

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

**Quality Audit Observations**






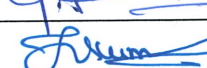
**Date: 27/06/2018**

**Department of Computer Science & Engineering**

Section	No.	Parameters	Max. Marks	Marks obtained
Dept. centric activities	1	Maintenance of Accreditation files (To check all files and latest updates)	25	Department files needs improvement as per standard format.
	2	Subject allotment and workload	10	-
	3	Lesson plan for 100% syllabus ( standard format)	20	Signatures missing
	4	Notes material readiness, for 100% syllabus	20	-
	5	Question bank (VTU's at least 5 papers in the book form)	10	Question bank needs to be updated after June 2017
	6	Solutions to the above question bank (in the book form)	20	-
	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	-
	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees = 8.33%
	11	Critical attendance and internal marks cases, action taken, improvement	20	-
	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	HOD & Class teacher meeting with students (at least two)	15	-
	15	Dept. specific professional bodies like CSI/IEEE/Dept. Asson. Etc	15	Validity of IEEE registration is expired and activities not done.
	16	Exam Results ( teacher wise and subject wise, dept result history, rank probable's list)	25	-
	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	Presentations needs improvement
	19	Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral	20	-

		values and social responsibility (at least one)		
	20	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	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
	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	78.8%
	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	Apple app and teaching aids.
	32	Student registration (to check method followed)	10	80%
Staff and Student centric activities	33	Late coming students (list follow up action improvement)	15	-
	34	Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)	20	Needs improvement
	35	proctor system (meeting noting problems, follow up action )	20	Parents interaction by mentors to be documented properly, proctor meeting remarks needs to be elaborated.
	36	Syllabus covered details (to compare the lesson planning)	20	-
	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	-
	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	-
	40	Additional classes to weak students (to show documents)	20	Not up to the mark
	41	Management of assignment (questions, submission & documents)	15	-
	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	Only one papers published in journals
	46	Paper by students	25	Only two papers presented
	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, before III test)	10	--
50	Non-teaching training (at least one, min for 3 days)	15	In-house, not properly conducted
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	

Committee Members:		
Sl.No	Name	Signature
1	Dr B.H. Dorewamy	
2	Sandeep S S	
3	Rajesh.L	
4	H. NARENDRA KUMAR	
5	G. Anil Kumar	
6	Dr. Vijayakumar T	
7		

  
Principal



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



# 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: 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.

### Suggestions:

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.

<b>Name and Signature of Committee Members:</b> 1. Dr B.H. Doraswamy 2. Dr. Vijayaraj Kumar 3. H. Narasimha	4. Rajesh.L 5. Soudip.S
 <b>IQAC Coordinator</b>	 <b>Principal</b> <b>SJB Institute of Technology</b> # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

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**Quality Audit Observations**

**Date: 27/06/2018**



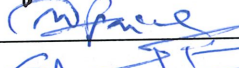
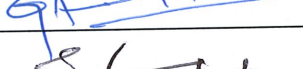

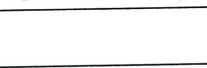
**Department of Information Science & Engineering**

Section	No.	Parameters	Max. Marks	Marks obtained
Dept. centric activities	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	-
	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 principal.	10	-
	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees = 17%
	11	Critical attendance and internal marks cases, action taken, improvement	20	-
	12	Interaction with parents (to document in the standard format)	30	Parent's 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	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	-
	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 needs to be increased and interactions to be properly documented
	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	Industry tie up (at least with one reputed industry)	20	-
	21	New staff recruitment (check with standard	05	-

		procedure)		
	22	Book publication (at least one in the dept)	20	NIL
	23	Fund from AICTE, DST, VTU etc (at least one)	30	Needs improvement
	24	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 teaching aids
Staff and Student centric activities	32	Student registration (to check method followed)	10	90%
	33	Late coming students (list follow up action improvement)	15	-
	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	-
	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	-
	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	-
	40	Additional classes to weak students (to show documents)	20	-
	41	Management of assignment (questions, submission & documents)	15	-
	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	Only four papers presented in conferences
	46	Paper by students	25	No papers presented
	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, 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	-

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	

#### Committee Members:

Sl.No	Name	Signature
1	Dr B.H. DORWAMY	
2	H. NARENDRA KUMAR	
3	Dr. Subhakar K C	
4	G. Anil Kumar	
5	Sandeep S. R	
6	Dr. Vijayakumar	
7		

  
Principal



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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

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.

