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SJB Institute of Technology

Affiliated to Visvesvaraya Technological University, Belagavi. Approved by AICTE, New Delhi
Accredited by NAAC, New Delhi with 'A' Grade Recognized by UGC, New Delhi with 2(f) and 12(B)
Certified by ISO 9001-2015
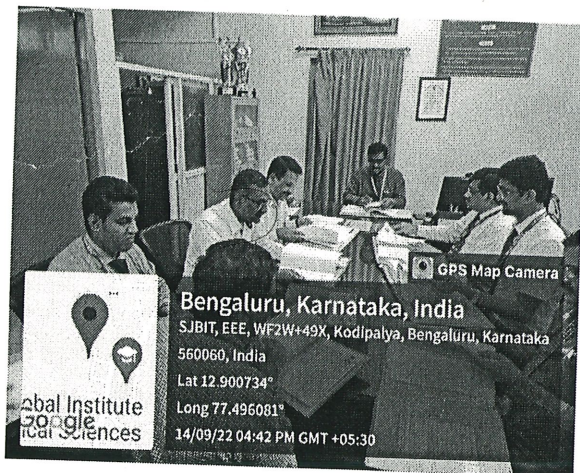BGS Health and Education City, Kengeri, Bengaluru-560 060

DEPT.: CSE

QUALITY AUDIT REPORT

Date: 14/09/2022

Glimpses of Audit conduction in Department of CSE on 14th September 2022 from 3pm to 5pm.

Total Quality Management (TQM) Parameters

Sl. No.	Parameters	Observations	Suggestions
1.	Maintenance of Accreditation files (To check all files with latest updates- NBA P-files, Staff personal files)	Accreditation files are updated and maintained as per standards. Staff Personal files not updated as per standard.	
2.	Curriculum, Analysis of curriculum as per AICTE requirements, identification of gaps. Format PO's, PEO's & PSO's, Vision & Mission Statements, DAB, PAC, BOS and BOE (with valid documents) feedback taken from all the stakeholders (Students, Teachers, Employers and Alumni).	DAB, PAC, BOS meetings are conducted internally. Curriculum is followed as per norms.	Parents feedback also to be considered for skill development programs.
3.	Admission details of each academic year (mode of admission, seat filled and ranks, category wise, Gender wise, enrollment ratio), Student information system (to update the records) as per NBA/NAAC Format	Admission related details are filed and maintained.	
4.	Calendar of events (VTU, Institution & Department), Time-table: Originally approved, Modification etc.	Calendar of events (VTU, Institution & Department), are documented & followed	

5.	Student registration- 1st day of each semester (to check method followed)	No documentation found; students were registered through online.	
6.	List of Faculties and their workload details, Subject allotment (details of faculty, faculty student ratio, retention ratio as per NBA/NAAC format), New staff recruitment	SFR – 19.8% Faculty Ret.Ratio =71.2% Faculties and their workload details are documented	
7.	Lesson plan for 100% syllabus (standard format), Syllabus covered details (to compare the lesson planning), Beyond syllabus (at least two, before III test document in a file)	Lesson plan is filed and CO-PO Mapping is not focused in beyond syllabus	
8.	ICT and Innovative methods in Teaching learning process, Notes material readiness for 100% syllabus, PPTs, Pre videos.	Materials were shown online. Course oriented Apps are utilized effectively	Pre-videos to be published using YouTube, etc.
9.	Question bank (VTU's at least 3 papers), Solutions to the above question bank	Few courses Question bank & solution missing	Need to be incorporated
10.	Administrative innovative methods adopted in the dept.	No documents found	Innovative methods under Administrative to be done
11.	Lab manual with viva question (in the book form), Lab conduction details, rubrics for evaluation process (to follow the procedure given by the college- Index sheets (compare with attendance registers)	Lab Manual and conduction are as per norms.	
12.	List of programme specific Lab & Computing facility within department, records of additional labs/Centre of excellence created (if any)	Programme specific Lab & Computing facilities are available.	
13.	List of Supporting Staff and their workload details. List of class rooms, labs and faculty rooms - upkeep of department units (Servicing, Calibration Certificate, Log Book etc., as per NBA/NAAC)	List of Supporting Staff, their workload details and other details are documented	Frequency of Calibration should be increased.
14.	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal. (Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)	Orientations are conducted for Staff and Students	
15.	Test conduction, Time Table, Test QP, scheme and solution, scrutinization, attendance, finalization of marks & absentees (more absentees award less marks), student grievances and additional test documentation.	% of Absentees = 2.76 Test related Files are maintained and recorded.	Proctor to be involved in addressing student grievances. Unique RBT level to be defined for each question.

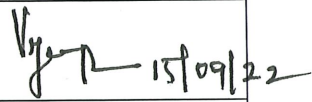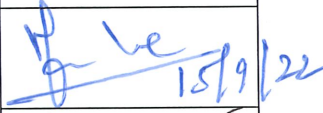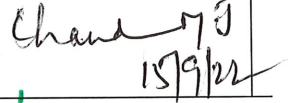| 16.	Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences (**Participative learning**: Student presentation in class room, group discussions, Industrial visits, technical seminar, MOOC Courses, conferences **Experiential learning**: Project, Internship, Industry supported laboratories, workshops: **Problem solving methodologies**: Practical sessions, assignments, case studies, technical competences, hackathons, coding competitions)	Project and internships are completed Student presentations, Industry visit were carried out. Few students have participated in Hackathon coding.	Industry support lab facility to be initiated
17.	Critical attendance, action taken, improvement	Documents are updated for critical attendance with follow-up action	Undertaking from students to be initiated
	Critical Internal marks cases, action taken, improvement	Documents are updated for students with critical marks	
18.	Less detention cases due to attendance and exam not attended (list and follow action)	Less detention cases are documented as per VTU	
19.	Identification of Advanced and slow learners after I test & follow up action, Additional classes (special Programmes) to Advanced and Slow learners (to show documents)	Slow learners are identified and suitable actions are taken.	
20.	Feedback analysis (360° feedback) and reward / corrective measures taken and Feedback on facilities	Feedback on facilities is considered through online portal.	
21.	Student discipline: Late coming students, ID cards, Dress code, No mobile phone, (surprise visit action improvement)	SOPs are followed.	
22.	Mentoring system (mentor/mentee ratio and details, meeting, grievances & follow up action)	Student proforma is updated and suitable actions are taken towards grievances.	
23.	Parent Teachers Meet (to document in the standard format), Interaction with parents	Parent Interaction-18.5% PTM not Conducted.	Atleast one PTM per semester to be organized
24.	Staff meeting (at least six meetings, one for subject allotment, one before commencement of semester, one before each test and one before end of semester), HOD & Class teacher meeting with students (at least two)	Staff meetings are conducted as per norms.	
25.	Exam Results as per NBA/NAAC (teacher wise and subject wise, dept result history, rank probable's list, Success rate with and without backlogs)	Result related documents need to be filed. Success rate is maintained.	Articulation to be included for less result.
26.	Dept. specific professional bodies like CSI/IEEE/ACM/IET Dept. association etc. & its activities. Staff membership of professional bodies.	All 35 faculties are membership of professional bodies 02 activities under IEEE	
27.	Department committee works: effectiveness, documentation etc.	Department committee works are effectively conducted	
28.	Alumni meet, effective Interaction, Financial	Alumni Presentations -01.	Alumni interaction

	contribution & presentation to our students along with documentation	Financial Contribution – NIL Alumni Meet – Not organized	needs improvement
29.	R&D (Fund from AICTE, DST, VTU etc. (at least one)) and Consultancy projects along with approvals and project completion reports.	1 Project under VGST Ongoing (5 Lakhs) 10,000/- from VTU	Needs improvement in funding
30.	Industry tie up (at least with one reputed industry), MOU related activities	5 MOUs with Tie-ups, 01 Activities conducted	Activities needs to be improved and inactive MoUs can be removed
31.	Circular procedure & maintenance (office, VTU & dept Circulars)	'From & To Registers' not maintained well.	Index sheet to be added will be useful.
32.	Thought for the day (to check the day wise quotes)	List for Thought for day is documented	
33.	Staff OOD details - List and proof of faculty interaction with outside world as per NBA format (% of staff deputed and documentation)	58 % faculty are deputed for OOD and same is been filed.	Needs improvement on outside exposure
34.	Dept. budget and its allocation, Purchase (check with standard procedure), Stock verification	Rs.51.12 lakhs budget report is submitted Budget utilization is less. (63.9%) FY2021-22 Stock verification report pending. Allocation/Utilization Budget for UG/PG/R&D is not documented.	Budget Allocation for UG/PG/R&D to be documented separately Budget Utilization is not effective
35.	Paper publications by staff as per the NBA format	15 papers are published out of 31 faculties	Atleast one paper per faculty.
36.	Paper publications by students as per the NBA format	No papers published	Needs improvement and initiated
37.	Patents	3 published and 2 filed	Needs to be award and encourage for good quality patent
38.	Book publication (at least one in the dept)	One book but no proof of document. Two Book chapters	Needs improvement and initiated
39.	MOOC Courses and Participation details of FDP/Workshop/Conference/webinars, etc. (Staff)	Faculties have completed their MOOC course successfully	FDP & STTP needs to be improved
40.	Guest lecturers/ Webinars (at least two for staff / students, before III test), Add on and certificate programs including HRD/ NI lab view/Rexroth Bosch (CETRAT) etc.	06 guest lectures were organized and filed Two 1- day workshop has been organized	
41.	Technical/Administrative training for Non-teaching staffs (at least one, min for 3 days)	No documents found	Needs improvement and initiated
42.	National/International Conference for Staff/Students	No documents found	Needs improvement and initiated
43.	Workshop (min. 3 days) or FDP (min. 6 days), and Administrative training for faculties	Six days FDP conducted in the month of October, 2022	

		50 participants attended	
44.	Staff/student club activities (Like Extension Activities/community services/Picnic/Tour)	Activities to be conducted under both clubs.	
45.	Sports activities (as per NBA format)	04 awards in sports	Support for State, National & International levels to be encouraged
46.	Cultural activities (as per NBA format)	Activities are conducted and the same is documented	
47.	Technical, quiz etc. competition (as per NBA format)	Needs improvement. Document enclosed. Consolidated list	
48.	Placement Details (list of graduated students), On/Off campus, Higher studies & Entrepreneurs.	161 students placed out of 203.	Off-campus documents needs to be maintained
49.	Coaching classes for GATE, GRE, TOEFL, etc	GATE, GRE, TOEFL 02 activities organized. HoD sign missing in list	Encouragement for competitive exams KAS, UPSC etc.
50.	Library attendance of staff (% and frequency, best lib user)	2 mins per month per faculty	Needs to be improved
51.	Awards and Achievements both staff & students (Academic, Research, Innovation and extension)	Staff Awards – NIL Student Award to 4 Toppers Proof Enclosed	Effort to be made for awards
52.	Course files, CO-PO attainment, Attendance registers, Blue books,	CO-PO mapping is maintained well	CO-PO Mapping RBT levels to be improved.
53.	Capacity building and skill enhancement initiatives	EWDP program Completed	
54.	Extension and outreach activities	AICTE activity Conducted	
55.	Student support details (Scholarship Details)	As per govt. schemes Incentive given to outstanding students	Institution Support for Poor students
56.	Financial support to staff	NPTEL amount not disbursed (no proof of document in dept.)	Financial support for Publications and Conferences

Audit member

Sl. No.	Name	Member	Signature
1.	**Prof. Nagaraju P,** Associate Professor, Dept. of Electronics & Telecommunication Engg., RVCE, Bengaluru	External	*(signed)* 15/9/22
2.	**Dr. Vijaya Prakash**, Professor, Dept. of Electronics & Communication Engg., BIT, Bengaluru		*(signed)* 15/09/22
3.	**Dr. B H Doreswamy,** HOD & Professor, Department of Physics SJBIT	Internal	*(signed)*
4.	**Dr. Sanjay Kumar S M,** Associate Professor, Department of Mechanical Engg., SJBIT		*(signed)* 15/9/22
5.	**Prof. Narendra Kumar H,** Associate Professor, Department of Civil Engg., SJBIT		*(signed)* 15/9/22
6.	**Dr. Chandrashekhar M J,** Associate Professor, Department of EEE SJBIT		*(signed)* 15/9/22

IQAC Coordinator
(Dr. Babu N V)

Principal
(Dr. K V Mahendra Prashanth)

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

Quality Audit Summary

Academic year: ODD/2021-22

Department: Computer Science and Engineering

Date of Audit: 14/09/2022

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

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

Observations:

1. Calendar of events were prepared in advance and the same was executed
2. Subject wise result analyses were 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 association activities/interaction needs to be increased.
7. Proctor meeting remarks needs to be elaborated
8. Research papers were published in reputed Journal.
9. Innovative – Best practice in dept. to be recorded.
10. All documents related project, internship, technical seminar are prepared.
11. College affiliation to be shown as per norms in the paper published.
12. UG Students to be insisted to publish survey & research paper.
13. Number of courses completed in MOOC is less.
14. National & Intl. Conference to be improved.
15. Index to be added for new Staff personal file.

Suggestions:

1. Staff should be encouraged to interact with outside world.
2. Much improvement is required in Consultancy.
3. Students Publications need to be encouraged.
4. To concentrate more on slow learners.
5. Faculty Recruitment process to be streamlined.
6. Students to be encouraged to take up GRE/GATE/TOFEL/IELTS/Other competitive examinations.

Strength:

- Reasonably good number of publications
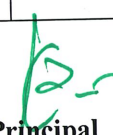- Documentation is satisfactory

Weakness:

- Staff interaction with outside world to be highlighted
- Question Paper pattern with RBT levels to be defined properly.
- CO-PO mapping keywords to be highlighted.

