, Bengaluru-560 060

# **Quality Audit**Observations & Suggestions

Department: Computer Science and Engineering (CSE)

Aca. Year: 2017-18/EVEN SEM

Date: 27/06/2018

Quality Audit of Dept. of CSE conducted and the Road map of the Departments were planned & executed appropriately.

The following are Observations and Suggestions given by the QA Committee members.

#### **Observations:**

- 1. Calendar of events were prepared in advance and the same was executed.
- 2. Subject wise result analysis was carried out regularly.
- 3. Students were encouraged to participate in extra curricular/co-curricular activities.
- 4. Dept. activities are recorded regularly as per the schedule.
- 5. Dept. specific professional bodies' activities are not conducted for the student chapter.
- 6. Validity of professional body to be checked and updated.
- 7. Alumni presentation in the department needs to be increased.
- 8. Staff & students papers were published in reputed journals in very few numbers.

- 1. Faculties and students should be encouraged to attend conferences/ symposiums/ FDP, etc.
- 2. Consultancy & funded project to be enhanced.
- 3. Faculty & Students publications need to be encouraged.
- 4. Timely Alumni databases & interactions to be increased.
- 5. Students need to be encouraged to take up GRE/GATE/TOFEL/IELTS/competitive examinations.

Name and Signature of Committee Members:	Λ
1. Dr BH. Doreworny Thomas	4, Rojesh. L
2. Dr. Vijagarannar T Franco	
3. H. Narenda of le	5. Sordup-sn sca
	Lan
IQAC Coordinator	Principal Principal
	SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

### SJB INSTITUTE OF TECHNOLOGY BANGALORE - 560060

## **Quality Audit Observations**

# Department of Information Science & Engineering

Date: 27/06/2018

Section	No.	Parameters	Max. Marks	Marks obtained
	1	Maintenance of Accreditation files (To check all files and latest updates)	25	Department files need improvement as per standard format.
	2	Subject allotment and workload	10	No Principal signature
	3	Lesson plan for 100% syllabus ( standard format)	20	<u>-</u>
	4	Notes material readiness, for 100% syllabus	20	
	5	Question bank (VTU's at least 5 papers in the book form)	10	
	6	Solutions to the above question bank (in the book form)	20	
	7	Lab manual with viva question (in the book form)	10	917 2014 - 1915 - 111 <del>1</del>
	8	Time-table: Originally approved, Modification etc.	10	
	9	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal.	10	
	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees = 17%
/ities	11	Critical attendance and internal marks cases, action taken, improvement	20	-
ric activ	12	Interaction with parents (to document in the standard format)	30	Parent's interaction needs to be increased.
Dept. centric activities	13	Staff meeting (at least six meetings, one for subject allotment, one before commencement of sem, one before each test and one before end of sem)	15	
	14	1 11 1 1 4 (04	15	
	15	1 1 1 11	15	Activities not done.
	16	Exam Results (teacher wise and subject wise, dept result history, rank probable's list)	25	-
	17	Department committee works: effectiveness,	20	
	18	Alumni meet effective Interaction & presentation	30	Alumni presentations needs to be increased and interactions to be properly documented
	19	responsibility (at least one)	20	-
	20	Industry tie up (at least with one reputed industry)	20	- ,
	21		05	

				ap.
	22	procedure)     Book publication (at least one in the dept)	20	NIII
	23		20	NIL No. 12 in an annual and
	24	Fund from AICTE, DST, VTU etc (at least one)	30	Needs improvement
		Consultancy work by the department	20	No Consultancy work
×	25	Circular procedure & maintenance (office, vtu & dept Circulars)	10	
	26	Thought for the day (to check the day wise quotes)	10	
	27	Staff OOD details (% of staff deputed and documentation)	10	-
	28	Stock verification (if done)	10	
	29	Purchase (check with standard procedure)	10	
	30	Upkeep of department units (labs, class & staff rooms, etc.)	10	
	31	Some innovative methods adopted in the dept.	10	Only too ship a side
				Only teaching aids
	32	Student registration (to check method followed)	10	90%
	33	Late coming students (list follow up action improvement)	15	Finding no tenety of
	34	Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)	20	
	35	proctor system (meeting noting problems, follow up action)	20	proctor meeting remarks needs to be elaborated
	36	Syllabus covered details (to compare the lesson planning)	20	or down to so to
	37	Lab conduction details (to follow the procedure given by the college)	20	-
	38	Beyond syllabus (at least two, before III test document in a file )	10	
ivities	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	11. 11. 11. 11. 11. 11. 11. 11. 11. 11.
Staff and Student centric activities	40	Additional classes to weak students (to show documents)	20	-
lent cer	41	Management of assignment (questions, submission & documents)	15	
nd Stuc	42	Identification of weak students after I test &follow up action	20	
lff a	43	Student information system (to update the records)	10	ne all an an I had
Sta	44	Student presentation in class room: subject teacher to document	10	1 10712115
	45	Paper by staff	25	Only four papers presented in conferences
	46	Paper by students	25	No papers presented
	47	Staff membership of professional bodies	10	- Papaza presented
	48	Staff club (formation and its activities ) Like community services	10	-
	49	Guest lecturers (at least two for staff / students, before III test)	10	-
	50	Non-teaching training (at least one, min for 3 days)	15	
	51	Workshop (min 2 days for students) OR National/International Conference	40	-
	52	Workshop (min for 3 days) OR FDP (min for 6 days) for staff	40	-

		the ag mlon)	10	-
	53	Sports activities ( as per committees plan)		_
	54	Cultural activities ( as per committees plan)	10	· · · · · · · · · · · · · · · · · · ·
	55	Technical, quiz etc. competition (as per technical committees plan)	10	-
	56	Picnic /Tour/ Industry visits : following standard procedure (at least one)	10	-
	57	Coaching classes for GATE, GRE, TOEFL, etc	20	In-house coaching classes for GATE, GRE, TOEFL not conducted
	58	Library attendance of staff (% and frequency, best lib user)	20	-
	59	performance appraisal (cumulative records & individual teacher)	10	-
*set	60	Attendance registers (neat entry, sign of HOD & staff), Blue books & Index sheets (compare with attendance, action on absentees)	25	Signature of staff, HOD, entries finalization, Marks entry in blue books to be done and needs improvement
		Total marks	1000	

Committee Members:							
Sl.No	Name	Signature					
1	Dr BH DORGWEINY	Deople,					
2	H. NARENDRA KUMAR	Te					
3	Par. Inleanting KC	Dence					
4	G. Anil Kumar	GA-AT					
5	Sanderp. S. 2	3612					
6	Dr. Vijayakumant	Thum					
7	3	1.					



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BGS Health and Education City, Kengeri, Bengaluru-560 060

# **Quality Audit Observations & Suggestions**

**Department: Information Science Engineering (ISE)** 

Aca. Year: 2017-18/EVEN SEM

ce Engineering (ISE) Date: 27/06/2018

Quality Audit of Dept. of ISE conducted and the Road map of the departments were planned & executed appropriately.

The following are Observations and Suggestions given by the QA Committee members.

#### **Observations:**

- 1. Calendar of events were prepared in advance and the same was executed
- 2. Subject wise result analysis was carried out regularly.
- 3. Students were encouraged to participate in Extra Curricular/Co-Curricular activities.
- 4. Departmental activities are recorded.
- 5. Dept. specific professional bodies activities not initiated
- 6. Alumni presentations need to be increased.
- 7. Papers publications by faculty and students were very less in the dept.
- 8. FDP/Workshop/conference conduction is much appreciated.

- 1. Study material to be maintained as per the standards
- 2. Staff should be encouraged to interact with outside world.
- 3. Consultancy work and funds activities to be initiated.
- 4. MoU tie-ups with relevant industries to be enhanced.
- 5. Encourage students for higher studies.
- 6. Alumni interaction to be enhanced and make use of the same.
- 7. Faculty members to be motivated to apply for funded projects.
- 8. Motivate faculty members to publish more research papers in reputed journals.

Committee Members:	
1. Dr B. H. DOTTLUMY Thomas	4. Sorderpson sen
2. Or . Sylandarie he whans	
3. H. Natiengla Kuns of C	S. Dr. Vijagawman Flan
	1 Sun
IQAC Coordinator	Principal Principal
	SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