### Suggestions:

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.

<b>Committee Members:</b>	
1. Dr. B. H. Doreluma <i>[Signature]</i>	4. Sandeep S. S. <i>[Signature]</i>
2. Dr. Sankaradas <i>[Signature]</i>	5. Dr. Vijaykumar <i>[Signature]</i>
3. H. Narendra Kumar <i>[Signature]</i>	
<b>IQAC Coordinator</b> <i>[Signature]</i>	<b>Principal</b> <i>[Signature]</i> Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

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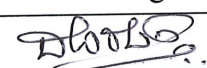





**Date: 26/06/2018**

**Department of Electronics & Communication Engineering**

Section	No.	Parameters	Max. Marks	Marks obtained
Dept. centric activities	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	Recent qp questions to be included
	6	Solutions to the above question bank (in the book form)	20	Recent qp solutions to be included
	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 principal.	10	-
	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees = 4.77 %, Schemes for few question papers missing
	11	Critical attendance and internal marks cases, action taken, improvement	20	Signatures missing
	12	Interaction with parents (to document in the standard format)	30	-
	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	-
	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
	19	Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral	20	-

		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	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 & 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	68%
	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 teaching aids and Apple app
	32	Student registration (to check method followed)	10	90%
Staff and Student centric activities	33	Late coming students (list follow up action improvement)	15	Less than 2%
	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	Not up to the mark
	36	Syllabus covered details (to compare the lesson planning)	20	-
	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	-
	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	-
	40	Additional classes to weak students (to show documents)	20	-
	41	Management of assignment (questions, submission & documents)	15	-
	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	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, before III test)	10	-

50	Non-teaching training (at least one, min for 3 days)	15	Only internal participants
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	30 minutes/faculty/month
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	No uniformity in assigning marks in blue books. Needs improvement in attendance register maintenance
Total marks		1000	

Committee Members:		
Sl.No	Name	Signature
1	Dr B.H. Borewamy	
2	G. Anil Kumar	
3	H. NARENDRA KUMAR	
4	Rajesh . L	
5	Dr. Srikanth Reddy	
6	Sandeep . S . A	
7		

  
Principal



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## Quality Audit Observations & Suggestions

**Department: Electronics & Communication Engineering**  
**Aca. Year: 2017-18/EVEN SEM**

**Date: 26/06/2018**

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.

### Suggestions:

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> 1. Dr B.H. Dorasamy <i>[Signature]</i> 2. Dr. Sankararam KC <i>[Signature]</i> 3. Rajesh.L <i>[Signature]</i>	4. H. Narendha Kumar <i>[Signature]</i> 5. Sandeep.S.N <i>[Signature]</i>
<div align="center">   <b>IQAC Coordinator</b> </div>	<div align="center">   <b>Principal</b>  <b>SJB Institute of Technology</b>          # 67, BGS Health &amp; Education City,          Dr. Vishnuvardhan Road,          Kengeri, Bengaluru - 560 060.       </div>

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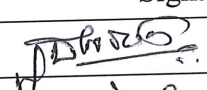


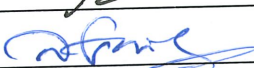
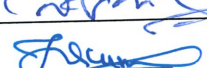
**Date: 26/06/2018**

**Department of Electrical & Electronics Engineering**

Section	No.	Parameters	Max. Marks	Marks obtained
Dept. centric activities	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 principal.	10	-
	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees = 3.06%
	11	Critical attendance and internal marks cases, action taken, improvement	20	-
	12	Interaction with parents (to document in the standard format)	30	Interacted -10.2%
	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	-
	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	More number of presentations
	19	Written code of conduct and lectures for students and faculty members, including	20	-
