Audit members

Sl. No.	Name	Member	Signature
1.	**Prof. Nagaraju P**, Associate Professor, Dept. of Electronics & Telecommunication Engg., RVCE, Bengaluru	External	
2.	**Dr. Vijaya Prakash** , Professor, Dept. of Electronics & Communication Engg., BIT, Bengaluru		15/09/22
3.	**Dr. B H Doreswamy**, HOD & Professor, Department of Physics SJBIT		
4.	**Dr. Sanjay Kumar S M**, Associate Professor, Department of Mechanical Engg., SJBIT	Internal	15/9/22
5.	**Prof. Narendra Kumar H**, Associate Professor, Department of Civil Engg., SJBIT		15/9/22
6.	**Dr. Chandrashekhar M J**, Associate Professor, Department of EEE SJBIT		15/9/22

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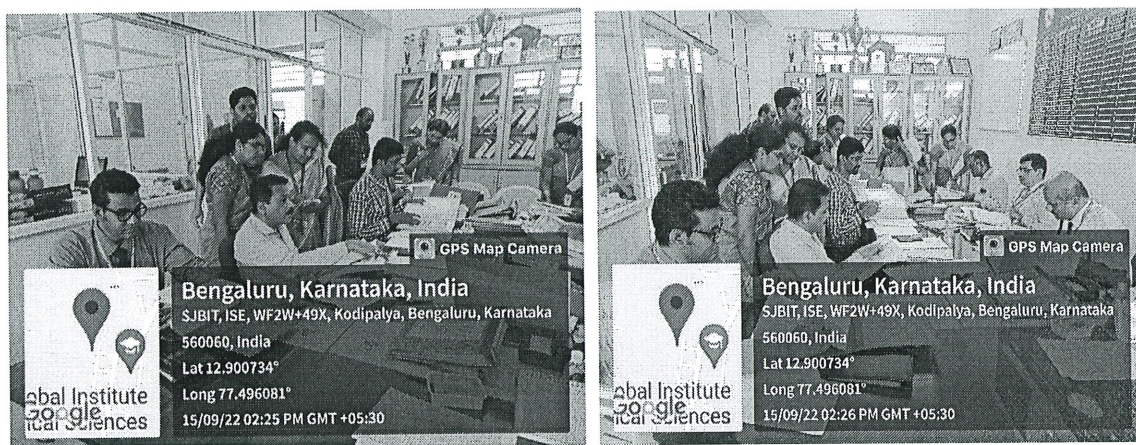BGS Health and Education City, Kengeri, Bengaluru-560 060

QUALITY AUDIT REPORT

DEPT.: ISE   **Date: 15/09/2022**

Glimpses of Audit conduction in Department of ISE on 15th September 2022 from 1:45pm to 3:15pm

Total Quality Management (TQM) Parameters

Sl. No.	Parameters	Observations	Suggestions
1.	Maintenance of Accreditation files (To check all files with latest updates- NBA P-files, Staff personal files)	Accreditation files are updated and maintained and needs improvement Few documents missing in personal file	
2.	Curriculum, Analysis of curriculum as per AICTE requirements, identification of gaps. Format PO's, PEO's & PSO's, Vision & Mission Statements, DAB, PAC, BOS and BOE (with valid documents) feedback taken from all the stakeholders (Students, Teachers, Employers and Alumni).	DAB, PAC, meetings are conducted as per the standards. BOS & BOE meetings to be added. Curriculum is followed as per norms.	Parents feedback also to be considered for skill development programs.
3.	Admission details of each academic year (mode of admission, seat filled and ranks, category wise, Gender wise, enrollment ratio), Student information system (to update the records) as per NBA/NAAC Format	Admission related information are documented.	Measures to be taken to improve the admissions
4.	Calendar of events (VTU, Institution & Department), Time-table: Originally approved, Modification etc.	Calendar of events (VTU, Institution & Department), are documented & followed	
5.	Student registration- 1st day of each semester	49% were registered	

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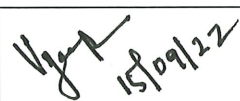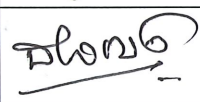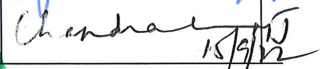|			
	(to check method followed)		
6.	List of Faculties and their workload details, Subject allotment (details of faculty, faculty student ratio, retention ratio as per NBA/NAAC format), New staff recruitment	Faculties and their workload details are documented SFR 16.12% Retention 80% Recruitment data insufficient	
7.	Lesson plan for 100% syllabus (standard format), Syllabus covered details (to compare the lesson planning), Beyond syllabus (at least two, before III test document in a file)	Lesson plan, Syllabus coverage is filed and Beyond syllabus are documented in soft copy.	
8.	ICT and Innovative methods in Teaching learning process, Notes material readiness for 100% syllabus, PPTs, Pre videos.	ICT and Innovative methods are documented with notes materials are stored in One-drive links.	
9.	Question bank (VTU's at least 3 papers), Solutions to the above question bank	Question bank and solutions are maintained	
10.	Administrative innovative methods adopted in the dept.	NIL	Needs to be initiated
11.	Lab manual with viva question (in the book form), Lab conduction details, rubrics for evaluation process (to follow the procedure given by the college- Index sheets (compare with attendance registers)	Rubrics are not included in lab manual.	
12.	List of programme specific Lab & Computing facility within department, records of additional labs/Centre of excellence created (if any)	List of programme specific Lab and facility are available	
13.	List of Supporting Staff and their workload details. List of class rooms, labs and faculty rooms - upkeep of department units (Servicing, Calibration Certificate, Log Book etc., as per NBA/NAAC)	Upkeep files not maintained in dept	
14.	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal. (Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)	Orientations are conducted for Staff and Students	
15.	Test conduction, Time Table, Test QP, scheme and solution, scrutinization, attendance, finalization of marks & absentees (more absentees award less marks), student grievances and additional test documentation.	% of Absentees=2.78	Proctor to be involved in addressing student grievances. Unique BT level to be defined for each question.

16.	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences (**Participative learning**: Student presentation in class room, group discussions, Industrial visits, technical seminar, MOOC Courses, conferences **Experiential learning**: Project, Internship, Industry supported laboratories, workshops: **Problem solving methodologies**: Practical sessions, assignments, case studies, technical competences, hackathons, coding competitions)	*Student presentation – completed * Industry-Visit done one *Consolidated Industry-Visit list missing. *No MOOC students certified. *Student workshop nil *Assignments done * All documents related project, internship, technical seminar is prepared and done. *Hackathon and coding 10 participated with one prize.	
17.	Critical attendance, action taken, improvement	Documents are updated for critical attendance with follow-up action with 2.14% absentees	
	Critical Internal marks cases, action taken, improvement	Documents are updated for students with critical marks	
18.	Less detention cases due to attendance and exam not attended (list and follow action)	Less detention cases are filed and action is taken.	
19.	Identification of Advanced and slow learners after I test & follow up action, Additional classes (special Programmes) to Advanced and Slow learners (to show documents)	Slow learners are identified and suitable actions are taken.	
20.	Feedback analysis (360° feedback) and reward / corrective measures taken and Feedback on facilities	Feedback on facilities and rewards can be documented from portal feedback analysis to be maintained	
21.	Student discipline: Late coming students, ID cards, Dress code, No mobile phone, (surprise visit action improvement)	No late coming details found	
22.	Mentoring system (mentor/mentee ratio and details, meeting, grievances & follow up action)	Student proforma is updated and suitable actions are taken towards grievances.	
23.	Parent Teachers Meet (to document in the standard format), Interaction with parents	Parent Interaction-100% Parents advisory form 3 done	
24.	Staff meeting (at least six meetings, one for subject allotment, one before commencement of semester, one before each test and one before end of semester), HOD & Class teacher meeting with students (at least two)	Signatures of few faculty are missing and meetings with HoD and Class teacher are conducted periodically.	
25.	Exam Results as per NBA/NAAC (teacher wise and subject wise, dept result history, rank probable's list, Success rate with and without backlogs)	Result related documents are updated and filed.	Articulation to be included for less result.
26.	Dept. specific professional bodies like CSI/IEEE/ACM/IET Dept. association etc. & its activities. Staff membership of professional bodies.	No professional chapters. 2 faculty registered Documentation updated	CSI/IEEE/ACM/IET needs improvement

27.	Department committee works: effectiveness, documentation etc.	Dept. committee works are effectively followed	
28.	Alumni meet, effective Interaction, Financial contribution & presentation to our students along with documentation	Alumni Presentations -02. Financial Contribution – donated books Alumni Meet – Not organized	
29.	R&D (Fund from AICTE, DST, VTU etc. (at least one)) and Consultancy projects along with approvals and project completion reports.	Consultancy NIL, R&D fund available under VTU and KSCST.	
30.	Industry tie up (at least with one reputed industry), MOU related activities	7 Tie-ups, 04 Activities were conducted	
31.	Circular procedure & maintenance (office, VTU & dept Circulars)	From and To register date mismatch.	
32.	Thought for the day (to check the day wise quotes)	File is maintained	
33.	Staff OOD details - List and proof of faculty interaction with outside world as per NBA format (% of staff deputed and documentation)	68% of staff were deputed and same has been documented	
34.	Dept. budget and its allocation, Purchase (check with standard procedure), Stock verification	Budget Allocation and Purchase related documents requires updation.	Budget utilization to be updated Allocation/Utilization Budget for UG/PG/R&D to be documented.
35.	Paper publications by staff as per the NBA format	14 out of 25 staff have publications in paid journals 56% of Staff publications	College affiliation should reflect in paper
36.	Paper publications by students as per the NBA format	Nil	
37.	Patents	One Patent granted, Australian	
38.	Book publication (at least one in the dept)	Nil	
39.	MOOC Courses and Participation details of FDP/Workshop/Conference/webinars, etc. (Staff)	*One Faculty certified in MOOC course * Workshop participation is NIL.	Improvement needed
40.	Guest lecturers/ Webinars (at least two for staff / students, before III test), Add on and certificate programs including HRD/ NI lab view/Rexroth Bosch (CETRAT) etc.	Workshops -00 Guest Lectures-03	
41.	Technical/Administrative training for Non-teaching staffs (at least one, min for 3 days)	Nil	
42.	National/International Conference for Staff/Students	Nil	conducting and attending the conference to be initiated
43.	Workshop (min. 3 days) or FDP (min. 6 days), and Administrative training for faculties	* 3 days workshop for UG Students was organized. *6 days FDP -Conducted	
44.	Staff/student club activities (Like Extension Activities/community services/Picnic/Tour)	2 activities done Staff/student club activities are conducted and recorded and no student club	

Sl. No.				
		activities. No community service		
45.	Sports activities (as per NBA format)	Participation list only		
46.	Cultural activities (as per NBA format)	Cultural activities are conducted and recorded.		
47.	Technical, quiz etc. competition (as per NBA format)	Technical activities are conducted and recorded.		
48.	Placement Details (list of graduated students), On/Off campus, Higher studies & Entrepreneurs.	Higher studies & Entrepreneurs data missing	Off campus data are not available	
49.	Coaching classes for GATE, GRE, TOEFL, etc	NIL		
50.	Library attendance of staff (% and frequency, best lib user)	Less than 1 min per month Document / Sign missing		
51.	Awards and Achievements both staff & students (Academic, Research, Innovation and extension)	UG VTU 3rd rank Proof Enclosed		
52.	Course files, CO-PO attainment, Attendance registers, Blue books,	Course files incomplete	Improvement is required in preparing course file	
53.	Capacity building and skill enhancement initiatives	EWDP program Completed		
54.	Extension and outreach activities	AICTE activity Conducted		
55.	Student support details (Scholarship Details)	SSP document included		
56.	Financial support to staff	Supporting based on grading for additional courses	Financial support for publication	

Audit members

Sl. No.	Name	Member	Signature
1.	**Prof. Nagaraju P**, Associate Professor, Dept. of Electronics & Telecommunication Engg., RVCE, Bengaluru	External	P.by 15/09/22
2.	**Dr. Vijaya Prakash**, Professor, Dept. of Electronics & Communication Engg., BIT, Bengaluru		15/09/22
3.	**Dr. B H Doreswamy**, HOD & Professor, Department of Physics SJBIT	Internal	ದೊರೆ
4.	**Dr. Srikantaiah K C**, Professor, Department of CSE SJBIT		15/09/22
5.	**Prof. Narendra Kumar H**, Associate Professor, Department of Civil Engg., SJBIT		15/9/22
6.	**Dr. Chandrashekhar M J**, Associate Professor, Department of EEE, SJBIT		Chandra 15/9/22

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

Quality Audit Summary

Academic year: ODD/2021-22
Department: Information Science & Engineering
Date of Audit: 15/09/2022

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

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

Observations:

1. Calendar of events were prepared in advance and the same was executed
2. Subject wise result analyses were carried out regularly.
3. Students were encouraged to participate in Extra Curricular/Co-Curricular activities.
4. Departmental activities are recorded.
5. Alumni association activities/interaction needs to be increased.
6. Research papers were published in reputed Journal.
7. Innovative – Best practice in dept. needs to be recorded.
8. All documents related to project, internship, technical seminar are prepared.

Suggestions:
1. Staff should be encouraged to interact with outside world.
2. Establishment of Center of Excellence.
3. Consultancy needs to be initiated.
4. Dept. specific professional bodies' activities has to be initiated.
5. Faculty & Students Publications need to be encouraged.
6. CO-PO mapping keywords to be highlighted.
7. Course file needs to be updated on regular basis.
8. Alumni databases & interactions to be increased and same to be updated.
9. Students to be encouraged to take up GRE/GATE/TOFEL/IELTS/Other competitive examinations.

Strength:
- Academics process & performance is good
- Teaching methodology is good
- Labs are well maintained and utilized

Weakness:

- Less number of faculties with doctorates
- Staff interaction with outside world is less
- Library utilization is less
- Consultancy is nil
- Staff & Students publications are fewer
- Course files are not maintained properly

Audit members

Sl. No.	Name	Member	Signature
1.	**Prof. Nagaraju P,** Associate Professor, Dept. of Electronics & Telecommunication Engg., RVCE, Bengaluru	External	*P.Nag 15/09/22*
2.	**Dr. Vijaya Prakash ,** Professor, Dept. of Electronics & Communication Engg. BIT, Bengaluru		*15/09/22*
3.	**Dr. B H Doreswamy,** HOD & Professor, Department of Physics SJBIT	Internal	*14/9/22*
4.	**Dr. Srikantaiah K C,** Professor, Department of CSE SJBIT		*15/09/22*
5.	**Prof. Narendra Kumar H,** Associate Professor, Department of Civil Engg. SJBIT		*15/9/22*
6.	**Dr. Chandrashekhar M J,** Associate Professor, Department of EEE SJBIT		*15/9/22*

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Certified by ISO 9001-2015
BGS Health and Education City, Kengeri, Bengaluru-560 060

QUALITY AUDIT REPORT

Date: 14/09/2022

DEPT.: ECE

Glimpses of Audit conduction in Department of ECE on 14th September 2022 from 9am to 11am

Total Quality Management (TQM) Parameters

Sl. No.	Parameters	Observations	Suggestions
1.	Maintenance of Accreditation files (To check all files with latest updates- NBA P-files, Staff personal files)	Accreditation files are updated and maintained as per standards	
2.	Curriculum, Analysis of curriculum as per AICTE requirements, identification of gaps. Format PO's, PEO's & PSO's, Vision & Mission Statements, DAB, PAC, BOS and BOE (with valid documents) feedback taken from all the stakeholders (Students, Teachers, Employers and Alumni).	DAB, PAC, BOS meetings are conducted as per the standards. Curriculum is followed as per norms.	Parents feedback also to be considered for skill development programs.
3.	Admission details of each academic year (mode of admission, seat filled and ranks, category wise, Gender wise, enrollment ratio), Student information system (to update the records) as per NBA/NAAC Format	Admission related information are documented.	Measures to be taken to improve the admissions
4.	Calendar of events (VTU, Institution & Department), Time-table: Originally approved, Modification etc.	Calendar of events (VTU, Institution & Department), are documented & followed	
5.	Student registration- 1st day of each semester (to check method followed)	Registration details are filed and recorded	
6.	List of Faculties and their workload details, Subject allotment (details of faculty, faculty	Faculties and their workload details are documented	

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	student ratio, retention ratio as per NBA/NAAC format), New staff recruitment		
7.	Lesson plan for 100% syllabus (standard format), Syllabus covered details (to compare the lesson planning), Beyond syllabus (at least two, before III test document in a file)	Document mismatch.	
8.	ICT and Innovative methods in Teaching learning process, Notes material readiness for 100% syllabus, PPTs, Pre videos.	Not Maintained in one place. Stored in One-drive links.	Pre-videos to be published using YouTube, etc.
9.	Question bank (VTU's at least 3 papers), Solutions to the above question bank	Not Maintained in one place.	
10.	Administrative innovative methods adopted in the dept.	Innovative – Best practice in dept. to be recorded.	
11.	Lab manual with viva question (in the book form), Lab conduction details, rubrics for evaluation process (to follow the procedure given by the college- Index sheets (compare with attendance registers)	Lab Manual and conduction with rubrics are followed as per standards.	
12.	List of programme specific Lab & Computing facility within department, records of additional labs/Centre of excellence created (if any)	Programme specific Lab & Computing facility are available	
13.	List of Supporting Staff and their workload details. List of class rooms, labs and faculty rooms - upkeep of department units (Servicing, Calibration Certificate, Log Book etc., as per NBA/NAAC)	List of Supporting Staff, their workload details and other details are documented	Frequency of Calibration should be increased.
14.	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal. (Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)	Orientations are conducted for Staff and Students	
15.	Test conduction, Time Table, Test QP, scheme and solution, scrutinization, attendance, finalization of marks & absentees (more absentees award less marks), student grievances and additional test documentation.	More percentage, % of Absentees=4.75	Proctor to be involved in addressing student grievances. Unique BT level to be defined for each question.