Date: 26/06/2018

# Sri Adichunchanagiri Shikshana Trust® SJB INSTITUTE OF TECHNOLOGY

BANGALORE - 560060

## **Quality Audit Observations**

Department of Electronics & Communication Engineering

		Department of Electronics & Commu		
Section	No.	Parameters	Max. Mark s	Marks obtained
,	1	Maintenance of Accreditation files (To check all files and latest updates)	25	Department files need improvement as per standard format.
		Subject allotment and workload	10	-
	2	Lesson plan for 100% syllabus ( standard		-
	3		20	
	4	format) Notes material readiness, for 100% syllabus	20	-
	5	Question bank (VTU's at least 5 papers in the		Recent qp questions to be included
	3	book form)	10	7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	6	Solutions to the above question bank (in the	20	Recent qp solutions to be included
		book form)		
5	7	Lab manual with viva question (in the book	10	-
1		form)		
	8	Time-table: Originally approved, Modification	10	-
		etc.		
	9	Orientation to new & old staff, students: by		
		HOD, Details should incorporate	10	
		comprehensive plan as suggested by the		
	10	principal.  Test conduction, Time Table, test QP, scheme,		Test absentees = 4.77 %, Schemes
ities	10	attendance, finalization of marks & absentees	20	A CONTRACT OF CONT
tivi		(more absentees award less marks)		for few question papers missing
Dept. centric activities	11	Critical attendance and internal marks cases,	20	Signatures missing
entr	11	action taken, improvement	20	
;;	12	Interaction with parents (to document in the	30	-
Dep	12	standard format)	30	
	13	Staff meeting (at least six meetings, one for	9.5	il de la companya de
		subject allotment, one before commencement of	15	
1		sem, one before each test and one before end of		1020000
		sem)	1	
	14	HOD & Class teacher meeting with students	15	
		(at least two)		
	15		15	Activities not done.
		CSI/IEEE/Dept. Asson. Etc	1000	3 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4
	16	Exam Results (teacher wise and subject wise,	25	
		dept result history, rank probable's list)		
		Department committee works: effectiveness,	20	-
	17		20	,
1		departmental work to all staff		Alumni presentations need to be
	18	Alumni meet, effective Interaction &	30	increased. No Alumni meet
		Written code of conduct and lectures for		-
	1	Written code of conduct and fectures for	20	
	19	students and faculty members, including	20	
		professional ethics, social etiquettes, moral		

		values and social responsibility (at least one)	T	
		Industry tio we (at least soit		
	20	industry)	20	-
	21	New staff recruitment (check with standard procedure)	05	-
	22	Book publication (at least one in the dept)	20	VTU syllabus book
	23	Fund from AICTE, DST, VTU etc (at least one)	30	-
	24	Consultancy work by the department	20	No consultancy activities
	25	Circular procedure & maintenance (office, vtu		-
	23	& dept Circulars)	10	
	26	Thought for the day (to check the day wise quotes)	10	-
	0.7	Staff OOD details (% of staff deputed and		690/
	27	documentation)	10	68%
	28	Stock verification (if done)	10	
	29	Purchase (check with standard procedure)	10	
		Upkeep of department units (labs, class & staff	10	
	30	rooms, etc.)	10	-
	31	Some innovative methods adopted in the dept.	10	Only teaching aids and Apple app
	32	Student registration (to check method followed)	10	90%
		Late coming students (list follow up action		Lessthan 2%
	33	improvement)	15	Dossilari 270
		Student discipline: ID cards, Dress code, neat	- 10	-
	34	haircut, No mobile phone, (surprise visit action	20	
		improvement)		
	35	proctor system (meeting noting problems,	20	Not up to the mark
		follow up action)	20	and the mark
	36	Syllabus covered details (to compare the lesson planning)	20	7/1
474	37	Lab conduction details (to follow the procedure		
ties	37	given by the college)	20	-
viti	38	Beyond syllabus (at least two, before III test		_
acti		document in a file)	10	
tric	39	Less detention cases due to attendance and		
cent		exam not attended (list and follow action)	10	
ent	40	Additional classes to weak students (to show		_
tud		documents)	20	
Staff and Student centric activi	41	Management of assignment (questions,		-
£ar		submission & documents)	15	
Staf	42	Identification of weak students after I test	20	-
		&follow up action	20	
	43	Student information system (to update the	10	-
		records)	10	
	44	Student presentation in class room: subject	10	-
		teacher to document	10	
	45	Paper by staff	25	3 Papers published
	46	Paper by students	25	NIL
	47	Staff membership of professional bodies	10	-
	48	Staff club (formation and its activities) Like		-
		community services	10	
	49	Guest lecturers (at least two for staff / students,	10	-
		before III test)	10	

· · · ·	50	Non-teaching training (at least one, min for 3	15	Only internal participants
.4	30	days)	13	
	51	Workshop (min 2 days for students) OR	40	-
		National/International Conference		· · · · · · · · · · · · · · · · · · ·
	52	Workshop (min for 3 days) OR FDP (min for 6	40	-
		days) for staff	10	_
	53	Sports activities ( as per committees plan)		
	54	Cultural activities ( as per committees plan)	10	_
	55	Technical, quiz etc. competition (as per	10	-
	1	technical committees plan)		_
	56	Picnic /Tour/ Industry visits: following	10	- ·
		standard procedure (at least one)		In-house coaching classes for
	57	C CATE CRE TOEEL etc.	20	GATE, GRE, TOEFL not
		Coaching classes for GATE, GRE, TOEFL, etc	20	conducted
	70	Library attendance of staff (% and frequency,		30 minutes/faculty/month
	58	best lib user)	20	,
	59	performance appraisal (cumulative records &	10	-
-		individual teacher)	10	
	60	Attendance registers (neat entry, sign of HOD		No uniformity in assigning marks
		& staff), Blue books & Index sheets (compare	25	in blue books. Needs improvement
1		with attendance, action on absentees)		in attendance register maintenance
5 9		Total marks	1000	

Comm	Committee Members:					
Sl.No	Name	Signature				
1	Dr BH Boren warry	Photos.				
2	G.Apil Kumar	GAPIT				
3	H. NARENDRA KUMAR	the				
4	Rajesh. L	V De				
5	Por Snikantare Le	morace				
6	Sonderp-s.a	5(42				
7	Control of the property of					

Date: 26/06/2018



### || Jai Sri Gurudev || Sri Adichunchanagiri Shikshana Trust ®



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BGS Health and Education City, Kengeri, Bengaluru-560 060

# **Quality Audit Observations & Suggestions**

**Department: Electronics & Communication Engineering** 

Aca. Year: 2017-18/EVEN SEM

Quality Audit of Dept. of ECE conducted and the Road map of the Departments were planned & executed appropriately.

The following are Observations and Suggestions given by the QA Committee members.

#### **Observations:**

- 1. Department related files has to be as per standard format.
- 2. Subject wise result analysis was carried out regularly.
- 3. Students were encouraged to participate in Extra Curricular/Co-Curricular activities.
- 4. Departmental activities are recorded.
- 5. Dept. specific professional bodies' activities are not initiated.
- 6. Alumni presentations need to be increased.
- 7. Proctor meeting remarks needs to be elaborated.
- 8. Papers by students were not done. Less number of papers by faculty.
- 9. Establishment of Center of Excellence (NI labs) was much appreciated.

- 1. Staff should be encouraged to interact with outside world.
- 2. Consultancy & funded project to be enhanced.
- 3. Faculty & Students Publications need to be encouraged.
- 4. Alumni databases & interactions to be increased.
- 5. To concentrate more on slow learners.
- 6. Library utilizations to be improved.
- 7. Students to be encouraged to take up GRE/GATE/TOFEL/IELTS/competitive examinations.

<b>Committee Members:</b>	. M. C. A. I. Married
1. Dr 3H. Dorguany Thous	4. H. Nateudra Gumar
9 Da Cake 151 45 CD fore	5. Sondey. 5-2 SC
IQAC Coordinator	Principal Principal SJB Institute of Technology
	# 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.
	Kengeri, Bengalulu - 300 000.

### Sri Adichunchanagiri Shikshana Trust® SJB INSTITUTE OF TECHNOLOGY

Date: 26/06/2018

BANGALORE - 560060

## **Quality Audit Observations**

# Department of Electrical & Electronics Engineering

Section	No.	Parameters	Max. Marks	Marks obtained
	1	Maintenance of Accreditation files (To check all files and latest updates)	25	Department files need improvement as per standard format.
	2	Subject allotment and workload	10	-
	3	Lesson plan for 100% syllabus (standard format)	20	-
	4	Notes material readiness, for 100% syllabus	20	-
	5	Question bank (VTU's at least 5 papers in the book form)	10	
	6	Solutions to the above question bank (in the book form)	20	-
	7	Lab manual with viva question (in the book form)	10	
	8	Time-table: Originally approved, Modification etc.	10	
	9	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the	10	- - 
Dept. centric activities	10	principal.  Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees = 3.06%
t. centr	11	Critical attendance and internal marks cases, action taken, improvement	20	-
Dep	12	Interaction with parents (to document in the standard format)	30	Interacted -10.2%
	13	· · · · · · · · · · · · · · · · · · ·	15	
	14	1 1'	15	-
	15		15	Activities not done.
	16	- t ( 1 · 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	25	-
	17	Department committee works: effectiveness,	20	1
	18	Alumni meet, effective Interaction & presentation to our students	30	More number of presentations
	19	Written code of conduct and lectures for	20	-

		professional ethics, social etiquettes, moral		
		values and social responsibility (at least one)		
	20	Industry tie up (at least with one reputed industry)	20	_
	21	New staff recruitment (check with standard procedure)	05	-
	22	Book publication (at least one in the dept)	20	NIL
	23	Fund from AICTE, DST, VTU etc (at least one)	30	KSCST –Rs. 10000/-
	24	Consultancy work by the department	20	No consultancy
	25	Circular procedure & maintenance (office, vtu & dept Circulars)	10	-
	26	Thought for the day (to check the day wise quotes)	10	
	27	Staff OOD details (% of staff deputed and documentation)	10	80%
	28	Stock verification (if done)	10	-
	29	Purchase (check with standard procedure)	10	
	30	Upkeep of department units (labs, class & staff rooms, etc.)	10	1
	31	Some innovative methods adopted in the dept.	10	Teaching aids
	32	Student registration (to check method followed)	10	80% on First day
	33	Late coming students (list follow up action improvement)	15	0.624%
	34	Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)	20	
	35	proctor system (meeting noting problems, follow up action)	20	-
	36	Syllabus covered details (to compare the lesson planning)	20	1
ivities	37	Lab conduction details (to follow the procedure given by the college)	20	- 100
ıtric acı	38	Beyond syllabus (at least two, before III test document in a file )	10	
lent cer	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	
Staff and Student centric activities	40	Additional classes to weak students (to show documents)	20	Final de la consecución del consecución de la co
Staff a	41	Management of assignment (questions, submission & documents)	15	Needs improvement
	42	Identification of weak students after I test &follow up action	20	
	43	Student information system (to update the records)	10	
	44	Student presentation in class room: subject teacher to document	10	
	45	Paper by staff	25	1 /17 Papers published in paid journal
	46	Paper by students	25	No papers
	47	Staff membership of professional bodies	10	-
	48	Staff club (formation and its activities) Like	10	-