Staff and Student centric activities		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	-
	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	-
	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	-
	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	-
	40	Additional classes to weak students (to show documents)	20	-
	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 / students, before III test)	10	-
50	Non-teaching training (at least one, min for 3 days)	15	inhouse
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	NIL
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 HOD missing in few books.
Total marks		1000	

Committee Members:		
Sl.No	Name	Signature
1	Dr. B.H. Dornwamy	
2	H. NARENDRA KUMAR	
3	Rajesh.L	
4	Dr. Srikanth K C	
5	Dr. Vijayakumar T	
6		
7		

  
Principal

Faculty

Sl. No.	Name	Signature	Sl. No.	Name	Signature
1	Dr. Lalithamma G A		9	Chandan V	
2	Chandrashekar M J		10	Tarakeshwari V	
3	Rekha P S		11	Deepthi H L	
4	.Sandeep S.R		12	Neetha C	
5	Dwarakanath S K		13	Vidyashree M S	
6	Hemalatha B K		14	Deepthi D	
7	J P Sridhar		15	Prarthana J V	
8	Vijay Kumar K				





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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.


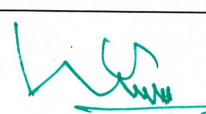
The following are Observations and Suggestions given by the QA Committee members.

### 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.

### Suggestions:

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.

<b>Committee Members:</b> 1. Dr B H. Dorewamy <i>[Signature]</i> 2. Dr. Shankar Kumar KC <i>[Signature]</i> 3. H. Narayana Kumar <i>[Signature]</i>		4. Dr. Vijayakumar <i>[Signature]</i> S. Rajesh, L <i>[Signature]</i>
 <b>IQAC Coordinator</b>		 <b>Principal</b> <b>SJB Institute of Technology</b> # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

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**Quality Audit Observations**

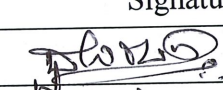
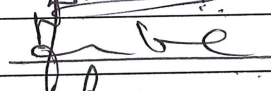



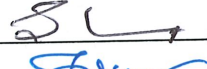
**Date: 25/06/2018**

**Department of Mechanical Engineering**

Section	No.	Parameters	Max. Marks	Marks obtained
Dept. centric activities	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 principal.	10	-
	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	20	Test absentees = 18%
	11	Critical attendance and internal marks cases, action taken, improvement	20	-
	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	-
	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

	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	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	-
	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	-
	31	Some innovative methods adopted in the dept.	10	Teaching aids
Staff and Student centric activities	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
	35	proctor system (meeting noting problems, follow up action )	20	-
	36	Syllabus covered details (to compare the lesson planning)	20	-
	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	-
	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	-
	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

46	Paper by students	25	6/255 papers
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, 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	-
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 HOD missing, mismatch in dates and needs improvement.
Total marks		1000	

Committee Members:		
Sl.No	Name	Signature
1	Dr B.H. Dornswamy	
2	H. NARENDRA KUMAR	
3	Rajesh . L	
4	Mr. Sathkaranathan M C	
5	Sandeep S.R	
6	Dr. Vijayakumar T	
7		

  
Principal



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## Quality Audit Observations & Suggestions

**Department: Mechanical Engineering (ME)**  
**Aca. Year: 2017-18/EVEN SEM**

**Date: 25/06/2018**

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.

### Suggestions:

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.

<b>Committee Members:</b> 1. Dr B.H. Doraswamy, <i>[Signature]</i> 2. Dr. Sathyanarayana K C, <i>[Signature]</i> 3. Rajesh. L, <i>[Signature]</i>	4. Dr. Vijayakumar, <i>[Signature]</i> 5. H. Narendha Kumar, <i>[Signature]</i> 6. Sandeep S R, <i>[Signature]</i>
<div align="center">   <b>IQAC Coordinator</b> </div>	<div align="center">   <b>Principal</b>  <b>SJB Institute of Technology</b>          # 67, BGS Health &amp; Education City,          Dr. Vishnuvardhan Road,          Kengeri, Bengaluru - 560 060.       </div>