16.	Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences (**Participative learning**: Student presentation in class room, group discussions, Industrial visits, technical seminar, MOOC Courses, conferences **Experiential learning**: Project, Internship, Industry supported laboratories, workshops: **Problem solving methodologies**: Practical sessions, assignments, case studies, technical competences, hackathons, coding competitions)	*Student presentation – few faculties limited their number of presentation (5) * Industry-Visit filing not done in sequence *Consolidated Industry-Visit list missing. *MOOC 2 students completed. *Student workshop done *Assignments done * All documents related project, internship, technical seminar is prepared.	
17.	Critical attendance, action taken, improvement	Documents are updated for critical attendance with follow-up action	
	Critical Internal marks cases, action taken, improvement	Documents are updated for students with critical marks	
18.	Less detention cases due to attendance and exam not attended (list and follow action)	Less detention cases are filed and action is taken.	
19.	Identification of Advanced and slow learners after I test & follow up action, Additional classes (special Programmes) to Advanced and Slow learners (to show documents)	Slow learners are identified and suitable actions are taken.	
20.	Feedback analysis (360° feedback) and reward / corrective measures taken and Feedback on facilities	Feedback on facilities and rewards can be documented from portal feedback analysis to be added,	
21.	Student discipline: Late coming students, ID cards, Dress code, No mobile phone, (surprise visit action improvement)	SOPs are followed.	
22.	Mentoring system (mentor/mentee ratio and details, meeting, grievances & follow up action)	Student proforma is updated and suitable actions are taken towards grievances.	
23.	Parent Teachers Meet (to document in the standard format), Interaction with parents	Parent Interaction-45%	
24.	Staff meeting (at least six meetings, one for subject allotment, one before commencement of semester, one before each test and one before end of semester), HOD & Class teacher meeting with students (at least two)	Signatures of few faculty are missing	
25.	Exam Results as per NBA/NAAC (teacher wise and subject wise, dept result history, rank probable's list, Success rate with and without backlogs)	Result related documents are updated and filed.	Articulation to be included for less result.
26.	Dept. specific professional bodies like CSI/IEEE/ACM/IET Dept. association etc. & its activities. Staff membership of professional bodies.	No activities organized under professional chapters. 26/27 faculty registered Documentation updated	
27.	Department committee works: effectiveness, documentation etc.	Dept. committee works are effectively followed	
28.	Alumni meet, effective Interaction, Financial contribution & presentation to our students	Alumni Presentations -03. Financial Contribution – NIL	

	along with documentation	Alumni Meet – Not organized	
29.	R&D (Fund from AICTE, DST, VTU etc. (at least one)) and Consultancy projects along with approvals and project completion reports.	Consultancy NIL Funds – 07 Grants Total Rs.55,22,000/- (Major & Minor Projects)	
30.	Industry tie up (at least with one reputed industry), MOU related activities	17 Tie-ups, 10 Activities conducted	
31.	Circular procedure & maintenance (office, VTU & dept Circulars)	Circulars of office, VTU & dept. are filed and circulated.	Index sheet to be added will be useful.
32.	Thought for the day (to check the day wise quotes)	Thought for the Day are displayed regularly and filed.	
33.	Staff OOD details - List and proof of faculty interaction with outside world as per NBA format (% of staff deputed and documentation)	Consolidated list missing	
34.	Dept. budget and its allocation, Purchase (check with standard procedure), Stock verification	Budget Allocation and Purchase related documents are maintained	Budget utilization is less. (62%) FY2021-22 Allocation/Utilization Budget for UG/PG/R&D to be documented.
35.	Paper publications by staff as per the NBA format	10 out of 28 staff publications are done 35.71%	Needs to be improved
36.	Paper publications by students as per the NBA format	Two papers published by students	
37.	Patents	One Patent granted, One Copyright granted, QA report not updated	
38.	Book publication (at least one in the dept)	Book chapters -5 faculty, Conferences -03 Journals- 02	
39.	MOOC Courses and Participation details of FDP/Workshop/Conference/webinars, etc. (Staff)	*19 Faculties completed *3 Non teaching completed * Workshop completed	
40.	Guest lecturers/ Webinars (at least two for staff / students, before III test), Add on and certificate programs including HRD/ NI lab view/Rexroth Bosch (CETRAT) etc.	Workshops -03 Guest Lectures-02	
41.	Technical/Administrative training for Non-teaching staffs (at least one, min for 3 days)	One Non-Teaching Staff attended.	
42.	National/International Conference for Staff/Students	Not Organized in this Academic year (Odd)	
43.	Workshop (min. 3 days) or FDP (min. 6 days), and Administrative training for faculties	FDP in Association with NIT Warangal	
44.	Staff/student club activities (Like Extension Activities/community services/Picnic/Tour)	Staff/student club activities are conducted and recorded.	
45.	Sports activities (as per NBA format)	Prize winners list not included.	
46.	Cultural activities (as per NBA format)	Cultural activities are conducted and recorded.	

47.	Technical, quiz etc. competition (as per NBA format)	Technical activities are conducted and recorded.	
48.	Placement Details (list of graduated students), On/Off campus, Higher studies & Entrepreneurs.	Graduated Student list missing. Proof of document pending.	
49.	Coaching classes for GATE, GRE, TOEFL, etc.	One activity is conducted	
50.	Library attendance of staff (% and frequency, best lib user)	0.0013 hours per month Document / Sign missing	
51.	Awards and Achievements both staff & students (Academic, Research, Innovation and extension)	Staff Awards – 02 Student Award –NIL Proof Enclosed	
52.	Course files, CO-PO attainment, Attendance registers, Blue books,	CO-PO Mapping levels to be improved.	
53.	Capacity building and skill enhancement initiatives	EWDP program Completed	
54.	Extension and outreach activities	AICTE activity Conducted	
55.	Student support details (Scholarship Details)	As per govt. schemes Incentive given to outstanding students	
56.	Financial support to staff	For NPTEL courses	

Audit member

Sl. No.	Name	Member	Signature
1.	**Prof. Nagaraju P,** Associate Professor, Dept. of Electronics & Telecommunication Engg., RVCE, Bengaluru	External	P. Ny 15/9/22
2.	**Dr. Vijaya Prakash,** Professor, Dept. of Electronics & Communication Engg., BIT, Bengaluru		15/09/22
3.	**Dr. B H Doreswamy,** HOD & Professor, Department of Physics SJBIT	Internal	
4.	**Dr. Srikantaiah K C,** Professor, Department of CSE SJBIT		15/09/22
5.	**Prof. Narendra Kumar H,** Associate Professor, Department of Civil Engg. SJBIT		15/9/22
6.	**Dr. Chandrashekhar M J,** Associate Professor, Department of EEE SJBIT		15/9/22

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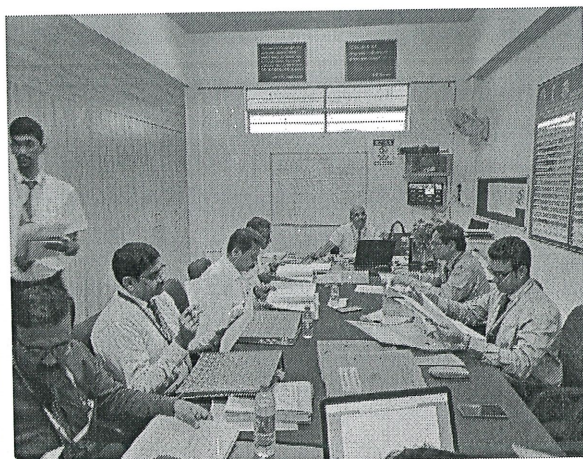BGS Health and Education City, Kengeri, Bengaluru-560 060

Quality Audit Summary

Academic year: ODD/2021-22
Department: Electronics & Communication Engineering
Date of Audit: 14/09/2022

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

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

Observations:

1. Calendar of events were prepared in advance and the same was executed
2. Subject wise result analyses were carried out regularly.
3. Students were encouraged to participate in /Extra Curricular/Co-Curricular activities.
4. Departmental activities are recorded.
5. Alumni association activities/interaction needs to be increased.
6. Research papers were published in reputed Journal.
7. Establishment of Center of Excellence (NI labs) was much appreciated.
8. Innovative – Best practice in dept. to be recorded.
9. All documents related to project, internship, technical seminar is prepared.

Suggestions:

1. Staff should be encouraged to interact with outside world.
2. Measures to be taken to improve the admissions.
3. Much improvement is required in Consultancy.
4. Dept. specific professional bodies' activities has to be initiated.
5. Proctor meeting remarks needs to be elaborated
6. Students Publications need to be encouraged.
7. CO-PO mapping keywords to be highlighted.
8. Question Paper pattern with RBT levels to be defined properly.
9. Alumni databases & interactions to be increased and same to be updated
10. To concentrate more on slow learners.
11. Students to be encouraged to take up GRE/GATE/TOFEL/IELTS/Other competitive examinations.

Strength:

- Academics process & performance is good.
- Research funding is good.
- Reasonably good number of publications
- Documentations are systematically done.
- Good number of faculties with doctorates
- Teaching methodology is good
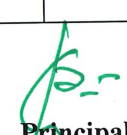
Weakness:

- Staff interaction with outside world is less
- Library utilization is less
- Consultancy is nil

Audit member

Sl. No.	Name	Member	Signature
1.	**Prof. Nagaraju P,** Associate Professor, Dept. of Electronics & Telecommunication Engg., RVCE, Bengaluru	External	P.Nag. 15/9/22
2.	**Dr. Vijaya Prakash ,** Professor, Dept. of Electronics & Communication Engg., BIT, Bengaluru		Vyp 15/09/22
3.	**Dr. B H Doreswamy,** HOD & Professor, Department of Physics SJBIT	Internal	Dlo 216
4.	**Dr. Srikantaiah K C,** Professor, Department of CSE SJBIT		15/09/22
5.	**Prof. Narendra Kumar H,** Associate Professor, Department of Civil Engg. SJBIT		15/9/22
6.	**Dr. Chandrashekhar M J,** Associate Professor, Department of EEE SJBIT		Chand MJ 15/9/22

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QUALITY AUDIT REPORT

DEPT.: EEE   **Date: 14/09/2022**

Glimpses of Audit conduction in Department of EEE on 14th September 2022 from 11am to 1pm

Total Quality Management (TQM) Parameters

Sl. No.	Parameters	Observations	Suggestions
1.	Maintenance of Accreditation files (To check all files with latest updates- NBA P-files, Staff personal files)	Accreditation files are updated and maintained as per standards	
2.	Curriculum, Analysis of curriculum as per AICTE requirements, identification of gaps. Format PO's, PEO's & PSO's, Vision & Mission Statements, DAB, PAC, BOS and BOE (with valid documents) feedback taken from all the stakeholders (Students, Teachers, Employers and Alumni).	DAB, PAC, BOS meetings are conducted as per the standards. Curriculum is followed as per norms.	Parents feedback also to be considered for skill development programs.
3.	Admission details of each academic year (mode of admission, seat filled and ranks, category wise, Gender wise, enrollment ratio), Student information system (to update the records) as per NBA/NAAC Format	Admission related details are filed and maintained	Measures to be taken to improve the admissions
4.	Calendar of events (VTU, Institution & Department), Time-table: Originally approved, Modification etc.	Calendar of events (VTU, Institution & Department), are documented & followed	
5.	Student registration- 1st day of each semester (to check method followed)	70.93% students were registered	
6.	List of Faculties and their workload details,	Faculties and their workload	

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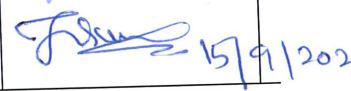|			
	Subject allotment (details of faculty, faculty student ratio, retention ratio as per NBA/NAAC format), New staff recruitment	details are documented 100% faculty retention	
7.	Lesson plan for 100% syllabus (standard format), Syllabus covered details (to compare the lesson planning), Beyond syllabus (at least two, before III test document in a file)	CO/PO Mapping not focused in beyond syllabus Only one presentation held.	
8.	ICT and Innovative methods in Teaching learning process, Notes material readiness for 100% syllabus, PPTs, Pre videos.	Teaching learning process is up to the mark along with lecture notes readiness	
9.	Question bank (VTU's at least 3 papers), Solutions to the above question bank	Documents maintained in One-drive	
10.	Administrative innovative methods adopted in the dept.	No proof of documents found with respect to innovative method.	Innovative methods under Administrative to be developed
11.	Lab manual with viva question (in the book form), Lab conduction details, rubrics for evaluation process (to follow the procedure given by the college- Index sheets (compare with attendance registers)	Vision & Mission is not considered without topic label in two lab manuals.	
12.	List of program specific Lab & Computing facility within department, records of additional labs/Centre of excellence created (if any)	Program specific Lab & Computing facility are available. CoE CETRAT documents are available	
13.	List of Supporting Staff and their workload details. List of class rooms, labs and faculty rooms - upkeep of department units (Servicing, Calibration Certificate, Log Book etc., as per NBA/NAAC)	List of Supporting Staff, Class rooms and other details are documented	Frequency of Calibration should be increased.
14.	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal. (Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)	Orientations programs are conducted for Staff and Students	
15.	Test conduction, Time Table, Test QP, scheme and solution, scrutinization, attendance, finalization of marks & absentees (more absentees award less marks), student grievances and additional test documentation.	% of Absentees= 2.87	Proctor to be involved in addressing student grievances. Unique BT level to be defined for each question.

16.	Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences (**Participative learning**: Student presentation in class room, group discussions, Industrial visits, technical seminar, MOOC Courses, conferences **Experiential learning**: Project, Internship, Industry supported laboratories, workshops: **Problem solving methodologies**: Practical sessions, assignments, case studies, technical competences, hackathons, coding competitions)	Project and internships are completed and industry support lab facility to be improved. Student presentations, Industry visit were carried out. 244 students enrolled in NPTEL courses.	
17.	Critical attendance, action taken, improvement	Documents are updated for critical attendance with follow-up action	
	Critical Internal marks cases, action taken, improvement	Documents are updated for students with critical marks	
18.	Less detention cases due to attendance and exam not attended (list and follow action)	Less detention cases are documented as per VTU	
19.	Identification of Advanced and slow learners after I test & follow up action, Additional classes (special Programmes) to Advanced and Slow learners (to show documents)	Slow learners are identified and suitable actions are taken.	
20.	Feedback analysis (360° feedback) and reward / corrective measures taken and Feedback on facilities	Feedback on facilities is considered through online portal.	
21.	Student discipline: Late coming students, ID cards, Dress code, No mobile phone, (surprise visit action improvement)	Late coming consolidated list is not documented.	
22.	Mentoring system (mentor/mentee ratio and details, meeting, grievances & follow up action)	Student proforma is updated and suitable actions are taken towards grievances.	
23.	Parent Teachers Meet (to document in the standard format), Interaction with parents	Parent Interaction-9.79% PTM Conducted.	
24.	Staff meeting (at least six meetings, one for subject allotment, one before commencement of semester, one before each test and one before end of semester), HOD & Class teacher meeting with students (at least two)	Staff meeting is conducted as per norms. HoD & Class teacher meeting is frequently conducted.	
25.	Exam Results as per NBA/NAAC (teacher wise and subject wise, dept result history, rank probable's list, Success rate with and without backlogs)	Result related documents are updated and filed.	Articulation to be included for less result.
26.	Dept. specific professional bodies like CSI/IEEE/ACM/IET Dept. association etc. & its activities. Staff membership of professional bodies.	All 13 faculties are membership of professional bodies. 02 activities conducted in association with ISTE.	
27.	Department committee works: effectiveness, documentation etc.	Department committee works are effectively conducted	
28.	Alumni meet, effective Interaction, Financial	Alumni Presentations -02.	

	contribution & presentation to our students along with documentation	Financial Contribution – NIL Alumni Meet – Not organized	
29.	R&D (Fund from AICTE, DST, VTU etc. (at least one)) and Consultancy projects along with approvals and project completion reports.	1 Project VGST Ongoing (15 Lakhs)	
30.	Industry tie up (at least with one reputed industry), MOU related activities	14 Tie-ups, 07 Activities conducted	
31.	Circular procedure & maintenance (office, VTU & dept Circulars)	Circulars of office, VTU & dept. are filed and circulated.	Index sheet to be added will be useful.
32.	Thought for the day (to check the day wise quotes)	List for Thought for day is documented	
33.	Staff OOD details - List and proof of faculty interaction with outside world as per NBA format (% of staff deputed and documentation)	33.33 % Staff are deputed for OOD and same is filed.	
34.	Dept. budget and its allocation, Purchase (check with standard procedure), Stock verification	Rs.35 lakhs budget report is submitted. Utilization is less.	Allocation/Utilization Budget for UG/PG/R&D to be documented.
35.	Paper publications by staff as per the NBA format	6 out of 14 faculty have published papers.	Publications needs to be improved
36.	Paper publications by students as per the NBA format	Needs improvement and initiated	
37.	Patents	3 Published and 2 applied	
38.	Book publication (at least one in the dept.)	Needs improvement and initiated	
39.	MOOC Courses and Participation details of FDP/Workshop/Conference/webinars, etc. (Staff)	Online MOOC courses certified faculty is less	
40.	Guest lecturers/ Webinars (at least two for staff / students, before III test), Add on and certificate programs including HRD/ NI lab view/Rexroth Bosch (CETRAT) etc.	02 guest lectures done	
41.	Technical/Administrative training for Non-teaching staffs (at least one, min for 3 days)	Nil. Technical staff to be encouraged	
42.	National/International Conference for Staff/Students	Conference was not organized during this academic year	Atleast one Nat./Intl. Conference to be organized per year
43.	Workshop (min. 3 days) or FDP (min. 6 days), and Administrative training for faculties	One FDP conducted in the month of April, 2022.	
44.	Staff/student club activities (Like Extension Activities/community services/Picnic/Tour)	*04 in Staff club *02 in student club	
45.	Sports activities (as per NBA format)	Students participated under VTU level and won Championship in Volleyball and the same is documented	
46.	Cultural activities (as per NBA format)	Participants list not documented	
47.	Technical, quiz etc. competition (as per NBA format)	Needs to be initiated.	
48.	Placement Details (list of graduated students), On/Off campus, Higher studies & Entrepreneurs.	30 students placed out of 69.	