	community services		
49	Guest lecturers (at least two for staff /	10	-
50	Non-teaching training (at least one, min for 3	15	inhouse
51	Workshop (min 2 days for students) OR National/International Conference	40	- HQ
52	Workshop (min for 3 days) OR FDP (min for 6 days) for staff	40	NIL
53	Sports activities (as per committees plan)	10	· · · · · · · · · · · · · · · · · · ·
54	Cultural activities (as per committees plan)	10	- No. 10 Ax
55	Technical, quiz etc. competition (as per technical committees plan)	10	-
56	Picnic /Tour/ Industry visits : following standard procedure (at least one)	10	-
57	Coaching classes for GATE, GRE, TOEFL, etc	20	In-house coaching classes for GATE, GRE, TOEFL no conducted
58	Library attendance of staff (% and frequency, best lib user)	20	-
59	performance appraisal (cumulative records & individual teacher)	10	
60	the state of HOD	25	Signature of HOD missing in fe books.
	Total marks	1000	

Commi	Committee Members:					
Sl.No	Name	Signature				
1	Dr. B.H. Donowany	De 1260)				
2	H. NARENDRA KUMAR					
3	Rajesh.L	<i>y</i> .				
4	Rajesh. L or . Soikantaine la C	arms				
5	Dr. Vijayakerman T	Flam				
6						
7						

### **Faculty**

SI. No.	Name	Signature	Sl. No.	Name	Signature
1 )	Lalithamma G A	0	9	Chandan V	rh
2	Chandrashekar M J	13/	10	Tarakeshwari V	I
3	Rekha P S		11	Deepthi H L	
4	.Sandeep S.R	31	12	Neetha C	9112
5	Dwarakanath S K	Skouth	13	Vidyashree M S	00
6	Hemalatha B K	9)/	14	Deepthi D	
7	J P Sridhar	NS	15	Prarthana J V	
8	Vijay Kumar K	V			*







SJB Institute of Technology

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Accredited by NAAC, New Delhi with 'A' Grade
BGS Health and Education City, Kengeri, Bengaluru-560 060

# **Quality Audit**Observations & Suggestions

Department: Electrical & Electronics Engineering

Aca. Year: 2017-18/EVEN SEM

Date: 26/06/2018

Quality Audit of Dept. of EEE conducted and the Road map of the Departments were planned & executed appropriately.

The following are Observations and Suggestions given by the QA Committee members.

#### **Observations:**

- 1. Curricular plan was prepared in advance and the same was followed
- 2. Subject wise result analyses were carried out regularly.
- 3. Students were encouraged to participate in Extra Curricular/Co-Curricular activities.
- 4. Dept. activities are recorded.
- 5. Dept. specific professional bodies' activities not initiated.
- **6.** Alumni presentations need to be increased.
- 7. Few research papers were published and no book publications.
- 8. Papers by students were not done.

- 1. Staff should be encouraged to interact with outside world.
- 2. Research Funding from government and other agencies to be initiated.
- 3. Consultancy activities to be initiated.
- 4. Faculty & Students paper publications need to be encouraged.
- 5. Timely Alumni databases & interactions to be increased.
- 6. Students to be encouraged to take up GRE/GATE/competitive examinations.

0  0  0
1. Dr B H. Dorenzamy Thomas 24. Dr. Vijayacumar Flan
2. Dr. Sir handaring lec whans
3. H. Nadercha Kumer & C.S. Rajesh. L
Jan
IQAC Coordinator Principal
Principal
SJB Institute of Technology
# 67, BGS Health & Education City,
Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

Date: 25/06/2018

### Sri Adichunchanagiri Shikshana Trust®

### SJB INSTITUTE OF TECHNOLOGY BANGALORE - 560060

## **Quality Audit Observations**

# Department of Mechanical Engineering

		*		
Section	No.	Parameters	Max. Marks	Marks obtained
*First	1	Maintenance of Accreditation files (To check all files and latest updates)	25	Department files need improvement as per standard format.
	2	Subject allotment and workload	10	-
	3	Lesson plan for 100% syllabus (standard format)	20	<b>-</b>
	4	Notes material readiness, for 100% syllabus	20	-
	5	Question bank (VTU's at least 5 papers in the book form)	10	-
	6	Solutions to the above question bank (in the book form)	20	-
)	7	Lab manual with viva question (in the book form)	10	<u>-</u>
	8	Time-table: Originally approved, Modification etc.	10	<u>-</u>
	9	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal.	10	
Dept. centric activities	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees = 18%
t. cent	11	Critical attendance and internal marks cases, action taken, improvement	20	- ·
Dep	12	Interaction with parents (to document in the standard format)	30	Interacted -16%
	13	Staff meeting (at least six meetings, one for subject allotment, one before commencement of sem, one before each test and one before end of sem)	15	
	14	HOD & Class teacher meeting with students (at least two)	15	
	15	Dept. specific professional bodies like CSI/IEEE/Dept. Asson. Etc	15	Activities not done.
	16	Exam Results (teacher wise and subject wise, dept result history, rank probable's list)	25	<u>-</u>
	17	Department committee works: effectiveness, documentation etc and Assignment of other departmental work to all staff	20	-
	18	Alumni meet, effective Interaction & presentation to our students	30	Alumni presentations need to be increased. No Alumni meet

	1			
	19	Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least	20	- ·
	20	one) Industry tie up (at least with one reputed industry)	20	No activities
	21	New staff recruitment (check with standard procedure)	05	-
	22	Book publication (at least one in the dept)	20	NIL
	23	Fund from AICTE, DST, VTU etc (at least one)	30	KSCST & VTU funds – 18500/-
	24	Consultancy work by the department	20	NIL
	25	Circular procedure & maintenance (office, vtu & dept Circulars)	10	
	26	Thought for the day (to check the day wise quotes)	10	- 17 10 2 max
	27	Staff OOD details (% of staff deputed and documentation)	10	85%
	28	Stock verification (if done)	10	
	29	Purchase (check with standard procedure)	10	-
	30	Upkeep of department units (labs, class & staff rooms, etc.)	10	Hardwin Armater Cal <mark>l</mark> Care
	31	Some innovative methods adopted in the dept.	10	Teaching aids
	32	Student registration (to check method followed)	10	90% on First day
	33	Late coming students (list follow up action improvement)	15	No foloowup action
	34	Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)	20	No proper documents
1	35	proctor system (meeting noting problems, follow up action )	20	
Staff and Student centric activities	36	Syllabus covered details (to compare the lesson planning)	20	-
ntric ac	37	Lab conduction details (to follow the procedure given by the college)	20	1 ·
lent ce	38	Beyond syllabus (at least two, before III test document in a file )	10	- process and the second secon
nd Stuc	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	
Staff a	40	Additional classes to weak students (to show documents)	20	Documents not proper.
	41	Management of assignment (questions, submission & documents)	15	-
	42	Identification of weak students after I test &follow up action	20	Documents not proper.
	43	Student information system (to update the records)	10	_
	44	Student presentation in class room: subject teacher to document	10	-
	45	Paper by staff	25	2/34 Papers published

		25	(1955 papara
46	Paper by students	25	6/255 papers
47	Staff membership of professional bodies	10	-
48	Staff club (formation and its activities)	10	-
	Like community services		
49	Guest lecturers (at least two for staff /	10	-
	students, before III test)		
50	Non-teaching training (at least one, min for	15	-
	3 days)		
51	Workshop (min 2 days for students) OR	40	-
	National/International Conference	10	
52	Workshop (min for 3 days) OR FDP (min	40	
	for 6 days) for staff		
53	Sports activities ( as per committees plan)	10	-
54	Cultural activities ( as per committees plan)	10	-
55	Technical, quiz etc. competition (as per	10	-
	technical committees plan)	10	
56	Picnic /Tour/ Industry visits : following	10	-
	standard procedure (at least one)	10	
57	Coaching classes for GATE, GRE, TOEFL,	20	In-house coaching classes for GATE,
37	etc	20	GRE, TOEFL not conducted
58	Library attendance of staff (% and	20	-
36	frequency, best lib user)	20	
59	performance appraisal (cumulative records	1.0	-
39	& individual teacher)	10	
60	Attendance registers (neat entry, sign of		Signature of HOD missing, mismatch
60	HOD & staff), Blue books & Index sheets		in dates and needs improvement.
	(compare with attendance, action on	25	
	absentees)  Total marks	1000	
	Total marks	1000	

Commit	tee Members:	
Sl.No	Name	Signature
1	Dr BH BORNSamy	Thomas.
2	H. NARENDRA KUMAR	a be
3	Raigel, L	
4	Mr. Sollowaters lac	Caroline
5	Sondeep. S.A	36,00
6	Bordrep. S. R. Dr. Vijagaruman T	Flux
7	7	1
		Principal



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BGS Health and Education City, Kengeri, Bengaluru-560 060

# **Quality Audit Observations & Suggestions**

Department: Mechanical Engineering (ME)

Aca. Year: 2017-18/EVEN SEM

Date: 25/06/2018

Evm

Quality Audit of Dept. of ME conducted and the road map of the Departments were planned & executed appropriately.