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**Quality Audit Observations**

**Date: 25/06/2018**

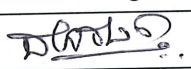
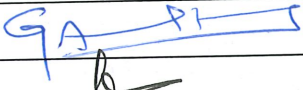
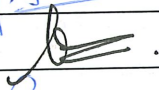


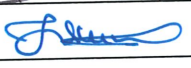
**Department of Civil Engineering**

Section	No.	Parameters	Max. Marks	Marks obtained
Dept. centric activities	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
	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 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
	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 after signatures.
	18	Alumni meet, effective Interaction &	30	No presentations in the semester

		presentation to our students		
	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	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	No book published
	23	Fund from AICTE, DST, VTU etc (at least one)	30	-
	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	-
	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	Apple app and teaching aids.
Staff and Student centric activities	32	Student registration (to check method followed)	10	90% on First day
	33	Late coming students (list follow up action improvement)	15	0.8%
	34	Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)	20	improvement to be shown.
	35	proctor system (meeting noting problems, follow up action )	20	proctor meeting remarks needs to be elaborated, signature missing and needs improvement.
	36	Syllabus covered details (to compare the lesson planning)	20	-
	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	To be for all courses
	39	Less detention cases due to attendance and exam not attended (list and follow action)	10	Exam not attended details not furnished.
	40	Additional classes to weak students (to show documents)	20	More number of students to be involved
	41	Management of assignment (questions, submission & documents)	15	-
	42	Identification of weak students after I test & follow up action	20	No follow up action
	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	To be published in Scopus indexed journals
46	Paper by students	25	2 papers/250 students
47	Staff membership of professional bodies	10	100%
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	Not done
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	Not done
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	

Committee Members:

Sl.No	Name	Signature
1	Dr B.H. Doreswamy	
2	G. Anil Kumar	
3	Rajesh. L	
4	Dr. Srilakshmi	
5	Sandeep. S.R	
6	Dr. Vijayarajan	
7		

Principal



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## 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.

### Suggestions:

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 initiated.

<b>Committee Members:</b> 1. Dr. B.H. Dorewary 2. Dr. Sankaradas KC 3. Dr. Vijayakumar	4. Rajesh. L 5. Sandeep S R
 <b>IQAC Coordinator</b>	 <b>Principal</b> <b>Principal</b> <b>SJB Institute of Technology</b> # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

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**Quality Audit Observations**

**Date: 28/06/2018**

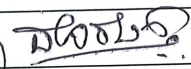


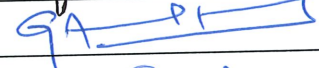
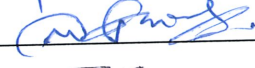

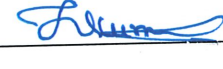
**Department of MBA**

Section	No.	Parameters	Max. Marks	Marks obtained
Dept. centric activities	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	
	4	Notes material readiness, for 100% syllabus	40	
	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	PPT material for theory	20	
	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)	40	
	11	Critical attendance and internal marks cases, action taken, improvement	20	
	12	Interaction with parents (to document in the standard format)	30	Not in standard format, 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)	20	
	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 documents not shown, No activities
	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 procedure)	10	

	21	Book publication (at least one in the dept)	20	No books
	22	Circular procedure & maintenance (office, vtu & dept Circulars)	10	—
	23	Thought for the day (to check the day wise quotes)	10	—
	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
Staff and Student centric activities	29	Student registration (to check method followed)	10	—
	30	Late coming students (list follow up action improvement)	15	—
	31	Student discipline: ID cards, Dress code, neat haircut, No mobile phone, (surprise visit action improvement)	20	—
	32	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	—
	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
	36	Additional classes to weak students (to show documents)	20	—
	37	Management of assignment (questions, submission & documents)	20	—
	38	Identification of weak students after I test & follow up action	20	—
	39	Student information system (to update the records)	10	—
	40	Student presentation in class room : subject teacher to document	10	—
	41	Paper by staff	30	—
	42	Paper by students	30	nil
	43	Staff membership of professional bodies	10	—
	44	Staff club (formation and its activities ) Like community services	10	—
	45	Guest lecturers (at least two for staff / students, before III test)	10	—
	46	Workshop (min 2 days for students) OR National/International Conference	50	—
	47	Workshop (min for 3 days) OR FDP (min for 6 days) for staff	50	Not done
	48	Sports activities ( as per committees plan)	10	—
	49	Cultural activities ( as per committees plan)	10	—
	50	Business quiz etc. competition (as per technical committees plan)	10	—
	51	Picnic /Tour/ Industry visits : following standard procedure (at least one)	10	—