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49.	Coaching classes for GATE, GRE, TOEFL, etc.	03 activities were organized	
50.	Library attendance of staff (% and frequency, best lib user)	45 mins per month per faculty	
51.	Awards and Achievements both staff & students (Academic, Research, Innovation and extension)	Staff Awards – 02 Student Award - 03 Proof Enclosed	
52.	Course files, CO-PO attainment, Attendance registers, Blue books,	Keywords of RBT to be highlighted	CO-PO Mapping levels to be improved
53.	Capacity building and skill enhancement initiatives	EWDP program Completed	
54.	Extension and outreach activities	AICTE activity points events were effectively carried out	
55.	Student support details (Scholarship Details)	As per govt. schemes Incentive given under outstanding students. Under Zindal scholarship 06 students were benefitted	
56.	Financial support to staff	NPTEL amount disbursed (no proof of document in dept.)	

Audit member

Sl. No.	Name	Member	Signature
1.	**Prof. Nagaraju P**, Associate Professor, Dept. of Electronics & Telecommunication Engg., RVCE, Bengaluru	External	*P.Mg+.15/9/22*
2.	**Dr. Vijaya Prakash**, Professor, Dept. of Electronics & Communication Engg. BIT, Bengaluru		*15/09/22*
3.	**Dr. B H Doreswamy**, HOD & Professor, Department of Physics SJBIT	Internal	*Dw 216*
4.	**Dr. Sanjay Kumar S M**, Associate Professor, Department of Mechanical Engg. SJBIT		*15/9/22*
5.	**Prof. Narendra Kumar H**, Associate Professor, Department of Civil Engg. SJBIT		*15/9/22*
6.	**Dr. Vijaykumar T**, Professor, Department of Electronics & Communication Engg., SJBIT		*15/9/202*

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Quality Audit Summary

Academic year: ODD/2021-22
Department: Electrical & Electronics Engineering
Date of Audit: 14/09/2022

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

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

Observations:

1. Calendar of events were prepared in advance and the same was executed
2. Departmental activities are recorded.
3. Innovative – Best practice in dept. to be recorded.
4. All documents related to project, internship, technical seminar was prepared.
5. Quality of technical papers for both staff and students needs to be improved.
6. Conference participation by faculties is less.
7. Highlighting key words in question paper, CO-PO mapping is required.

Suggestions:
1. Measures to be taken to improve the admissions.
2. Much improvement is required in Consultancy.
3. Students and Faculty Publications needs to be encouraged.
4. Parent suggestions to be considered in academic improvement (beyond syllabus)
5. Alumni databases & interactions to be increased.
6. Students must be motivated to take up competitive examinations.

Strength:
- Faculty retention rate is good.
- Research project funding is reasonably improving with progression.
- Systematic procedure is followed in documentation.
- Staff Club is active with periodical event conduction.

Weakness:
- Staff interaction with outside world is less.
- Budget utilization is less.
- Inappropriate keywords are used in RBT level.
- Less number of faculty with Ph.D.

Audit member

Sl. No.	Name	Member	Signature
1.	**Prof. Nagaraju P,** Associate Professor, Dept. of Electronics & Telecommunication Engg., RVCE, Bengaluru	External	P.Ny.F. 15/9/22
2.	**Dr. Vijaya Prakash,** Professor, Dept. of Electronics & Communication Engg. BIT, Bengaluru		Vyp 15/09/22
3.	**Dr. B H Doreswamy,** HOD & Professor, Department of Physics SJBIT	Internal	Doresh
4.	**Dr. Sanjay Kumar S M,** Associate Professor, Department of Mechanical Engg. SJBIT		Sany 15/9/22
5.	**Prof. Narendra Kumar H,** Associate Professor, Department of Civil Engg. SJBIT		15/9/22
6.	**Dr. Vijaykumar T,** Professor, Department of Electronics & Communication Engg. SJBIT		15/9/2

IQAC Coordinator
(Dr. Babu N V)

Principal
(Dr. K V Mahendra Prashanth)

QUALITY AUDIT REPORT

DEPT.: MECH   **Date: 15/09/2022**

Glimpses of Audit conduction in Department of ME on 15th September 2022 from 9:30am to 11:30am

Total Quality Management (TQM) Parameters

Sl. No.	Parameters	Observations	Suggestions
1.	Maintenance of Accreditation files (To check all files with latest updates- NBA P-files, Staff personal files)	Accreditation files are updated and maintained as per standards. Staff Personal files index sheet not enclosed	personal files check list to be included in missing files, Updation needed in few files
2.	Curriculum, Analysis of curriculum as per AICTE requirements, identification of gaps. Format PO's, PEO's & PSO's, Vision & Mission Statements, DAB, PAC, BOS and BOE (with valid documents) feedback taken from all the stakeholders (Students, Teachers, Employers and Alumni).	DAB, PAC, BOS meetings are conducted internally Curriculum is followed as per norms.	Parents feedback also to be considered for skill development programs.
3.	Admission details of each academic year (mode of admission, seat filled and ranks, category wise, Gender wise, enrollment ratio), Student information system (to update the records) as per NBA/NAAC Format	Admission related details are filed and maintained	Measures to be taken to improve the admissions
4.	Calendar of events (VTU, Institution & Department), Time-table: Originally approved, Modification etc.	Calendar of events (VTU, Institution & Department), are documented & followed	

5.	Student registration- 1st day of each semester (to check method followed)	Documentation with 90.8%, students were registered through online	
6.	List of Faculties and their workload details, Subject allotment (details of faculty, faculty student ratio, retention ratio as per NBA/NAAC format), New staff recruitment	SFR – 24.66% Faculty Ret. Ratio = 68% Faculties and their workload details are documented	
7.	Lesson plan for 100% syllabus (standard format), Syllabus covered details (to compare the lesson planning), Beyond syllabus (at least two, before III test document in a file)	Lesson plan is filed and CO/PO Mapping is not focused in beyond syllabus	
8.	ICT and Innovative methods in Teaching learning process, Notes material readiness for 100% syllabus, PPTs, Pre videos.	Materials were shown online.	Pre-videos to be published using YouTube, etc.
9.	Question bank (VTU's at least 3 papers), Solutions to the above question bank	Few courses Question bank & solution shown online	
10.	Administrative innovative methods adopted in the dept.	Innovative methods under Administrative to be done 01 event conducted	
11.	Lab manual with viva question (in the book form), Lab conduction details, rubrics for evaluation process (to follow the procedure given by the college- Index sheets (compare with attendance registers)	Lab Manual and conduction are as per norms. CO/PO mapping sheets are incomplete.	
12.	List of programme specific Lab & Computing facility within department, records of additional labs/Centre of excellence created (if any)	Programme specific Lab & Computing facilities are available.	
13.	List of Supporting Staff and their workload details. List of class rooms, labs and faculty rooms - upkeep of department units (Servicing, Calibration Certificate, Log Book etc., as per NBA/NAAC)	List of Supporting Staff, their workload details and other details are documented	Frequency of Calibration should be increased.
14.	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal. (Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)	Orientations are not conducted for Staff and Students	
15.	Test conduction, Time Table, Test QP, scheme and solution, scrutinization, attendance, finalization of marks & absentees (more absentees award less marks), student grievances and additional test documentation.	% of Absentees = 2.65% Test related Files are maintained and recorded. Not addressed student grievances.	Proctor to be involved in addressing student grievances. Unique BT level to be defined for each question.

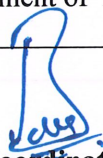| No.		Description	Remarks	
16.		Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences **(Participative learning**: Student presentation in class room, group discussions, Industrial visits, technical seminar, MOOC Courses, conferences **Experiential learning**: Project, Internship, Industry supported laboratories, workshops: **Problem solving methodologies**: Practical sessions, assignments, case studies, technical competences, hackathons, coding competitions)	Project and internships are completed Industry support lab facility is well established & utilized Student presentations done, 01 Industry visit was carried out. No MOOC courses enrolled Assignments only focused	
17.		Critical attendance, action taken, improvement	Documents are not updated for critical attendance with follow-up action	
		Critical Internal marks cases, action taken, improvement	Documents are not updated for students with critical marks	
18.		Less detention cases due to attendance and exam not attended (list and follow action)	Less detention cases are documented as per VTU	
19.		Identification of Advanced and slow learners after I test & follow up action, Additional classes (special Programmes) to Advanced and Slow learners (to show documents)	Slow learners are identified and suitable actions are taken.	
20.		Feedback analysis (360° feedback) and reward / corrective measures taken and Feedback on facilities	Feedback on facilities to be considered. Student feedback need to be analysed	
21.		Student discipline: Late coming students, ID cards, Dress code, No mobile phone, (surprise visit action improvement)	Only Late Entry file maintained.	
22.		Mentoring system (mentor/mentee ratio and details, meeting, grievances & follow up action)	Student proforma is updated and suitable actions are taken towards grievances.	
23.		Parent Teachers Meet (to document in the standard format), Interaction with parents	Parent Interaction- 5 no. PTM not Conducted.	
24.		Staff meeting (at least six meetings, one for subject allotment, one before commencement of semester, one before each test and one before end of semester), HOD & Class teacher meeting with students (at least two)	Staff meetings are conducted as per norms. 01- HoD with Class teacher conducted	
25.		Exam Results as per NBA/NAAC (teacher wise and subject wise, dept result history, rank probable's list, Success rate with and without backlogs)	Result related documents need to be filed. Success rate is not maintained.	Articulation to be included for less result.
26.		Dept. specific professional bodies like CSI/IEEE/ACM/IET Dept. association etc. & its activities. Staff membership of professional bodies.	All faculties are membership of professional bodies No activities under IIPE	
27.		Department committee works: effectiveness, documentation etc.	Department committee works are effectively conducted	
28.		Alumni meet, effective Interaction, Financial contribution & presentation to our students	Alumni Presentations NIL. Financial Contribution – NIL	

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		along with documentation	Alumni Meet – Not organized	
29.	R&D (Fund from AICTE, DST, VTU etc. (at least one)) and Consultancy projects along with approvals and project completion reports.	Rs.8000/- from KSCST Rs. 8 lakhs /- from VTU	
30.	Industry tie up (at least with one reputed industry), MOU related activities	11 MOUs with Tie-ups, 02 Activities conducted	
31.	Circular procedure & maintenance (office, VTU & dept Circulars)	completed	Index sheet to be added will be useful.
32.	Thought for the day (to check the day wise quotes)	List for Thought for day is documented	
33.	Staff OOD details - List and proof of faculty interaction with outside world as per NBA format (% of staff deputed and documentation)	30 % Staff are deputed for OOD and same is been filed.	
34.	Dept. budget and its allocation, Purchase (check with standard procedure), Stock verification	Rs.65 lakhs. Budget parameters to be consolidated	Allocation/Utilization Budget for UG/PG/R&D to be documented. Budget utilization is less FY2021-22
35.	Paper publications by staff as per the NBA format	04 papers are published out of 23 faculties	Publications to be improved
36.	Paper publications by students as per the NBA format	Nil	Needs improvement and initiated
37.	Patents	4 published 02/07/2021 (2020-21)	
38.	Book publication (at least one in the dept)	One book Published	Needs improvement
39.	MOOC Courses and Participation details of FDP/Workshop/Conference/webinars, etc. (Staff)	Many Faculties have completed their MOOC course successfully.	Number online courses to be improved
40.	Guest lecturers/ Webinars (at least two for staff / students, before III test), Add on and certificate programs including HRD/ NI lab view/Rexroth Bosch (CETRAT) etc.	06 guest lectures were organized and filed.	
41.	Technical/Administrative training for Non-teaching staffs (at least one, min for 3 days)	Needs improvement and initiated	
42.	National/International Conference for Staff/Students	Not done	Needs improvement and initiated
43.	Workshop (min. 3 days) or FDP (min. 6 days), and Administrative training for faculties	Six days FDP conducted on 04/04/2022 to 09/04/2022,	
44.	Staff/student club activities (Like Extension Activities/community services/Picnic/Tour)	Activities are not conducted and needs improvement	
45.	Sports activities (as per NBA format)	Activities are not conducted and needs improvement	
46.	Cultural activities (as per NBA format)	Activities are not conducted and needs improvement	
47.	Technical, quiz etc. competition (as per NBA format)	Needs improvement. Document enclosed. Consolidated list	
48.	Placement Details (list of graduated students), On/Off campus, Higher studies & Entrepreneurs.	38 students placed out of 131.	