The following are Observations and Suggestions given by the QA Committee members.

#### **Observations:**

- 1. Department files need improvement as per standard format.
- 2. Subject wise result analysis was carried out regularly.
- 3. Students were encouraged to participate in Extra Curricular/Co-Curricular activities.
- 4. Departmental activities are recorded.
- 5. Establishment of Center of Excellence (BOSCH Rexroth) was much appreciated.
- 6. Dept. specific professional bodies' activities not initiated.
- 7. Alumni presentations need to be increased.
- 8. Proctor meeting remarks not elaborated in proctor books
- 9. Papers publications by faculty and students were very less in the dept.
- 10. Consultancy and funded projects are not initiated.

- 1. Staff should be encouraged to interact with outside world.
- 2. Publications need to be encouraged.
- 3. To concentrate more on slow learners.
- 4. Encourage students for higher studies.
- 5. Alumni interaction to be enhanced and make use of the same.
- 6. Faculty members to be motivated to apply for funded projects.
- 7. Consultancy and funded projects to be initiated.

Committee Members:	
1. Dr BH. Dorthwamy Thors	4. Dr. Vijagriumar Them
1. Dr BH. Dorthwamy, Dlorso 2. Or- Sorhandane Kc when	5. H. Narendra X
3. Rojesh. L	Sandey-sa st
The state of the s	Vining .
IQAC Coordinator	Principal
	Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

### SJB INSTITUTE OF TECHNOLOGY BANGALORE - 560060

### **Quality Audit Observations**

### Date: 25/06/2018

### **Department of Civil Engineering**

Section	No.	Parameters	Max. Marks	Marks obtained
	1	Maintenance of Accreditation files (To check all files and latest updates)	25	Department files need improvement as per standard format.
	2	Subject allotment and workload	10	-
	3	Lesson plan for 100% syllabus ( standard format)	20	-
	4	Notes material readiness, for 100% syllabus	20	6 <sup>th</sup> and 8 <sup>th</sup> Semester notes yet to be completed
	5	Question bank (VTU's at least 5 papers in the book form)	10	Recent qp questions to be included
	6	Solutions to the above question bank (in the book form)	20	Recent qp questions to be included
J	7	Lab manual with viva question (in the book form)	10	1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -
	8	Time-table: Originally approved, Modification etc.	10	-
Dept. centric activities	9	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal.	10	- -
	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees =15.04%
	11	Critical attendance and internal marks cases, action taken, improvement	20	Needs improvement
Д	12	Interaction with parents (to document in the standard format)	30	Needs improvement in interaction with parents
	13	Staff meeting (at least six meetings, one for subject allotment, one before commencement of sem, one before each test and one before end of sem)	15	
	14	HOD & Class teacher meeting with students (at least two)	15	One meeting conducted
	15	Dept. specific professional bodies like CSI/IEEE/Dept. Asson. Etc	15	
	16	Exam Results (teacher wise and subject wise, dept result history, rank probable's list)	25	Rank probable's list to be prepared
	17	Department committee works: effectiveness, documentation etc and Assignment of other departmental work_to all staff	20	Minutes of meeting written afte signatures.
	18	Alumni meet, effective Interaction &	30	No presentations in the semester