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

Committee Members:

Sl.No	Name	Signature
1	Dr B.H. Dorewamy	
2	Rajesh.L	
3	H. NARENDRA KUMAR	
4	G. Anil Kumar	
5	Dr. Srinivasan K	
6	Sandeep S.R	
7	Dr. Vijayakumar S	

Principal



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## 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.

### Suggestions:

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.

<p><b>Committee Members:</b></p> <p>1. Dr. B. H. Bosevarmy </p> <p>2. Dr. Sankarajit K. Chakrabarti </p> <p>3. H. Narayana Kumar </p>	<p>4. Rajesh. L </p> <p>5. Dr. Vijayakumar </p> <p>6. Sandeep. S. R. </p>
<p> IQAC Coordinator</p>	<p> Principal Principal SJB Institute of Technology # 67, BGS Health &amp; Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.</p>

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**Quality Audit Observations**

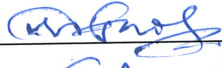
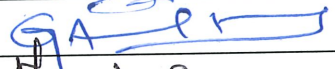



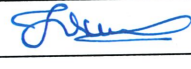
**Date: 28/06/2018**

**Department of Physics**

Section	No.	Parameters	Max. Marks	Remarks
Dept. centric activities	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	—
	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	—
	7	Lab manual with viva question (in the book form)	20	—
	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	Refer mathematics
	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	30	Absentees = 2 %
	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	HOD & Class teacher meeting with students (at least two)	15	—
	15	Exam Results ( teacher wise and subject wise, dept result history)	40	—
	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	—

		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	—
	24	Upkeep of department units (labs, class & staff rooms, etc.)	20	—
Staff and Student centric activities	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	—
	30	Lab conduction details (to follow the procedure given by the college)	20	—
	31	Beyond syllabus (at least two, before III test document in a file )	10	ONLY ONE conducted
	32	Less detention cases due to attendance and exam not attended (list and follow action)	20	—
	33	Additional classes to weak students (to show documents)	20	—
	34	Identification of weak students after I test & follow up action	20	—
	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	—
	41	Guest lecturers (at least two for staff / students, before III test)	10	ONLY ONE

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	Needs Impr <sup>ve</sup> oment
Total marks		1000	

Committee Members:		
Sl.No	Name	Signature
1	Mr. Srikanth	
2	G. Anil Kumar	
3	H. NARENDRA KUMAR	
4	Rajesh .L	
5	Sandeep S.R	
6	Dr. Vijayakumar T	
7		

  
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## 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.


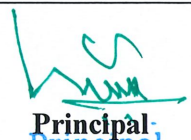
The following are Observations and Suggestions given by the QA Committee members.

### 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.

### Suggestions:

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.

<b>Name and Signature of Committee Members:</b> 1. Dr. Sankararaman K. C. 2. Dr. Vijayaraj Kumar 3. H. Narendha Kumar	4. Rajesh L 5. Sandeep S. R.
 IQAC Coordinator	 Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

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**Quality Audit Observations**

**Date: 28/06/2018**

**Department of Chemistry**

Section	No.	Parameters	Max. Marks	Remarks
Dept. centric activities	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	—
	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
	9	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal.	10	Not done for faculty
	10	Test conduction, Time Table, test QP, scheme, attendance, finalization of marks & absentees (more absentees award less marks)	30	—
	11	Critical attendance and internal marks cases, action taken, improvement	20	—
	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