49.	Coaching classes for GATE, GRE, TOEFL, etc	GATE, GRE, TOEFL 01 activities organized.	
50.	Library attendance of staff (% and frequency, best lib user)	Less than one minute per faculty per semester	
51.	Awards and Achievements both staff & students (Academic, Research, Innovation and extension)	Staff Awards – NIL Student Award to Toppers Proof Enclosed	
52.	Course files, CO-PO attainment, Attendance registers, Blue books,	CO-PO Mapping with RBT levels to be improved.	Action plan articulations needs improvement
53.	Capacity building and skill enhancement initiatives	EWDP program Completed	
54.	Extension and outreach activities	AICTE activity Conducted	
55.	Student support details (Scholarship Details)	As per govt. schemes Incentive given to outstanding students	Branch-wise not done
56.	Financial support to staff	NPTEL amount not disbursed (no proof of document in dept.)	Financial support to staff needs encouragement

Audit member

Sl. No.	Name	Member	Signature
1.	**Prof. Nagaraju P,** Associate Professor, Dept. of Electronics & Telecommunication Engg., RVCE, Bengaluru	External	
2.	**Dr. Vijaya Prakash,** Professor, Dept. of Electronics & Communication Engg., BIT, Bengaluru		15/09/22
3.	**Dr. B H Doreswamy,** HOD & Professor, Department of Physics SJBIT	Internal	15/9/22
4.	**Dr. Srikantaiah K C,** Professor, Department of Computer Science and Engg., SJBIT		15/09/22
5.	**Prof. Narendra Kumar H,** Associate Professor, Department of Civil Engg., SJBIT		
6.	**Dr. Chandrashekhar M J,** Associate Professor, Department of EEE SJBIT		15/9/22

IQAC Coordinator
(Dr. Babu N V)

Principal
(Dr. K V Mahendra Prashanth)

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Quality Audit Summary

Academic year: ODD/2021-22
Department: Mechanical Engineering
Date of Audit: 15/09/2022

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

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

Observations:
1. Calendar of events were prepared in advance and the same was executed
2. Subject wise result analyses were 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 association activities/interaction needs to be increased.
7. Research papers publications are less.
8. CO-PO-PSO Attainment is not as per standards.
9. All documents related to project, internship, technical seminar are well maintained.
10. Number of courses completed in MOOC is less.
11. National & International Conference to be initiated for every academic year.
12. Index to be added for new Staff personal file.

Suggestions:
1. Staff should be encouraged to interact with outside world.
2. Measures to be taken to improve the admissions.
3. Financial support to staff needs to be encouraged.
4. Alumni databases & interactions to be increased.
5. Student publications need to be encouraged by the faculties.
6. Research grants from funding agencies must be improved.
7. Number of additional courses to be improved.
8. CO-PO-PSO attainment to be articulated in better manner.
9. Students must be encouraged to take up GATE/TOFEL/IELTS/competitive examinations.

Strength:
- Centre of Excellence is well established and utilized.
- Good Innovative methods in Teaching are appreciated.
- Systematic documentation is followed as per standards.
- Hands –on training sessions are organized for few subjects.

Weakness:

- Consultancy is Nil.
- Faculty retention ratio is less.
- Student admission is less.

Audit member

Sl. No.	Name	Member	Signature
1.	**Prof. Nagaraju P,** Associate Professor, Dept. of Electronics & Telecommunication Engg., RVCE, Bengaluru	External	
2.	**Dr. Vijaya Prakash ,** Professor, Dept. of Electronics & Communication Engg., BIT, Bengaluru		15/09/22
3.	**Dr. B H Doreswamy,** HOD & Professor, Department of Physics SJBIT	Internal	15/9/22
4.	**Dr. Srikantaiah K C,** Professor, Department of Computer Science and Engg., SJBIT		15/09/22
5.	**Prof. Narendra Kumar H,** Associate Professor, Department of Civil Engg., SJBIT		
6.	**Dr. Chandrashekhar M J,** Associate Professor, Department of EEE SJBIT		15/9/22

IQAC Coordinator
(Dr. Babu N V)

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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 Recognized by UGC, New Delhi with 2(f) and 12(B)
Certified by ISO 9001-2015
BGS Health and Education City, Kengeri, Bengaluru-560 060

QUALITY AUDIT REPORT

DEPT.: CIVIL   **Date: 15/09/2022**

Glimpses of Audit conduction in Department of Civil Engg. on 15th September 2022 from 3.15pm to 4.45pm

Total Quality Management (TQM) Parameters

Sl. No.	Parameters	Observations	Suggestions
1.	Maintenance of Accreditation files (To check all files with latest updates- NBA P-files, Staff personal files)	Accreditation files are updated and maintained and needs improvement. Few documents missing in personal file	
2.	Curriculum, Analysis of curriculum as per AICTE requirements, identification of gaps. Format PO's, PEO's & PSO's, Vision & Mission Statements, DAB, PAC, BOS and BOE (with valid documents) feedback taken from all the stakeholders (Students, Teachers, Employers and Alumni).	DAB, PAC, meetings are conducted as per the standards. Curriculum is followed as per norms.	Parents feedback also to be considered for skill development programs. . BOS & BOE meetings to be added
3.	Admission details of each academic year (mode of admission, seat filled and ranks, category wise, Gender wise, enrollment ratio), Student information system (to update the records) as per NBA/NAAC Format	Admission related information are documented.	Measures to be taken to improve the admissions
4.	Calendar of events (VTU, Institution & Department), Time-table: Originally approved, Modification etc.	Calendar of events (VTU, Institution & Department), are documented & followed	
5.	Student registration- 1st day of each semester (to check method followed)	72.98% were registered	

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6.	List of Faculties and their workload details, Subject allotment (details of faculty, faculty student ratio, retention ratio as per NBA/NAAC format), New staff recruitment	Faculties and their workload details are documented SFR 18.72% Retention 96.13%	
7.	Lesson plan for 100% syllabus (standard format), Syllabus covered details (to compare the lesson planning), Beyond syllabus (at least two, before III test document in a file)	Lesson plan, Syllabus covered and other related details are completed	
8.	ICT and Innovative methods in Teaching learning process, Notes material readiness for 100% syllabus, PPTs, Pre videos.	Teaching aids are used. Notes and other materials available in portal	
9.	Question bank (VTU's at least 3 papers), Solutions to the above question bank	Solutions to Question bank not maintained	
10.	Administrative innovative methods adopted in the dept.	Innovative teaching method is adapted.	Administration innovative methods needs to be initiated
11.	Lab manual with viva question (in the book form), Lab conduction details, rubrics for evaluation process (to follow the procedure given by the college- Index sheets (compare with attendance registers)	Rubrics are not included in manual	
12.	List of programme specific Lab & Computing facility within department, records of additional labs/Centre of excellence created (if any)	Programme specific lab and computing facility are available.	CoE to be established
13.	List of Supporting Staff and their workload details. List of class rooms, labs and faculty rooms - upkeep of department units (Servicing, Calibration Certificate, Log Book etc., as per NBA/NAAC)	Supporting staff, Class rooms, labs facility are maintained well in the dept.	
14.	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal. (Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)	Orientations are conducted for Staff and Students	
15.	Test conduction, Time Table, Test QP, scheme and solution, scrutinization, attendance, finalization of marks & absentees (more absentees award less marks), student grievances and additional test documentation.	% of Absentees = 2.3	Proctor to be involved in addressing student grievances. Unique BT level to be defined for each question.

16.	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences (**Participative learning**: Student presentation in class room, group discussions, Industrial visits, technical seminar, MOOC Courses, conferences **Experiential learning**: Project, Internship, Industry supported laboratories, workshops: **Problem solving methodologies**: Practical sessions, assignments, case studies, technical competences, hackathons, coding competitions)	*Student presentation – completed * Industry-Visit done one *MOOC students nil. *Student workshop nil *Assignments done * All documents related project, internship, technical seminar are prepared and done.	
17.	Critical attendance, action taken, improvement	Documents with follow-up action not found	
	Critical Internal marks cases, action taken, improvement	Documents are not found with critical marks	
18.	Less detention cases due to attendance and exam not attended (list and follow action)	Less detention student list and other information is not maintained	
19.	Identification of Advanced and slow learners after I test & follow up action, Additional classes (special Programmes) to Advanced and Slow learners (to show documents)	Slow learners are identified and suitable actions are taken.	
20.	Feedback analysis (360° feedback) and reward / corrective measures taken and Feedback on facilities	Feedback on facilities and rewards can be documented from portal feedback analysis to be added,	
21.	Student discipline: Late coming students, ID cards, Dress code, No mobile phone, (surprise visit action improvement)	Only late coming details	
22.	Mentoring system (mentor/mentee ratio and details, meeting, grievances & follow up action)	Few Students proforma needs to be updated and suitable actions are taken towards grievances.	
23.	Parent Teachers Meet (to document in the standard format), Interaction with parents	Parent Interaction-5% PTM - Nil	
24.	Staff meeting (at least six meetings, one for subject allotment, one before commencement of semester, one before each test and one before end of semester), HOD & Class teacher meeting with students (at least two)	Staff meeting 5 & HOD & Class teacher meeting with students not done	
25.	Exam Results as per NBA/NAAC (teacher wise and subject wise, dept result history, rank probable's list, Success rate with and without backlogs)	Result related documents are updated and filed.	Articulation to be included for less result. 3rd sem results needs improvement
26.	Dept. specific professional bodies like CSI/IEEE/ACM/IET Dept. association etc. & its activities. Staff membership of professional bodies.	ISTE Professional chapter exists Documentation updated Invited Talks are arranged	Activity needs to be conducted under professional bodies

27.	Department committee works: effectiveness, documentation etc.	Committee works are not completed	
28.	Alumni meet, effective Interaction, Financial contribution & presentation to our students along with documentation	Alumni Presentations -00. Financial Contribution – 00 Alumni Meet – Not organized	
29.	R&D (Fund from AICTE, DST, VTU etc. (at least one)) and Consultancy projects along with approvals and project completion reports.	Consultancy and funding done. Rs. 3Lakhs VTU fund ongoing. Consultancy Rs. 10000/- work carried out	Can be improved
30.	Industry tie up (at least with one reputed industry), MOU related activities	6 Tie-ups, Activities conducted with Internship	
31.	Circular procedure & maintenance (office, VTU & dept Circulars)	Circular documentation procedures is recorded	
32.	Thought for the day (to check the day wise quotes)	All the files related to Thought for day is kept recorded	
33.	Staff OOD details - List and proof of faculty interaction with outside world as per NBA format (% of staff deputed and documentation)	54% of staff are deputed and the documents are enclosed	
34.	Dept. budget and its allocation, Purchase (check with standard procedure), Stock verification	Budget Allocation, Utilization and Purchase related documents maintained well.	
35.	Paper publications by staff as per the NBA format	12 out of 25 staff publications 48%. all are paid journals 7%	Number of Publications to be improved
36.	Paper publications by students as per the NBA format	No publications by students	Student Publications to be encouraged
37.	Patents	Total - 06, 04 - old published 02 recent -- 01 filed 01 published.	
38.	Book publication (at least one in the dept)	35 pages online book ESBN	
39.	MOOC Courses and Participation details of FDP/Workshop/Conference/webinars, etc. (Staff)	*1 Faculty completed in 5 MOOC courses * Workshop · nil	Other faculties need to enroll for online courses
40.	Guest lecturers/ Webinars (at least two for staff / students, before III test), Add on and certificate programs including HRD/ NI lab view/Rexroth Bosch (CETRAT) etc.	Guest Lectures-01 140 participants attended	
41.	Technical/Administrative training for Non-teaching staffs (at least one, min for 3 days)	Nil	
42.	National/International Conference for Staff/Students	Nil	Need to conduct technical events
43.	Workshop (min. 3 days) or FDP (min. 6 days), and Administrative training for faculties	One week FDP 21-27 March 2022.	
44.	Staff/student club activities (Like Extension Activities/community services/Picnic/Tour)	2 activities done under Staff club activities are conducted and recorded. No student club activities. No community service	
45.	Sports activities (as per NBA format)	Participation list only	
46.	Cultural activities (as per NBA format)	Cultural activities are conducted and recorded.	

47.	Technical, quiz etc. competition (as per NBA format)	Technical activities are conducted and recorded.	
48.	Placement Details (list of graduated students), On/Off campus, Higher studies & Entrepreneurs.	Placement are only 20% Avg. placements are not recorded.	Improvements needed
49.	Coaching classes for GATE, GRE, TOEFL, etc	No activities are organized	
50.	Library attendance of staff (% and frequency, best lib user)	Less than 1 min per month Document / Sign missing	
51.	Awards and Achievements both staff & students (Academic, Research, Innovation and extension)	2 Staffs have won awards Proof Enclosed NPTEL star award by one faculty	
52.	Course files, CO-PO attainment, Attendance registers, Blue books,	Course files incomplete	ODD sem Course files are not available
53.	Capacity building and skill enhancement initiatives	EWDP program Completed	
54.	Extension and outreach activities	AICTE activity Conducted	
55.	Student support details (Scholarship Details)	SOP document is not included	
56.	Financial support to staff	Partially Supported	Need to extend for all faculty

Audit member

Sl. No.	Name	Member	Signature
1.	**Prof. Nagaraju P,** Associate Professor, Dept. of Electronics & Telecommunication Engg., RVCE, Bengaluru	External	
2.	**Dr. Vijaya Prakash** , Professor, Dept. of Electronics & Communication Engg., BIT, Bengaluru		15/09/22
3.	**Dr. B H Doreswamy,** HOD & Professor, Department of Physics SJBIT	Internal	15/9/22
4.	**Dr. Srikantaiah K C,** Professor, Department of CSE SJBIT		15/09/22
5.	**Dr. Vijaykumar T,** Professor, Department of Electronics & Communication Engg., SJBIT		15/9/22
6.	**Dr. Chandrashekhar M J,** Associate Professor, Department of EEE SJBIT		15/9/22

IQAC Coordinator
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Certified by ISO 9001-2015
BGS Health and Education City, Kengeri, Bengaluru-560 060

Quality Audit Summary

Academic year: ODD/2021-22
Department: Civil Engineering
Date of Audit: 15/09/2022

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

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

Observations:

1. Calendar of events were prepared in advance and the same was executed
2. Subject wise result analyses were 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 association activities/interaction needs to be increased.
7. Proctor meeting remarks needs to be elaborated
8. Research papers were published in paid journal.
9. All documents related project, internship, technical seminar are prepared.
10. College affiliation to be shown as per norms in the paper published.
11. Number of courses completed in MOOC is less.
12. National & International Conference is not done.
13. Index sheet to be added for new Staff personal file.

Suggestions:
1. National/International Conference to be planned in advance.
2. Grants from Funding agencies must be improved.
3. Staff should be encouraged to interact with outside world.
4. Administrative training for non-teaching staff to be initiated
5. Students Publications need to be encouraged by the faculties.
6. MOOC courses need more enrollments.
7. Students need to be encouraged to take up GRE/GATE/TOFEL/IELTS/ competitive. examinations.
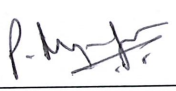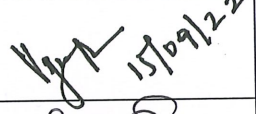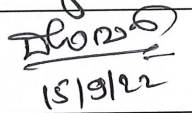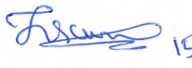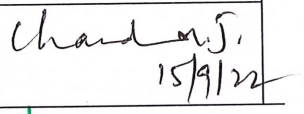
Strength:
- Reasonably good number of publications.
- Consultancy by the department is good.
- Innovative teaching methods are adopted.
- Academic performance is satisfactory.

Weakness:

- Staff interaction with outside world is less.
- Question Paper pattern with RBT levels to be defined properly.
- CO-PO-PSO mapping to be refined.