Written code of conduct and lectures for students and faculty members, including professional ethics, social effuentes, moral values and social responsibility (at least one)  20 Industry tie up (at least with one reputed industry)  21 New staff recruitment (check with standard procedure)  22 Book publication (at least one in the dept)  23 Fund from AICTE, DST, VTU etc (at least one)  24 Consultancy work by the department  25 Circular procedure & maintenance (office, viu & dept Circulars)  26 Thought for the day (to check the day wise quotes)  27 Staff OOD details (% of staff deputed and documentation)  28 Stock verification (if done)  29 Purchase (check with standard procedure)  29 Purchase (check with standard procedure)  30 Upkeep of department units (labs, class & staff rooms, etc.)  31 Some innovative methods adopted in the dept.  32 Student registration (to check method followed)  33 Istudent registration (to check method followed)  34 Late coming students (list follow up action improvement)  35 Sylabus covered details (to compare the lesson planning)  36 Syllabus covered details (to compare the lesson planning)  37 Lab conduction details (to follow the procedure given by the college)  38 Beyond syllabus (at least two, before III test document in a file)  39 Less detention cases due to attendance and casm not attended (list and follow action)  40 Additional classes to weak students (for students after I test & follow up action)  40 Management of assignment (questions, submission & documents)  41 Management of assignment (questions, submission & documents)  42 Identification of weak students after I test & follow up action  43 Student information system (to update the records)  44 Identification of weak students after I test & follow up action  45 Student information system (to update the records)  46 No follow up action  47 More number of students to be involved			presentation to our students		
students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)  20 Industry tie up (at least with one reputed industry)  21 New staff recruitment (check with standard procedure)  22 Book publication (at least one in the dept)  23 Fund from AICTE, DST, VTU ctc (at least one)  24 Consultancy work by the department  25 Circular procedure & maintenance (office, viu & dept Circulars)  26 Thought for the day (to check the day wise quotes)  27 Staff OOD details (% of staff deputed and documentation)  28 Stock verification (if done)  29 Purchase (check with standard procedure)  10 Upkeep of department units (labs, class & staff rooms, etc.)  30 Some innovative methods adopted in the dept.  31 Suddent discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)  32 Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)  33 Eleyond syllabus (at least two, before III test document in a file)  34 Additional classes to weak students (to make students after I test & followed)  43 Eleast definition of weak students after I test & follow up action for water of the students after I test & follow up action for water of the sign materials and neceds improved to be involved  43 Student information system (to update the follow up action)  44 Student information system (to update the follow up action)  45 Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)  46 Additional classes to weak students (to show document in a file)  47 Lab conduction details (to follow the procedure given by the college)  48 Beyond syllabus (at least two, before III test document in a file)  49 Less detertion cases due to attendance and exam not attended (list and follow action)  40 Additional classes to weak students after I test & follow up action  41 Management of assignment (questions, submission & documents)			*		_
19   professional ethics, social etiquettes, moral values and social responsibility (at least one)   20   Industry tie up (at least with one reputed industry)   20     20     20     20     20     21   New staff recruitment (check with standard procedure)   22   Book publication (at least one in the dept)   20   No book published   23   Fund from AICTE, DST, VTU etc (at least one)   24   Consultancy work by the department   20   Can be improved in all domains of civil engineering field   25   Circular procedure & maintenance (office, vtu & dept Circulars)   10   -		10			, , , , , , , , , , , , , , , , , , ,
values and social responsibility (at least one)  Industry tie up (at least with one reputed industry)  New staff recruitment (check with standard procedure)  20				20	
one) 20 Industry tie up (at least with one reputed industry) 21 New staff recruitment (check with standard procedure) 22 Book publication (at least one in the dept) 23 Fund from AICTE, DST, VTU etc (at least one) 24 Consultancy work by the department 25 Circular procedure & maintenance (office, vtu & dept Circulars) 26 Thought for the day (to check the day wise quotes) 27 Staff OOD details (% of staff deputed and documentation) 28 Stock verification (if done) 29 Purchase (check with standard procedure) 30 Upkeep of department units (labs, class & staff rooms, etc.) 31 Some innovative methods adopted in the dept. 32 Student registration (to check method followed) 32 Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement) 35 Syllabus covered details (to compare the lesson planning) 36 Lab conduction details (to follow the procedure given by the college) 37 Lab conduction details (to follow the procedure given by the college) 38 Beyond syllabus (at least two, before III test document in a file) 40 Additional classes to weak students (to show documents) 41 Management of assignment (questions, submission & documents) 42 Identification of weak students after I test & follow up action 43 Student information system (to update the local procedure) 44 Student information system (to update the local procedure) 45 Student information system (to update the local procedure) 46 Student finormation system (to update the local procedure) 47 Management of assignment (questions, submission & documents) 48 Student information system (to update the local procedure) 49 No follow up action 40 No follow up action 40 No follow up action		19		20	
20					
10   New staff recruitment (check with standard procedure)   20   No book published   20   No book published   23   Fund from AICTE, DST, VTU etc (at least one)   24   Consultancy work by the department   20   Can be improved in all domains of civil engineering field   25   Circular procedure & maintenance (office, vtu & dept Circulars)   26   Thought for the day (to check the day wise quotes)   27   Staff OOD details (% of staff deputed and documentation)   28   Stock verification (if done)   29   Purchase (check with standard procedure)   30   Upkcep of department units (labs, class & staff rooms, etc.)   31   Some innovative methods adopted in the dept.   32   Student registration (to check method followed)   10   4   Apple app and teaching aids.   32   Student itsicpline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)   36   Syllabus covered details (to compare the lesson planning)   37   Lab conduction details (to follow the procedure given by the college)   38   Beyond syllabus (at least two, before III test document in a file)   39   Less detention cases due to attendance and exam not attended (list and follow action)   40   Additional classes to weak students (to show documents)   41   Management of assignment (questions, submission & documents)   42   Identification of weak students fare I test & follow up action   43   Student information system (to update the lesson planning)   42   Identification of weak students (to place times)   45   Identification of weak students for the procedure given by the college)   40   Management of assignment (questions, submission & documents)   41   Management of assignment (questions, submission & documents)   42   Identification of weak students for the procedure given by the college   40   Management of assignment (questions, submission & documents)   42   Identification of weak students for the procedure given by the college   40   Management of assignment (questions, submission & documents)   43   Identification of weak			/		
21 New staff recruitment (check with standard procedure) 22 Book publication (at least one in the dept) 23 Fund from AICTE, DST, VTU etc (at least one) 24 Consultancy work by the department 25 Circular procedure & maintenance (office, vtu & dept Circulars) 26 Thought for the day (to check the day wise quotes) 27 Staff OOD details (% of staff deputed and documentation) 28 Stock verification (if done) 29 Purchase (check with standard procedure) 30 Upkeep of department units (labs, class & staff rooms, etc.) 31 Some innovative methods adopted in the dept. 32 Student registration (to check method followed) 43 Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement) 31 Syllabus covered details (to compare the lesson planning) 32 Beyond syllabus (at least two, before III test document in a file) 33 Beyond syllabus (at least two, before III test document in a file) 44 Less detention cases due to attendance and exam not attended (list and follow action) 45 Student information system (questions, submission & documents) 46 Identification of weak students (test follow up action) 47 Management of assignment (questions, submission & documents) 48 Student information system (to update the look one) 49 Student information system (to update the look one) 40 Student information system (to update the look one) 40 Student information system (to update the look one) 41 Management of assignment (questions, submission & documents) 41 Management of assignment (questions, submission & documents) 42 Identification of weak students (to follow up action) 43 Student information system (to update the look one)		20		20	-
21   procedure   22   Book publication (at least one in the dept)   20   No book published   23   Fund from AICTE, DST, VTU etc (at least one)   30   -			• /		
22 Book publication (at least one in the dept) 23 Fund from AICTE, DST, VTU etc (at least one) 24 Consultancy work by the department 25 Circular procedure & maintenance (office, vtu & dept Circulars) 26 Thought for the day (to check the day wise quotes) 27 Staff OOD details (% of staff deputed and documentation) 28 Stock verification (if done) 29 Purchase (check with standard procedure) 30 Upkeep of department units (labs, class & staff rooms, etc.) 31 Some innovative methods adopted in the dept. 32 Student registration (to check method 33 followed) 34 Est coming students (list follow up action improvement) 35 Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement) 36 Syllabus covered details (to compare the lesson planning) 37 proctor system (meeting noting problems, follow up action) 38 Beyond syllabus (at least two, before III test document in a file) 39 Lab conduction details (to follow the procedure given by the college) 30 Syllabus covered details (to follow the procedure given by the college) 31 Lab conduction details (to follow the procedure given by the college) 32 Beyond syllabus (at least two, before III test document in a file) 39 Less detention cases due to attendance and exam not attended (list and follow action) 40 Additional classes to weak students (to show documents) 41 Management of assignment (questions, submission & documents) 42 Identification of weak students after I test & follow up action 43 Student information system (to update the long)		21	`	05	- , , , , ,
23 Fund from AICTE, DST, VTU etc (at least one)  24 Consultancy work by the department  25 Circular procedure & maintenance (office, vtu & dept Circulars)  26 Thought for the day (to check the day wise quotes)  27 Staff OOD details (% of staff deputed and documentation)  28 Stock verification (if done)  29 Purchase (check with standard procedure)  10		- 22	1	•	
25 one)  26 Can be improved in all domains of civil engineering field  27 Circular procedure & maintenance (office, vtu & dept Circulars)  28 Thought for the day (to check the day wise quotes)  29 Purchase (check with standard procedure)  30 Upkeep of department units (labs, class & staff rooms, etc.)  31 Some innovative methods adopted in the dept.  32 Student registration (to check method followed)  33 Isudent discipline: ID cards, Dress code, neet haircut, No mobile phone, (surprise visit action improvement)  35 Subdent discipline: ID cards, Dress code, neet haircut, No mobile phone, (surprise visit action improvement)  36 Syllabus covered details (to compare the lesson planning)  37 Lab conduction details (to follow the procedure given by the college)  38 Beyond syllabus (at least two, before III test document in a file)  39 Less detention cases due to attendance and exam not attended (list and follow action)  40 Additional classes to weak students (to show documents)  41 Management of assignment (questions, submission & documents)  42 Identification of weak students after I test & follow up action  43 Student information system (to update the look of the lesson planning)  44 Student information system (to update the look of the lesson planning)  45 Can be improved in all domains of civil engineering field  10 civil engineering field  10 civil engineering field  10 civil engineering field  10		22		20	No book published
Can be improved in all domains of civil engineering field		23	·	30	-
Circular procedure & maintenance (office, vtu & dept Circulars)  26			one)		
Circular procedure & maintenance (office, vtu & dept Circulars)  26 Thought for the day (to check the day wise quotes)  27 Staff OOD details (% of staff deputed and documentation)  28 Stock verification (if done)  29 Purchase (check with standard procedure)  30 Upkeep of department units (labs, class & staff rooms, etc.)  31 Some innovative methods adopted in the dept.  32 Student registration (to check method followed)  33 Estudent registration (to check method followed)  34 Late coming students (list follow up action improvement)  35 Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)  35 Sudon flassipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)  36 Syllabus covered details (to compare the lesson planning)  37 Lab conduction details (to follow the procedure given by the college)  38 Beyond syllabus (at least two, before III test document in a file)  39 Less detention cases due to attendance and exam not attended (list and follow action)  40 Additional classes to weak students (to show documents)  41 Management of assignment (questions, submission & documents)  42 Identification of weak students after I test & follow up action  43 Student information system (to update the)  44 Student information system (to update the)  45 No follow up action		24	Consultancy work by the department	20	
Thought for the day (to check the day wise quotes)  27 Thought for the day (to check the day wise quotes)  28 Staff OOD details (% of staff deputed and documentation)  29 Purchase (check with standard procedure)  30 Upkeep of department units (labs, class & 10			•		civil engineering field
Thought for the day (to check the day wise quotes)  27 Staff OOD details (% of staff deputed and documentation)  28 Stock verification (if done)  29 Purchase (check with standard procedure)  30 Upkeep of department units (labs, class & staff rooms, etc.)  31 Some innovative methods adopted in the dept.  32 Student registration (to check method followed)  33 Student registration (to check method followed)  34 Late coming students (list follow up action improvement)  35 Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)  36 Syllabus covered details (to compare the lesson planning)  37 Lab conduction details (to follow the procedure given by the college)  38 Beyond syllabus (at least two, before III test document in a file)  40 Additional classes to weak students (to show documents)  41 Management of assignment (questions, submission & documents)  42 Identification of weak students after I test & follow up action  43 Student information system (to update the long and the conduction details (to purple of the country of the college)  43 Student information system (to update the long and teaching aids.  44 Identification of weak students after I test & follow up action  45 Student information system (to update the long and teaching aids.  46 Power in the day (to check the day wise at the day of the college)  47 Management of assignment (questions, submission & documents)  48 Student information system (to update the long and teaching aids.  49 Student information system (to update the long and teaching aids.  20 In the case of the day of the college and teaching aids.  21 In the college and teaching aids.  22 In the college and teaching aids.  23 In the college and teaching aids.  24 Identification of weak students after I test & follow up action  45 Student information system (to update the long and teaching aids.  25 In the college and teaching aids.  26 In the college and teaching aids.  27 In the college and teaching aids.  28 In the college and teaching a		25		10	Programme and Francisco
Staff OOD details (% of staff deputed and documentation)   10		23		10	
Staff OOD details (% of staff deputed and documentation)   10		26	Thought for the day (to check the day wise	10	7 - T
Stock verification (if done)   10		20	quotes)	10	1131
28   Stock verification (if done)   10		27	Staff OOD details (% of staff deputed and	10	-
29   Purchase (check with standard procedure)   10   -		21	documentation)	10	
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Upkeep of department units (labs, class & staff rooms, etc.)  31 Some innovative methods adopted in the dept.  Student registration (to check method followed)  Late coming students (list follow up action improvement)  Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)  35 proctor system (meeting noting problems, follow up action)  36 Syllabus covered details (to compare the lesson planning)  37 Lab conduction details (to follow the procedure given by the college)  38 Beyond syllabus (at least two, before III test document in a file)  39 Less detention cases due to attendance and exam not attended (list and follow action)  40 Additional classes to weak students (to show documents)  41 Management of assignment (questions, submission & documents)  42 Identification of weak students after I test & & follow up action  43 Student information system (to update the long and teaching aids.  40 Additional classes to weak students after I test & & follow up action  43 Student information system (to update the long and teaching aids.  40 Additional classes to weak students after I test & & follow up action  43 Student information system (to update the long and teaching aids.  44 Student information system (to update the long appear of teaching aids.  45 Apple app and teaching aids.  46 Apple app and teaching aids.  47 Description and teaching aids.  48 Apple app and teaching aids.  40 Asymptocoments and teaching aids.  40 Apple app and teaching aids.  40 Age in teaching aids.  41 Apple app and teaching aids.  42 Identification (to check method  43 Student information system (to update the long)  44 Student information system (to update the long)  45 Identification of weak students after I test & & follow up action		29	Purchase (check with standard procedure)	10	
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Student registration (to check method followed)  Late coming students (list follow up action improvement)  Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)  35 proctor system (meeting noting problems, follow up action)  36 Syllabus covered details (to compare the lesson planning)  37 Lab conduction details (to follow the procedure given by the college)  38 Beyond syllabus (at least two, before III test document in a file)  39 Less detention cases due to attendance and exam not attended (list and follow action)  40 Additional classes to weak students (to show documents)  41 Management of assignment (questions, submission & documents)  42 Identification of weak students after I test & follow up action  43 Student information system (to update the long and notice in the follow up action are students on the procedure given by the college)  No follow up action					Apple app and teaching aids
Student registration (to check method followed)   10   90% on First day   10   0.8%		31	1	10	Tappe upp und teathing data.
32   followed   10   10   10   10   10   10   10   1					90% on First day
Late coming students (list follow up action improvement)  Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)  proctor system (meeting noting problems, follow up action)  Syllabus covered details (to compare the lesson planning)  Lab conduction details (to follow the procedure given by the college)  38 Beyond syllabus (at least two, before III test document in a file)  39 Less detention cases due to attendance and exam not attended (list and follow action)  40 Additional classes to weak students (to show documents)  41 Management of assignment (questions, submission & documents)  42 Identification of weak students after I test & follow up action  43 Student information system (to update the less code, neat haircut, No mobile phone, (surprise code, meat haircut, No mobile phone, (surprise code, code, submission and needs improvement to be shown.  20 Forctor meeting remarks needs to be elaborated, signature missing and needs improvement.  20 Forctor meeting remarks needs to be elaborated, signature missing and needs improvement.  20 Forctor meeting remarks needs to be elaborated, signature missing and needs improvement.  20 Forctor meeting remarks needs to be elaborated, signature missing and needs improvement.  20 Forctor meeting remarks needs to be elaborated, signature missing and needs improvement.  20 Forctor meeting remarks needs to be elaborated, signature missing and needs improvement.  20 Forctor meeting remarks needs to be elaborated, signa		32		10	John off I have day
33   improvement   15			/		0.8%
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34   neat haircut, No mobile phone, (surprise visit action improvement)   20			*	10	improvement to be shown
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&follow up action  43 Student information system (to update the 10 -					
43 Student information system (to update the		42		20	No follow up action
				20	
records)		43		10	-
			records)	10	