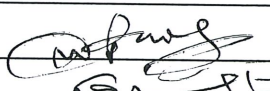

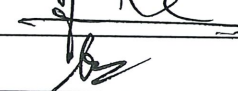


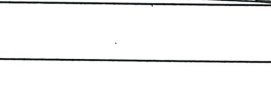
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Staff and Student centric activities		ethics, social etiquettes, moral values and social responsibility (at least one)		
	18	Book publication (at least one in the dept)	20	—
	19	Fund from AICTE, DST, VTU etc (at least one)	30	—
	20	Circular procedure & maintenance (office, vtU & 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	—
	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	—
	30	Lab conduction details (to follow the procedure given by the college)	20	—
	31	Beyond syllabus (at least two, before III test document in a file )	10	—
	32	Less detention cases due to attendance and exam not attended (list and follow action)	20	—
	33	Additional classes to weak students (to show documents)	20	—
	34	Identification of weak students after I test & follow up action	20	—
	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	No papers
	39	Staff membership of professional bodies	10	—
	40	Staff club (formation and its activities ) Like community services	20	—
	41	Guest lecturers (at least two for staff / students, before III test)	10	Not done
	42	National/International Conference	50	Not done

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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	

Committee Members:

Sl.No	Name	Signature
1	Dr. Silekandas he	
2	G. Anil Kumar	
3	H. NARENDRA KUMAR	
4	Rajesh. L	
5	Sandeep S.R	
6	Dr. Vijaya Kumar	
7		

Dr. Silekandas he

  
Principal



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## 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.

### Suggestions:

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.

<b>Committee Members:</b> 1. Dr. Srikantadas KC <i>(Signature)</i> 2. H. Narendra Kumar <i>(Signature)</i> 3. Dr. Vijaygumar <i>(Signature)</i>	4. Rajesh L <i>(Signature)</i> 5. Sandeep S R <i>(Signature)</i>
<i>(Signature)</i> IQAC Coordinator	<i>(Signature)</i> Principal Principal SJB Institute of Technology # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.

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**Quality Audit Observations**

**Date: 28/06/2018**

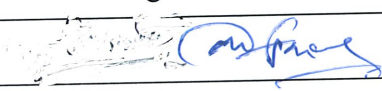





**Department of Mathematics**

Section	No.	Parameters	Max. Marks	Remarks
Dept. centric activities	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	—
	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)	30	Not filing properly
	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	—
	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	—

		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 & dept. Circulars)	20	—
	21	Staff OOD details (% of staff deputed and documentation)	10	70%
	22	Stock verification (if done)	10	—
	23	Purchase (check with standard procedure)	10	—
	24	Upkeep of department units (labs, class & staff rooms, etc.)	20	—
Staff and Student centric activities	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	—
	30	Lab conduction details (to follow the procedure given by the college)	20	—
	31	Beyond syllabus (at least two, before III test document in a file )	10	—
	32	Less detention cases due to attendance and exam not attended (list and follow action)	20	No follow up
	33	Additional classes to weak students (to show documents)	20	—
	34	Identification of weak students after I test & follow up action	20	—
	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	Nil
	39	Staff membership of professional bodies	10	—
	40	Staff club (formation and its activities ) Like community services	20	—
	41	Guest lecturers (at least two for staff / students, before III test)	10	—
	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	Needs improvement
Total marks		1000	

Committee Members:

Sl.No	Name	Signature
1	Mr. Sankaradas K C	
2	G. Anil Kumar	
3	H. NARENDRA KUMAR	
4	Rajesh. L	
5	Sandeep. S R	
6	Dr. Vijayakumar T	
7		

  
Principal



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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.

### Suggestions:

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.

<b>Name and Signature of Committee Members:</b> 1. Dr. Srikantiah KC 2. Dr. Vijayaraj Kumar 3. Rajesh. L	4. H. Narentha Kumar 5. Sandeep
 <b>IQAC Coordinator</b>	 <b>Principal</b> <b>SJB Institute of Technology</b> # 67, BGS Health & Education City, Dr. Vishnuvardhan Road, Kengeri, Bengaluru - 560 060.