Audit members

Sl. No.	Name	Member	Signature
1.	**Prof. Nagaraju P**, Associate Professor, Dept. of Electronics & Telecommunication Engg., RVCE, Bengaluru	External	
2.	**Dr. Vijaya Prakash**, Professor, Dept. of Electronics &Communication Engg., BIT, Bengaluru		15/09/22
3.	**Dr. B H Doreswamy**, HOD & Professor, Department of Physics SJBIT	Internal	15/9/22
4.	**Dr. Vijaya kumar T** , Professor, Department of Electronics &Communication Engg., SJBIT		15/9/2022
5.	**Dr. Srikantaiah K C** , Professor, Department of Computer Science & Engg., SJBIT		15/09/22
6.	**Dr. Chandrashekhar M J**, Associate Professor, Department of EEE SJBIT		15/9/22

IQAC Coordinator
(Dr. Babu N V)

Principal
(Dr. K V Mahendra Prashanth)

SJB Institute of Technology

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Accredited by NAAC, New Delhi with 'A' Grade Recognized by UGC, New Delhi with 2(f) and 12(B)
Certified by ISO 9001-2015
BGS Health and Education City, Kengeri, Bengaluru-560 060

QUALITY AUDIT REPORT

DEPT.: MBA

Date: 15/09/2022

Glimpses of Audit conduction in Department of MBA on 15th September 2022 from 5pm to 6pm

Total Quality Management (TQM) Parameters

Sl. No.	Parameters	Observations	Suggestions
1.	Maintenance of Accreditation files (To check all files with latest updates- NBA P-files, staff personal files)	Accreditation files are updated and maintained as per standards.	Staff Personal files indexing sheet to be maintained
2.	Curriculum, Analysis of curriculum as per AICTE requirements, identification of gaps. Format PO's, PEO's & PSO's, Vision & Mission Statements, DAB, PAC, BOS and BOE (with valid documents) feedback taken from all the stakeholders (Students, Teachers, Employers and Alumni).	DAB, PAC, BOS meetings are conducted internally Curriculum is followed as per norms.	Parents feedback also to be considered for skill development programs.
3.	Admission details of each academic year (mode of admission, seat filled and ranks, category wise, Gender wise, enrollment ratio), Student information system (to update the records) as per NBA/NAAC Format	Admission related details are filed and maintained.	
4.	Calendar of events (VTU, Institution & Department), Time-table: Originally approved, Modification etc.	Calendar of events (VTU, Institution & Department), are documented & followed	
5.	Student registration- 1st day of each semester (to check method followed)	97% students were registered through online.	

1

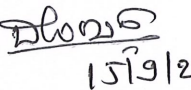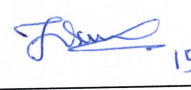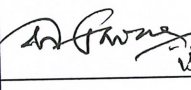| 6.	List of Faculties and their workload details, Subject allotment (details of faculty, faculty student ratio, retention ratio as per NBA/NAAC format), New staff recruitment	SFR – 21.81 % Faculty Ret. Ratio =52.77% Faculties and their workload details are documented	
7.	Lesson plan for 100% syllabus (standard format), Syllabus covered details (to compare the lesson planning), Beyond syllabus (at least two, before III test document in a file)	Syllabus – 100% covered Lesson plan is filed and CO-PO Mapping is not focused in beyond syllabus.	
8.	ICT and Innovative methods in Teaching learning process, Notes material readiness for 100% syllabus, PPTs, Pre videos	Materials were shown offline	Pre-class videos to be published using YouTube, etc.
9.	Question bank (VTU's at least 3 papers), Solutions to the above question bank	Question bank & solution are as per standards	
10.	Administrative innovative methods adopted in the dept.	2- Innovative methods under Administrative.	innovative methods adapted in teaching to be incorporated
11.	Computing facility within department, records of additional labs/Centre of excellence created (if any)	Lab & Computing facilities are available with records.	CoE to establish with proposal
12.	List of Supporting Staff and their workload details. List of class rooms, labs and faculty rooms - upkeep of department units (Servicing, Calibration Certificate, Log Book etc., as per NBA/NAAC)	List of Supporting Staff, their workload details are documented	
13.	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal. (Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)	Orientations are conducted for Staff and Students	Frequency of Calibration should be increased.
14.	Test conduction, Time Table, Test QP, scheme and solution, scrutinization, attendance, finalization of marks & absentees (more absentees award less marks),. student grievances and additional test documentation	% of Absentees not calculated. Test related Files are maintained and recorded.	student grievances and additional test documentation needs to be initiated
15.	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences (**Participative learning**: Student presentation in class room, group discussions, Industrial visits, technical seminar, MOOC Courses, conferences **Experiential learning**: Project, Internship, Industry supported laboratories, workshops: **Problem solving methodologies**: Practical sessions, assignments, case studies, technical competences, hackathons, coding competitions).	Project and internships are completed. Student presentations, Industry visit were carried out. students have not participated in MOOC courses	
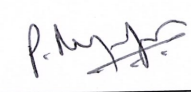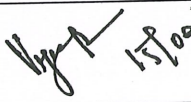
16.	Critical attendance, action taken, improvement	Lists are updated for critical attendance. action taken, improvement is not found	action taken and improvement needs to be initiated
	Critical Internal marks cases, action taken, improvement	Documents are updated for students with critical marks action taken, improvement	action taken and improvement needs to be initiated
17.	Less detention cases due to attendance and exam not attended (list and follow action)	Less detention cases are documented as per VTU	
18.	Identification of Advanced and slow learners after I test & follow up action, Additional classes (special Programmes) to Advanced and Slow learners (to show documents)	Slow learners are identified. Classes are taken accordingly	Suitable actions has to be taken
19.	Feedback analysis (360° feedback) and reward / corrective measures taken and Feedback on facilities	Feedback for facilities and rewards is not considered.	
20.	Student discipline: Late coming students, ID cards, Dress code, No mobile phone, (surprise visit action improvement)	SOPs are followed.	
21.	Mentoring system (mentor/mentee ratio and details, meeting, grievances & follow up action)	Few Student proforma has to be updated and suitable actions are taken towards grievances.	
22.	Parent Teachers Meet (to document in the standard format), Interaction with parents	Parent Interaction- 4.5% PTM not Conducted.	Atleast one PTM per semester to be organized
23.	Staff meeting (at least six meetings, one for subject allotment, one before commencement of semester, one before each test and one before end of semester), HOD & Class teacher meeting with students (at least two)	Staff meetings are conducted as per norms.	
24.	Exam Results as per NBA/NAAC (teacher wise and subject wise, dept result history, rank probable's list, Success rate with and without backlogs)	Result related documents are filed. Success rate with/without backlog is not maintained.	Articulation to be included for less result.
25.	Dept. specific professional bodies like CSI/IEEE/ACM/IET Dept. association etc. & its activities. Staff membership of professional bodies.	All faculties are membership of professional bodies No activities carried out.	
26.	Department committee works: effectiveness, documentation etc.	Department committee works are not applicable	
27.	Alumni meet, effective Interaction, Financial contribution & presentation to our students along with documentation	Alumni Presentations not conducted. Financial Contribution – NIL Alumni Meet – Not organized	Alumni related activities needs initiated
28.	R&D (Fund from AICTE, DST, VTU etc. (at least one)) and Consultancy projects along with approvals and project completion reports.	1 Project under KSCST Rs. 6,000/-	Needs improvement in funding
29.	Industry tie up (at least with one reputed industry), MOU related activities	06 MOUs with Tie-ups, no activities conducted	Activities needs to be improved and inactive MoUs can be removed
30.	Circular procedure & maintenance (office, VTU & dept Circulars)	'From & To Registers' not maintained well.	Index sheet to be added will be useful.

31.	Thought for the day (to check the day wise quotes)	List for Thought for day is documented	
32.	Staff OOD details - List and proof of faculty interaction with outside world as per NBA format (% of staff deputed and documentation)	64 % faculty are deputed for OOD and same is been filed.	Needs improvement on outside exposure
33.	Dept. budget and its allocation, Purchase (check with standard procedure), Stock verification	Rs.37 lakhs budget report is submitted. Budget utilization is 75% FY2021-22 Stock verification report pending since 2020.	Budget Allocation for PG/R&D to be documented separately
34.	Paper publications by staff as per the NBA format	No papers published	Atleast one paper per faculty.
35.	Paper publications by students as per the NBA format	No papers published	Needs improvement and initiated
36.	Patents	One filed	Needs to be award and encourage for good quality patent
37.	Book publication (at least one in the dept)	No publications	Needs improvement and initiated
38.	MOOC Courses and Participation details of FDP/Workshop/Conference/webinars, etc. (Staff)	06 MOOC course successfully done by 03 Faculties	FDP & STTP needs to be improved
39.	Guest lecturers/ Webinars (at least two for staff / students, before III test), Add on and certificate programs including HRD/ NI lab view/Rexroth Bosch (CETRAT) etc.	01 guest lectures were organized	
40.	National/International Conference for Staff/Students	No documents found	Needs improvement and initiated
41.	Workshop (min. 3 days) or FDP (min. 6 days), and Administrative training for faculties	Three days workshop conducted in the month of October, 2022 107 participants attended	
42.	Staff/student club activities (Like Extension Activities/community services/Picnic/Tour)	02 Activities conducted under Staff & Student each.	
43.	Sports activities (as per NBA format)	No activities conducted	Support for State, National & International levels to be encouraged
44.	Cultural activities (as per NBA format)	No activities conducted	
45.	Placement Details (list of graduated students), On/Off campus, Higher studies & Entrepreneurs.	29 students placed out of 107.	Off-campus documents needs to be maintained
46.	Library attendance of staff (% and frequency, best lib user)	20 mins per month per faculty. No proper calculations	
47.	Awards and Achievements both staff & students (Academic, Research, Innovation and extension)	Staff Awards – 02 NPTEL award	Consolidated list to be ready.
48.	Course files, CO-PO attainment, Attendance registers, Blue books,	CO-PO mapping is maintained well. Course coordinator comment is missing.	CO-PO Mapping RBT levels to be improved.

49.	Capacity building and skill enhancement initiatives	EWDP program Completed	
50.	Extension and outreach activities	One community service	
51.	Student support details (Scholarship Details)	As per govt. schemes Incentive given to outstanding students. No documents found from office	Institution Support for Poor students
52.	Financial support to staff	NPTEL amount disbursed (no proof of document in dept.)	Financial support for Publications and Conferences

Audit members

Sl. No.	Name	Member	Signature
1.	**Prof. Nagaraju P,** Associate Professor, Dept. of Electronics & Telecommunication Engg., RVCE, Bengaluru	External	
2.	**Dr. Vijaya Prakash,** Professor, Dept. of Electronics &Communication Engg., BIT, Bengaluru		15/09/22
3.	**Dr. B H Doreswamy,** HOD & Professor, Department of Physics SJBIT	Internal	15/9/2022
4.	**Dr. Vijaykumar T ,** Professor, Department of Electronics &Communication Engg., SJBIT		15/9/2022
5.	**Dr. Srikantaiah K C,** Professor, Department of CSE SJBIT		15/09/22
6.	**Dr. Sanjay Kumar S M,** Associate Professor, Department of Mechanical Engg., SJBIT		15/9/22

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Dr. Vishnuvardhan Road,
Kengeri, Bengaluru - 560 060.

Quality Audit Summary

Academic year: ODD/2021-22
Department: Master of Business Administration
Date of Audit: 15/09/2022

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

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

Observations:

1. Calendar of events were prepared in advance and the same was executed.
2. Subject wise result analyses were carried out regularly.
3. Students were encouraged to participate in Extra Curricular/Co-Curricular activities.
4. Dept. specific professional bodies' activities need to be increased.
5. Alumni association activities/interaction to be improved.
6. Proctor should address students with critical marks & attendance.
7. Innovative – Best practice in dept. has been implemented & recorded.
8. Number of courses completed in MOOC is less by students.
9. Index to be added for Staff personal file.

Suggestions:

1. Staff should be encouraged to interact with outside world.
2. Parent's feedback also to be considered for skill development programs.
3. Staff & Students publications need much more improvement.
4. National & Intl. Conference to be planned.
5. Research grants from reputed/govt. agency & Consultancy should be focused.
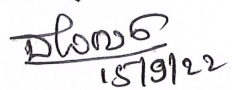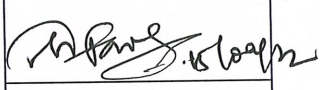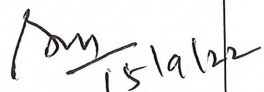
Strength:
- Faculty with Ph.D qualification and experienced faculty are good in number.
- Students are well groomed by faculties with good academic results and discipline.
- Spacious and well equipped infrastructure.

Weakness:

- Staff interaction with outside world to be highlighted
- Paper publication is less.
- SFR and faculty retention ratio is less.

Audit members

Sl. No.	Name	Member	Signature
1.	**Prof. Nagaraju P,** Associate Professor, Dept. of Electronics & Telecommunication Engg., RVCE, Bengaluru	External	
2.	**Dr. Vijaya Prakash,** Professor, Dept. of Electronics &Communication Engg., BIT, Bengaluru		15/09/22
3.	**Dr. B H Doreswamy,** HOD & Professor, Department of Physics SJBIT	Internal	15/9/22
4.	**Dr. Vijaykumar T ,** Professor, Department of Electronics &Communication Engg., SJBIT		15/9/2022
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QUALITY AUDIT REPORT

DEPT.: PHYSICS   **Date: 15/09/2022**

Glimpses of Audit conduction in Department of Physics on 15th September 2022 from 1:00pm to 1:45pm

Total Quality Management (TQM) Parameters

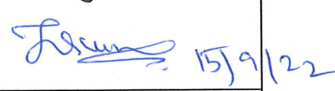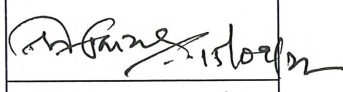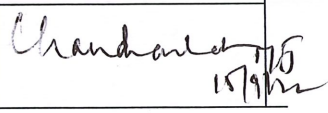| Sl. No.	Parameters	Observations	Suggestions
1.	Maintenance of Accreditation files (To check all files with latest updates- NBA P-files, staff personal files)	Accreditation files are updated and maintained as per standards. Staff Personal files index sheet not enclosed	Personal files check list to be included.
2.	Calendar of events (VTU, Institution & Department), Time-table: Originally approved, Modification etc.	Calendar of events (VTU, Institution & Department), are documented & followed	Parents feedback also to be considered for skill development programs.
3.	Student registration- 1st day of each semester (to check method followed)	Documentation with 87% of students registered.	
4.	List of Faculties and their workload details, Subject allotment (details of faculty, faculty student ratio, retention ratio as per NBA/NAAC format), New staff recruitment	SFR – As per VTU norms. Faculty Ret. Ratio = 100% Faculties and their workload details are documented.	
5.	Lesson plan for 100% syllabus (standard format), Syllabus covered details (to compare the lesson planning), Beyond syllabus (at least two, before III test document in a file)	Lesson plan is filed and CO/PO Mapping is not focused in beyond syllabus	
6.	ICT and Innovative methods in Teaching learning process, Notes material readiness for 100% syllabus, PPTs, Pre videos	Materials were shown online.	Pre-videos to be published using YouTube, etc.