44	Student presentation in class room: subject teacher to document	10	-
45	Paper by staff	25	To be published in Scopus indexed journals
16	Paper by students	25	2 papers/250 students
46	Staff membership of professional bodies	10	100%
48	Staff club (formation and its activities) Like community services	10	-
49	C + CC /	10	-
50	Non-teaching training (at least one, min for 3 days)	15	Not done
51	1 () OD	40	-
52	· · · · · · · · · · · · · · · · · · ·	40	Not done
53	• • • • • • • • • • • • • • • • • • • •	10	-
54	Cultural activities ( as per committees plan)	10	-
55		10	- -
50		10	-
5'	- CAR CAR	20	In-house coaching classes for GATE, GRE, TOEFL not conducted
5	2 22 (0/ 1	20	-
5		10	-
6	O Attendance registers (neat entry, sign of HOD & staff), Blue books & Index sheets (compare with attendance, action on absentees)	25	Signature of staff, HOD, entries finalization, Marks entry in blue books to be done and needs improvement.
	Total marks	1000	-
mittee	Members:		
Io	Name		Signature

### Com

Commi	(CO 1/10/1/2012)	
Sl.No	Name	Signature
1	Dr B.H. BORESHOIMY	Darie.
2	G. Anil Kumar	GAPI
3	Rajerh. L	
4	Dr. Svillantary (ac	atrance
5		36,4
6	For deep. 5.R Dr. Vijaya ruman T	Share
7		1



## **SJB Institute of Technology**



Affiliated to Visvesvaraya Technological University, Belagavi Approved by AICTE, New Delhi
Accredited by NAAC, New Delhi with 'A' Grade

BGS Health and Education City, Kengeri, Bengaluru-560 060

# **Quality Audit Observations & Suggestions**

Department: Civil Engineering Aca. Year: 2017-18/EVEN SEM

Date: 25/06/2018

Quality Audit of Dept of Civil Engg. Conducted and the Road map of the Departments were planned & executed appropriately.

The following are Observations and Suggestions given by the QA Committee members.

#### **Observations:**

- 1. Subject wise result analysis was carried out regularly.
- 2. Students were encouraged to participate in extra curricular/co-curricular activities.
- 3. Dept. activities are recorded regularly as per the schedule.
- 4. Alumni presentation in the department needs to be increased.
- 5. Staff papers were published in paid journals.
- 6. Papers by students were few in numbers.
- 7. Consultancy work in the dept. is much appreciated.

- 1. Faculties and students should be encouraged to attend conferences/ symposiums/ FDP, etc.
- 2. Rank probable list to be included.
- 3. Faculty & Students publications need to be encouraged.
- 4. Alumni databases & interactions to be increased.
- 5. Students need to be encouraged to take up GATE/Competitive examinations.
- 6. Conduction of FDP/Workshop/Conference to be intiated.

Committee Members:	4. Rajesh. L
1. Dr. Bitt, 200012 19	4. Ryesh, C
2. Dr. Soskantains ke anfanne.	5. Sonderp sa 8Ci
3. Dr. Vijagakuman Flan	
IQAC Coordinator	Principal Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

# Sri Adichunchanagiri Shikshana Trust® SJB INSTITUTE OF TECHNOLOGY BANGALORE – 560060

# **Quality Audit Observations**

## Department of MBA

Date: 28/06/2018

Section	No.	Parameters	Max. Marks	Marks obtained
	1	Maintenance of Accreditation files (To check all files and latest updates)	40	Department files need improvement as per standard format.
	2	Subject allotment and workload	10	
	3	Lesson plan for 100% syllabus (standard format)	20	S SOME
	4	Notes material readiness, for 100% syllabus	40	17/30/2
	5	Question bank (VTU's at least 5 papers in the book form)	10	
	6	Solutions to the above question bank (in the book form)	20	etale i
	7	PPT material for theory	20	
	8	Time-table: Originally approved, Modification etc.	10	11.77
	9	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal.	10	
SS	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	40	nid S
tivitie	11	Critical attendance and internal marks cases, action taken, improvement	20	and the
tric ac	12	Interaction with parents (to document in the standard format)	30	Not in standard format, less interactions
Dept. centric activities	13	Staff meeting (at least six meetings, one for subject allotment, one before commencement of sem, one before each test and one before end of sem)	20	
Π	14	HOD & Class teacher meeting with students (at least two)	10	
	15	Dept. specific professional bodies like CSI/IEEE/Dept. Asson. Etc	15	Ongoing and document not shown, No activitie
	16	Exam Results (teacher wise and subject wise, dept result history, rank probable's list)	30	
	17	Department committee works: effectiveness, documentation etc and Assignment of other departmental work to all staff	20	
	18	Alumni meet, effective Interaction & presentation to our students	30	Interactions need to be improved, meet?
	19	Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)	20	
	20	New staff recruitment (check with standard	10	

	21	Book publication (at least one in the dept)	20	No books
	22	Circular procedure & maintenance (office, vtu & dept	10	
		Circulars)	10	<b>4</b>
	23	Thought for the day (to check the day wise quotes)		
	24	Staff OOD details (% of staff deputed and documentation)	10	
-	25	Stock verification (if done)	10	~
	26	Purchase (check with standard procedure)	10	
	27	Upkeep of department units (labs, class & staff rooms, etc.)	10	_
	28	Some innovative methods adopted in the dept.	10	Only teaching aids and apple app
7.7	29	Student registration (to check method followed)	10	~
	30	Late coming students (list follow up action	15	rigidis =
	31	improvement) Student discipline: ID cards, Dress code, neat haircut,	20	DOJANE I Z
	32	No mobile phone, (surprise visit action improvement)  proctor system (meeting noting problems, follow up action )	20	Details are missing, proctor books are not updated.
	33	Syllabus covered details (to compare the lesson planning)	20	- 100
	34	Beyond syllabus (at least two, before III test document in a file)	10	_
	35	Less detention cases due to attendance and exam not attended (list and follow action)	10	Not in standard format
ities	36	Additional classes to weak students (to show documents)	20	langin
Staff and Student centric activities	37	Management of assignment (questions, submission & documents)	20	
entric	38	Identification of weak students after I test &follow up action	20	_
nt c	39	Student information system (to update the records)	10	_
Stude	40	Student presentation in class room: subject teacher to	10	-
pt S	41	document	30	Chall . S
Ĭаı	41	Paper by staff Paper by students	30	nil
taf	42	11 0 0 1 11 1	10	
01	43	Staff club (formation and its activities) Like	10	
	45		10	1 10000 1000
	46	III test) Workshop (min 2 days for students) OR National/International Conference	50	The special of the second
	47	Workshop (min for 3 days) OR FDP (min for 6 days)	50	Not done
		for staff	10	-
	48		10	
	50	Business quiz etc. competition (as per technical	10	
	5	committees plan)  Picnic /Tour/ Industry visits : following standard procedure (at least one)	10	

52	Library attendance of staff (% and frequency, best lib	20	
53	performance appraisal (cumulative records & individual teacher)	10	
54	Attendance registers (neat entry, sign of HOD & staff), Blue books (compare with attendance, action	40	Needs improvement
	on absentees)  Total marks	1000	-

Committ	ee Members:	
Sl.No	Name	Signature
1	Dr B.H. DOMNLeomy	A Blooks?
2	Rajesh.L	DZI
3	H. NARENDRA KUMAR	d P
4	G. Anil Kumar	GA-TT
5	Mr. Internation ac	mon.
6	Sondeep S.R	5 C 111
7	Dr. Vijajakuman T	Flum



## **SJB Institute of Technology**



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Accredited by NAAC, New Delhi with 'A' Grade
BGS Health and Education City, Kengeri, Bengaluru-560 060

# **Quality Audit Observations & Suggestions**

**Department: MBA** 

Aca. Year: 2017-18/EVEN SEM

Date: 28/06/2018

Quality Audit of Dept. of MBA conducted and the Road map of the Departments were planned & executed appropriately.