7.	Question bank (VTU's at least 3 papers), Solutions to the above question bank	Few courses Question bank & solution shown online	
8.	Administrative innovative methods adopted in the dept.	Innovative methods under Administrative to be done.	
9.	Lab manual with viva question (in the book form), Lab conduction details, rubrics for evaluation process (to follow the procedure given by the college- Index sheets (compare with attendance registers)	Lab Manual and conduction are as per norms. CO/PO mapping sheets are incomplete.	
10.	List of Supporting Staff and their workload details. List of class rooms, labs and faculty rooms - upkeep of department units (Servicing, Calibration Certificate, Log Book etc., as per NBA/NAAC)	List of Supporting Staff, their workload details and other details are documented	
11.	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal. (Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)	Orientations are conducted for Staff in dept.	
12.	Test conduction, Time Table, Test QP, scheme and solution, scrutinization, attendance, finalization of marks & absentees (more absentees award less marks), student grievances and additional test documentation.	Test related files are maintained and recorded. Not addressed student grievances.	Proctor to be involved in addressing student grievances.
13.	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences (**Participative learning**: Student presentation in class room, group discussions, Industrial visits, technical seminar, MOOC Courses, conferences **Experiential learning**: Project, Internship, Industry supported laboratories, workshops: **Problem solving methodologies**: Practical sessions, assignments, case studies, technical competences, hackathons, coding competitions).	Student presentations done, No MOOC courses enrolled Assignments only focused % of syllabus covered to be included in student presentation.	
14.	Critical attendance, action taken, improvement	Documents are updated for critical attendance with follow-up action	
15.	Critical Internal marks cases, action taken, improvement	Documents are updated for students with critical marks	
16.	Less detention cases due to attendance and exam not attended (list and follow action)	Less detention cases are documented as per VTU	
17.	Identification of Advanced and slow learners after I test & follow up action, Additional classes (special Programmes) to Advanced and Slow learners (to show documents)	Slow learners are identified and suitable actions are not documented. Advanced learners list is not	

		documented.	
	Feedback analysis (360° feedback) and reward / corrective measures taken and Feedback on facilities	Feedback on facilities to be considered. Student feedback need to be analysed	
18.	Student discipline: Late coming students, ID cards, Dress code, No mobile phone, (surprise visit action improvement)	Only Late Entry file maintained.	
19.	Mentoring system (mentor/mentee ratio and details, meeting, grievances & follow up action)	Student proforma is updated and suitable actions are to be focused towards grievances.	
20.	Parent Teachers Meet (to document in the standard format), Interaction with parents	Parent Interaction- 2 no. PTM not Conducted.	
21.	Staff meeting (at least six meetings, one for subject allotment, one before commencement of semester, one before each test and one before end of semester), HOD & Class teacher meeting with students (at least two)	06 Staff meetings are conducted as per norms.	
22.	Exam Results as per NBA/NAAC (teacher wise and subject wise, dept result history, rank probable's list, Success rate with and without backlogs)	Result related documents are filed.	Articulation to be included for less result.
23.	Staff membership of professional bodies.	All faculties are membership of professional bodies No activities conducted	
24.	Department committee works: effectiveness, documentation etc.	Department committee works are effectively conducted	
25.	R&D (Fund from AICTE, DST, VTU etc. (at least one)) and project completion reports.	No fund and consultancy. R&D file to be maintained properly.	
26.	MOU related activities	No MOU	
27.	Circular procedure & maintenance (office, VTU & dept Circulars)	Circular of office, VTU & Dept. are filed and circulated	Index sheet to be added
28.	Staff OOD details - List and proof of faculty interaction with outside world as per NBA format (% of staff deputed and documentation)	50 % Staff are deputed for OOD and same is been filed.	
29.	Dept. budget and its allocation, Purchase (check with standard procedure), Stock verification	Rs.2, 49,370/-. Budget parameters to be consolidated 58% Budget utilization.	Allocation/Utilization Budget for R&D to be recorded. Budget utilization is less FY2021-22
30.	Paper publications by staff as per the NBA format	04 papers are published out of 06 faculties	Index sheet to be added will be useful.
31.	Patents	2 published during ODD semester	
32.	Book publication (at least one in the dept)	Two books Published online (Lambart and Scholars publication)	
33.	MOOC Courses and Participation details of FDP/Workshop/Conference/webinars, etc. (Staff)	01 MOOC courses 02 FDP attended	
34.	Guest lecturers/ Webinars (at least two for staff / students, before III test)	04 guest lecture were organized and filed	
35.	Technical/Administrative training for Non-teaching staffs (at least one, min for 3 days)	Not conducted. 01 –attended for 3 days	Publications to be improved

3

		training.	
36.	National/International Conference for Staff/Students	Not done.	Needs improvement and initiated
37.	Workshop (min. 3 days) or FDP (min. 6 days) and Administrative training for faculties	One day workshop conducted	
38.	Staff/student club activities (Like Extension Activities/community services/Picnic/Tour)	01 – activity Women's day 01- sports event	Initiate more student activities
39.	Sports activities (as per NBA format)	List of students are maintained	
40.	Cultural activities (as per NBA format)	List of students are maintained	
41.	Library attendance of staff (% and frequency, best lib user)	Twelve minutes per faculty per semester.	
42.	Awards and Achievements both staff & students (Academic, Research, Innovation and extension)	Staff Awards – NIL Student Award – Silver Medal in Netball	Needs improvement and initiated
43.	Course files, CO-PO attainment, Attendance registers, Blue books,	CO-PO Mapping with RBT levels to be improved.	Action plan articulations needs improvement
44.	Extension and outreach activities	06 NSS events are conducted.	
45.	Financial support to staff	NPTEL amount not disbursed (no proof of document in dept.)	Financial support to staff needs encouragement

Audit members

Sl. No.	Name	Member	Signature
1.	**Prof. Nagaraju P,** Associate Professor, Dept. of Electronics & Telecommunication Engg., RVCE, Bengaluru	External	
2.	**Dr. Vijaya Prakash,** Professor, Dept. of Electronics & Communication Engg., BIT, Bengaluru		15/09/22
3.	**Dr. Vijaykumar T,** Professor, Department of Electronics & Communication Engg., SJBIT	Internal	15/9/22
4.	**Dr. Srikantaiah K C,** Professor, Department of Computer Science and Engg., SJBIT		15/09/22
5.	**Dr. Abhilash C N,** Associate Professor, Department of Information Science and Engg., SJBIT		
6.	**Dr. Chandrashekhar M J,** Associate Professor, Department of EEE SJBIT		15/9/22

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4

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

Quality Audit Summary

Academic year: ODD/2021-22
Department: Physics
Date of Audit: 15/09/2022

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

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

Observations:
1. Calendar of events were prepared in advance and the same was executed.
2. Students were encouraged to participate in Extra Curricular/Co-Curricular activities.
3. Departmental activities are recorded.
4. Subject wise result analyses were carried out regularly.
5. Research papers publications are reasonably good in reputed journals.
6. CO-PO attainment is maintained as per standards.
7. Number of courses completed in MOOC is less.
8. National & International Conference to be initiated.

Suggestions:
1. Staff should be encouraged to interact with outside world.
2. Financial support to staff needs to be encouraged.
3. Research grants from funding agencies must be focused.
4. Number of additional workshops to be improved.
5. CO-PO-PSO attainment to be articulated in better manner in lab manuals.
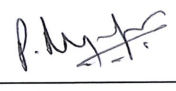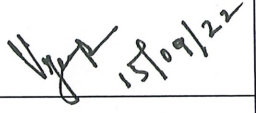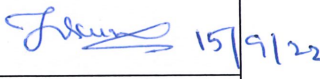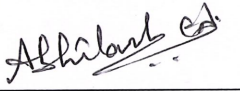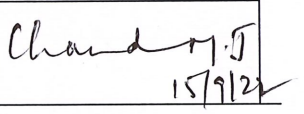
Strength:
- Ph.D faculty ratio is good.
- Systematic documentation is followed as per standards.
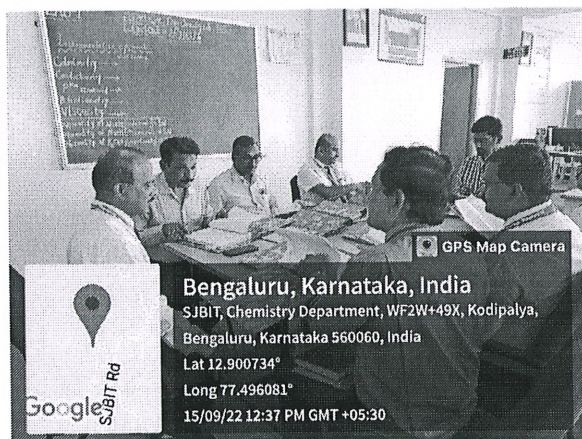- Outreach activities are well initiated & conducted.

Weakness:
- Consultancy along with R&D fund is not initiated.
- Conduction of technical activities (Conference & FDP) are less.
- Industry supported laboratory is not focused.

Audit members

Sl. No.	Name	Member	Signature
1.	**Prof. Nagaraju P,** Associate Professor, Dept. of Electronics & Telecommunication Engg., RVCE, Bengaluru	External	*P. Nyt*
2.	**Dr. Vijaya Prakash ,** Professor, Dept. of Electronics & Communication Engg., BIT, Bengaluru		*Vyp 15/09/22*
3.	**Dr. Vijaykumar T,** Professor, Department of Electronics & Communication Engg., SJBIT	Internal	*15/9/22*
4.	**Dr. Srikantaiah K C,** Professor, Department of Computer Science and Engg., SJBIT		*15/09/22*
5.	**Dr. Abhilash C N,** Associate Professor, Department of Information Science and Engg., SJBIT		*Abhilash cd.*
6.	**Dr. Chandrashekhar M J,** Associate Professor, Department of EEE SJBIT		*Chand M.J 15/9/22*

IQAC Coordinator
(Dr. Babu N V)

Principal
(Dr. K V Mahendra Prashanth)

Principal
SJB Institute of Technology
67, BGS Health & Education City,
Dr. Vishnuvardhan Road,
Kengeri, Bengaluru - 560 060.

SJB Institute of Technology

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Accredited by NAAC, New Delhi with 'A' Grade Recognized by UGC, New Delhi with 2(f) and 12(B)
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BGS Health and Education City, Kengeri, Bengaluru-560 060

QUALITY AUDIT REPORT

DEPT.: CHEMISTRY   **Date: 15/09/2022**

Glimpses of Audit conduction in Department of Chemistry on 15th September 2022 from 12:15pm to 1:00pm

Total Quality Management (TQM) Parameters

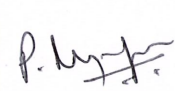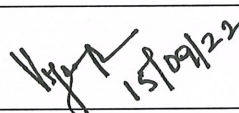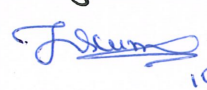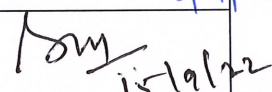| Sl. No.	Parameters	Observations	Suggestions
1.	Maintenance of Accreditation files (To check all files with latest updates- NBA P-files, staff personal files)	Accreditation files are updated and maintained as per standards. Staff Personal files index sheet not enclosed	Personal files check list to be included.
2.	Calendar of events (VTU, Institution & Department), Time-table: Originally approved, Modification etc.	Calendar of events (VTU, Institution & Department), are documented & followed	Parents feedback also to be considered for skill development programs.
3.	Student registration- 1st day of each semester (to check method followed)	Documentation with 87% of students registered.	
4.	List of Faculties and their workload details, Subject allotment (details of faculty, faculty student ratio, retention ratio as per NBA/NAAC format), New staff recruitment	SFR – As per VTU norms. Faculty Ret. Ratio = 100% Faculties and their workload details are documented.	
5.	Lesson plan for 100% syllabus (standard format), Syllabus covered details (to compare the lesson planning), Beyond syllabus (at least two, before III test document in a file)	Lesson plan is filed and CO/PO Mapping is not focused in beyond syllabus	
6.	ICT and Innovative methods in Teaching learning process,	Materials were shown online.	Pre-videos to be published using

		Notes material readiness for 100% syllabus, PPTs, Pre videos		YouTube, etc.
7.	Question bank (VTU's at least 3 papers), Solutions to the above question bank	Question bank & solution is documented.	
8.	Administrative innovative methods adopted in the dept.	Innovative methods under Administrative to be done.	
9.	Lab manual with viva question (in the book form), Lab conduction details, rubrics for evaluation process (to follow the procedure given by the college- Index sheets (compare with attendance registers)	Lab Manual and conduction are as per norms. CO-PO mapping sheets is not added in manual.	
10.	List of Supporting Staff and their workload details. List of class rooms, labs and faculty rooms - upkeep of department units (Servicing, Calibration Certificate, Log Book etc., as per NBA/NAAC)	List of Supporting Staff, their workload details and other details are documented. Log book needs to be initiated.	
11.	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal. (Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)	Orientations are conducted for Staff in dept.	
12.	Test conduction, Time Table, Test QP, scheme and solution, scrutinization, attendance, finalization of marks & absentees (more absentees award less marks), student grievances and additional test documentation.	Absentees % : 1.58 Test related files are maintained and recorded. Student grievances are addressed.	
13.	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences (**Participative learning**: Student presentation in class room, group discussions, Industrial visits, technical seminar, MOOC Courses, conferences **Experiential learning**: Project, Internship, Industry supported laboratories, workshops: **Problem solving methodologies**: Practical sessions, assignments, case studies, technical competences, hackathons, coding competitions).	Student presentations done, No MOOC courses enrolled by students Assignments and practical sessions are focused.	
14.	Critical attendance, action taken, improvement	Documents are updated for critical attendance with follow-up action	
15.	Critical Internal marks cases, action taken, improvement	Documents are updated for students with critical marks	
16.	Less detention cases due to attendance and exam not attended (list and follow action)	Less detention cases are documented as per VTU	
17.	Identification of Advanced and slow learners after I test & follow up action, Additional classes (special Programmes) to Advanced and Slow learners (to show documents)	Slow learners are identified and suitable actions are documented. Advanced learners list is	

		documented.	
	Feedback analysis (360° feedback) and reward / corrective measures taken and Feedback on facilities	Feedback on facilities to be considered. Student feedback is analysed.	
18.	Student discipline: Late coming students, ID cards, Dress code, No mobile phone, (surprise visit action improvement)	Only Late Entry file maintained.	
19.	Mentoring system (mentor/mentee ratio and details, meeting, grievances & follow up action)	Student proforma is updated.	
20.	Parent Teachers Meet (to document in the standard format), Interaction with parents	Parent Interaction- 2 no. per faculty PTM not Conducted.	
21.	Staff meeting (at least six meetings, one for subject allotment, one before commencement of semester, one before each test and one before end of semester), HOD & Class teacher meeting with students (at least two)	06 Staff meetings are conducted as per norms.	
22.	Exam Results as per NBA/NAAC (teacher wise and subject wise, dept result history, rank probable's list, Success rate with and without backlogs)	Result related documents are filed.	
23.	Staff membership of professional bodies.	All faculties are membership of professional bodies No activities conducted	
24.	Department committee works: effectiveness, documentation etc.	Department committee works are maintained	
25.	R&D (Fund from AICTE, DST, VTU etc. (at least one)) and project completion reports.	Rs. 8 Lakhs R&D project fund from VTU. Rs. 1.3 Lakhs sanctioned.	
26.	MOU related activities	01 MOU	Activity needs to be initiated
27.	Circular procedure & maintenance (office, VTU & dept Circulars)	Circular of office, VTU & Dept. are filed and circulated	Index sheet to be added
28.	Staff OOD details - List and proof of faculty interaction with outside world as per NBA format (% of staff deputed and documentation)	67 % Staff are deputed for OOD and same is been filed.	
29.	Dept. budget and its allocation, Purchase (check with standard procedure), Stock verification	Rs.8,65,000/-. Budget parameters to be consolidated 40% Budget utilization.	Allocation/Utilization Budget for R&D to be recorded. Budget utilization is less FY2021-22
30.	Paper publications by staff as per the NBA format	03 papers are published out of 06 faculties	Publications to be improved
31.	Patents	2 published during ODD semester	
32.	Book publication (at least one in the dept)	One book chapter published online	
33.	MOOC Courses and Participation details of FDP/Workshop/Conference/webinars, etc. (Staff)	04 MOOC courses.	
34.	Guest lecturers/ Webinars (at least two for staff / students, before III test)	04 guest lecture were organized and filed	
35.	Technical/Administrative training for Non-	Not conducted.	

	teaching staffs (at least one, min for 3 days)		
36.	National/International Conference for Staff/Students	Not done.	Needs improvement and initiated
37.	Workshop (min. 3 days) or FDP (min. 6 days) and Administrative training for faculties	One day workshop conducted	
38.	Staff/student club activities (Like Extension Activities/community services/Picnic/Tour)	01 – activity Women's day 01- sports event	Initiate more student activities
39.	Sports activities (as per NBA format)	List of students are maintained	
40.	Cultural activities (as per NBA format)	List of students are maintained	
41.	Library attendance of staff (% and frequency, best lib user)	1.20hrs per faculty per semester.	
42.	Awards and Achievements both staff & students (Academic, Research, Innovation and extension)	Staff Awards – 01 Student Award – 01 topper	Needs improvement
43.	Course files, CO-PO attainment, Attendance registers, Blue books,	CO-PO Mapping with RBT levels to be improved. CO-PO attainment pending.	Action plan articulations need improvement.
44.	Extension and outreach activities	No events conducted	
45.	Financial support to staff	NPTEL amount not disbursed (no proof of document in dept.)	Financial support to staff needs encouragement

Audit members

Sl. No.	Name	Member	Signature
1.	**Prof. Nagaraju P,** Associate Professor, Dept. of Electronics & Telecommunication Engg., RVCE, Bengaluru	External	
2.	**Dr. Vijaya Prakash**, Professor, Dept. of Electronics & Communication Engg., BIT, Bengaluru		15/09/22
3.	**Dr. Vijaykumar T,** Professor, Dept. of Electronics & Communication Engg., SJBIT	Internal	15/9/2022
4.	**Dr. Sanjay Kumar S M,** Associate Professor, Department of Mechanical Engg. SJBIT		15/9/22
5.	**Prof. Narendra Kumar H,** Associate Professor, Department of Civil Engg., SJBIT		15/9
6.	**Dr. Varun V L,** Assistant Professor, Department of Mathematics, SJBIT		

IQAC Coordinator
(Dr. Babu N V)

Principal
(Dr. K V Mahendra Prashanth)

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

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

Quality Audit Summary

Academic year: ODD/2021-22
Department: Chemistry
Date of Audit: 15/09/2022

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

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

Observations:
1. Calendar of events were prepared in advance and the same was executed.
2. Subject wise result analyses were 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. Research papers publications are marginally less.
7. CO-PO attainment is not as per standards.
8. All documents related to seminar and guest lectures are well maintained.
9. Number of courses completed in MOOC is satisfactory
10. National & International Conference to be initiated.