The following are Observations and Suggestions given by the QA Committee members.

#### **Observations:**

- 1. Curricular plan was prepared in advance and the same was followed
- 2. Department related files has to be as per standard format.
- 3. Subject wise result analysis was carried out regularly.
- 4. Students were encouraged to participate in Extra Curricular/Co-Curricular activities.
- 5. Dept. activities are recorded.
- 6. Dept. specific professional bodies activities not initiated
- 7. Alumni presentations need to be increased.
- 8. Less interaction with parents and improvement in detention cases.

- 1. Consultancy activities to be activated.
- 2. Research Funding to be initiated.
- 3. Placement activities and Industry interaction to be improved.
- 4. Corporate training to be enhanced.
- 5. Quality publications to be encouraged
- 6. Encourage faculty members to conduct and attend FDP/Workshop/Seminar/Conferences.

Committee Members:	L. A.
1. Dr. B H. Dosesvarny Dong	4. Rajest L 19
2. Or. Sorhandarn Ac onfane 3. H. Narenda Kuner Il	
3. H. Narenda Kuner & L	S. Dr. Vijagakumar Flux
	Vine.
IQAC Coordinator	Principal Principal
	SJB Institute of Technology # 67, BGS Health & Education City,
	Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

### SJB INSTITUTE OF TECHNOLOGY BANGALORE - 560060

**Quality Audit Observations** 

**Department of Physics** 

Date: 28/06/2018

Section	No.	Parameters	Max. Marks	Remarks
	1	Maintenance of Accreditation files (To check all files and latest updates)	30	Department files need improvement as per standard format
	2	Subject allotment and workload	10	i
	3	Lesson plan for 100% syllabus (standard format)	20	-
	4	Notes material readiness, for 100% syllabus	30	· ·
	5	Question bank (VTU's at least 5 papers in the book form)	20	
	6	Solutions to the above question bank (in the book form)	20	— n
	7	Lab manual with viva question (in the book form)	20	<del></del>
	8	Time-table: Originally approved, Modification etc.	10	
ctivities	9	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal.	10	Refer mathematics
Dept. centric activities	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	30	Absentees = 2 %
Dep	11	Critical attendance and internal marks cases, action taken, improvement	20	
	12	Interaction with parents (to document in the standard format)	30	Only 9 interactions
	13	Staff meeting (at least six meetings, one for subject allotment, one before commencement of sem, one before each test and one before end of sem)	15	
	14	1 11 1 1 1 1 1	15	
	15	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	40	10
	16	1 (C - 1)	30	
	17	Written code of conduct and lectures for	20	

		professional ethics, social etiquettes, moral values and social responsibility (at least one)		
	18	Book publication (at least one in the dept)	20	Online publication
	19	Fund from AICTE, DST, VTU etc (at least one)	30	NIL
-	20	Circular procedure & maintenance (office, vtu & dept. Circulars)	20	
,	21	Staff OOD details (% of staff deputed and documentation)	10	
	22	Stock verification (if done)	10	
	23	Purchase (check with standard procedure)	10	- to pre-
-	24	Upkeep of department units (labs, class & staff rooms, etc.)	20	
	25	Student registration (to check method followed)	10	
	26	Late coming students (list follow up action improvement)	25	
	27	Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)	30	
	28	proctor system (meeting noting problems, follow up action )	20	proctor meeting remarks needs to be elaborated and needs updation
	29	Syllabus covered details (to compare the lesson planning)	20	
ities	30	Lab conduction details (to follow the procedure given by the college)	20	
ic activ	31	Beyond syllabus (at least two, before III test document in a file)	10	ONLY ONE conducted
ıt centri	32	Less detention cases due to attendance and exam not attended (list and follow action)	20	
Studer	33	Additional classes to weak students (to show documents)	20	
Staff and Student centric activities	34	Identification of weak students after I test &follow up action	20	
St	35	Management of assignment (questions, submission & documents)	15	
	36	Student information system (to update the records)	10	
	37	Student presentation in class room: subject teacher to document	10	
	38	Paper by staff	30	4 PAPERS
	39	Staff membership of professional bodies	10	~
	40	Staff club (formation and its activities) Like community services	20	1
	41	Guest lecturers (at least two for staff / students, before III test)	10	ONLY ONE

12	National/International Conference	50	Not done
42 43	Workshop (min for 3 days) OR FDP (min for	50	Not done
44	6 days) for staff Sports activities ( as per committees plan)	10	-
45	Cultural activities (as per committees plan)	10	
46	Picnic /Tour: following standard procedure (at least one)	10	-
47	Library attendance of staff (% and frequency, best lib user)	30	
48	performance appraisal (cumulative records & individual teacher)	10	— Ve
49	Attendance registers (neat entry, sign of HOD & staff), Blue books & Index sheets (compare with attendance, action on absentees)	40	Needs Improment
	Total marks	1000	

Committ	Committee Members:						
Sl.No	Name	Signature					
1	Ar. Snikantavishe	wifnof					
2	G. Anil Kumar	GA-PY					
3	H. NARENDRA KUMAR	7					
4	Rajesh.L						
5	Sandey S. R	5 Lin					
6	Dr- Vijazakumar T	Flui					
7	3 8	1					





## SJB Institute of Technology

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BGS Health and Education City, Kengeri, Bengaluru-560 060

# **Quality Audit Observations & Suggestions**

**Department: Physics** 

Aca. Year: 2017-18/EVEN SEM

Date: 28/06/2018

Quality Audit of Dept. of Physics conducted and the Road map of the Departments were planned & executed appropriately.

The following are Observations and Suggestions given by the QA Committee members.

#### **Observations:**

- 1. Calendar of events were prepared in advance and the same was executed.
- 2. Subject wise result analysis was carried out regularly.
- 3. Students had participated in extra-curricular/co-curricular activities.
- 4. Departmental activities are recorded regularly as per the schedule.
- 5. Research papers were published in reputed journals.

- 1. Encourage faculty members to do certification courses
- 2. Department should be encouraged to conduct International conferences/ symposiums/ FDP, etc.
- 3. Motivate the faculty members to get research funded projects from Govt. and other agencies.

Name and Signature of Committee Members:	b b
1, Dr. Soscentaine La Confavne	4. Rajesh L D.
2. Dr Vijaya cuman & Form	5. Sondey-5.2 8C.
3. H. Navenda kum &	2
	Nun.
IQAC Coordinator	Principal- Principal
	SJB Institute of Technology # 67, BGS Health & Education City,
	Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

### SJB INSTITUTE OF TECHNOLOGY BANGALORE - 560060

### **Quality Audit Observations**

### **Department of Chemistry**

Date: 28/06/2018

Secti	No.	Parameters	Max. Marks	Remarks
	1	Maintenance of Accreditation files (To check all files and latest updates)	30	Department files need improvement as per standard format
	2	Subject allotment and workload	10	Individual faculty allotment document is not done
	3	Lesson plan for 100% syllabus (standard format)	20	die
	4	Notes material readiness, for 100% syllabus	30	
	5	Question bank (VTU's at least 5 papers in the book form)	20	_
	6	Solutions to the above question bank (in the book form)	20	-
	7	Lab manual with viva question (in the book form)	20	Needs improvement
	8	Time-table: Originally approved, Modification etc.	10	No master time table
vities	9	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal.	10	Not done for faculty
Dept. centric activities	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	30	
pt. ce	11	Critical attendance and internal marks cases, action taken, improvement	20	
Ď	12	Interaction with parents (to document in the standard format)	30	Only 7 interactions and refer  Maths
	13	Staff meeting (at least six meetings, one for subject allotment, one before commencement of sem, one before each test and one before end of sem)	15	
	14	HOD & Class teacher meeting with students (at least two)	15	Maths
	15	Exam Results ( teacher wise and subject wise, dept result history)	40	Consolidated statement, before and after revaluation statements not found
	16	Department committee works: effectiveness, documentation etc and Assignment of other departmental work to all staff	30	
	17	Written code of conduct and lectures for students and faculty members, including professional	20	Not done



	T	othics as it is		
		ethics, social etiquettes, moral values and social		
	18	responsibility (at least one)		
	19	The resident of the first off the field of the first of t	20	
		The first the fi	30	_
	20	dept. Circulars)	20	_
	21	Staff OOD details (% of staff deputed and documentation)	10	_
7.0	22	The state of the s	10	
	23	Purchase (check with standard procedure)	10	
	24	lakoon of demand	20	_
	25	Student registration (to check method followed)	10	
	26	Late coming students (list follow up action improvement)		Telegraphic and the state of th
		Student discipline: ID cards, Dress code, neat	25	TWithout not seed to 1
	27	naircut, No mobile phone, (surprise visit action improvement)	30	
	28	proctor system (meeting noting problems, follow up action )	20	proctor meeting remarks needs to be elaborated
	29	Syllabus covered details (to compare the lesson planning)	20	
vities	30	Lab conduction details (to follow the procedure given by the college)	20	
ic acti	31	Beyond syllabus (at least two, before III test document in a file )	10	The contract of the contract o
centr	32	Less detention cases due to attendance and exam not attended (list and follow action)	20	
Student centric activities	33	Additional classes to weak students (to show documents)	20	
	34	Identification of weak students after I test &follow up action	20	Light of Control
Staff and	35	Management of assignment (questions, submission & documents)	15	na warmala wadan i
	36	Student information system (to update the records)	10	
	37	Student presentation in class room: subject teacher to document	10	
	38	Paper by staff	30	NI.
11.11	39	Staff membership of professional bodies	10	No papers
	40	Staff club (formation and its activities ) Like community services	20	
	41	Guest lecturers (at least two for staff / students,		24 - 1 2 - 24 - 24 - 24 - 24 - 24 - 24 -
-		before III test)	10	Not done
	42	National/International Conference	50	Not done



43	Workshop (min for 3 days) OR FDP (min for 6 days) for staff	50	Not done
44	Sports activities ( as per committees plan)	10	
45	Cultural activities ( as per committees plan)	10	
46	Picnic /Tour: following standard procedure (at least one)	10	
47	Library attendance of staff (% and frequency, best lib user)	30	_
48	performance appraisal (cumulative records & individual teacher)	10	
49	Attendance registers (neat entry, sign of HOD & staff), Blue books & Index sheets (compare with attendance, action on absentees)	40	Students Signature, Hod and faculty Signature missing in Attendance
	Total marks	1000	

Commi	Committee Members:						
Sl.No	Name	Signature					
1	Mr. Sileantros he	Dws					
2	G. Anil Kumar	BARI					
3	H. NARENORA KUMAR	le					
4	Lajersh. L	by and a second					
5	Sonderp S.D.	34					
6	Dr. Vijazakuman T	Flum					
7	J						

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BGS Health and Education City, Kengeri, Bengaluru-560 060

# **Quality Audit Observations & Suggestions**

**Department: Chemistry** 

Aca. Year: 2017-18/EVEN SEM

Date: 28/06/2018

Quality Audit of Dept. of Chemistry conducted and the Road map of the Departments were planned & executed appropriately.

The following are Observations and Suggestions given by the QA Committee members.

#### **Observations:**

1. Calendar of events were prepared in advance and the same was executed.

2. Subject wise result analysis was carried out regularly but consolidated statement for before/after revaluation was not found.

3. Students were encouraged to participate in extra curricular/co-curricular activities.

4. Departmental activities are not recorded regularly as per the schedule.

5. No Faculty paper publications.

- 1. Department should be encouraged to conduct/attend International conferences/ symposiums/ FDP, etc.
- 2. Encourage faculty members to do certification courses
- 3. Faculties paper and book publications need to be encouraged
- 4. Proctor meeting and remarks needs more improvement.
- 5. Consultancy works needs to be initiated.

Committee Members: 1. Dr. Si kantonas Kc (Wfonne	4. Rajeshil de.
2. H-Navendrakumperte	5. Sorday-sia PC
3. Dr. Vijayyyyman & Farm	
IQAC Coordinator	Principal Principal
	SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

### SJB INSTITUTE OF TECHNOLOGY BANGALORE - 560060

### **Quality Audit Observations**

## **Department of Mathematics**

Date: 28/06/2018

Section	No.	Parameters	Max. Marks	Remarks
	1	Maintenance of Accreditation files (To check all files and latest updates)	30	Department files need improvement as per standard format
	2	Subject allotment and workload	10	allotment document is not done
	3	Lesson plan for 100% syllabus (standard format)	20	No lesson plans section wise and M Tech
	4	Notes material readiness, for 100% syllabus	30	M tech not found
	5	Question bank (VTU's at least 5 papers in the book form)	20	Not done in M tech
	6	Solutions to the above question bank (in the book form)	20	Not done in M tech
	7	Lab manual with viva question (in the book form)	20	
	8	Time-table: Originally approved, Modification etc.	10	
ctivities	9	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal.	10	
Dept. centric activities	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	30	Not filing properly
Dept.	11	Critical attendance and internal marks cases, action taken, improvement	20	
	12	Interaction with parents (to document in the standard format)	30	less interactions
	13	Staff meeting (at least six meetings, one for subject allotment, one before commencement of sem, one before each test and one before end of sem)	15	
_	14	HOD & Class teacher meeting with students (at least two)	15	10 1 1 - 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	15	Exam Results (teacher wise and subject wise, dept result history)	40	Dept. result history not found
,	16	Department committee works: effectiveness, documentation etc and Assignment of other departmental work to all staff	30	
	17	Written code of conduct and lectures for students and faculty members, including	20	<del></del>

	1	professional ethics, social etiquettes, moral		
	,	values and social responsibility (at least one)		
	18	Book publication (at least one in the dept)	20	
 	19	Fund from AICTE, DST, VTU etc (at least one)	30	
	20	Circular procedure & maintenance (office, vtu	20	
-		& dept. Circulars) Staff OOD details (% of staff deputed and	10	70%
	21	documentation)		
	22	Stock verification (if done)	10	-
-	23	Purchase (check with standard procedure)	10	
	24	Upkeep of department units (labs, class & staff rooms, etc.)	20	
	25	Student registration (to check method followed)	10	
	26	Late coming students (list follow up action improvement)	25	
	27	Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)	30	
	28	proctor system (meeting noting problems, follow up action)	20	proctor meeting remarks needs to be elaborated
	29	Syllabus covered details (to compare the lesson planning)	20	
es	30	Lab conduction details (to follow the procedure	20	
iviti		given by the college)  Beyond syllabus (at least two, before III test	10	
act	31	document in a file)	10	N. C. 11
tudent centric activities	32	Less detention cases due to attendance and exam not attended (list and follow action)	20	No follow up
ıt ce	32	Additional classes to weak students (to show	20	-
den	33	documents)	20	1
d Stu	34	Identification of weak students after I test &follow up action	20	,—
Staff and St	35	Management of assignment (questions,	15	_
Sta	36	submission & documents)  Student information system (to update the	10	
		records) Student presentation in class room: subject	10	
	37	teacher to document		271
	38	Paper by staff	30	Nil
	39	Staff membership of professional bodies	10	
	40	Staff club (formation and its activities) Like	20	_
	11	community services  Guest lecturers (at least two for staff / students,	10	
	41	before III test)	10	-
	42	1 0 0	50	Not done

	43	Workshop (min for 3 days) OR FDP (min for 6	50	Not done
	43	days) for staff	30	
	44	Sports activities (as per committees plan)	10	,—
	45	Cultural activities ( as per committees plan)	10	
÷	46	Picnic /Tour: following standard procedure (at least one)	10	~
	47	Library attendance of staff (% and frequency, best lib user)	30	
1 2	48	performance appraisal (cumulative records & individual teacher)	10	i——
	49	Attendance registers (neat entry, sign of HOD & staff), Blue books & Index sheets (compare with attendance, action on absentees)	40	Needs improvement
		Total marks	1000	

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Comm	mee	Mem	ners.

	Commi	tico iviente etc.	
ĺ	Sl.No	Name	Signature
3	1	mi Sorbardate ha	Confrace
	2	Granil Kumar	9
	3	H. NARENDRA KUMAR	a le
	4	Rajesh.L	<b>D</b> .
	5	Sonderp. S.R	8(10)
	6	Dr. Vjazerleman T	The
	7		





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# **Quality Audit Observations & Suggestions**

**Department:** Mathematics

Aca. Year: 2017-18/EVEN SEM

Date: 28/06/2018

Quality Audit of Dept. of Mathematics conducted and the Road map of the Departments were planned & executed appropriately.

The following are Observations and Suggestions given by the QA Committee members.

#### **Observations:**

- 1. Calendar of events were prepared in advance and the same was executed.
- 2. Department files need improvement as per standard format.
- 3. Subject Allotment document not found.
- 4. Subject wise result analysis was carried out regularly.
- 5. Students were encouraged to participate in extra curricular/co-curricular activities.
- 6. Departmental activities are recorded regularly as per the schedule.
- 7. There are no faculty paper publications.
- 8. No workshop/FDP conduction.

- 1. Department should be encouraged to conduct International conferences/ symposiums/ FDP, etc.
- 2. Motivate the faculty members to get research funded projects from Govt. and other agencies.
- 3. Encourage faculty members to do certification courses.
- 4. Faculties research paper and Book publications need more initiation.

Name and Signature of Committee Members:	4. H. Narencha Kymor
2. Dr. Vijayarumart Flus 3. Rajosh. L. J.	5. Sonderpore SC
IQAC coordinator	Principal Principal
	Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.