Suggestions:
1. Financial support to staff needs to be encouraged.
2. Number of additional workshops to be improved.
3. Staff should be encouraged to interact with outside world.
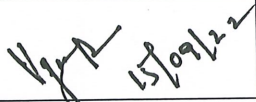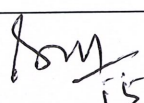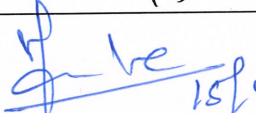4. CO-PO-PSO attainment to be articulated in better manner.

Strength:
- Good Innovative methods in Teaching are appreciated.
- R&D funding is good.
- Faculty retention is reasonably good.

Weakness:
- Consultancy is not initiated.
- Systematic documentation is not followed as per standards.
- Extension & Outreach activities are not initiated.

Audit members

Sl. No.	Name	Member	Signature
1.	**Prof. Nagaraju P,** Associate Professor, Dept. of Electronics & Telecommunication Engg., RVCE, Bengaluru	External	
2.	**Dr. Vijaya Prakash** , Professor, Dept. of Electronics & Communication Engg., BIT, Bengaluru		15/09/22
3.	**Dr. Vijaykumar T,** Professor, Dept. of Electronics & Communication Engg., SJBIT	Internal	15/9/22
4.	**Dr. Sanjay Kumar S M,** Associate Professor, Department of Mechanical Engg. SJBIT		15/9/22
5.	**Prof. Narendra Kumar H,** Associate Professor, Department of Civil Engg., SJBIT		15/9
6.	**Dr. Varun V L,** Assistant Professor, Department of Mathematics, SJBIT		15/9/22

IQAC Coordinator
(Dr. Babu N V)

Principal
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Certified by ISO 9001-2015
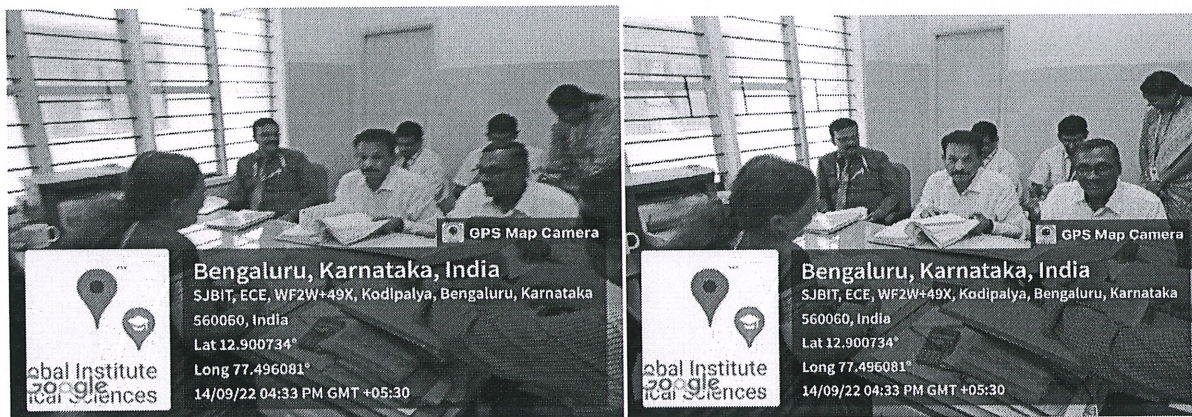BGS Health and Education City, Kengeri, Bengaluru-560 060

QUALITY AUDIT REPORT

DEPT.: MATHEMATICS   **Date: 14/09/2022**

Glimpses of Audit conduction in Department of Mathematics on 14th September 2022 from 2:00pm to 3:00pm

Total Quality Management (TQM) Parameters

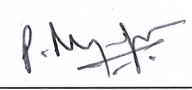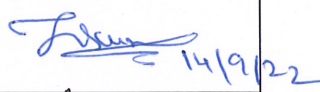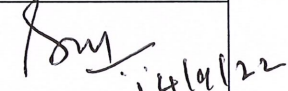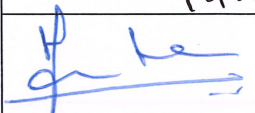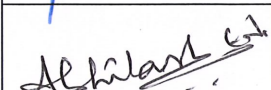| Sl. No.	Parameters	Observations	Suggestions
1.	Maintenance of Accreditation files (To check all files with latest updates- NBA P-files, staff personal files)	Accreditation files are updated and maintained as per standards. Staff Personal files index sheet not enclosed	Personal files check list to be included.
2.	Calendar of events (VTU, Institution & Department), Time-table: Originally approved, Modification etc.	Calendar of events (VTU, Institution & Department), are documented & followed	Parents feedback also to be considered for skill development programs.
3.	Student registration- 1st day of each semester (to check method followed)	Documentation with 87% of students registered in first year.	
4.	List of Faculties and their workload details, Subject allotment (details of faculty, faculty student ratio, retention ratio as per NBA/NAAC format), New staff recruitment	SFR – 02 shortfall Faculty Ret. Ratio = 87.5% Faculties and their workload details are documented.	
5.	Lesson plan for 100% syllabus (standard format), Syllabus covered details (to compare the lesson planning), Beyond syllabus (at least two, before III test document in a file)	Lesson plan is filed and CO/PO Mapping is focused in beyond syllabus. (one set)	
6.	ICT and Innovative methods in Teaching learning process,	Materials were shown online. Cover page and footer needs	Pre-videos can be published using

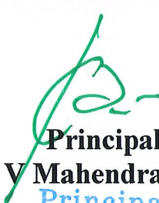|		updations.	YouTube, etc.
	Notes material readiness for 100% syllabus, PPTs, Pre videos		
7.	Question bank (VTU's at least 3 papers), Solutions to the above question bank	Question bank & solution is documented.	
8.	Administrative innovative methods adopted in the dept.	An innovative method under Administrative is done. HOD visit to classes, follow up of academic activities is done on regular basis.	
9.	Lab manual with viva question (in the book form), Lab conduction details, rubrics for evaluation process (to follow the procedure given by the college- Index sheets (compare with attendance registers)	Lab Manual and conduction is not applicable	
10.	List of Supporting Staff and their workload details. List of class rooms, labs and faculty rooms - upkeep of department units (Servicing, Calibration Certificate, Log Book etc., as per NBA/NAAC)	Supporting staff, their workload details not filed.	
11.	Orientation to new & old staff, students: by HOD, Details should incorporate comprehensive plan as suggested by the principal. (Written code of conduct and lectures for students and faculty members, including professional ethics, social etiquettes, moral values and social responsibility (at least one)	Orientations are conducted for Staff and students in dept. HoD to attest the document	
12.	Test conduction, Time Table, Test QP, scheme and solution, scrutinization, attendance, finalization of marks & absentees (more absentees award less marks), student grievances and additional test documentation.	% of Absentees = 1.35 Test related files are maintained and recorded. Student grievances are addressed by proctors.	
13.	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences (**Participative learning**: Student presentation in class room, group discussions, Industrial visits, technical seminar, MOOC Courses, conferences. **Experiential learning**: Project, Internship, Industry supported laboratories, workshops **Problem solving methodologies**: Practical sessions, assignments, case studies, technical competences, hackathons, coding competitions).	Student presentations done. Students enrolled. No documents are maintained for MOOC courses. Assignments only focused % calculation of syllabus covered to be corrected in student presentation. Week long Workshop under science forum	
14.	Critical attendance, action taken, improvement	Documents are updated for critical attendance with follow-up action	
15.	Critical Internal marks cases, action taken, improvement	Documents are updated for students with critical marks	
16.	Less detention cases due to attendance and exam not attended (list and follow action)	Less detention cases are documented as per VTU	

17.	Identification of Advanced and slow learners after I test & follow up action, Additional classes (special Programmes) to Advanced and Slow learners (to show documents)	Slow learners are identified and suitable actions are documented. Advanced learners list is not documented.	
	Feedback analysis (360° feedback) and reward / corrective measures taken and Feedback on facilities	Feedback on facilities is considered through portal. Student feedback needs to be analyzed.	
18.	Student discipline: Late coming students, ID cards, Dress code, No mobile phone, (surprise visit action improvement)	Late Entry file and other details are maintained.	
19.	Mentoring system (mentor/mentee ratio and details, meeting, grievances & follow up action)	Student proforma is updated and suitable actions are to be focused towards grievances.	
20.	Parent Teachers Meet (to document in the standard format), Interaction with parents	Parent Interaction- 2 no. PTM Conducted.	
21.	Staff meeting (at least six meetings, one for subject allotment, one before commencement of semester, one before each test and one before end of semester), HOD & Class teacher meeting with students (at least two)	13 Staff meetings are conducted as per norms. . 05- HoD with Class teacher conducted 02- HOD & Class teacher meeting with students	
22.	Exam Results as per NBA/NAAC (teacher wise and subject wise, dept result history, rank probable's list, Success rate with and without backlogs)	Result related documents are filed and maintained well.	Articulation to be included for less result.
23.	Staff membership of professional bodies.	All faculties are membership of professional bodies No activities conducted	
24.	Department committee works: effectiveness, documentation etc.	Department committee works are effectively conducted.	
25.	R&D (Fund from AICTE, DST, VTU etc. (at least one)) and and project completion reports.	Rs. 2,34,900/- R&D fund from INSA, Delhi	
26.	MOU related activities	No MOU	
27.	Circular procedure & maintenance (office, VTU & dept Circulars)	Circular of office, VTU & Dept. are filed and circulated	Index sheet to be added
28.	Staff OOD details - List and proof of faculty interaction with outside world as per NBA format (% of staff deputed and documentation)	8 % Staff are deputed for OOD and same is been filed.	
29.	Dept. budget and its allocation, Purchase (check with standard procedure), Stock verification	Not Applicable No documents found	
30.	Paper publications by staff as per the NBA format	04 papers are published with all faculties involved.	Index sheet to be added will be useful.
31.	Patents	3 published	
32.	Book publication (at least one in the dept)	One book chapter publication	
33.	MOOC Courses and Participation details of FDP/Workshop/Conference/webinars, etc. (Staff)	03 certified MOOC courses 03 FDP attended	
34.	Guest lecturers/ Webinars (at least two for staff / students, before III test)	04 guest lecture were organized and filed.	
35.	Technical/Administrative training for Non-	Not applicable	

		teaching staffs (at least one, min for 3 days)		
36.	National/International Conference for Staff/Students	Not done.		Needs improvement and initiated
37.	Workshop (min. 3 days) or FDP (min. 6 days) and Administrative training for faculties	One day workshop conducted		
38.	Staff/student club activities (Like Extension Activities/community services/Picnic/Tour)	01 – activity Women's day 01- sports event		Initiate more student activities
39.	Sports activities (as per NBA format)	List of students are maintained		
40.	Cultural activities (as per NBA format)	List of students are maintained		
41.	Library attendance of staff (% and frequency, best lib user)	08 minutes per faculty per semester.		
42.	Awards and Achievements both staff & students (Academic, Research, Innovation and extension)	Staff Awards – NIL Student Award – Silver Medal in Netball		Needs improvement and initiated
43.	Course files, CO-PO attainment, Attendance registers, Blue books,	CO-PO Mapping with RBT levels to be improved.		Action plan articulations needs improvement
44.	Extension and outreach activities	02 events are conducted under WTF & MHRD IIC		
45.	Financial support to staff	NPTEL amount not disbursed (no proof of document in dept.)		Financial support to staff needs encouragement

Audit members

Sl. No.	Name	Member	Signature
1.	**Prof. Nagaraju P,** Associate Professor, Dept. of Electronics & Telecommunication Engg., RVCE, Bengaluru	**External**	
2.	**Dr. Vijaya Prakash**, Professor, Dept. of Electronics & Communication Engg., BIT, Bengaluru		15/09/22
3.	**Dr. Vijaykumar T**, Professor, Dept. of Electronics & Communication Engg., SJBIT	**Internal**	14/9/22
4.	**Dr. Sanjay Kumar S M,** Associate Professor, Department of Mechanical Engg. SJBIT		14/9/22
5.	**Prof. Narendra Kumar H,** Associate Professor, Department of Civil Engg., SJBIT		
6.	**Dr. Abhilash C N,** Associate Professor, Department of Information Science and Engg., SJBIT		

IQAC Coordinator
(Dr. Babu N V)

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4

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Certified by ISO 9001-2015
BGS Health and Education City, Kengeri, Bengaluru-560 060

Quality Audit Summary

Academic year: ODD/2021-22
Department: Mathematics
Date of Audit: 14/09/2022

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

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

Observations:
1. Calendar of events were prepared in advance and the same was executed.
2. Subject wise result analyses were carried out regularly.
3. Students were encouraged to participate in Extra Curricular/Co-Curricular activities.
4. Departmental activities need to be documented properly.
5. Dept. specific professional bodies' activities are not initiated.
6. Research papers are published in well reputed journals.
7. CO-PO-PSO attainment is not as per standards.
8. All documents related to seminar and guest lectures are well maintained.
9. National & International Conference to be initiated.

Suggestions:
1. Financial support to staff needs to be encouraged.
2. Research grants from funding agencies must be improved.
3. Staff should be encouraged to interact with outside world.
4. Number of additional workshops to be improved.
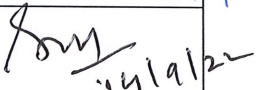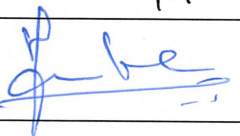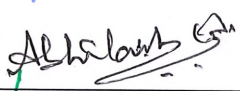5. CO-PO-PSO attainment to be articulated in better manner.

Strength:
- Good number of faculty strength.
- Research grants are good.
- Extension & Outreach activities are good.

Weakness:
- Consultancy is not initiated.
- Systematic documentation is not followed as per standards.
- Library utilization is less.

Audit members

Sl. No.	Name	Member	Signature
1.	**Prof. Nagaraju P,** Associate Professor, Dept. of Electronics & Telecommunication Engg., RVCE, Bengaluru	External	
2.	**Dr. Vijaya Prakash**, Professor, Dept. of Electronics & Communication Engg., BIT, Bengaluru		15/09/22
3.	**Dr. Vijaykumar T,** Professor, Dept. of Electronics & Communication Engg., SJBIT	Internal	14/9/22
4.	**Dr. Sanjay Kumar S M,** Associate Professor, Department of Mechanical Engg. SJBIT		14/9/22
5.	**Prof. Narendra Kumar H,** Associate Professor, Department of Civil Engg., SJBIT		
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